



GPA ENERGY SENSE ONLINE REBATE APPLICATION USER-GUIDE

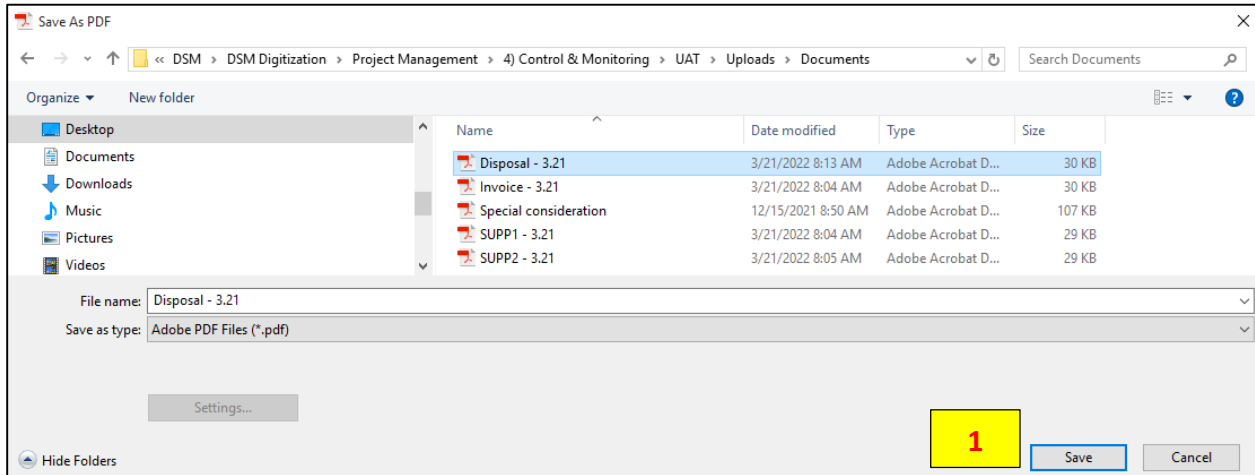
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ONLINE APPLICATION FORM

Web application where customers can digitally submit and track their Energy Sense Rebate Applications. For any questions or assistance, you can call GPA at (671)647-5787/8/9 or email us at energysense@gpagwa.com or visit our website at <https://guampowerauthority.com/energysense>

1 GETTING STARTED



STEP 1: Scan, upload, and save all required supporting documents to a folder on your PC or device.
(NOTE: PDF, JPEG, PNG, TIFF formats are supported. DO NOT upload MS Word or Excel files)

Required

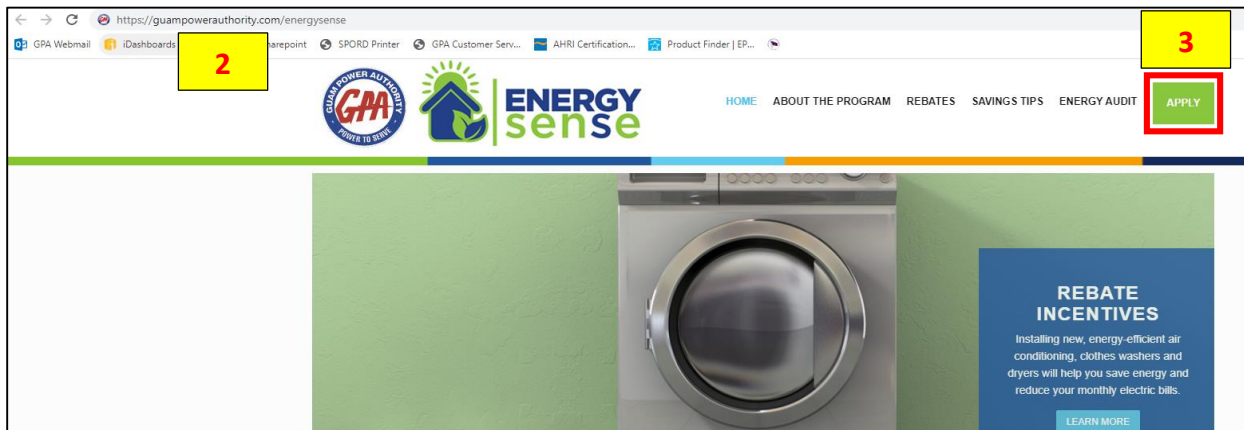
- Invoice
- W-9 Tax Form
- GPA Account Number
- Latest GPA Bill ID
- Installer Certification# (for A/C)

Situational

- Letter of Authorization
- Proof of Ownership
- Disposal Slip
- Other: (Upon GPA request)

(NOTE: The online application will prompt you if a supporting document must be attached and GPA may also request additional supporting documents upon review)

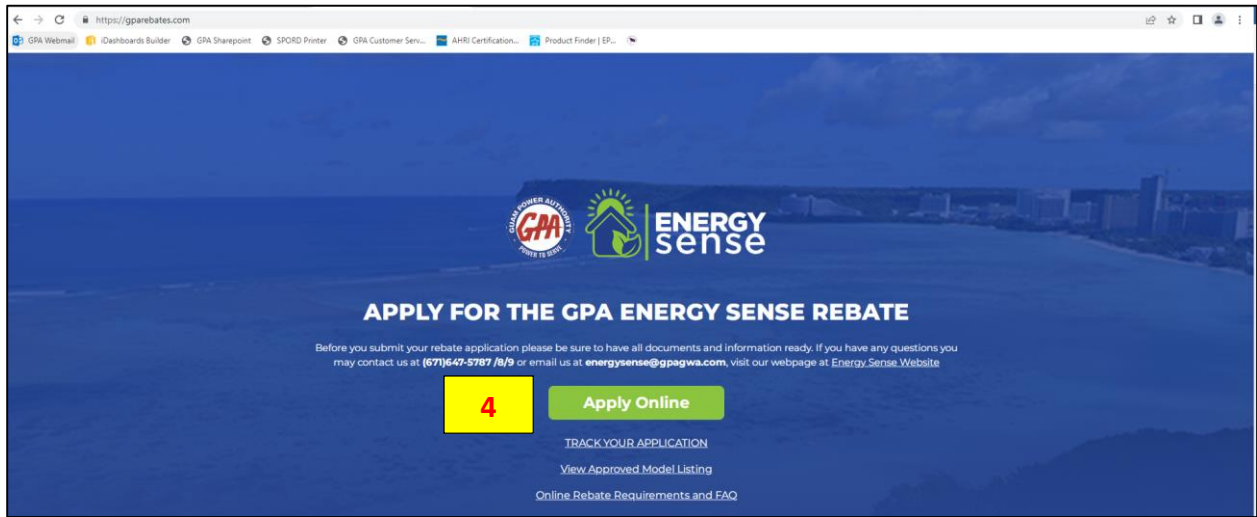
2 APPLY ONLINE



STEP 2: Go to <https://guampowerauthority.com/energysense/> *Mobile App Coming soon.

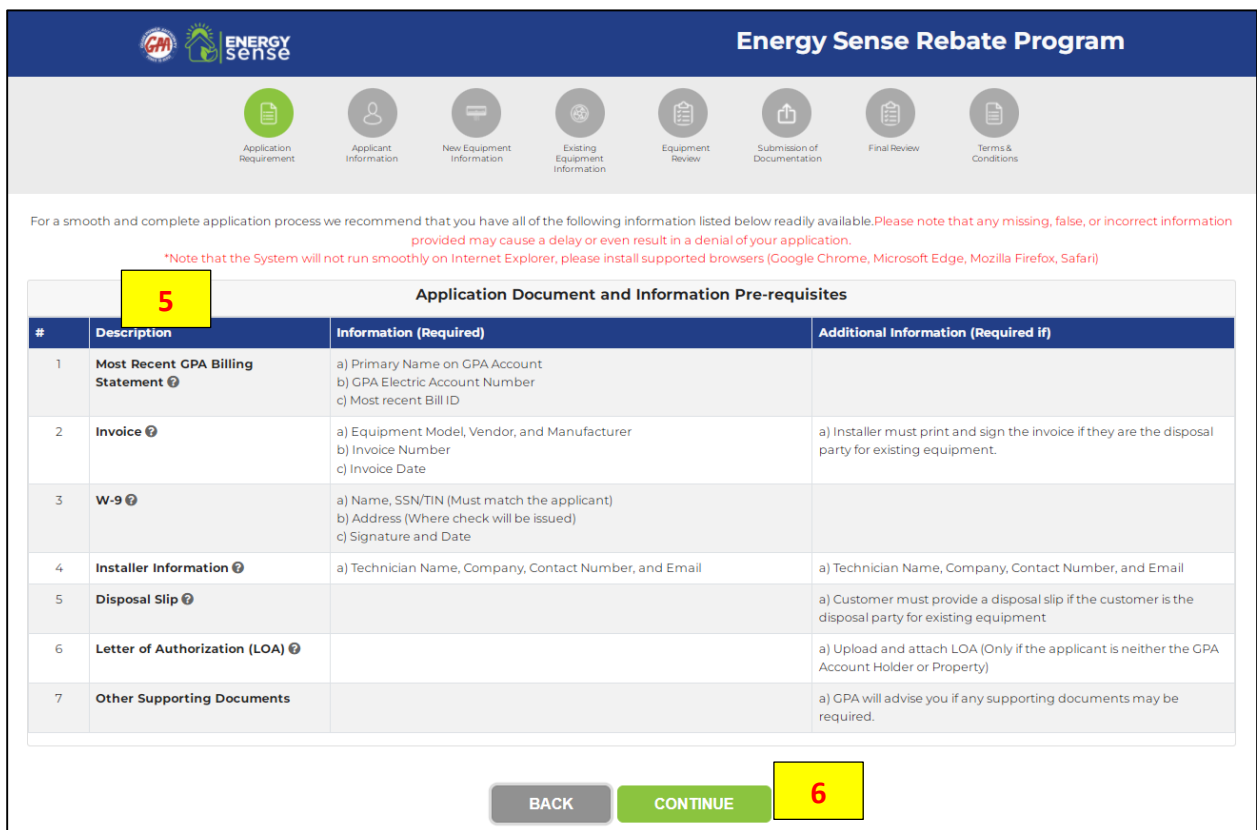
STEP 3: Click “Apply” button at top right corner.

(NOTE: Website will redirect you to <https://gparebates.com>)



STEP 4: Click “Apply Online”.

(NOTE: Use Chrome, Edge, Firefox, or Safari browsers only. Internet Explorer is NOT supported)



STEP 5: Verify that you have all required documents and information before proceeding.

STEP 6: Click “CONTINUE”.

(NOTE: Click the ? icon if you need to see a sample image or visual aid)

2.1 APPLICANT'S INFORMATION

STEP 7: Enter 10 DIGIT GPA ACCOUNT NUMBER.

STEP 8: Enter LAST 5 DIGIT GPA BILL ID.

STEP 9: Click “Verify”

(NOTE: Account and Bill ID can be found your latest GPA billing statement)

STEP 10: Enter Applicant Information.


STEP 11: Enter Service Location where the equipment was installed.

STEP 12: Enter 10 Digit Phone Number.

STEP 13: Enter Email Address where you want to receive email notifications.

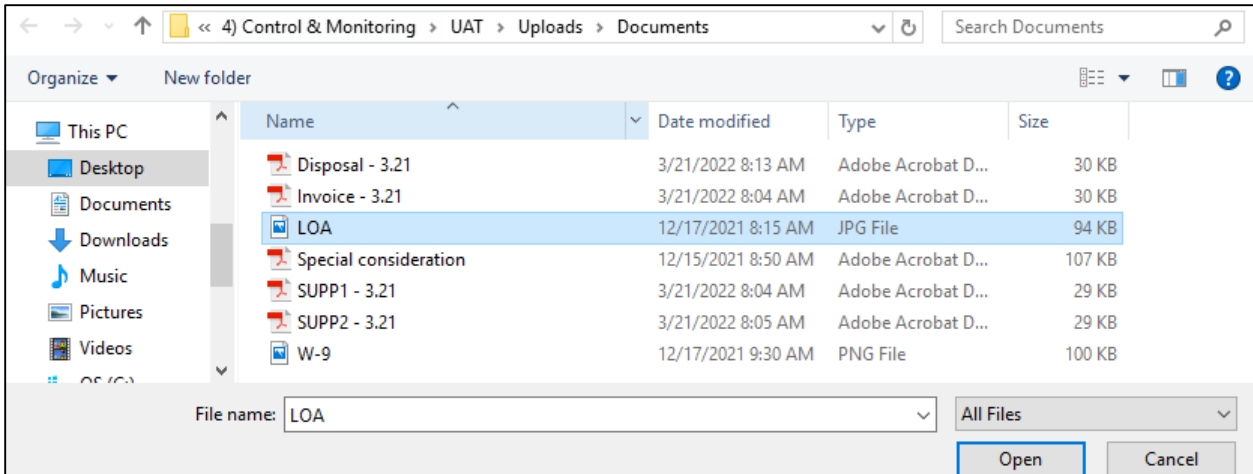
(NOTE: If you do not have an email address you may use GPA’s energysense@gpagwa.com to fill this field but you will not be able to receive email notifications)

Applicant must be either the GPA account holder or the property owner to claim a rebate. Is applicant the owner of the property? 14 Yes No

Choose File LOA.jpg 

File Uploaded
 Filename: LOA.jpg
 File Type: image/jpeg

An Exception may be made if the tenant or property owner representative provides an authorization letter with a copy of photo I.D. Residential customers with Commercial Accounts must provide proof of residency in order to participate in this rebate program. Condominium or property managers may apply for tenants.



STEP 14: “YES” Proceed to step 13. “NO” Click Choose File and upload the supporting document.

MAILING ADDRESS (Current address where we will send your rebate check)*

**This Field is Required* 15

COUNTRY **CITY/VILLAGE** **ZIP CODE**

**This Field is Required* **This Field is Required* **This Field is Required*

HOME SIZE (approx.sq ft.) **YEAR BUILT** **NEW CONSTRUCTION** Yes No

**This Field is Required* **This Field is Required*

HOME TYPE (check one)

Single Family Apartment Condo Mobile Home Other

**This Field is Required*

16

STEP 15: Enter your Mailing Address and fill all remaining information.

STEP 16: Click “CONTINUE”

(IMPORTANT NOTE: The address you provide is where GPA will be sending the rebate check if approved)

2.2 NEW EQUIPMENT INFORMATION

Energy Sense Rebate Program

Application Requirement Applicant Information New Equipment Information Existing Equipment Information Equipment Review Submission of Documentation Final Review Terms & Conditions

NEW EQUIPMENT INFORMATION

SYSTEM TYPE

SELECT SYSTEM TYPE 17

*This Field is Required

STEP 17: Select the Energy Sense Rebate Program you are applying on the drop down menu.
 (NOTE: The application form will be adjusted based on the System Type program you select and your GPA Account’s Rate Schedule. Examples provided are for a Residential GPA Account – Split AC)

INSTALLER'S INFORMATION

TECHNICIAN NAME 18 WORK CONTACT NUMBER

*This Field is Required *This Field is Required

COMPANY NAME

*This Field is Required

DATE OF FINAL INSTALLATION 19 EMAIL

Please enter a valid reason for exceeding 120 days.

*This Field is Required

INSTALLER'S CERTIFICATION NUMBER 20 ?

*This Field is Required

STEP 18: Enter Installer’s Information

(NOTE: For Window AC, Washer, or Dryer; if the applicant is the installer, they can just input “Self”)

STEP 19: Enter Date of Final Install

(NOTE: Your applications must be submitted 120 days from final install date. If not, the system will request an explanation for missing the deadline. This will be reviewed for special exemption or denial)

STEP 20: (For A/Cs only): Enter Installer’s Certification Number

(NOTE: This can be found on the invoice or requested through your technician. All A/C equipment excluding Window A/Cs must be installed by a licensed contractor with EPA Section 608 technician certification)

INVOICE ?

Choose File **21** chosen ↑

*This Field is Required

MAX QUANTITY ON INVOICE

1 **22**

STEP 21: Click “Choose File” and upload your invoice.

STEP 22: Enter the total amount of equipment you are going to claim rebate.

(NOTE: Total quantity being claimed must be supported by the attached invoice)

EQUIPMENT INFORMATION

MANUFACTURER 23	MODEL NUMBER
Select Manufacturer v	Select Model v
*This Field is Required	*This Field is Required
QUANTITY 24	VENDOR
1	v
	*This Field is Required

STEP 23: Select your equipment from the filtered drop downs.

STEP 24: Enter how many of each type of model you are claiming.

(NOTE: You cannot claim equipment quantities higher than what was entered on STEP 20)

INVOICE#	PURCHASE DATE (Date on invoice)
invoice#11	06/22/2021
25	Please enter a valid reason for excaeeding 120 days.
SEER	
23.1	
REBATE	
325	
Add Equipment 27	


STEP 25: Enter your invoice number.

STEP 26: Enter purchase date shown on invoice.


(NOTE: Equipment must be installed 120 days from date of purchase. If not, the system will request an explanation for missing the deadline. This will be reviewed for special exemption or denial)

STEP 27: Click “Add Equipment”

(NOTE: Repeat STEP 21 through STEP 25 if adding a different model)

Total Quantity 1				
Equipments				
				Search
System Type	Manufacturer	Quantity	Purchase Date	Action
Split AC	Mitsubishi	1	2021-06-22	
5 rows < < 1-1 of 1 > >				
BACK		CONTINUE		28

STEP 28: Click “CONTINUE”

(NOTE: Click the  icon if you want to remove and enter a different model)

The screenshot shows the 'Energy Sense Rebate Program' application interface. At the top, there are navigation icons for Application Requirement, Applicant Information, New Equipment Information, Existing Equipment Information (highlighted), Equipment Review, Submission of Documentation, Final Review, and Terms & Conditions. The main section is titled 'EXISTING EQUIPMENT INFORMATION'. It includes a checkbox to 'Check if there is no existing/old equipment being replaced'. A yellow box with the number '29' highlights the 'SYSTEM TYPE' dropdown menu, which is set to 'Split AC'. Below this are input fields for 'TONS' (1), 'BTU' (12000), 'QUANTITY' (1), and 'NUMBER OF YEARS' (5). There are also radio buttons for 'EQUIPMENT CONDITION PRIOR TO REMOVAL' (Operational/Failed) and a 'SEER' input field (22).

STEP 29: Enter existing equipment information OR check the box if no existing equipment was replaced and Click “CONTINUE” on STEP 34.

(NOTE: Fields will vary based on equipment type selected. If unknown just enter a “0” value)

The screenshot shows the 'DISPOSAL PARTY' section with radio buttons for 'Customer' (selected) and 'Installer'. A yellow box with the number '30' highlights the 'DISPOSAL RECEIPT' section, which contains a file upload area with a 'Choose File' button and 'No file chosen' text. Below this is a checkbox (Step 31) for agreeing to terms and conditions for disposal. A 'DATE' field (Step 32) is shown with a calendar icon and the placeholder 'mm/dd/yyyy'. A green 'Add Equipment' button (Step 32) is at the bottom.

STEP 30: “Customer” upload supporting document, “Installer” installer must sign for disposal on invoice.

STEP 31: Check box acknowledging you agree to properly handling and disposal the existing equipment.

STEP 32: Enter Equipment Disposal Date.

STEP 33: Click “Add Equipment”.

(NOTE: Repeat STEP 29 through STEP 33 if adding more equipment model)

#	System Type	Quantity	Action
1	Split AC	1	

5 rows |< < 1-1 of 1 > >|

BACK CONTINUE 34

STEP 34: Click “CONTINUE”

(NOTE: Click the icon if you want to remove and enter a different model)

2.3 REVIEW APPLICATION

Energy Sense Rebate Program

Application Requirement Applicant Information New Equipment Information Existing Equipment Information Equipment Review Submission of Documentation Final Review Terms & Conditions

Equipment Review

Applicant Information New Equipment Information **Old/Existing Equipment Information**

35

Old Equipment Info

System Type	Vendor	Quantity	Years	Quantity	BTU	TONS	Invoice#	Purchase Date	Type	Tons
Split AC		2	5	2						
Split AC		1	5	1						

5 rows |< < 1-2 of 2 > >|

BACK CONTINUE 36

STEP 35: Click each tab to review the information you provided.

(NOTE: Click the icon if you want to edit any information)

STEP 36: Click “CONTINUE”

2.4 SUBMISSION OF DOCUMENTS

Energy Sense Rebate Program

Application Requirement Applicant Information New Equipment Information Existing Equipment Information Equipment Review Submission of Documentation Final Review Terms & Conditions

SUBMISSION OF DOCUMENTATION

37 IRS Form W-9 ⓘ

Choose File No file chosen

*This Field is Required

38 Upload Supporting Documents

Files Uploaded:

LOA (Letter of Authorization) If you want to update the existing upload, you can upload the file below ⓘ **File Uploaded**

Choose File No file chosen

Filename: LOA.jpg
File Type: image/jpeg

Invoice If you want to update the existing Invoice, you can upload the file below ⓘ **File Uploaded**

Choose File No file chosen

Filename: Invoice - 3.21.pdf
File Type: application/pdf

BACK CONTINUE **39**

STEP 37: Upload your W-9 tax form

(NOTE: Click the ⓘ after W-9 to open a fillable PDF version. Signature are required on all W-9 forms)

STEP 38: Review all documents submitted. Click “Upload Supporting Documents” if you wish to attach additional information to support your rebate application.

(NOTE: Click “Choose File” to replace the existing attachment with a different one. You are not able to delete attachments as they are required fields)

STEP 39: Click “CONTINUE”


2.5 FINAL REVIEW

Energy Sense Rebate Program

Application Requirement | Applicant Information | New Equipment Information | Existing Equipment Information | Equipment Review | Submission of Documentation | Final Review | Terms & Conditions

FINAL REVIEW

Applicant Information | New Equipment Information | Old/Existing Equipment Information | **Submission of Documentation** **40**

Submission of Documentation 

LOA **Uploaded**
 Filename: LOA.jpg
 File Type: image/jpeg


Invoice **Uploaded**
 Filename: Invoice - 3.21.pdf
 File Type: application/pdf

IRS Form W-9 **Uploaded**
 Filename: W-9.png
 File Type: image/png

Other Support Documents 1 (Consideration Letter) **Uploaded**
 Filename: LOA.jpg
 File Type: image/jpeg

BACK **CONTINUE** **41**

STEP 40: Click each tab to review the information you provided.

(NOTE: Click the  icon if you want to go back and edit any information)



STEP 41: Click "CONTINUE"

2.6 TERMS & CONDITIONS

Energy Sense Rebate Program

Application Requirement | Applicant Information | New Equipment Information | Existing Equipment Information | Equipment Review | Submission of Documentation | Final Review | Terms & Conditions

Terms and Condition

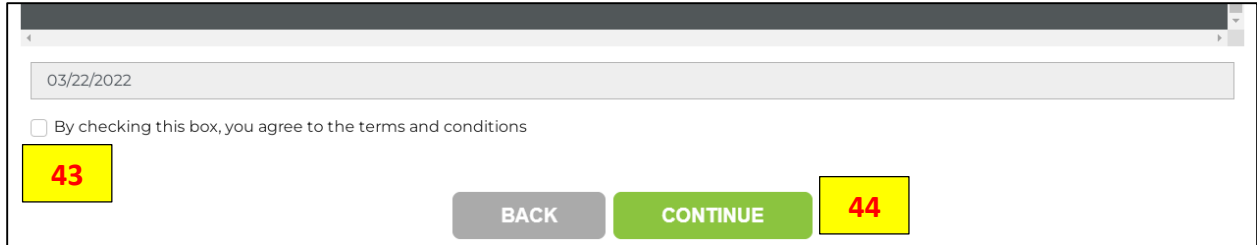
 **Air Conditioning Rebate Program for Ductless Systems Terms & Conditions** 

Applicant Eligibility:

1. Applicant must be the GPA Residential customer of record OR own the residential property where the installation occurred for an active GPA Residential account.
2. Applicant must have purchased the equipment. Only one rebate may be given per item.

42

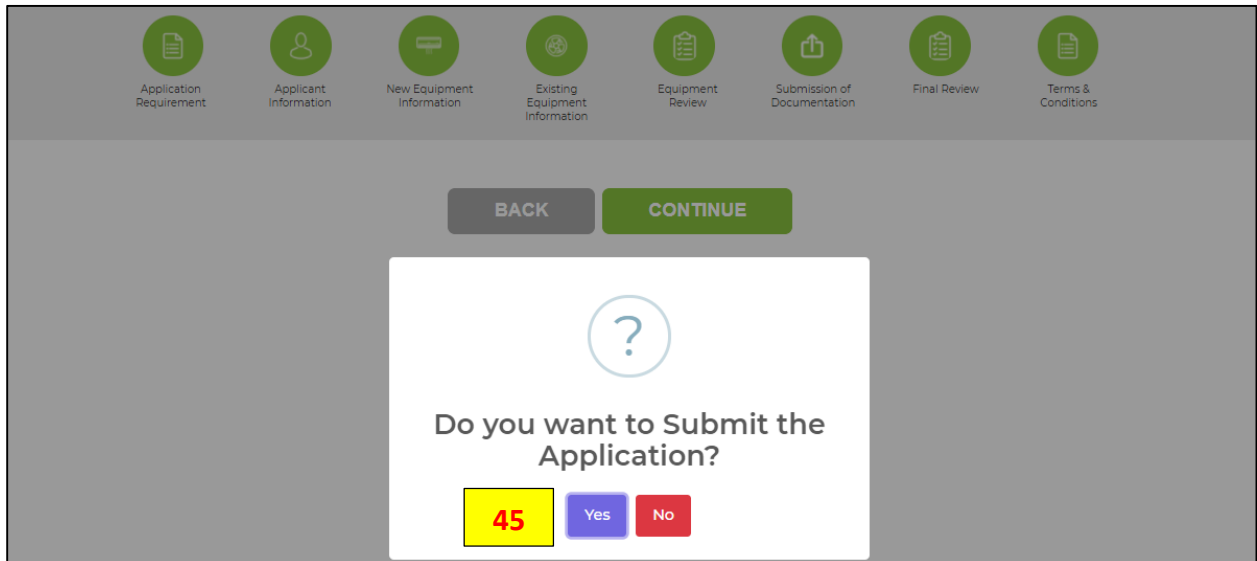
STEP 42: Read all terms and conditions and scroll to bottom of page



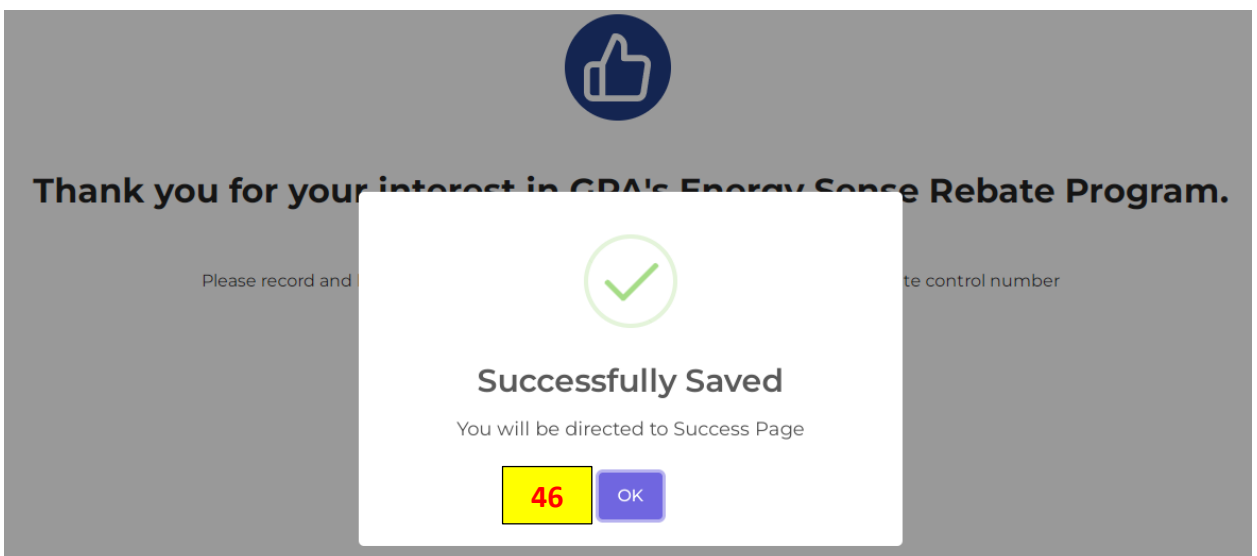
STEP 43: Check the box acknowledging you have read and agree to the programs terms and conditions.

STEP 44: Click “CONTINUE”

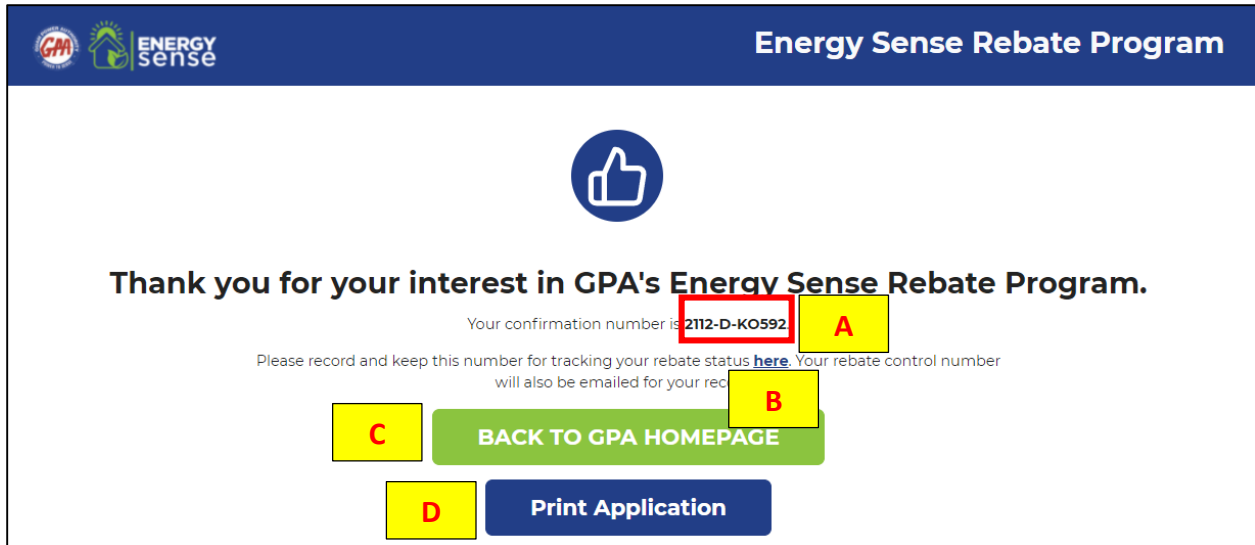
2.7 SUBMIT APPLICATION



STEP 45: Click “Yes” to Submit, “No” will return you to the application.



STEP 46 (FINISHED): Click “OK” on confirmation screen.



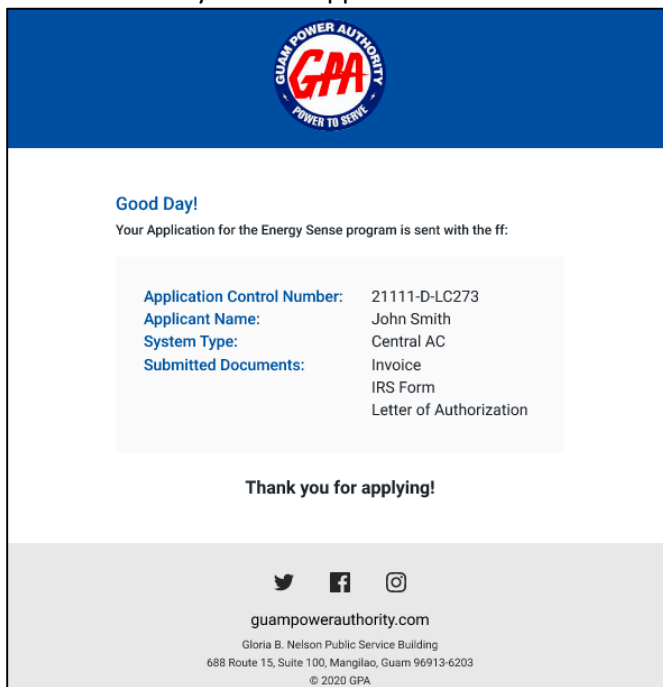
Upon successfully submitting a rebate application you will be greeted with the “Thank You” screen and an “Application Confirmation” email will be sent to the email address you provided on the application.

- A. This is your confirmation number to follow up or track your rebate application status
- B. This will bring you to the track your application progress page
- C. This will return you to the <https://gparebates.com> homepage
- D. This will open up the print application page

3 EMAIL NOTIFICATIONS

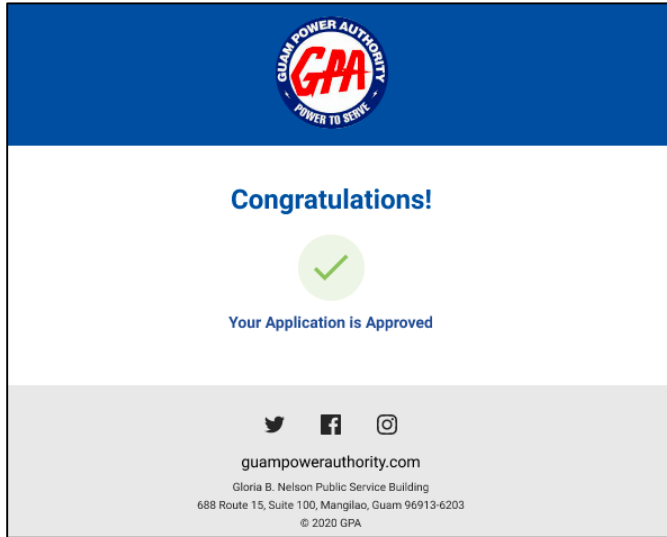
APPLICATION CONFIRMATION

This will be every time an application has been successfully accepted by GPA.



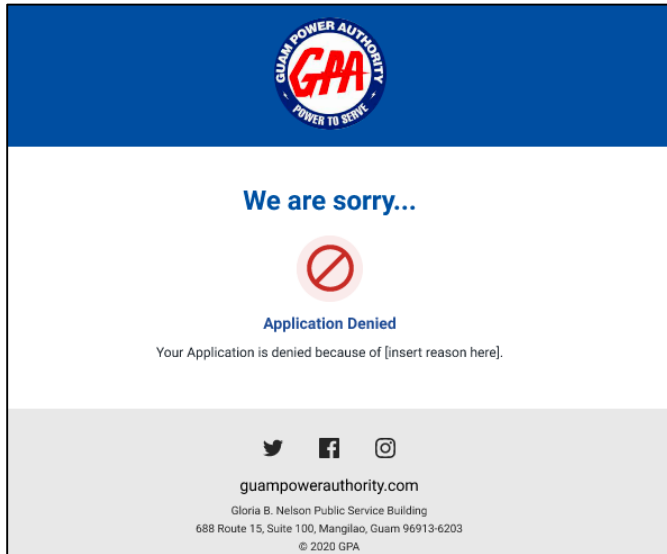
APPROVAL NOTIFICATION

This will only be sent once the application has been approved for check issuance by GPA (Error-Free application processing may take up to 90 days for check issuance).



DENIED NOTIFICATION

This will only be sent if the application cannot be resolved within two weeks or if the applicant does not meet all of the rebate program requirements.



4 PRINT APPLICATION

Energy Sense Rebate Program

PRINT YOUR APPLICATION

ENERGY sense Air Conditioning Rebate Program for Ductless Systems
Rebate Application for GPA Residential Customers **GPA**

Please read the information on the reverse side before completing rebate application.

Applicant Information:

APPLICANT NAME: _____, TELEPHONE NO.: _____
 INSTALLATION ADDRESS: _____
 CITY: _____, GUAM ZIP: _____, EMAIL: _____
 CONTROL NO: _____, GPA ELECTRIC ACCOUNT NO: _____, BILL ID: _____

Applicant must be either the GPA account holder or the property owner to claim a rebate. Is Applicant the owner of the residential property? YES NO

Exceptions may be made if the tenant or property owner representative provides an authorization letter with a copy of photo I.D.. Residential customers with Commercial Accounts must provide proof of residency in order to participate in this rebate program. Condominium or property managers may apply for tenants.

MAILING ADDRESS (if different than above): _____
 COUNTRY: _____ Guam _____, CITY: _____ Hagatna _____, ZIP CODE: _____
 HOME SIZE (approx. sq. ft.): _____ 1000 _____, HOME AGE (approx. year built): _____ 1978

A [Download PDF](#)

B [Back to Homepage](#)

Customers can choose to save a PDF copy of their application or have the capability of printing it out for their own files or records.

- A. Click the “Download PDF” to download or print a PDF copy of the application
- B. Click “Back to Homepage” to return <https://gprarebates.com>

5 TRACK APPLICATION

1

ENERGY sense

APPLY FOR THE GPA ENERGY SENSE REBATE

Before you submit your rebate application please be sure to have all documents and information ready. If you have any questions you may contact us at (671)647-5787 / 8/9 or email us at energysense@gpagwa.com, visit our webpage at EnergySense.Website

[Apply Online](#)

2 [TRACK YOUR APPLICATION](#)

[View Approved Model Listing](#)
[Online Rebate Requirements and FAQ](#)

Customer’s applications will be updated live as they move throughout the review process.

STEP 1: On your web browser enter <https://gparebates.com>

STEP 2: Click “TRACK YOUR APPLICATION”

ENERGY sense

Energy Sense Rebate Program

TRACK YOUR APPLICATION

ENTER YOUR CONTROL NUMBER

3

SUBMIT 4

[Back to Homepage](#)

STEP 3: Enter your control number (must include – symbols as well. Example 2112-D-AB12345)
STEP 4 (FINISH): Click “SUBMIT”

ENERGY sense

Energy Sense Rebate Program

TRACK YOUR APPLICATION

A Step 1 of 6

Date Applied:	2022-03-22 11:00:46
Account Number:	*****187
System Type:	Split AC
Status:	Processing

B TRACK NEW APPLICATION

[Back to Homepage](#) C

Error free application processing can take up to 90 days for processing, review, and check issuance.

- A: Step 1 of 6 represents the current progress of the application.**
- B: Returns to enter track your application control number page.**
- C: This will return you to the <https://gparebates.com> homepage**