

Tips for End of Rate Period Closeout

It's that time of year. The rate period is coming to a close and COTRs are eagerly awaiting your invoices. Here are some tips that could help you and us expedite the process time of the invoices that you submit.

Please let your EER and COTR know each time you submit an invoice--so that we can track its progress and identify any issues as soon as possible.

Please remember that EEI-funded invoices will receive priority over self-funded invoices as will Completion Report reviews over Custom Project Proposals.

Please be sure to provide all of the supporting documentation in order for the COTRs to easily substantiate the savings and approve the invoice. If we do not receive all necessary files it may delay approval and payment.

Please make sure your invoice does not exceed your available EEI or available performance payment. If an invoice exceeds your available budget your COTR will have to return it for modification. To ensure your invoice is below your overall EEI budget you can do any of the following:

- Adjust your requested performance payment,
- Adjust the reimbursement you request for custom projects
- Adjust the number of deemed measures you claim for EEI payment

If you have questions about your budget, please contact your EER.

Also, some customers have been having problems submitting lighting calculators. If you are having problems submitting files via Customer Portal we can submit the files you are experiencing problems with on your behalf. If you encounter difficulties please let your EER and COTR know.

And finally, all invoices should be submitted via Customer Portal no later than Midnight on September 29. Customer Portal will not be accessible on September 30. Submissions may resume on October 1.

Thank you.

September 17, 2015

