

The logo for DTE Energy, featuring the letters "DTE" in a bold, dark blue, sans-serif font. To the left of the text is a stylized sunburst graphic composed of numerous thin, light gray lines radiating from a central point, creating a semi-circular shape.

DTE

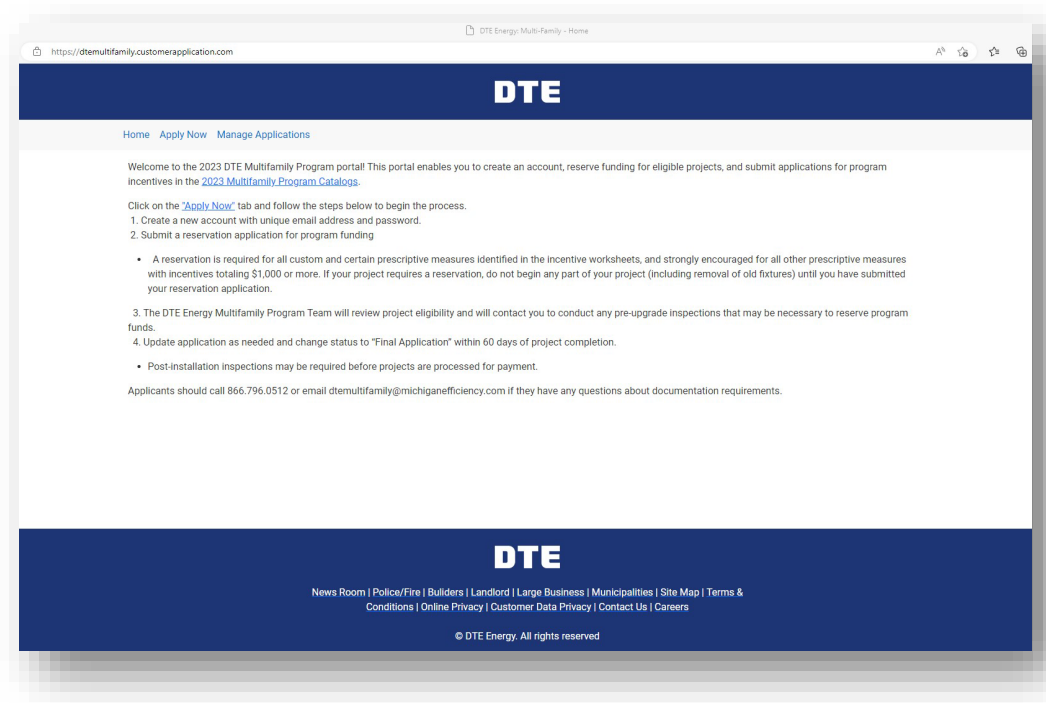
DTE Multifamily Contractor
Application Submission Portal

2023 Application Submission Portal

NEW Website URL: dtemultifamily.customerapplication.com

The new portal allows you to:

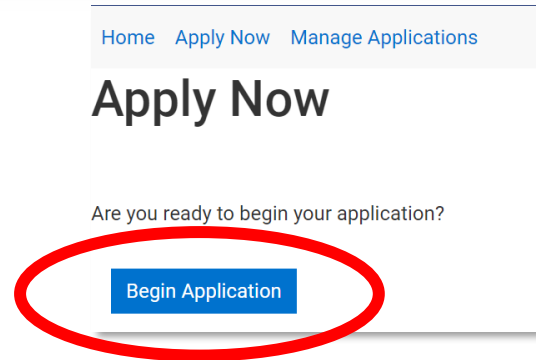
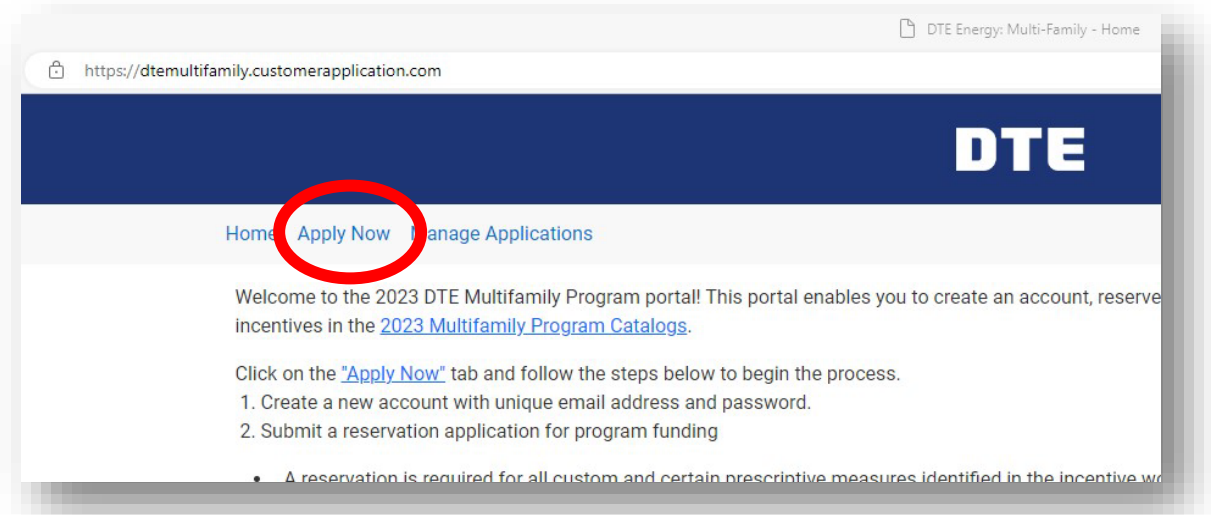
- Create a new account with unique email address and password
- View and manage your applications (including application status)
- Submit a reservation for program funding
- Submit a final application for program funding



Get Started

To submit a new application, click **Apply Now**.

Then, click **Begin Application** to get started.



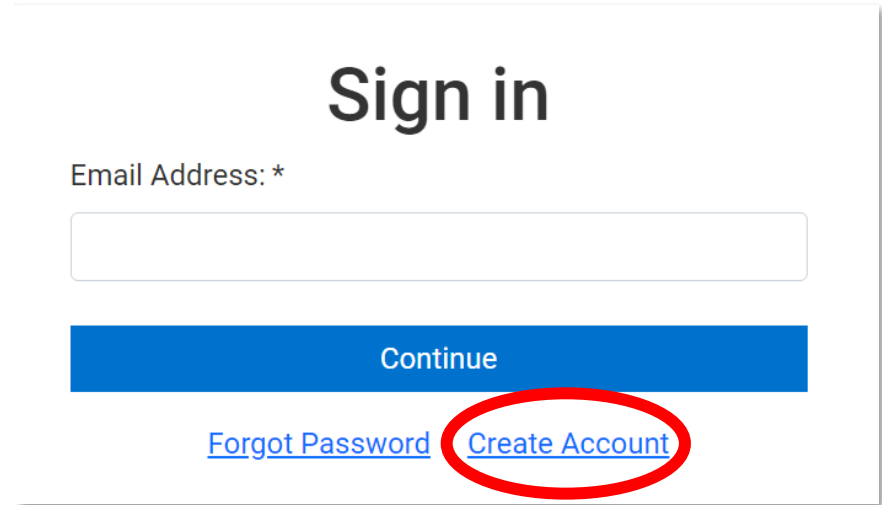
Create an Account

Creating an account allows you to submit and view applications

If you already have an account, sign in here, and skip to slide 8.

OR

If you are using the portal for the first time, click **Create Account**.



The image shows a 'Sign in' form. At the top, the text 'Sign in' is displayed in a large, bold, dark grey font. Below this, the label 'Email Address: *' is positioned to the left of a white rectangular input field with a thin grey border. Underneath the input field is a solid blue button with the word 'Continue' written in white. At the bottom of the form, there are two blue, underlined links: 'Forgot Password' and 'Create Account'. The 'Create Account' link is highlighted with a red oval.

Create an Account

Fill in your **Name, Email Address,**
and **Password.**

Then, click **Submit.**

Create Account

First Name: *

Last Name: *

Email Address: *

Re-Enter Email Address *



Password: *


Re-Enter password: *

Submit

Create an Account

Customer Account Authorization Code Request

 donotreply@customerapp: To  Deriaz, Lauren 3:49 PM

 External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this message.

A request was received to create a new customer account for DTEMULTIFAMILY.CUSTOMERAPPLICATION.COM. If you did not make this request, you can ignore this email. Contact your system administrator if you continue to receive further emails.

Please use the following authorization code to complete your customer account creation.

The authorization code will only be valid for 30 minutes.

Your authorization code is **2A28B3**

Click here to enter your authorization code:
<https://dtemultifamily.customerapplication.com/customerAuthCode/5DCDE7241BD64B0C8C1DB1FAE7445FE2/2A28B3>

***DO NOT REPLY TO THIS EMAIL - THIS IS AN AUTOMATED MESSAGE AND NO REPLIES WILL BE RECEIVED ***

You'll receive an email with an authorization code at the email address that you provided.

Find the authorization code and **enter the authorization code in the portal** within 30 minutes.

Click **Submit**.

Enter authentication code sent via email

Authentication Code: *

Enter your authentication code

Submit

Submit an Application

Home [Apply Now](#) [Manage Applications](#)

My Applications

[Incomplete Applications \(0\)](#) [Submitted Applications \(0\)](#) Filter by status: [All Statuses](#) ▼

[Export Projects to CSV](#)

PROJECT NUMBER	PROJECT NAME	CONTACT	STATUS	DATE CREATED	PROGRAM	MESSAGES & TASKS	ACTION
			▼	mm/dd/yyyy			

No applications found

After creating your account, navigate back to **Apply Now**.

Then, click **Begin Application** to get started.

Home [Apply Now](#) [Manage Applications](#)

Apply Now

Are you ready to begin your application?

[Begin Application](#)

Submit an Application - Contacts

Add contact information for where the work is being performed

- **Name**
- **Company**
- **Address**
- **Phone Number**
- **Email Address**

You have the option of saving the contact for future projects.



Contacts

Contacts

Where Is The Work Being Completed?

First Name *

Last Name *

Company *

Address *

Address (cont)

City *

State/Province *

Postal Code *

Phone *

Cell

eMail *

Save this as a new contact in my profile contact list

Clear Contact

Submit an Application - Contacts

Add contact information for who should receive the rebate

- **Name**
- **Company**
- **Address**
- **Phone Number**
- **Email Address**

You have the option of saving the contact for future projects.



To whom should the rebate be payable to?

Who is the person we should contact regarding this application?

Same as home/business information

First Name *

Last Name *

Company *

Address *

Address (cont)

City *

State/Province *
-- SELECT --

Postal Code *

Phone *

Cell

eMail *

Save this as a new contact in my profile contact list

Clear Contact

Submit an Application - Contacts

Add contact information for the primary contractor

- **Name**
- **Company**
- **Address**
- **Phone Number**
- **Email Address**

You have the option of saving the contact for future projects.



Who is installing or completing the work/installation?

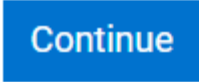
Company *	Address *
<input type="text"/>	<input type="text"/>
First Name *	Address (cont)
<input type="text"/>	<input type="text"/>
Last Name *	City *
<input type="text"/>	<input type="text"/>
	State/Province *
	-- SELECT --
	Postal Code *
	<input type="text"/>
	Phone *
	<input type="text"/>
	eMail *
	<input type="text"/>

Save this as a new contact in my profile contact list

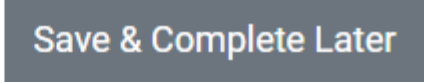
Clear Contact

Submit an Application - Contacts

After entering all the contacts associated with this project, **Continue** to the next page, OR **Save** and complete the rest of the application later.

A blue rectangular button with the text "Continue" in white.

- OR -








A dark gray rectangular button with the text "Save & Complete Later" in white.

Submit an Application - Project

Provide some information about the project.

Multifamily Prescriptive Application

Program Information

Application Submission Date *	Will project seek low interest rate financing through Michigan Saves?
<input type="text" value="mm/dd/yyyy"/> 	<input type="text" value="-Select-"/> 
Project or Building Name (if applicable)	Estimated Install Cost *
<input type="text"/>	<input type="text"/>
Is this a Reservation or Final Application? *	Who should we call with questions about the application? *
<input type="text"/> 	<input type="text"/> 
Is this a New Construction Application? *	How did you learn about this incentive program? *
<input type="text"/> 	<input type="text"/> 
Is this property Income Qualified or Market Rate? *	
<input type="text"/> 	
Location(s) of Measure Install *	
<input type="checkbox"/> In Unit	
<input type="checkbox"/> Common Area	

Submit an Application - Project

If you select Income-Qualified, you will need to check the applicable requirements and provide proof.

Is this property Income Qualified or Market Rate? *

Income Qualified



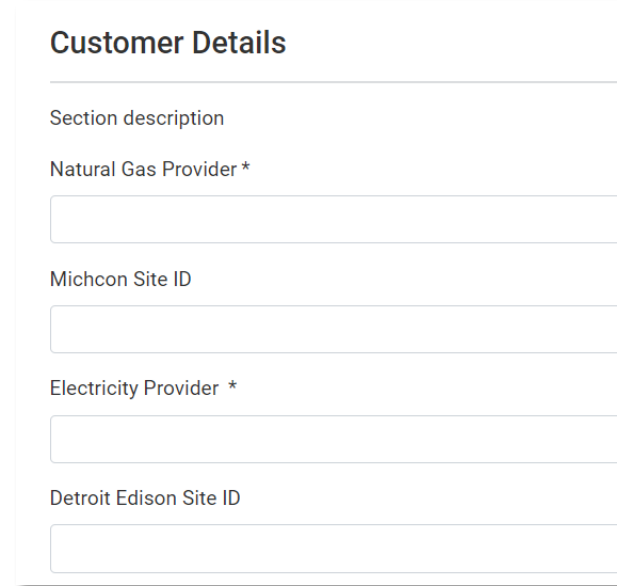
Income Qualified property meets the following requirement(s):

- Affordable Housing Program
- HUD Qualified Census Tracts
- Rent Roll Documentation
- Resident Income Information
- N/A

Submit an Application - Project

Add the customer/property DTE account details.

You will be prompted to add **utility account numbers** after selecting DTE as the utility provider.



The screenshot shows a web form titled "Customer Details". The form is divided into sections by horizontal lines. The first section is labeled "Section description". Below this, there are four input fields, each with a label and an asterisk indicating a required field: "Natural Gas Provider *", "Michcon Site ID", "Electricity Provider *", and "Detroit Edison Site ID". Each label is positioned to the left of its corresponding empty text input box.

Submit an Application - Project

Add the building information.

Building Information
Section description
Property name *
<input type="text"/>
Building Type *
<input type="text"/>
Number of Floors *
-Select-
Total Sq. Footage (IU + CA) *
-Select-
Year Built *
<input type="text"/>
Total Buildings *
<input type="text"/>
Total Apartment Units *
<input type="text"/>
Count of Apartment Units With At Least One Measure Installed *
<input type="text"/>
Does this property, or any of the residents living at this property, receive income-based rental subsidies?
-Select-
Is this property publicly or privately owned?
-Select-
Do the residents at the property own or rent their living unit?
-Select-

Submit an Application - Project

Add the building's HVAC and water heating information.

HVAC and Water Heating

Primary Cooling Equipment Type *

Primary Heating System Fuel Type *

Primary Heat Equipment Type *

Hot Water Heater Fuel Type *

Hot Water Heating System *

Submit an Application - Project

If you are applying for a tune-up incentive, enter the contractor company and technician information.

Confirm who will receive the rebate. You may select a party other than the customer, but a signed release will be required prior to payment.

Tune-up Service

Company Performing Tune-up

Technician Performing Tune-up

Payment Information

Who do you wish to receive the rebate? *

Customer

Submit an Application - Project

Read the terms and conditions, **check the certification box**, and either **Continue or Save** for later completion.

You will add equipment on the next page.

Certify and Submit

Terms and Conditions

The energy optimization measures listed within are being/have been installed in a qualifying time frame, conditions can be found in the Policy and Procedures Manual available at dteenergy.com/savenow. I understand that this is not a guarantee of payment. Incentive payment will be based upon the Final Application meeting the Program conditions include: 1. Final Applications and all required documentation must be received within 60 days



I hereby certify that the information contained in this application is complete and that I agree to all the terms and conditions set forth in this application.

Back

Continue

- OR -

Save & Complete Later

Submit an Application - Equipment

Click **Add Equipment**.

Equipment

Equipment

No equipment added.

[Add Equipment](#)

Submit an Application - Equipment

Use the menu on the right-hand side to select the prescriptive equipment that was installed.

- IU = In-Unit
- CA = Common Area

If you are submitting a custom measure select the initial category and then "Energy Audit/Inspection"

The screenshot displays two overlapping windows from a web application. The background window is titled "Add Equipment" and shows a breadcrumb trail "Catalog Home / Market Rate Presc CA" above a list of four equipment categories: "Market Rate Presc CA", "Income Qualified Presc IU", "Income Qualified Presc CA", and "Market Rate Presc IU". The foreground window, also titled "Add Equipment", shows a breadcrumb trail "Catalog Home / Market Rate Presc CA" above a list of 16 equipment types: "Air Source Heat Pumps", "Boilers", "Controls", "DHW Insulation", "Doors", "Energy Audit/Inspection", "Furnaces", "LED", "Occupancy Sensors", "Other Residential", "Residential Appliances", "Sealing and Infiltration Control", "Tune-ups/Services", "Unitary Packaged Heating & Cooling", "Water Heaters", and "Windows". A red arrow points from the "Energy Audit/Inspection" option in the foreground window to the "Market Rate Presc CA" option in the background window.

Submit an Application - Equipment

Fill in the requested details for your equipment.

As shown here, this will vary based on the equipment type that was installed.

Fields with an asterisk are required

Click **Add Equipment** to save

The image displays three overlapping screenshots of the 'Add Equipment' form, each for a different equipment type. The 'Add Equipment' buttons at the bottom of each form are circled in red.

- Form 1 (Left):** Equipment: Natural Gas Furnace Presc-CA-MR. Fields: Quantity* (1), AFUE* (empty), AHRI REF NUMBER* (empty), BTUH* (empty), BTUH INPUT* (empty), DATE INSTALLED* (mm/dd/yyyy), MANUFACTURER (empty), MODEL (0), SERIAL NUMBER (empty).
- Form 2 (Middle):** Equipment: Gas Storage Water Heater Presc-CA-MR. Fields: Quantity* (1), AHRI REF NUMBER* (empty), BTUH INPUT* (empty), CAPACITY GALLONS (empty), DATE INSTALLED* (mm/dd/yyyy), MANUFACTURER (empty), MODEL (0), SERIAL NUMBER (empty), UEF* (empty).
- Form 3 (Right):** Equipment: Prog Thermostat Gas - Presc-CA-MR. Fields: Quantity* (1), DATE INSTALLED* (mm/dd/yyyy), MANUFACTURER (empty), MODEL (0), SERIAL NUMBER (empty).

Submit an Application - Equipment

If multiple pieces of equipment were installed, click **Add Equipment** again and repeat slides 19-21.

Equipment

Equipment

EQUIPMENT	QUANTITY	ACTION
Prog Thermostat Gas - Presc-CA-MR Product Category: Controls	1	

[Add Equipment](#)

[Back](#) [Continue](#) - OR - [Save & Complete Later](#)

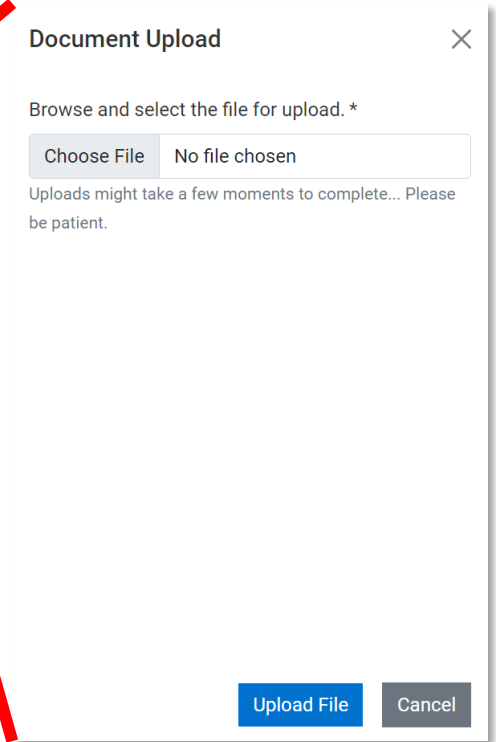
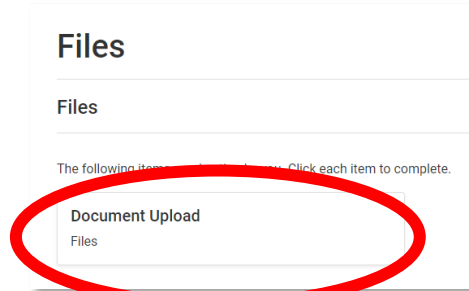
Once all equipment is added, click **Continue** or **Save** the application for later.

Submit an Application - Documents

Click **Document Upload** to add the required documentation.

The supporting document requirements are unchanged from 2022.

- Reservations must include:
 - Proposal/Scope of Work
 - Manufacturers' Specifications
 - Income-qualification proof (if applicable)
- Final Applications must include:
 - Manufacturers' Specifications
 - Itemized Invoices
 - Measure Installation Tally Sheets
 - AHRI Certificate (preferred but not required)
 - Third-Party Payment Authorization (if applicable)
 - Income-qualification proof (if applicable)



Submit an Application - Documents

Once your documents have been uploaded, click **Complete Application**.

If needed, you can navigate back to the other sections for editing prior to submitting.

Files

Files

The following items need action by you. Click each item to complete.

Document Upload

Files

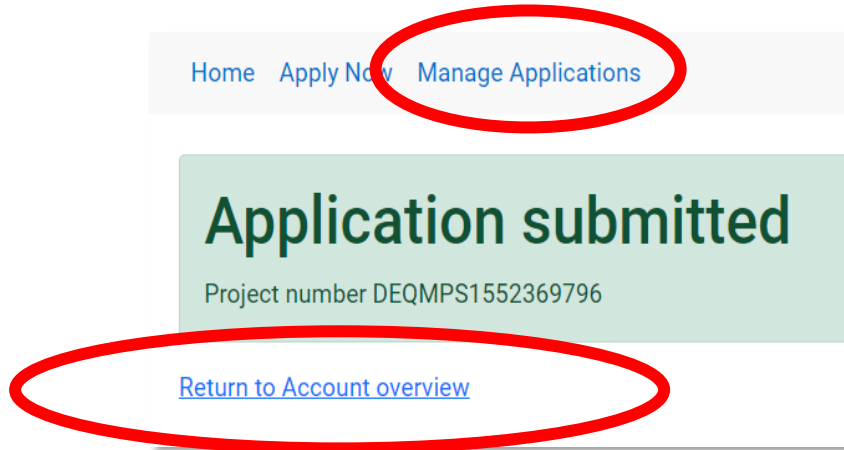
Completed: Jan 24, 2023, 4:35:39 PM

[Back](#) [Complete Application](#) - OR - [Save & Complete Later](#)

Submit an Application - Confirmation

Once completed, you'll see a submission confirmation page with a project number.

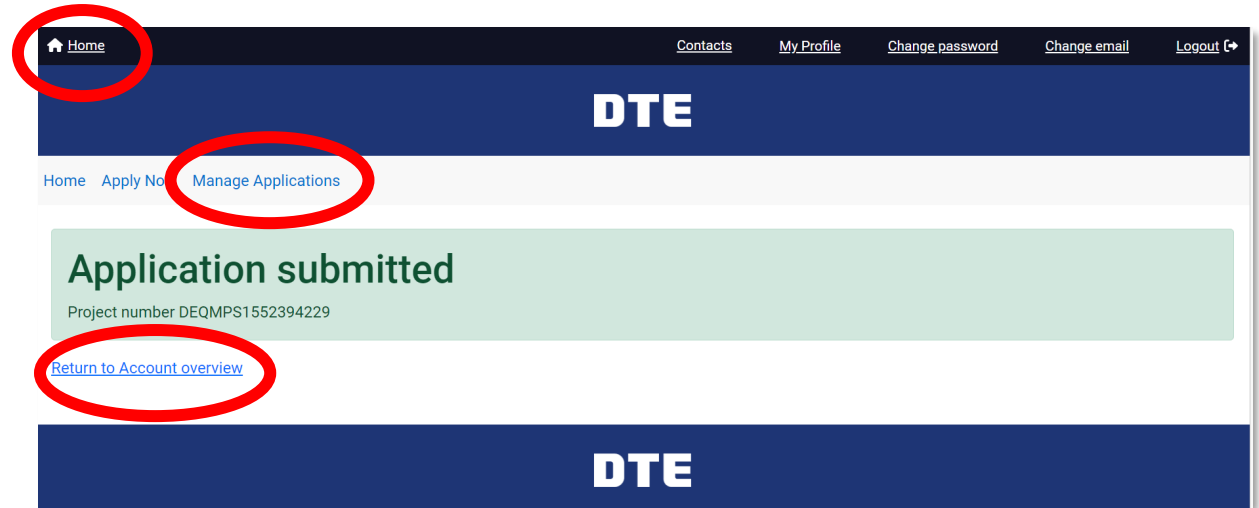
Use this project number as the identifier for your submission.



Manage Applications

You can view your applications by clicking:

- Home
- Manage Applications
- Return Account overview



Manage Applications

On **My Applications** page, you can view incomplete applications and submitted applications tabs and then click on **View Application** to open application details.

The screenshot shows the 'My Applications' page with a navigation bar at the top containing 'Home', 'Apply Now', and 'Manage Applications'. Below the navigation bar, the title 'My Applications (1)' is displayed. There are two tabs: 'Incomplete Applications (0)' and 'Submitted Applications (1)', both of which are circled in red. To the right of the tabs is a 'Filter by status' dropdown menu set to 'All Statuses'. A blue button labeled 'Export Projects to CSV' is located above the table. The table has columns for PROJECT NUMBER, PROJECT NAME, CONTACT, STATUS, DATE CREATED, PROGRAM, MESSAGES & TASKS, and ACTION. The first row of data shows a project with ID 'DEQMPS1552369796', contact 'Customer Deriaz' at '123 Company, 123 Street, Detroit, MI 48226', status 'Application Received', and date 'Jan 24, 2023, 4:39:16 PM'. The 'ACTION' column for this row contains a blue link 'View Application', which is also circled in red.

PROJECT NUMBER	PROJECT NAME	CONTACT	STATUS	DATE CREATED	PROGRAM	MESSAGES & TASKS	ACTION
DEQMPS1552369796	-	Customer Deriaz 123 Company 123 Street Detroit, MI 48226	Application Received	Jan 24, 2023, 4:39:16 PM	Multi-Family	-	View Application

Manage Applications

On **My Applications** page, you can sort and/or filter applications to view applications.

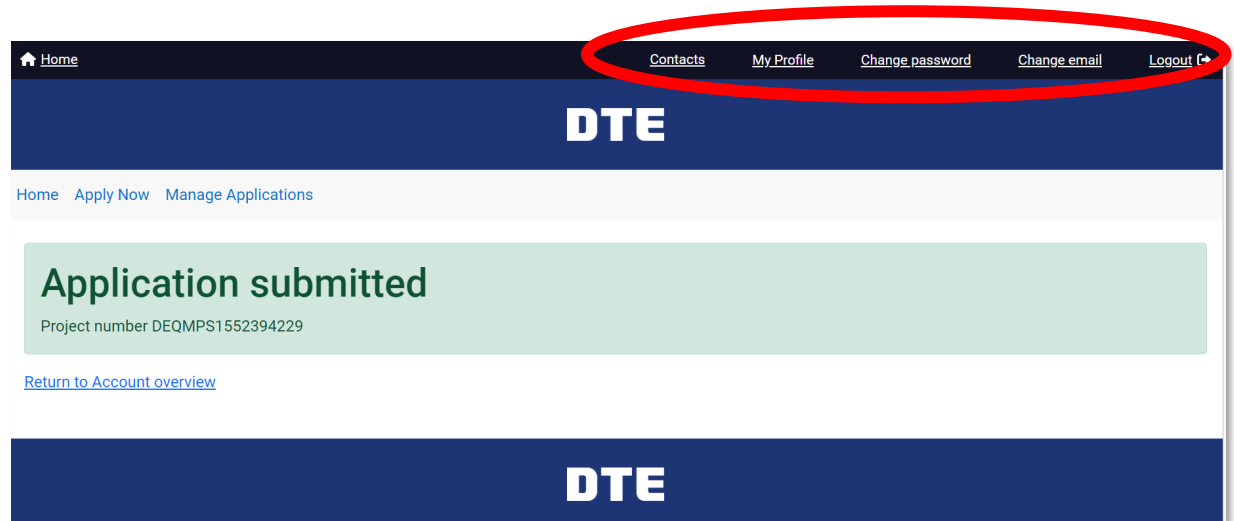
You can track the live status of the application during program review and processing.

The screenshot shows the 'My Applications' page with a table of application data. The 'Status' column is highlighted with a red circle. The table contains one row of data for a project with ID DEQMPS1552369796.

PROJECT NUMBER	PROJECT NAME	CONTACT	STATUS	DATE CREATED	PROGRAM	MESSAGES & TASKS	ACTION
DEQMPS1552369796	-	Customer Deriaz 123 Company 123 Street Detroit, MI 48226	Application Received	Jan 24, 2023, 4:39:16 PM	Multi-Family	-	View Application

Profile Updates

You can access profile/modify information and logout using the header links.





DTE

Thank You!

Contact Us

www.DTEMultifamily.com

DTEMultifamily@MichiganEfficiency.com

866.796.0512