

**Payments for Specified Energy Property in Lieu of Tax Credits
Under the American Recovery and Reinvestment Act of 2009**

1603 Program Online System Guide

<https://treas1603.nrel.gov/>

The online system is to be used for submitting applications, Terms and Conditions, and annual reports. Before entering the online system, be sure to read carefully through the sample application, Terms and Conditions, and applicant checklist on our website, <http://www.treasury.gov/initiatives/recovery/Pages/1603.aspx>.

<u>Registering as a New User</u>	Pages 1 - 2
<u>Submitting an Application</u>	Pages 2 - 3
<u>Converting a Begun Construction Application</u>	Page 4
<u>Submitting Documentation</u>	Pages 5 - 6
<u>Finding the Application Control Panel Page</u>	Page 6
<u>Changing Username</u>	Page 6
<u>Changing Password</u>	Page 7
<u>Resetting Security Questions</u>	Page 7
<u>Submitting Reviewer Requested Documentation</u>	Pages 8 - 9
<u>Reinstating Suspended Application</u>	Page 10
<u>Submitting an Annual Report</u>	Pages 10 - 12
<u>Extending Session Time</u>	Page 12 - 13
<u>Withdrawing an Application</u>	Page 13

Registering As a New User

To register as a new user, go to: <https://treas1603.nrel.gov/>.

Click the “Register” button at the bottom, under the “New Users” heading on the left hand side of the page.

New users:

Note: Eligible property under this program includes only property used in a trade or business or held for the production of income. Non business energy property, such as property used for residential purpose, does not qualify under this program.

Further requirements: If your organization falls any of the below designations, you are **not** eligible for Section 1603 payments, and should not continue with the application process:

- Federal, State, or local government or any political subdivision, agency, or instrumentality thereof
- Organization described in section 501(c) of the Internal Revenue Code and exempt from tax under section 501(a) of such Code
- Entity referred to in paragraph (4) of section 54(j) of the Internal Revenue Code
- Partnership or pass-thru entity with a government or any political subdivision, agency, or instrumentality thereof, 501(c) organization, or 54(j)(4) entity as a direct or indirect partner (or other direct or indirect holder of an equity or profits interest)
- Foreign person or entity **not** qualifying for the exception in section 168(h)(2)(B) of the Internal Revenue Code with respect to the property

Instructions: Click Register to set up your user name and password.

IMPORTANT: Please make sure you can receive communications from treas1603@nrel.gov from your email provider. This may entail reconfiguring your spam filter, adding this address to your "whitelist," or asking your administrator to unblock this address.

This will take you to the page to insert the user information. Follow the directions at the top of the page and enter the requested information in each of the boxes. The email address entered will become your username. The answers to the security questions are case sensitive, so be sure to remember exactly how you enter them and check the spelling.

Once all of the fields are complete, click the “Register” button at the bottom.

Instructions:

- Type your email address in the first box below.
- Select a security question from the first dropdown list.
- Provide an answer to the selected security question. **Answers are case-sensitive.**
- Select a second security question from the second dropdown list.
- Provide your answer to the second security question. **Answers are case-sensitive.**
- Click Register

Email Address:

Choose a security question:

Answer to question 1:

Choose a second security question:

Answer to question 2:

A Temporary password will be sent to your email. Once you have received the password, you may sign in for the first time from the main page, <https://treas1603.nrel.gov/>.

Type your username (this is the email address you entered earlier) and the temporary password in the boxes under the “Registered Users” heading on the right hand side of the page. If the temporary password does not work the first time, try copying and pasting it from the email you received from the system to ensure it is exact.

Registered users:

Help: [I forgot, lost, didn't receive my username/password, or my password has expired!](#)

Username:

Password:

Once in the system you will be asked to answer security questions and to enter a new password. Be sure to remember this password. If you forget the new password, see [Changing Password](#) below. If you forget the answers to the security questions, see [Resetting Security Questions](#) below.

Submitting an Application

At the bottom of the Main Menu page, click the radio button next to “Add another property,” (even if this is your first application) then click the “Start or continue the application or reporting process” button.

Main Menu

Application Processing and Reporting

Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

If you wish to sign the Terms and Conditions for an application which you have submitted, to finalize a "Begun Construction" application that has been placed in service, or to submit additional documentation for an application or performance report, select from the list under "Previously submitted applications" below, then click "Start or Continue the application or reporting process".

If you wish to submit a new performance report, select from the list under "Previously submitted applications" below, then click "Start or continue the application or reporting process".

If you wish to submit a new application, select "Add another property" under "New application" below, and then click "Start or Continue the application or reporting process."

New application

Add another property


This will take you to the Application Package Control Panel page for New Applications..

If the property has not yet been placed in service, select the month and year you expect the energy property to be placed in service. If the energy property has been placed in service, select the month and year the property was placed in service. Once the appropriate date has been selected, click the “Go” button. This will take you to the relevant application to complete.

Application Status: New

Placed in Service Date
This calendar guides you to the appropriate type of 1603 application, based on when the energy property is placed in service.

- If the energy property has not yet been placed in service, select the month and year and click on the day you EXPECT the energy property to be placed in service. You must show all three: month, year, and day.
- If the energy property has already been placed in service, select the month and year and click on the day the energy property was placed in service. You must show all three: month, year, and day.



This will take you to the Applicant Checklist page. Read through the Applicant Checklist before beginning the application to be sure you have all necessary documentation, as **you will not be able to save the application and come back to it.**

Once you are certain you have all necessary documentation, click the “Start the application process” button in the bottom left hand corner of the page. Next you will be taken to the application. Read each question and its directions carefully.

Application Processing and Reporting

Treasury 1603: Applicant Checklist for Energy Properties Placed in Service

Thank you for registering with Section 1603. Please take time to print and fill out this checklist prior to submitting your application. This checklist is designed to assist you in submitting a complete application. While this checklist does not address all possible scenarios for a complete application, most applicants should find that completing this checklist will make the review process more efficient and expedite payment. This checklist is for the documents being uploaded in Section 6A of the application.




- Design Plans to support eligibility of energy property** - All applicants must submit as-built, legible design plans stamped by a professional engineer (PE). For solar electric property, submit a one-line diagram and site/array layout. If a PE stamp was not required, submit a letter explaining why the seal was not required.
- Signed and dated commissioning report** - All applicants must submit a statement from the installer or engineer stating that the property has been placed in service. The statement should provide the date the energy property was placed in service and as-built capacity. A local agency inspection is not acceptable as a commissioning report.
- Detailed cost breakdown to support cost basis** - All applicants must submit a detailed breakdown of eligible costs in table format. This includes all costs and components related to the cost basis.
- Independent Accountant's Certification** - If the energy property cost basis is \$500,000 or more, applicant must submit an independent accountant's certification. This certification should include a detailed cost breakdown or cost segregation report for the review team to see both eligible and non-qualifying costs. Be sure to include the method of allocation for indirect costs allocated between eligible and ineligible costs.
- Permission to Operate** - If the project is connected to the electrical grid, applicant must provide correspondence with the utility that the interconnection agreement is placed in effect. This may be a signed letter or utility email giving permission to the applicant to energize (commission, connect, operate) the energy property.
- Authorized Signatory** - If the application is being prepared by someone other than the owner, the application must include a notarized authorization from the owner granting permission to the preparer to represent the owner for purposes of the 1603 program.
- Lease Waiver** - If an eligible lessor elects to pass-through the payment to the lessee, the lessee and lessor must agree that the lessor waives all right to the 1603 payment. Submit an executed written agreement between the lessor and lessee of the energy property. See page 18 of the Guidance for the required contents of the agreement.
- Demonstrate Applicant Eligibility** - If you are a limited liability company (LLC), select "other" and identify the LLC name and State that the LLC is organized in. If the LLC is not directly taxed as a corporation, please provide an organization chart and/or narrative that clearly describes ownership, including holding companies and affiliates, demonstrating the applicant's eligibility as a taxpaying business entity and related party interests.
- Business Website** - If you have a business website, please provide the website in Section 3A of the application.
- Registered in CCR** - All applicants must make sure the DUNS number provided on the application is active and registered in the CCR. Treasury is unable to make a payment without these.
- Sign the Terms & Conditions** - The Terms & Conditions will appear after you submit the application. The application is incomplete until they have been signed.

This checklist is for applicant use only and does not address all possible scenarios for a complete application. Please do not upload the checklist. Ultimately, IRS rules and Treasury 1603 requirements apply (to view Treasury Program Guidance: <http://www.ustreas.gov/recovery/docs/guidance.pdf>).

Converting a Begun Construction Application

Once a property for which a Begun Construction application was submitted is placed in service, the Begun Construction application may be converted to a Placed in Service application.

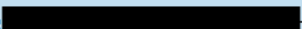
To convert a Begun Construction application to a Placed in Service application, at the bottom of the Main Menu page, click the radio button next to the relevant property. Then click the “Start or continue the application or reporting process” button.

Property	TAN	Status	Placed in service?
			Begun Construction Adequately Demonstrated
Placed in service? NO			

New application

Add another property

On the next page, click the blue underlined text that reads “Update Your Existing Begun Construction Application to Placed in Service.”

Application Status: Begun Construction Adequately Demonstrated — TAN: 

- View Application [Update Your Existing Begun Construction Application to Placed in Service](#)
- Sign the Terms and Conditions Form
- Add/Modify Supporting Documentation
 - View all supporting documents received
- Withdraw this application

This will take you to the Placed in Service application for this property.

Once all information has been entered and all documentation has been uploaded, click the “Submit application” button in the bottom left-hand corner of the page in order to submit the Placed in Service application.

[Print without submitting](#)

Submitting Documentation

When filling out the application, please note that you can only submit one attachment for each box given. Click the “Browse” button next to each relevant box to locate the document on your computer that you are looking to upload.

OTHER:

- Please attach any additional supporting documents to support your application. If you require more uploads than this form provides, supplement these with the "Add/Modify Supporting Documentation" function under the Application Package Control Panel for this application when finished.

Attached is documentation to establish construction has begun:

To attach additional documentation, you must wait until after you have submitted the application and return to the Application Package Control Panel page. Accepted file types include: Office (doc, docx, xls, xlsx), postscript (pdf), and plain text (txt) formats. Please limit total size of all files to 100 MB or less.

Click the radio button next to “Add/Modify Supporting Documentation,” then click the “Go” button. This function remains available for three days after an application is submitted.

Application Package Control Panel

Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

Contact the [administrator](#) if you do not receive an email confirmation after submitting your application. Once your application has been submitted, other functions are available. You can Sign the Terms and Conditions, view your application and supporting documents, see any review issues, check status, and, if necessary, add supporting documents.

To begin the annual performance report (submitted at the end of each year of service for five years), select "Add/Update Annual Performance Report and Certification" and click "Go".

[View checklist for properties already placed in service](#)

[View checklist for properties currently under construction](#)

Application Status: Received — [REDACTED]

- View Application
- Add/Modify Supporting Documentation
- View all supporting documents received
- Withdraw this application

Finding the Application Control Panel Page

Once you have signed in, at the bottom of the Main Menu page, click the radio button next to the relevant property or next to “Add another property,” then click the “Start or continue the application or reporting process” button.

Previously submitted applications			
Property	TAN	Status	Placed in service?
<input type="radio"/> [REDACTED]	[REDACTED]	Awarded	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Under Review	YES

New application

Add another property

The next page you will see is the Applicant Control Panel page for previously submitted applications.

Application Package Control Panel

Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

Contact the [administrator](#) if you do not receive an email confirmation after submitting your application. Once your application has been submitted, other functions are available. You can Sign the Terms and Conditions, view your application and supporting documents, see any review issues, check status, and, if necessary, add supporting documents.

To begin the annual performance report (submitted at the end of each year of service for five years), select "Add/Update Annual Performance Report and Certification" and click "Go".

[View checklist for properties already placed in service](#)
[View checklist for properties currently under construction](#)

Application Status: Received — [REDACTED]

- View Application
- Add/Modify Supporting Documentation
- View all supporting documents received
- Withdraw this application

Changing Username

The username is the email address used to originally submit the application. Only the applicant is able to view any applications he or she submitted. If for some reason, the applicant’s email changes, or an application needs to be linked to someone other than the original applicant, the applicant may request a change.

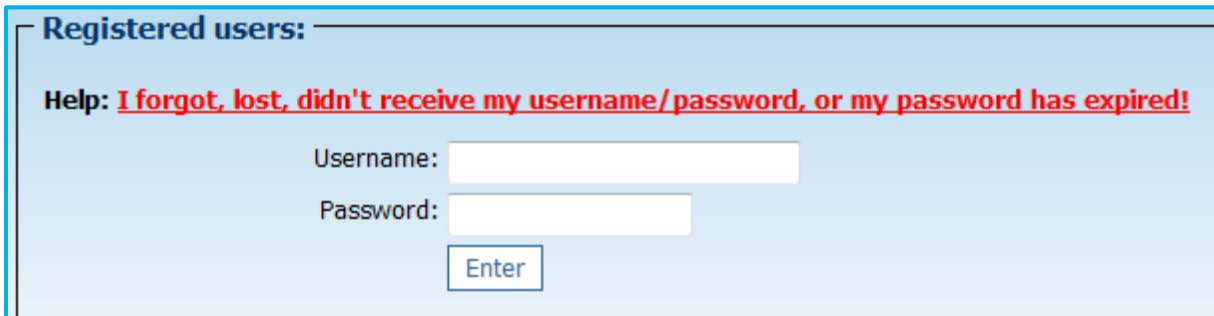
First, the new user must register in the online system (see [Registering as a New User](#)).

Next, the new user sends an email to treas1603@nrel.gov giving the following for each application to be reassigned: 1.) the reason for the change, 2.) the new username, and 3.) the TAN of the original application (e.g. 2011E48SE012345).

At that point, the system administrator will be able to reassign those applications. Once this has been completed both the new user and the previous user will receive an email notifying them that the applications have been reassigned to the new user.

Changing Password

To reset your password, you may click the "Help: I forgot, lost, or didn't receive my username/password or my password has expired" link on the main page, <https://treas1603.nrel.gov/>.



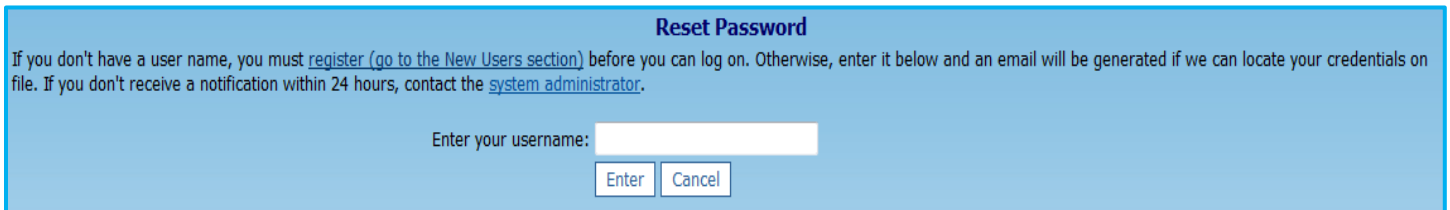
Registered users:

Help: [I forgot, lost, didn't receive my username/password, or my password has expired!](#)

Username:

Password:

This takes you to the Reset Password page, where you type in your username (email) and click the “Enter” button.



Reset Password

If you don't have a user name, you must [register \(go to the New Users section\)](#) before you can log on. Otherwise, enter it below and an email will be generated if we can locate your credentials on file. If you don't receive a notification within 24 hours, contact the [system administrator](#).

Enter your username:

The online system sends a temporary password to the email address entered. Once you sign in using the temporary password and answer the security questions, you will be prompted to change your password. Be sure to remember this password.

Resetting Security Questions

You may email treas1603@nrel.gov to request that your security questions be reset. In the email, state 1) your username and 2) the old security questions (not the answers). Once the security questions have been reset, you will receive an email notification.

Submitting Reviewer Requested Documentation

When the review team requests additional documentation, **the applicant has 21 calendar days to upload the requested documents.** To do so, at the bottom of the Main Menu page, click the radio button next to the relevant property. Then click the “Start or continue the application or reporting process” button.

Application Processing and Reporting
Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

If you wish to sign the Terms and Conditions for an application which you have submitted, to finalize a "Begun Construction" application that has been placed in service, or to submit additional documentation for an application or performance report, select from the list under "Previously submitted applications" below, then click "Start or Continue the application or reporting process".

If you wish to submit a new application, select "Add another property" under "New application" below, and then click "Start or Continue the application or reporting process."

If you wish to submit a new performance report, select from the list under "Previously submitted applications" below, then click "Start or continue the application or reporting process".

Previously submitted applications

Property	TAN	Status	Placed in service?
<input type="radio"/> [REDACTED]	[REDACTED]	Awarded	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Awarded	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Awarded	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Awarded	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Awarded	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Awarded	YES
<input checked="" type="radio"/> [REDACTED]	[REDACTED]	Information Requested	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Awarded	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Under Review	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Under Review	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Under Review	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Under Review	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Under Review	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Under Review	YES

New application

Add another property

On the next page, click the radio button next to “View information requested” in order to see what the review team is requesting. To upload the documentation click the radio button next to “Add/Modify Supporting Documentation,” then click the “Go” button.

Application Status: Information Requested — TAN: [REDACTED]

View Application

Sign the Terms and Conditions Form

Add/Modify Supporting Documentation

View all supporting documents received

View information requested

Withdraw this application

The next page will allow you to upload the additional documentation. Click the “Browse” button next to each relevant box to locate the document on your computer that you are looking to upload.

Make sure the radio button next to “Add to existing documentation” is checked for each box. Once you have attached all additional documents, click the “Submit” button at the bottom of the page.

Documentation for [REDACTED]

Documentation for Properties Placed In Service — for properties placed in service attach documentation: to establish that the property has been placed in service as claimed in Section 2C of the application; to demonstrate that the property has met the requirements shown in Section 4 of the application; and to support costs claimed in Section 5 of the application. See Program Guidance for information on acceptable documentation to establish a property is placed in service and meets the eligibility requirements and to support costs. If the applicant is a lessee (as indicated in Section 1B of the application), attach a waiver, as described in the Program Guidance, from the owner. For properties not yet placed in service, skip to "Documentation for Properties Not Yet Placed In Service."

Attached is documentation to support eligibility of the specified energy property:
[REDACTED]

Add to existing documentation Replace existing documentation

Attached is documentation to support costs:
[REDACTED]

Add to existing documentation Replace existing documentation

Attached is documentation to establish property is placed in service:
[REDACTED]

Add to existing documentation Replace existing documentation

Attached is owner's waiver, if applicant is a lessee (as indicated in Section 1B of the application):
[REDACTED]

Add to existing documentation Replace existing documentation

Documentation for Properties Not Yet Placed In Service — for properties not yet placed in service attach documentation to establish that construction has begun. See Program Guidance for information on acceptable documentation to establish that construction has begun.

Attached is documentation to establish construction has begun:
[REDACTED]

Add to existing documentation Replace existing documentation

Additional Documentation (Other) — for adding documentation that is not captured in any of the headings above.

Attached is additional documentation:
[REDACTED]

Add to existing documentation

On the next page, if you have uploaded all additional documentation, **you should click the “Close now” button at the bottom of the page; this will allow the review process to begin again.** If you do not close, the review process will not be able to begin again until it closes automatically on the date given at the bottom of the page in bold.

All files associated with TAN: [REDACTED]

Section 6A1. Documentation supporting eligibility of the specified energy property

- [REDACTED].pdf (posted 09/06/2011 10:03 AM) - [id_171524.pdf](#)

Section 6A2. Documentation supporting costs

- [REDACTED] Cost Basis.pdf (posted 09/06/2011 10:03 AM) - [id_171525.pdf](#)

Section 6A3. Documentation to establish property is placed in service

- Placed in Service [REDACTED].pdf (posted 09/06/2011 10:03 AM) - [id_171526.pdf](#)

Section 6C. Additional Documentation

- [REDACTED] Tax statement.pdf (posted 09/26/2011 07:44 AM) - [id_184181.pdf](#)
- [REDACTED] Farm Operations.pdf (posted 10/04/2011 07:10 AM) - [id_191687.pdf](#)
- [REDACTED] physical verification.pdf (posted 10/14/2011 08:58 AM) - [id_198847.pdf](#)
- [REDACTED] 2010 taxes proof of farm production and income..pdf (posted 10/24/2011 08:14 AM) - [id_204534.pdf](#)

Request for further information period - OPEN. Expires and automatically closed on 12/09/2011 .

(Close only if you are finished adding all requested documents.) **Request for further information period - OPEN.**

Reinstating Suspended Application

An application's status may switch to "Suspended" if the applicant does not submit the additional documentation requested by the reviewer before the 21 day deadline.

To reinstate an application whose status is "Suspended," from the Main Menu page click the radio button next to the relevant property, then click the "Start or continue the application or reporting process" button.

Application Processing and Reporting
Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

If you wish to sign the Terms and Conditions for an application which you have submitted, to finalize a "Begun Construction" application that has been placed in service, or to submit additional documentation for an application or performance report, select from the list under "Previously submitted applications" below, then click "Start or Continue the application or reporting process".

If you wish to submit a new application, select "Add another property" under "New application" below, and then click "Start or Continue the application or reporting process".

If you wish to submit a new performance report, select from the list under "Previously submitted applications" below, then click "Start or continue the application or reporting process".

Previously submitted applications

Property	TAN	Status	Placed in service?
<input checked="" type="radio"/> [REDACTED]	[REDACTED]	Suspended	YES

New application

Add another property

On the next page, click the radio button next to "Reinstate this application," then click the "Go" button

Application Status: Suspended — TAN: [REDACTED]

View information requested

Reinstate this application **Document upload is required**

From there, you will be able to submit the reviewer requested documentation (see [Submitting Reviewer Requested Documentation](#))

Submitting an Annual Report

At the bottom of the Main Menu page, click the radio button next to the property for which you are trying to submit an Annual Report, then click the "Start or continue the application or reporting process" button.

If you are not able to see the property for which you are trying to submit an Annual Report listed, you are not listed as the owner of this TAN. If this is incorrect, please send an email to treas1603@nrel.gov giving 1.) the reason you are requesting the TAN be reassigned to you, 2.) your username and 3.) the TAN (e.g. 2011E48SE012345) for each property to be reassigned.

At that point, the system administrator will be able to reassign that TAN. Once this has been completed both the new owner and the previous owner will receive an email notifying them that the TAN has been reassigned to the new owner.

Previously submitted applications			
Property	TAN	Status	Placed in service?
<input checked="" type="radio"/> [REDACTED]	[REDACTED]	Awarded	YES
<input type="radio"/> [REDACTED]	[REDACTED]	Under Review	YES

New application

Add another property

At the bottom of the next page, click the radio button next to “Add/Update Annual Performance Report and Certification,” then click the “Go” button.

Application Status: Awarded — TAN: [REDACTED]

- View Application
- Sign the Terms and Conditions Form
- Add/Modify Supporting Documentation
 - View all supporting documents received
 - View information requested

Post-Award Annual Performance Reporting

- Add/Update Annual Performance Report and Certification
 - View all submitted performance reports/certifications
- Add/Modify Supporting Annual Performance Report Documentation
 - View all supporting documents received

This will take you to the report. Please be sure to read each question carefully before answering. When answering question 3.1, please be aware that the 1603 program offers payments in lieu of tax credit; therefore, receiving this payment alone is **not** reason to answer “yes” to this question.

Section 3 - Property Information

3.1. Has a tax credit (section 45 or 48 of the Internal Revenue Code) been claimed for this property?

- No
- Yes

Once you have answered all the questions, you may print a copy of the report by clicking the “Print without submitting” button at the bottom of the page. To submit, click the “Submit annual report” button at the bottom of the page. If you need to reset the form to remove all information you have entered, click the “Cancel (discard edits, restore defaults)” button.

Section 5 - Certification and Signature of Applicant/Preparer

I certify, under penalty of perjury, that the property has not been disposed of to a disqualified person that the property continues to qualify as specified energy property, and that a tax credit (Section 45 or 48 of the Internal Revenue Code) has not been claimed and declare that all of the information I certify, under penalties of perjury, that the information provided in the Annual Performance Report to the best of my knowledge and belief is true, correct, and complete. Further, I agree the information contained in this report can be disclosed to the Internal Revenue Service.

5.1. Are you the original signer of the Application and Terms of Conditions?

No
 Yes

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Phone:	<input type="text"/> 000 000 0000 [()-.]
Email:	<input type="text"/>	Signature (enter your password):	<input type="text"/>

Entering your password has the same legal effect as your handwritten signature.

NOTE: We strongly suggest that you print this form prior to submitting. Some information received may be used to update the application on file to display the most current data about the applicant/owner/contact. The original information will then be transferred to this report for historical purposes where appropriate.

Extending Session Time

Once signed in to the online system, you will see a clock at the top right hand side of the screen that counts down from 60 minutes; this clock shows how much time is left in the session.

user profile | sign off | contact us | navigation

logged in as [] Session time: **59:21**

Main Menu

Application Processing and Reporting

Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

If you wish to sign the Terms and Conditions for an application which you have submitted, to finalize a "Begun Construction" application that has been placed in service, or to submit additional documentation for an application or performance report, select from the list under "Previously submitted applications" below, then click "Start or Continue the application or reporting process".

If you wish to submit a new application, select "Add another property" under "New application" below, and then click "Start or Continue the application or reporting process".

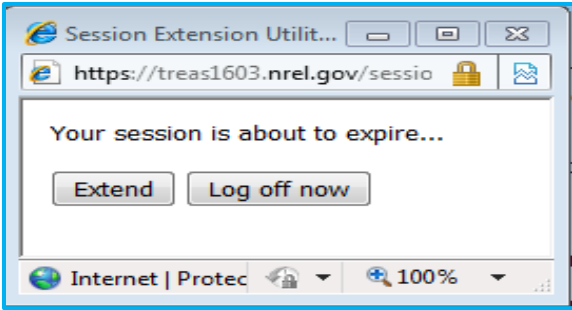
If you wish to submit a new performance report, select from the list under "Previously submitted applications" below, then click "Start or continue the application or reporting process".

Current logged-in user is neither a contact nor owner for any existing applications

New application

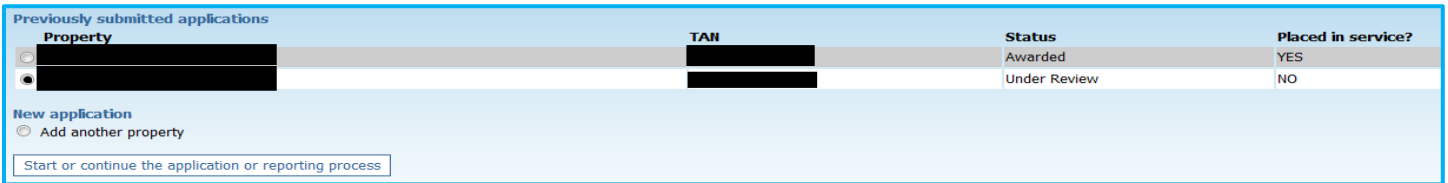
Add another property

When there is one minute left, a pop-up window will appear giving you the option to extend the session. In order to extend your session for another 60 minutes, click the "Extend" button; otherwise, click the "Log off now" button. If you do not click either button, you will automatically be logged off once the final minute has passed.



Withdrawing an Application

An applicant can withdraw an application at any point prior to award. To do so, at the bottom of the Main Menu page, click the radio button next to the relevant property. Then click the “Start or continue the application or reporting process” button.



On the next page, click the radio button next to “Withdraw this application,” then click the “Go” button.

