

# RETROFIT Program Quick Application Guide



## STAGE 1

APPLYING BEFORE  
COMMITTING TO WORK

- Get quote(s) from contractors
- Create a SaveOnEnergy account by following Step 2 under “Getting Started” at **RetrofitMyBusiness.ca**
- Submit application/quote, or assign your contractor as an Applicant Representative to do it for you
- Wait for PowerStream approval before continuing



## STAGE 2

ORDER MATERIAL  
AND COMPLETE WORK

- Order material
- Complete the project
- Update the project online with completion details & documents, including proof of recycling
- PowerStream will approve it



## STAGE 3

COMPLETE PAPERWORK  
AND GET PAID

- Invoice PowerStream for the final amount of the incentive + HST
- PowerStream pays incentive after receiving approval from the IESO

CALL US **1-855-215-7235**

VISIT **RETROFITMYBUSINESS.CA**

To find an approved contractor who is familiar with the Retrofit Program, visit [PowerStream.ca/Contractor](http://PowerStream.ca/Contractor) and select your project type in the drop-down menu.

