

HVAC Rebates - Online Application Information

Submitting an Online Application

Step 1 – Getting Started

1. Select the correct application link:

- *Residential* Application: <https://save.mnpower.com/OnlineApp/#enrollment/default?programId=7>
- *Business* Application: <https://save.mnpower.com/OnlineApp/#enrollment/?programId=17>

2. Enter in the customer's account information. Must provide full account number, name of customer who is on the Minnesota Power account at that address, and the street or house number.

3. Click *Next*.

The screenshot shows the 'Residential HVAC Rebates Program Application' form. On the left is a vertical sidebar with a progress indicator showing steps from 'Step 1: Getting Started' to 'Step 9: Confirmation'. The main content area is titled 'Residential HVAC Rebates Program Application' and includes instructions: 'You will need to enter the customer's:' followed by a bulleted list: 'Account Number', 'First and Last Name on Account', and 'Street/House Number'. Below this, it says 'Enter the first and last name of the primary account holder as it appears on their Minnesota Power bill.' and 'If the customer needs assistance finding their account number, they can call 1-800-228-4966. Minnesota Power is not authorized to give account information directly to contractors.' The 'Account Information' section contains three input fields: 'Account Number' (with a placeholder 'Account Number (no space or dashes)'), 'Name on Account', and 'Street Number'. Each field has a red box with an 'i' icon to its right. A 'Next >>' button is located at the bottom right of the form.

If you are able to move on to the next page, this customer is a confirmed Minnesota Power customer and you may continue with the application.

If you are getting errors at this step, one or more of the three customer fields are incorrect. You will need to confirm with the customer the correct information in order to continue with the application.

Step 2 – Customer Information

(Please note: Information needed may vary between Residential and Business applications)

1. Complete all blank fields in this step while confirming the pre-populated information is accurate. (Name and Installation Address fields will pre-populate based on Account Number entered on page 1).
 - **NOTE:** Required fields are marked with a red box to the right of the field.
2. **Important!** Verify Mailing Address is accurate. The rebate check will be sent to the **Mailing Address** entered in this field.

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A confirmation email will be sent to the email address you provide once your application is submitted. For assistance, please call 218-355-2843.

Customer Information (Account Holder)

First Name:

Last Name:

Primary Phone:

Alt Phone:

Fax:

Email:

Installation Address

Street:

Unit:

ZIP / Postal Code:

City:

State:

Mailing Address

Is the mailing address the same as the Installation Address? ☒ Yes ☐ No

Property Information

Building Type:

Occupancy Status:

Construction Type:

Primary Heating Fuel Type:

Home Square Footage (Best Guess):

Promo Code (If Applicable):

General Application Information

Make Rebate Check Payable to:

- Under the General Application Information section, if the check must go to anyone other than the customer at the account location the items were installed in (Landlord, for instance), additional fields will be required to be filled out.
- Click *Next*.

General Application Information

Make Rebate Check Payable to:

Payee Legal Name (as shown on income tax return):

Payee Federal Tax Classification:

Landlord Legal Address Line 1:

Landlord Legal Address Line 2:

Landlord Legal City:

Landlord Legal State:

Landlord Legal Postal Code:

Send Landlord Check To:

Landlord Taxpayer ID Type:

Landlord Taxpayer ID (no dashes):

<< Back Next >>

Step 3 – Installer Information (only for Residential applications)

1. In the Company field, begin typing in the name of your company.
 - a. The Company field will auto populate a list of contractors that are Minnesota Power participating HVAC contractors. Select your company from this list. Any details, such as mailing address, will also pre-populate on the form if the information is in the system.
 - i. If your company name is not found in the list, please call **1-855-669-8196** (or email MNpowerrebates@franklinenergy.com) to confirm your company is active as a Participating Minnesota Power HVAC Contractor, or to sign up.
 - b. Enter Contact Name and Phone (required) and any other applicable fields. **Note:** Rebate check will be sent to the customer **Mailing Address** provided on the previous page. If the equipment installed is eligible for a Contractor Incentive, the mailing address provided in this section will determine where that payment is sent.
2. Click *Next*.

The screenshot shows the 'Installer Information' form for Minnesota Power, an Allete Company. The form is titled 'Enter your company information and mailing address. Please contact us if you need to update the address we have on file for your company.' On the left, a sidebar lists steps 1 through 9, with 'Step 3: Installer Information' highlighted. The main form area is divided into two sections: 'Installer Information' and 'Mailing Address'. The 'Installer Information' section includes fields for Company, Contact Name, Contact Phone, Contact Email, Contact Fax, and Website. The 'Company' field is active, showing a dropdown list of contractors: Walker Construction Inc, Walstrom Heating & AC Inc, Weidner Plumbing and Heating, Willow River Geothermal LLC, Wilson HVAC Company, and Woolie Refrigeration Heating and Cooling. The 'Mailing Address' section includes a radio button for 'Is this a PO Box?' (set to 'No'), and fields for 'In Care of / Recipient', Street, Unit, ZIP / Postal Code, City, and State. The 'Street' field is pre-filled with '2901 Helm St', 'City' with 'Duluth', and 'State' with 'MN'. At the bottom right, there are '<< Back' and 'Next >>' buttons.

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Enter your company information and mailing address. Please contact us if you need to update the address we have on file for your company.

Installer Information

Company: W

Contact Name:

Contact Phone:

Contact Email:

Contact Fax:

Website:

Mailing Address

Is this a PO Box? ☐ Yes ☒ No

In Care of / Recipient:

Street: 2901 Helm St

Unit:

ZIP / Postal Code: 55806

City: Duluth

State: MN

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Step 4 – Equipment Information

1. Click on the blue + *Add Equipment* button to add equipment (measures).
2. Check the box next to the measure(s) you are applying for a rebate on. You can enter in the quantity to add multiples of a measure to the application.
3. Click *OK*.

*Equipment options may vary between Residential and Business applications

The screenshot displays the Minnesota Power rebate application interface. On the left, a sidebar lists steps from 1 to 9, with Step 4, 'Equipment Information', highlighted in blue. The main content area has a heading 'Click the Add Equipment button to choose the products you would like to add to your rebate application.' Below this, it states 'For some equipment you may need the AHRI Certified Reference Number. Use one of the following links to look up your equipment.' and lists links for 'CAC Equipment', 'ASHP - Ducted', and 'ASHP - Ductless'. A yellow box highlights a '+ Add Equipment' button. A modal window titled 'Add Equipment' is open, showing a table with columns 'No. to Add' and 'Equipment'. The table lists several ASHP options, with the first row 'ASHP - Cold Climate Ducted' selected. To the right of the modal, there are '<< Back' and 'Next >>' buttons. At the bottom right of the modal are 'Ok' and 'Cancel' buttons.

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Click the Add Equipment button to choose the products you would like to add to your rebate application.

For some equipment you may need the AHRI Certified Reference Number. Use one of the following links to look up your equipment.

- CAC Equipment
- ASHP - Ducted
- ASHP - Ductless

+ Add Equipment

Add Equipment


No. to Add	Equipment
<input type="checkbox"/>	ASHP - Cold Climate Ducted
<input checked="" type="checkbox"/>	ASHP - Cold Climate Ductless
<input type="checkbox"/>	ASHP - Ducted
<input type="checkbox"/>	ASHP - Ductless
<input type="checkbox"/>	ASHP - Ductless - Non-electric Heat
<input type="checkbox"/>	ASHP - Proper Installation (Ducted, Non ENERGY STAR®)
<input type="checkbox"/>	ASHP - Proper Installation (Ductless, Non ENERGY STAR®)

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Ok Cancel

4. Begin completing fields.

- Some measures have qualifier questions to ensure that customer is eligible for rebate. If customer is not eligible (for example, based on existing heating type), you will not be able to continue.
- Air Source Heat Pump (ASHP)
 - These measures are linked to an AHRI product list. Enter the AHRI Certified Reference Number into the appropriate field. Click anywhere out of that field, and the Brand Name, Model Number, SEER(2), HSPF(2), Capacity, and Size should auto-populate (may take a few seconds to populate).
 - Not all products on the list qualify for Minnesota Power rebates if the specs do not meet minimum standards.**



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Click the **Add Equipment** button to choose the products you would like to add to your rebate application.

For some equipment you may need the AHRI Certified Reference Number. Use one of the following links to look up your equipment.

- CAC Equipment
- ASHP - Ducted
- ASHP - Ductless

ASHP - Ductless

×

Quantity

1

Units

⊖

Are you either replacing an electric heat source or installing it in new construction?

Yes

Date of Installation

Instructions

Please enter the AHRI Certified Reference Number. Links to the AHRI product search can be found at the top of this page. If you cannot find the Reference Number, click the Plus (+) to the right to manually enter a product.

AHRI Certified Reference Number

207517154

+

Brand Name

Mitsubishi Electric

Outdoor Model #

MXZ-SM42NAMHZ

Outdoor Serial #

i

Indoor Model #

Indoor Serial #

i

SEER

22.00

HSPF

12.00

Capacity (Btu/h)

42000

Size (Tons)

3.5

Existing Heating System

i

Existing Cooling System

i

Replacing Existing Unit

i


+

Add Equipment

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- ii. If the AHRI Certified Reference Number entered does not auto-populate those fields, click on the blue + button to the right of the AHRI field. This will allow you to manually enter in all of the information.



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Click the Add Equipment button to choose the products you would like to add to your rebate application.

For some equipment you may need the AHRI Certified Reference Number. Use one of the following links to look up your equipment.

- CAC Equipment
- ASHP - Ducted
- ASHP - Ductless

ASHP - Ductless

Quantity

1

Units

Are you either replacing an electric heat source or installing it in new construction?

Yes

Date of Installation

Instructions

Please enter the AHRI Certified Reference Number. Links to the AHRI product search can be found at the top of this page. If you cannot find the Reference Number, click the Plus (+) to the right to manually enter a product.

AHRI Certified Reference Number

Brand Name

Outdoor Model #

Outdoor Serial #

Indoor Brand Name

Indoor Model #

Indoor Serial #

SEER

HSPF

Size (Tons)

Existing Heating System

Existing Cooling System

Replacing Existing Unit

+

Add Equipment

<< Back

Next >>

iii. To revert back to linking to the auto-populated fields, select the blue revert button on the screen.

c. For all other measures, enter in the required information.

5. To remove a measure, click on the X next to the measure. To add an additional measure, click the Add Equipment button again.

6. Click *Next* when completed. All entered fields will be validated.


Step 5 – Incentive Summary

This page will show the total rebate amount you are applying for. Please review measures and confirm all information is correct. If not, click the *Back* button to make corrections. Once complete, click *Next*.

Note: Rebate amounts shown are not guaranteed. All applications will be reviewed for accuracy. If a measure does not qualify through this application process and you think it should, please complete processing it through the system and you will be contacted for more information. To contact us with questions, please call 1-855-669-8196.

Step 6 – Documentation

1. An invoice is required to be added on this step. Click on *Add Documents* (or the blue cloud with the up arrow) to add the invoice document.
2. You may also add an AHRI Certificate for any equipment. If the rebate is for a Ground Source Heat Pump (GSHP), the AHRI Certificate is required.
3. When adding a document, be sure to select the correct type of document.
4. The user can add as many documents as needed by clicking on *Add Documents*.
5. Click *Next* when done.



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Please upload a scan or photo of the following documents:

- Invoice - (Required)
- AHRI Certificate - (GSHP Only) If you are installing a GSHP, you need to upload an AHRI Certificate. If you do not upload the AHRI Certificate, the application processing time will be delayed.

Document Type	Document Name	Comments
		

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Step 7 – Terms and Conditions

Review the Terms and Conditions. If you agree, check the box that says: “I agree to the terms and conditions of this program” and click *Next*.

The screenshot shows a web form for Minnesota Power, an Allete Company. On the left is a vertical sidebar with steps 1 through 9. Step 7, 'Terms and Conditions', is highlighted with a blue arrow. The main content area contains the following text:

Terms and Conditions

General Eligibility: This offer is valid for Minnesota Power retail customers only. If you have a question about a specific rebate, please refer to the [Participation Requirements](#) on our website. Rebate cannot exceed total project cost including product and labor.

Verification: Minnesota Power reserves the right to verify sales receipts and/or installations of products and services before issuing rebates. A random inspection may be conducted to verify installation(s) or service(s). Participants may be contacted regarding rebate applications.

Program Modifications: Minnesota Power reserves the right to alter or discontinue this rebate offer at any time without notice.

Disclaimer: Minnesota Power reserves the right to deny or limit any rebate request. In addition, Minnesota Power offers no warranties on product or service installations provided nor does the program warranty, guarantee or endorse the energy efficiency services provided by any specific contractor participating in the program.

Tax Information: If tax information has been provided, the following certifications are required in order for this form to substitute for the IRS form W-9. Under penalties of perjury, I certify that:

1. The payee's TIN is correct
2. The payee is not subject to backup withholding due to failure to report interest and dividend income, and
3. The payee is a U.S. citizen

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

At the bottom of the main content area is a checkbox labeled "I agree to the terms and conditions of this program". To the right of the checkbox is a red icon of a document with an exclamation mark. At the bottom right of the form are two buttons: "<< Back" and "Next >>".

Step 8 – Review and Submit

1. This step will summarize all of the information you've entered previously. Review the page, and if changes need to be made click on the *Back* button or, on the left side of the screen, click the step you would like to go back to.
2. A confirmation email will **automatically** be sent to the customer's email previously entered on this application as soon as the application is submitted. If you have an additional email you'd like the confirmation to go to (you as the contractor or spouse of customer, for example), enter it at the bottom of the page before submitting the application.
3. Click on **Submit** when all information is confirmed.

Confirmation

Once the application is submitted, a confirmation message, including the enrollment number, will appear. Once the application has been submitted, the enrollment number can be used to search for the application in the system. A PDF of the Application will be automatically generated so you can save it in your records, and a confirmation email will be sent to the email address(es) specified on the application.

To contact us with questions, please call 1-855-669-8196. You may be contacted if additional information is needed to complete the application process.

Thank you!