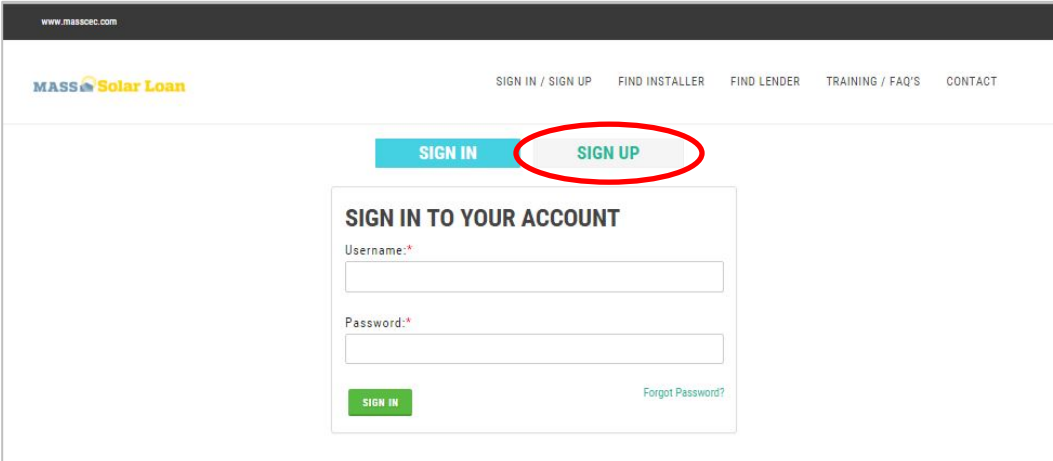


INSTALLER PORTAL REGISTRATION

This guide shows the steps for registering an account in the Mass Solar Loan online application portal. The portal can be found at [this address](#), and will also be linked from www.masssolarloan.com.

- 1) Visit: <https://masssolarloan.anbetrack.com/solarloanportal/> and click 'Sign Up' to begin registration.



The screenshot shows the installer portal registration page. At the top, there is a navigation bar with the following links: SIGN IN / SIGN UP, FIND INSTALLER, FIND LENDER, TRAINING / FAQ'S, and CONTACT. Below the navigation bar, there are two buttons: SIGN IN and SIGN UP. The SIGN UP button is circled in red. Below the buttons is a 'SIGN IN TO YOUR ACCOUNT' form with the following fields: Username:* and Password:*. Below the password field is a SIGN IN button and a Forgot Password? link.

2) Fill out your company information, and click 'Sign Up' to submit. Be sure to indicate if you were an Expedited Installer under previous MassCEC programs.

The screenshot shows the 'SIGN UP FOR AN ACCOUNT' form. At the top, there are 'SIGN IN' and 'SIGN UP' buttons. The form is titled 'SIGN UP FOR AN ACCOUNT' and contains the following fields:

- Entity* (Dropdown menu with 'Installer' selected)
- Company Name* (Text input with 'Demo Installer')
- Company E-Mail* (Text input with 'solarloanportal@masscec.com')
- Phone #* (Text input with '(123)123-1234')
- MassCEC Expedited Installer* (Dropdown menu with 'Yes' selected)
- First Name* (Text input with 'Demo')
- Last Name* (Text input with 'Installer')
- User Contact E-Mail* (Text input with 'solarloanportal@masscec.com')

A red circle highlights the 'SIGN UP' button at the bottom of the form.

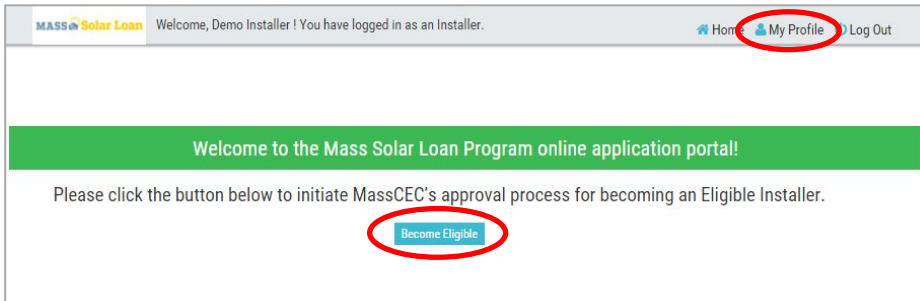
3) A Username and Password will be emailed to you. Sign in with this information.

The screenshot shows the 'SIGN IN TO YOUR ACCOUNT' form. At the top, there are 'SIGN IN' and 'SIGN UP' buttons. The form is titled 'SIGN IN TO YOUR ACCOUNT' and contains the following fields:

- Username* (Text input with 'Dinstaller')
- Password* (Text input with '*****')

A red circle highlights the 'SIGN IN' button at the bottom of the form. There is also a 'Forgot Password?' link.

- 4) We recommend changing your initial password. You can do this via the 'My Profile' button.
- 5) Return to your Home Page, click 'Become Eligible' to fill out the eligibility application.



- 6) Confirm your Company Details, enter the appropriate address and click 'Save and Next'

MASS Solar Loan Welcome, Demo Installer! You have logged in as an Installer. Home My Profile Log Out

Eligibility

Organization Questions Documents

Code: Q-SLP-12 Created By: DINSTALLER Status: SAVED

Company Details

Company Name * Demo Installer Company Email * solarloanportal@masscec.com

First Name * Demo Last Name * Installer

Phone # * (123)123-1234 Contact Email * solarloanportal@masscec.com

Address * 123 Demo Street State * Massachusetts

City * Boston Zip Code # * 02110-____

Mobile (123)123-1234

Add Comments View Comments

Save and Next Cancel

- 7) Answer the required questions. Click 'Save and Next' to continue.

MASS Solar Loan Welcome, Demo Installer! You have logged in as an Installer. Home My Profile Log Out

Eligibility

Organization Questions Documents

Code : Q-SLP-12 Created By : DINSTALLER Status : SAVED

Questions

1. Please provide the URL for your company website. *

www.demoinstaller.com

2. Have you read and do you agree to the program terms and conditions as outlined in the Program Manual? Click here to review *

Select

3. Please provide the company Massachusetts Master Electrician License Number. *

AA12345

4. Please provide a list of areas served in Massachusetts (counties, cities, and communities accepted). *

Statewide

Add Comments View Comments

Save and Next Cancel

- 8) No documentation is required at this stage. Click 'Save and Submit' to send this eligibility for review. Once approved by MassCEC the installer will be able to begin submitting Technical Applications.

MASS Solar Loan Welcome, Demo Installer! You have logged in as an Installer. Home My Profile Log Out

Eligibility

Organization Questions Documents

Code : Q-SLP-12 Created By : DINSTALLER Status : SAVED

Documents 0 of 0 Required Documents Uploaded. (Check Status Here) -

No Documentation is required at this time, if you have finished this application please click 'Save and Submit' to send your eligibility application for review.

Document Section : Miscellaneous

Upload Executed Document

Add Comments View Comments

Save & Submit Cancel

- 9) If you wish to add additional users under your organization you may do so on the 'My Profile' tab.

MASS Solar Loan Welcome, Demo Installer ! You have logged in as an Installer. Home My Profile Log Out

My Profile TA List

Organization Information

Organization: Demo Installer Work Phone *: (123)123-1234 Fax: ()- -

User Information

User ID: DInstaller Title: Select First Name *: Demo
Last Name *: Installer email Address *: solarloanportal@masscec.com

Change Password

Current Password: New Password: Confirm Password:

Additional Users Add New

User ID	First Name	Last Name	Email	Work Phone
No records to display.				

Save Cancel