



Your friends at CTR Heating & Air Conditioning have created this handy guide to help you navigate the online submission process for WATT**SMART** rebates.

Visit <u>https://wattsmarthomes.capturesportal.com/Account/Home/Index</u> to get started.

STEP 1: Create a new Customer rebate account by clicking on the highlighted hyperlink (or login if you already have a rebate account)

Welcome!		
Please note, your Rocky Mountain Power rebate account is not the same as the account you use for managing your utility services and payments.		
Don't have a rebate account? Create a new Customer rebate account	User Name (Email Address) User Name Password	
Create a new Trade Ally rebate account	Password Log in Forgot password?	
Rocky Mountain Power Phone: 1-888-221-7070 Email: <u>wattsmarthomes@rockymountainpower.net</u>	Privacy Statement Terms of Use © 2022, TRC Companies, Inc., All rights reserved.	

STEP 2: Fill in your info and select "Lookup Account."

Create New Rebate Account				
Account Lookup				
To successfully look up your account, you must enter any combination of two of the following: account number, account name or service address. Please enter your Rocky Mountain Power account information ensuring it matches your bill exactly. You may view a sample bill here.				
Name on Account	John Doe	Account Number (first 8 digits)	12345678	
Account Address	1234 Street Road	City	South Jordan	
State	UT 🗸	ZIP Code	84095	
Lookup Account				

STEP 3: Enter your email address and choose a password. You'll get an email with a confirmation code that you will need to enter to continue setting up your rebate account.

After you enter the code, you'll go back to the login page. Sign in using your new login information.

WATTSMART ROCKY MOUNTAIN POWERING YOUR GREATNESS		
Welcome!		
Log-in to your Rocky Mountain Power rebate acco	ount to complete a new application or check your rebate states	
Please note, your Rocky Mountain Power rebate account is not the	e same as the account you use for managing your utility services and payments	
Don't have a rebate account? Create a new Customer rebate account	User Name (Email Address) User Name Password	
Create a new Trade Ally rebate account	Password	
	Log in Forgot password?	
Rocky Mountain Power Phone: 1-888-221-7070 Email: <u>wattsmarthomes@rockymountainpower.net</u>	Privacy Statement Terms of Use © 2022, TRC Companies, Inc., All rights reserved.	

STEP 4: Create a new application by selecting Start Application. You can also view any existing applications from this page as well.



STEP 5: When filling out your information, under the Contractor/Trade Ally information, simply start typing "CTR" and it will autocomplete our information.

Contractor/Trade Ally Information

Did you use a Contractor/Trade Ally to install your project?

Yes	
Contractor/Trade Ally Search	
CTR	~
CTR Heating and Air 2714 W 11460 S South Jordan,UT 84095 801-999-4220	
*Trade Ally Address	*Trade Ally C

STEP 6: In the "Project Information" section you can create a name for your project. Under the *Existing cooling/heating systems, be sure to choose the system you had <u>before</u> the install. Then Save and Continue to the next page.

Project Information		
Project Nickname		*Home Type
		Select One
*Existing cooling system or system prior to HVAC upgrade		*Existing heating system or system prior to HVAC upgrade
Select One	~	Select One
*Home Size (Sq. Ft.)		*Year Home Built

STEP 7: Click the blue +Add Equipment button on the right. You'll choose Heating and Cooling to apply for rebates on your new HVAC system, Plumbing and Water Heating if you are applying for a rebate on a new water heater, or Smart Accessories if you are applying for a rebate on a new smart thermostat.

Fill out the rest of the information using your receipt as a reference and your AHRI Certificate that was emailed to you.

If you enter your AHRI Reference # and click the search button, it should autopopulate the information for you.

Additional Information	
Search AHRI Reference #	QSearch
*AHRI Number	*Furnace Model Number
*Efficient AFUE	
*Indoor Unit Manufacturer	*Outdoor Unit Manufacturer
*Indoor Unit Model Number	*Outdoor Unit Model Number
*seer	*HSPF
*SER2	*HSPF2
AHRI provides both 2017 ratings (SEER/HSPF) and 2023 ratings (SEER2/HSPF2) whe acceptable rating values. Please enter 0 in rating fields when relevant AHRI ratings and	en available. Your equipment may have rating values for either 2017 or 2023 or both. Incentive eligibility requires at least one set of e not available.
Cancel	Save

If the information does not auto-populate, you'll need to manually enter the information from the certificate. The information you'll need is highlighted below.



STEP 8: Before submitting your application, be sure to attach the AHRI certificate and your invoice from CTR Heating and Air.