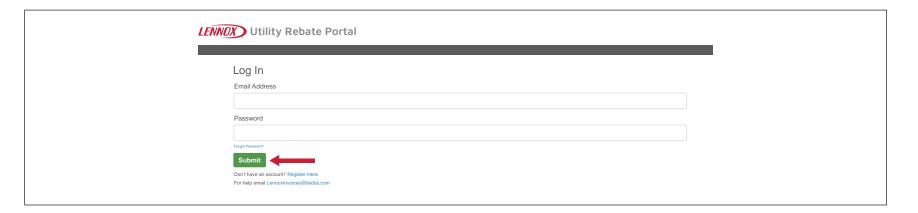


AMPLIFY REBATE SUBMISSION GUIDE

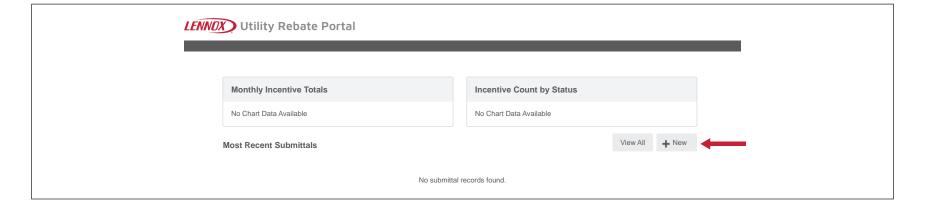


Access the portal at https://portal.amplifyincentives.com/LennoxPROs.

If you don't have an account you can click to register, otherwise login in with your email and password.



2 Click on the "**New**" tab for a new application.

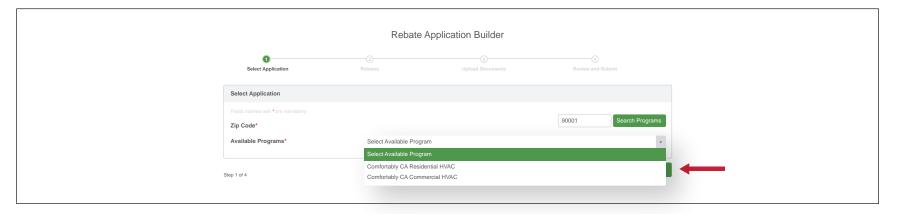




- (3) Enter the zip code of the installation address.
 - Click "Search Programs".



- The available program associated with the zip code should show up.
 - If there are multiple programs associated with the entered zip code, click the drop down and select the associated program.
 - Once the appropriate program is selected, click "Next".

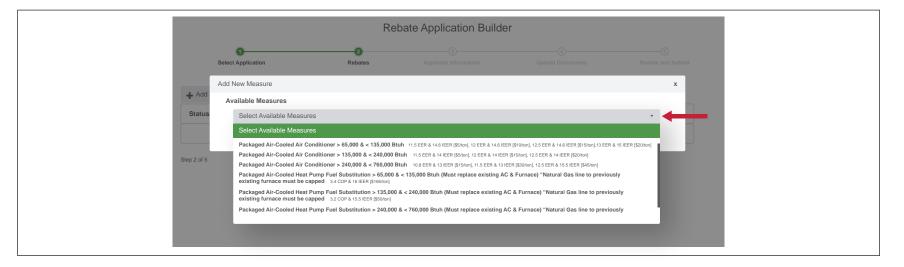




5 Choose the business's utility provider, the building type, and the year built from the drop-down.

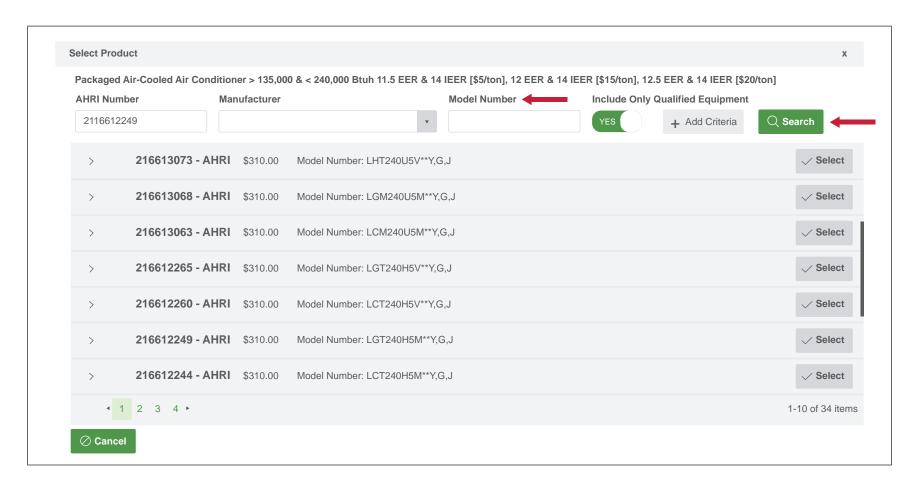


- 6 Click on the drop-down arrow.
 - Select the measure installed.





- 7 Enter the model number in the box.
 - Then click "Search".

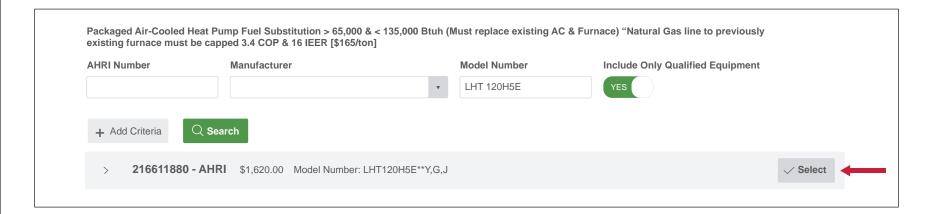






If the installed measure qualifies it will come up.

- Click the "**Select**" box to choose the measure. Then click next to proceed.

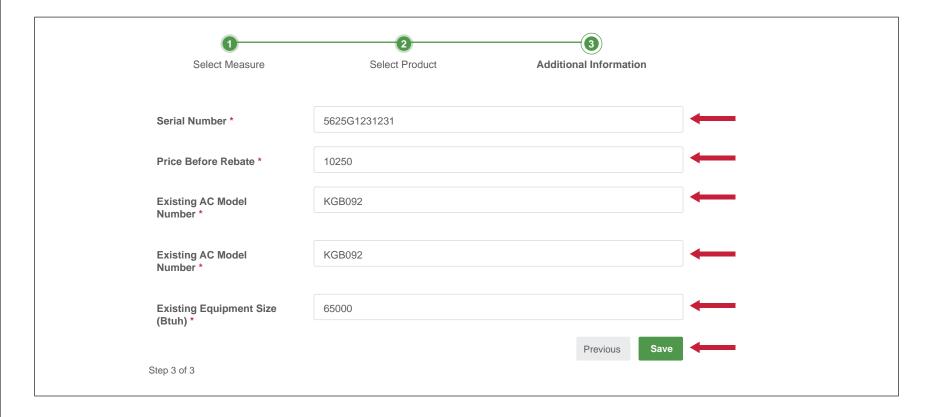






After selecting your measure the below will appear.

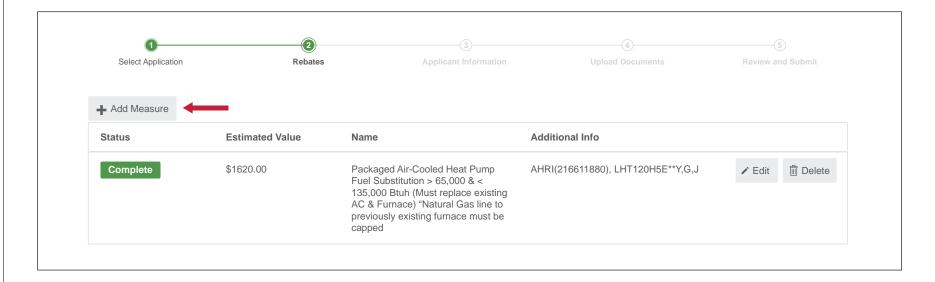
- Enter the serial number of the installed equipment and the price of the equipment before the rebate has been added. Enter all other information required.
- Click the "Save".







- If you have additional measures for the same business address repeat steps 5-9 by clicking on the "**Add Measure**" tab.
 - Once all measures have been added click "Next". Include invoice requirements.

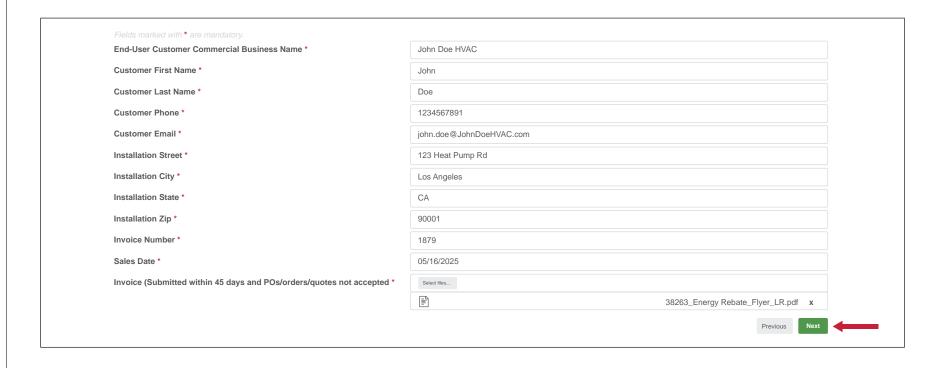




11

The next page will prompt you to enter the business information along with job site information.

- Once all the application information is filled in, click the "select file" tab.
- This is where you upload the associated invoice.
- Click "Next."

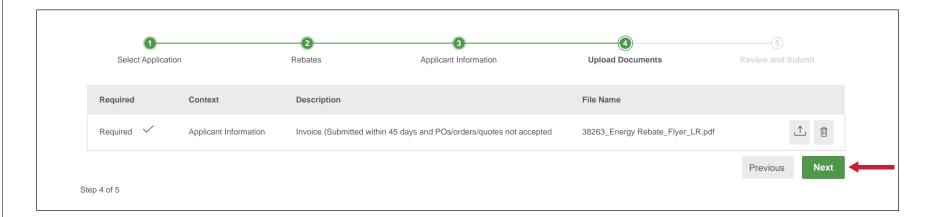






INVOICE REQUIREMENTS

- Business's full name and complete address including zip code of where the equipment was installed.
- Project completion date must match the sale date provided in the portal.
- The invoice must be submitted within 45 days of installation completion.
- The installed equipment model and serial numbers.
- (12) This will show the invoice has been uploaded.
 - Click "Next".







- Review all information for accuracy.
 - If everything looks correct click the **"Submit"** button.
 - The application process is completed.

