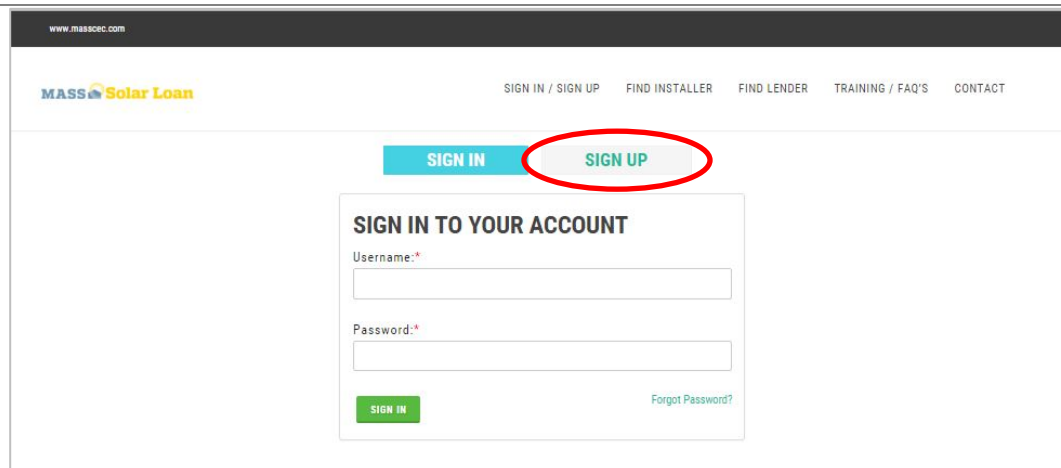


## INSTALLER PORTAL REGISTRATION

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](http://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, there is a form titled "SIGN IN TO YOUR ACCOUNT" with fields for Username and Password. A green SIGN IN button is located at the bottom left of the form, and a link for "Forgot Password?" is at the bottom right.

- 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, currently showing 'Installer')
- Company Name:\* (text input, currently showing 'Demo Installer')
- Company E-Mail:\* (text input, currently showing 'solarloanportal@masscec.com')
- Phone #:\* (text input, currently showing '(123)123-1234')
- MassCEC Expedited Installer:\* (dropdown menu, currently showing 'Yes')
- First Name:\* (text input, currently showing 'Demo')
- Last Name:\* (text input, currently showing 'Installer')
- User Contact E-Mail:\* (text input, currently showing 'solarloanportal@masscec.com')

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

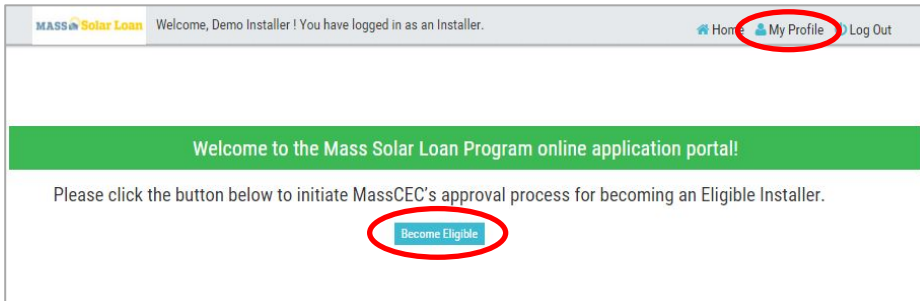
- 3) A Username and Password will be emailed to you. Sign in with this information.

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, currently showing 'Dinstaller')
- Password:\* (password input, currently showing '\*\*\*\*\*')

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

- 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'

The screenshot shows the 'Eligibility' form with three tabs: 'Organization', 'Questions', and 'Documents'. The 'Organization' tab is active. The form displays the following fields:

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

At the bottom right of the form, there is a blue button labeled 'Save and Next' and a 'Cancel' button.

- 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