



Incentive Process for Ferguson Midstream Programs

OVERVIEW

This document was created to guide you through the incentive submission process for the New York Gas and Electric Water Heating and Heating Midstream Program. The first step will be setting up your account. Please see our registration how to guide for more information.

REQUIRED DOCUMENTS

Ferguson invoice reflecting the model and serial numbers on the incentive application.

Step One - Login: Go to <https://distributorprograms.egia.org/ferguson> and login under 'Yes I have an account.'

The screenshot shows the 'Ferguson Incentive Portal' login interface. At the top, there is a dark blue header with the Ferguson logo on the left and the text 'Ferguson Incentive Portal' on the right. Below the header, a light gray box contains the title 'DO YOU HAVE AN ACCOUNT?'. Under this title, there are two columns. The left column is for users who already have an account, with fields for 'Email Address' and 'Password', a 'Forgot your password?' link, and a 'Sign In' button. The right column is for new users, with instructions to 'Click Register Now if you would like to create an account' or 'Click Apply Without Registration if you would like to apply without creating an account', and buttons for 'Register Now' and 'Apply without Registration'. At the bottom of the light gray box, there is a 'CUSTOMER SERVICE' section with a headset icon and the phone number '888-523-2140' and email 'distributorprograms@egia.org'.

Step Two - Start a New Claim: First, click 'Start a New Application,' choose the program you are applying under, and then click 'Start a New Application.'

The screenshot shows a modal window titled 'Start a New Application' with a 'CLOSE X' button in the top right corner. Inside the modal, there is a text prompt: 'Pick a program and press "Start a New Application" button.' Below this, there is a dropdown menu labeled 'Pick a program' with a downward arrow. To the right of the dropdown is a blue button labeled 'Start A New Application' with a question mark icon. A dropdown menu is open below the 'Pick a program' dropdown, showing three options: 'Avista Midstream HVAC and Water Heating Program', 'NY Heat Pump Water Heater Program', and 'NY Midstream Gas Water Heating Program'. The 'NY Midstream Gas Water Heating Program' option is highlighted. In the background, a table is partially visible with columns for 'Submission Date', 'Discount Amount', and 'S'.

Step Three - Installation Information: Fill out the form with the installation information.
Note: The installation city and state will automatically populate based on the zip code entered.

Installation information

End User Customer Name:*	<input type="text"/>	Project Type:*	<div>Select Project Type</div>
Installation Address:*	<input type="text"/>	Equipment Purchase Date:*	<input type="text"/>
Unit #:	<input type="text"/>	Ferguson Invoice #:*	<input type="text"/>
Installation Zip:*	<input type="text"/>	Gas Utility Service Provider:	<input type="text"/>
Installation City:*	<input type="text"/>	Building Type:*	<div>Select Building Type</div>
Installation State:*	<input type="text"/>	Location:	<input type="text"/>

Step Four - Equipment Configuration: Add the equipment installed by clicking 'Add Equipment', select the type of equipment on the drop down and fill out the form.

Equipment Configuration

To add equipment please select the "Add Equipment" button and follow the prompts.

Equipment Type	Brand	Model	Discount Amount ?	Action
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Add Equipment

CLOSE X

Add Equipment

Condensing Storage Water Heater

Select Brand

Select Model

AHRI Number

Input Capacity (BTUh)

Serial Number

Sales Price (per unit)

Estimated Install Date

Submit

Close

Step Five - Upload Documents: Click 'Upload Docs' to upload the required documents. Select the document type from the dropdown menu, choose the file, and click 'Upload Document.' Once the upload is complete, click 'Close.'

Upload Documents ⓘ

- Please provide the distributor invoice showing the purchase of equipment.

Upload Docs

Upload Documents CLOSE X

Once each document is uploaded, select the close button to exit the window. The documents will be saved in the system.

Document Type:*

Upload File:* No file chosen

Remarks:

Upload Document **Close**

Step Six - Certification Statement: Review the certification statement, check the box to agree, and then click 'Submit.'"

Upload Documents CLOSE X

Once each document is uploaded, select the close button to exit the window. The documents will be saved in the system.

Document Type:*

Upload File:* No file chosen

Remarks:

Upload Document **Close**

Confirmation: You will receive a confirmation email from distributorprograms@egia.org, please save this for your records. Additionally, you can monitor the live status on your dashboard.

Questions? Contact EGIA's Distributor Support Team at 888-523-2140 or email us at distributorprograms@egia.org