



ON-BILL REPAYMENT WORKFLOW

PACIFIC POWER WASHINGTON

Craft3

Contractor

Customer

Bid & Loan Application

Contractor submits bid, incentive application and AHRI certificate to **HomeEnergy@Craft3.org** for project verification.

Customer applies at **www.Craft3.org/HomeEnergy**. Craft3 staff are available to answer questions and help applicants through the process. Paper applications are available upon request.

Review

Craft3 reviews bid, and incentive and loan application.

Approval

Craft3 communicates credit and project decision to customer and contractor via e-mail within three business days.

Loan Documents

If approved, Craft3 sends loan documents electronically or via mail if requested.

Deposit to Contractor

Craft3 disburses up to 50 percent of loan amount to contractor after loan documents are signed. Installation may begin.

Final Invoice

Contractor submits final invoice to **HomeEnergy@Craft3.org**.

Final Payment

Craft3 disburses the remaining loan balance to the contractor.

Incentive Processing

Contractor submits incentive paperwork to Pacific Power for processing. Contact Pacific Power Wattsmart Homes program directly 1-800-942-0266 with questions.

03/25/19

www.Craft3.org/HomeEnergy

HomeEnergy@Craft3.org | 888-231-2170 ext. 225

Craft3 is an equal opportunity lender, provider and employer | NMLS ID 390159