

How to Submit a Focus on Energy Claim

OVERVIEW

This document was created to help you submit a Focus on Energy claim using the Daikin Distribution Incentive Portal.

REQUIRED REGISTRATION DOCUMENTS

Daikin Invoice with model and serial numbers of equipment being claimed

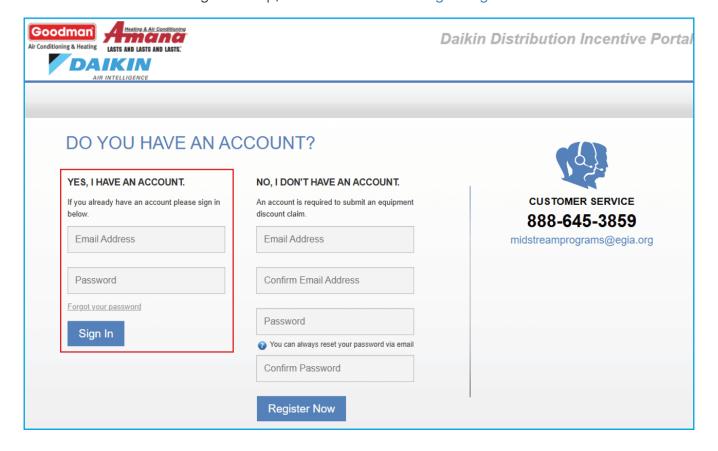
Step One - Get Started: Go to Daikin's Focus on Energy website and select Register/Submit Claim.

DAIKIN'S REIMBURSEMENT PORTAL

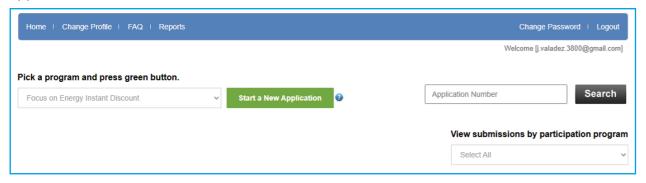
Daikin has partnered with EGIA to create a dealer incentive reimbursement portal. The portal simplifies the submission process and enables you to track your claim payments effortlessly. After completing an installation, submit your reimbursement claim through the portal along with a copy of your Daikin invoice. If you haven't enrolled as a participant yet, that is your first step.

REGISTER/SUBMIT CLAIM

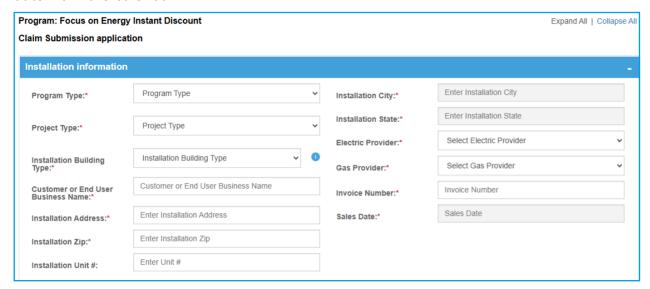
Step Two - Sign In: Please sign in to your account. If you don't have one, you'll need to create an account before submitting. For help, follow our How to Register guide.



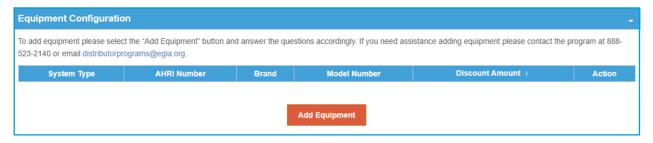
Step Three - *Start Your Application:* Select the Focus on Energy program from the dropdown list and then click the green, "Start a New Application" button. If you are unable to start an application, please ensure you have completed and saved your profile. Allow up to 1 business day for account approval.



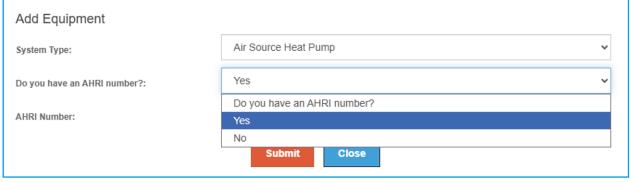
Step Four - *Installation Information:* To fill out the installation info, choose the project and building type from the dropdowns. Enter the customer's name, address, and zip code. The city and state will auto-fill. Select the electric and gas provider, enter in the invoice number, and select the purchase date from the calendar.

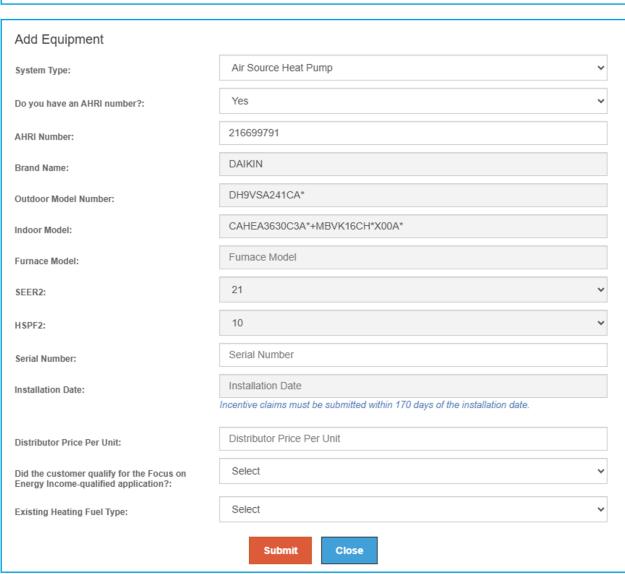


Step Five - Add Equipment: Click "Add Equipment"

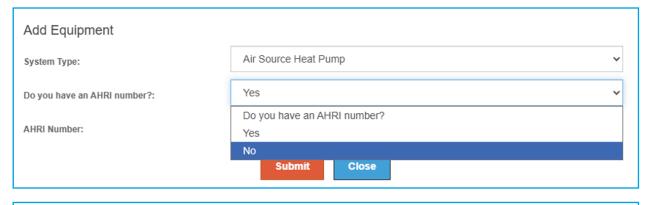


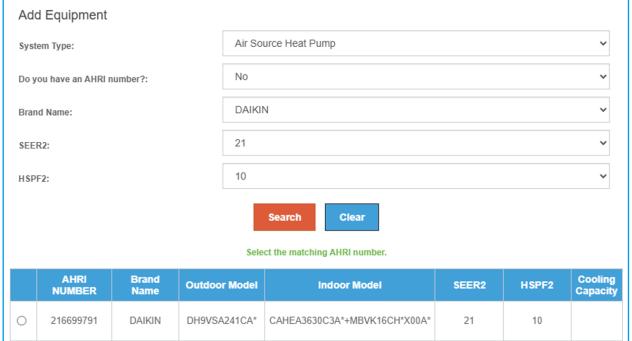
Step Five(a) - With AHRI Number: Select the system type from the dropdown. If you have an AHRI number, enter it, and the form will auto-populate with greyed-out fields. Then, fill in the serial number, installation date, price, and answer the dropdown questions.



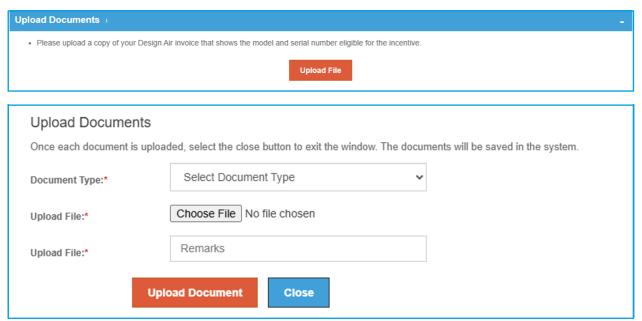


Step Five(b) - *Without AHRI Number:* Click "Add Equipment" and select the system type from the dropdown. If you don't have an AHRI number, select the product type in each dropdown and click "Search" to find the matching AHRI model. Once the form auto-populates, fill in the serial number, installation date, price, and answer the dropdown questions.





Step Six - *Upload Daikin Invoice:* Click "Upload File". Select the document type, click "Choose File," and find the file on your desktop. Add remarks if needed and click "Upload Document." Repeat for additional documents, then select "Close."



Step Seven - *Agree to Terms & Conditions:* Please check the box to acknowledge your agreement to the certification statement, then click "Submit" to submit your claim.

