

Your guide to submitting CenterPoint Energy rebates online



Always There.®

Online rebates — Follow these steps:

Before you get started:

Have an electronic copy of dated customer sales invoice with required details (customer name, installation address, brand, complete model number and serial number).

Need to know:

- Type of building
- Type of installation
- Purchaser type



Go online to the **dealer-only** rebate form.



Complete on behalf of your customer.



Upload the dated sales invoice.



Sign electronically and agree to the terms and conditions.



Note the confirmation number when rebate has been successfully submitted.

For help getting started or troubleshooting:

Gospel.Giwa@CenterPointEnergy.com 612-321-4870

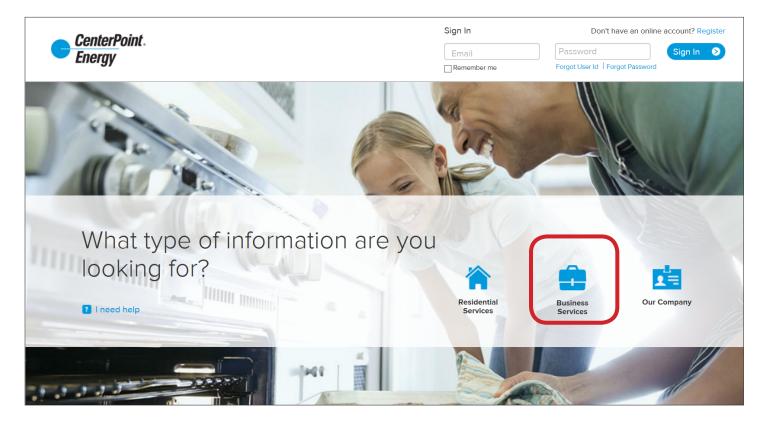
For corrections to online submissions:

RebateProcessing@CenterPointEnergy.com

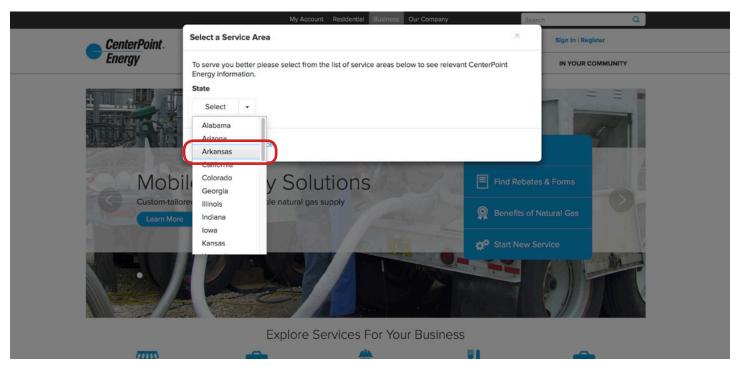


1. Go to website CenterPointEnergy.com

2. Click on Business Services

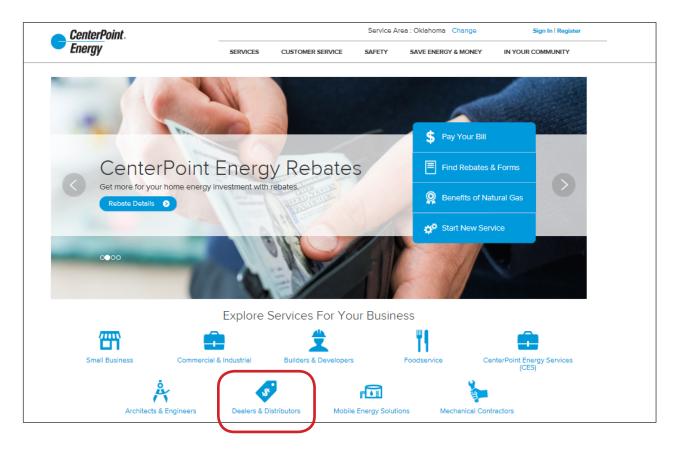


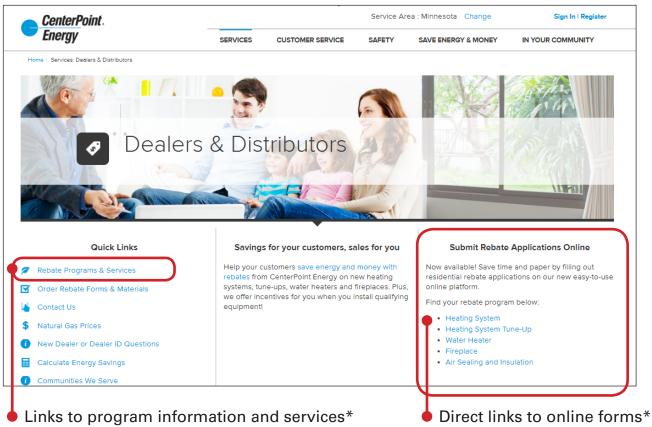
3. Select state where installation occured





4. Click on Dealers & Distributors



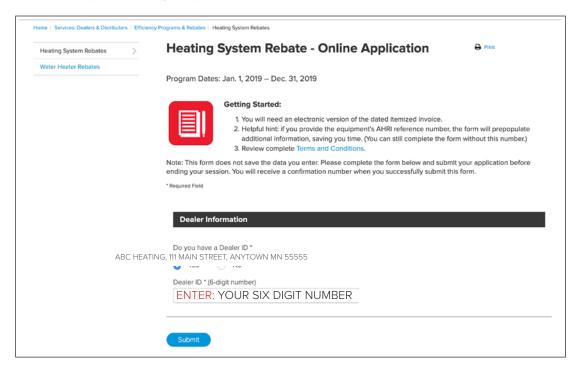


^{*} Links will vary by state.

Online forms: Dealer Identification

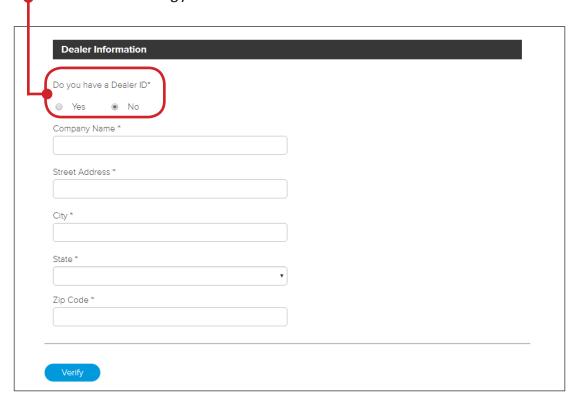
5. Enter your 6-digit Dealer ID number

Verify your company information is correct.



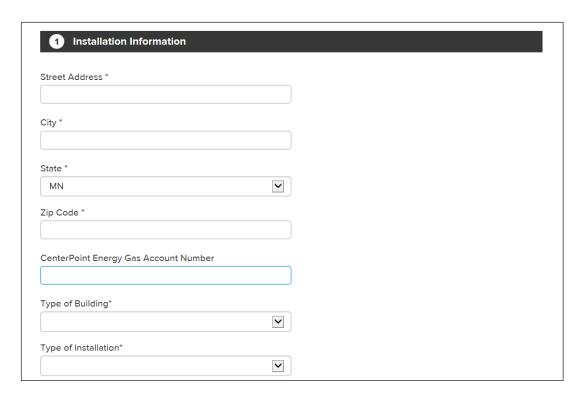
6. If you don't have a six-digit Dealer ID number

Complete this section if your company doesn't have a six-digit CenterPoint Energy Dealer ID number.



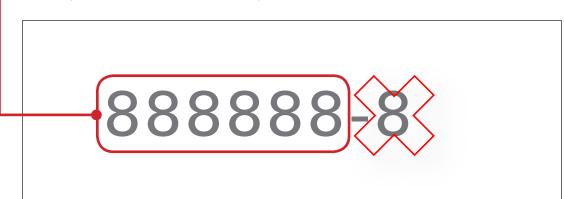
Online forms: Installation

7. Provide a complete address and check spelling before proceeding to the next section.



8. Gas account number

- This is **NOT** a required field.
- The CenterPoint Energy gas account number is the gas account where the equipment was installed or serviced.
- If you enter the gas account number, just enter the numbers up to the dash

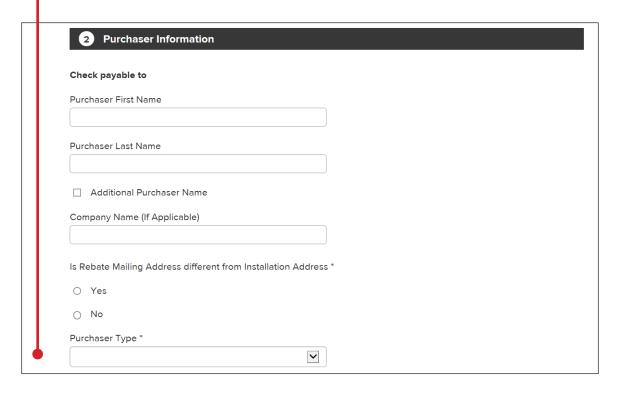




Online forms

9. Purchaser information section

This section pertains to who should receive the check.





Online forms: Equipment

10. Heating systems and water heaters

- Enter the AHRI reference number for time savings.
- If entering a model number, you will need to know the first four digits of the model number.
- One rebate submission per piece of equipment installed.
- Contact us if the model number doesn't populate in the form.





11. Smart thermostats

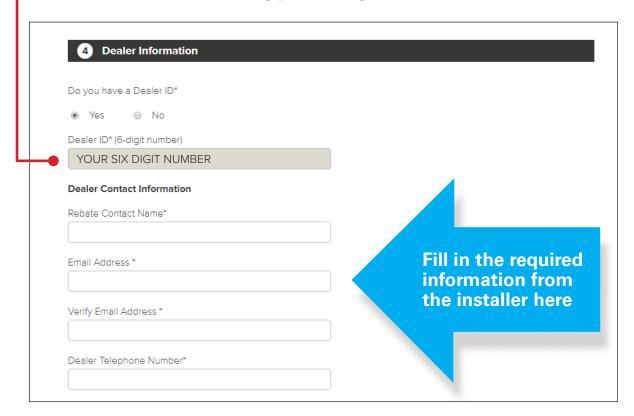
- Manufacturer equipment data is populated in the model table.
- Contact us if the model you installed is not listed in the drop-down menu.

Email: RebateCenter@CenterPointEnergy.com



Online forms: Dealer section

12. CenterPoint Energy six-digit Dealer ID



13. Invoice section

Upload the detailed sales invoice you gave your customer/builder. Acceptable formats shown below.





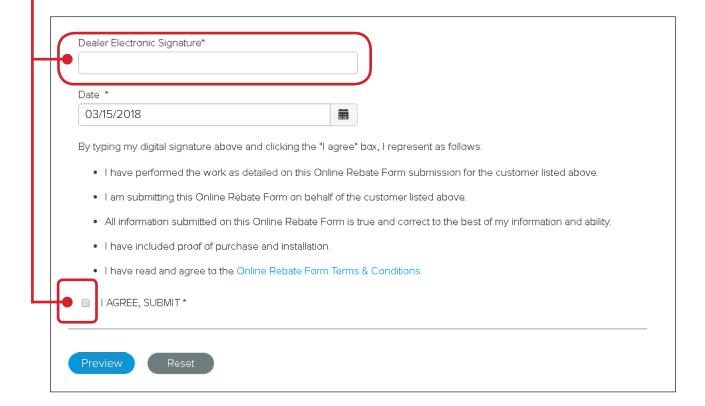






14. Electronic signature

- Type full name.
- Agree to terms and conditions
 - Customer **DOES NOT** need to sign or approve rebate application





Preview

15. Preview the information you provided.

Then click on "Submit," if all looks good, or "Modify," to make changes.



Online Forms: Confirmation

Your confirmation number is your assurance that your rebate application was submitted and received accurately. If one does not display, the rebate was not received.

