



**Upon reviewing and meeting the [Application Requirements](#) and once you have received your EnerGuide file number, you are ready to begin the application process. There are four ways you may apply (please note however, online applications are processed the quickest resulting in a shorter wait time for your rebate cheque to arrive in the mail):**

- ✓ Online application - scanning and uploading a copy of your purchase contract or Final Occupancy Report;
- ✓ Online application - faxing or mailing a copy of your purchase contract or Final Occupancy Report;
- ✓ Download a paper application (click "Apply Now") and fax or mail it in along with a copy of your purchase contract or Final Occupancy Report; or
- ✓ Call 1-888-537-7202 and have a paper application mailed to you. Return it by fax or mail, along with a copy of your purchase contract or Final Occupancy Report.

### How to Apply Online:

1. Click the "Apply Now" button. You will be prompted to do one of four things:
  - 1) Login with an existing online account;
  - 2) Create an online account;
  - 3) Apply without creating an account; or
  - 4) Download a paper version of the application.
2. Create an account or login to an existing one. There are significant benefits to creating an account:
  - You will not be required to complete the application in one sitting. You may log off and resume your application later;
  - You will be able to track the progress of your rebate application; and
  - Should you decide to apply for other rebates on this site, your mailing information will be carried forward.
3. Follow the simple four steps. Enter the information required.
4. Provide a copy of your supporting documentation:
  - Scan and upload a copy of your purchase contract or Final Occupancy Report within the online application tool; or
  - Fax or mail a copy of your purchase contract or Final Occupancy Report to our office – you MUST print a cover sheet to be included with any fax or mail submissions.
5. Once your application has been approved, your cheque will be processed for payment and then sent through Canada Post. Please note, if you create an online account, you will be able to track the status of your application.

