

## Step 1

### Gather the required documentation


Ensure you acquire the following required documents while implementing your project:

- Itemized invoice**  
The invoice must list make, model number, and quantity purchased. Please use the pre-tax total for the purpose of your application. See [program requirements](#) for eligible project costs.
- Proof of payment**  
Proof of payment can be in the form of signature or “Paid” stamp from the contractor; copy of processed cheque(s); online banking account screenshot; debit or credit card receipt; copy of credit card statement; or accounting system screen shot.
- Proof of disposal and/or decommissioning**  
Disposal certificate or receipt(s), i.e., documentation with itemized listing of all old equipment types, wattages, and quantities.
- Updated worksheets, supporting calculations, specification sheets**  
If measures, operating hours, or equipment have changed since the pre-project approval, new worksheets/calculations/specification sheets must be provided.
- M&V and QA/QC photographic evidence**  
If applicable, include documentation based on project type. Please refer to your M&V plan and [photo requirements](#).
- Any additional items required as communicated at the pre-project approval**  
Submit additional items as specified by the application reviewer.



## Step 2

### Complete your approved project installation

- Complete project as per pre-project approval.
-  Please let your application reviewer know if there are any changes to your project scope before the post-project submission.



### Need Help? Give us a call!

Contact the Retrofit Support line for support at 1-844-303-5542 or [retrofit@ieso.ca](mailto:retrofit@ieso.ca).

## Step 3

### Begin your post-project submission in the portal

- Log on to your [Retrofit Portal account](#) and continue your application.  
  
If you require help with the application process, watch the Save on Energy [How-To Videos](#).
- Enter in the required fields including:
  - Actual project start date
  - Actual project completion date
- Make any revisions to your application as necessary, such as:
  - Project details (measure quantities, savings, etc.)
  - Final project cost without HST. See [program requirements](#) for eligible costs.
  - Applicant address where incentive payment will be mailed to
  - HST number, if applicable
- Upload the required documentation previously gathered for your project.




#### Instructions for the applicant representative

If you are an applicant representative, please make sure your applicant logs into his or her account, accepts the participant agreement and accepts the post-project submission. [See Resources and Support links](#).


## Step 4

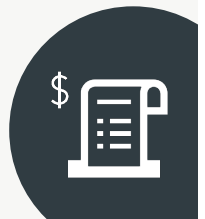
### Submit your application to continue the application review process

-  **Only applicants can accept the participant agreement and submit the application.**
- Respond to questions from application reviewers who will contact you if any clarifications or revisions are required.

## Step 5

### Submit the invoice for your approved incentive after post-project approval

- Upload the incentive invoice in the portal under your application. See [incentive invoice guide](#) and [invoicing FAQs](#).
-  The application number will be referenced on your cheque. Make sure your finance department is aware of the application number and payment amount.



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