



Incentive Process for Ferguson Midstream Programs

OVERVIEW

This document was created to guide you through the incentive submission process for Ferguson's PNW (Seattle Light) and Avista 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.

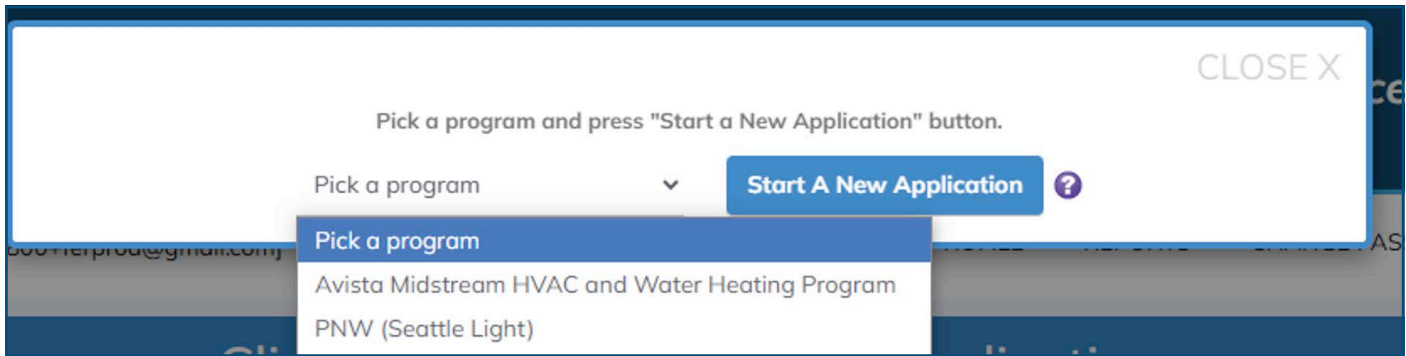
Step One - Login: Go to <https://distributorprograms.egia.org/ferguson> and login under 'Yes I have an account.'

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 blue box contains the heading 'DO YOU HAVE AN ACCOUNT?'. Under this heading, there are two columns. The left column is for users who already have an account, with the heading 'YES, I HAVE AN ACCOUNT.' and instructions to sign in. It includes input fields for 'Email Address' and 'Password', a 'Forgot your password?' link, and a 'Sign In' button. The right column is for new users, with the heading 'NO, I DON'T HAVE AN ACCOUNT.' and instructions to register or apply without registration. It features two buttons: 'Register Now' and 'Apply without Registration'. At the bottom of the page, 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"

The screenshot shows the 'Ferguson Incentive Portal' dashboard after a successful login. The top header is dark blue with the Ferguson logo on the left and 'Ferguson Incentive Portal' on the right. Below the header, a light blue navigation bar contains a user profile icon and the text 'Welcome[testpnw@buege.com]' followed by a dropdown arrow. To the right of the navigation bar are links for 'HOME', 'CHANGE PROFILE', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. Below the navigation bar, a large blue button with white text says 'Click Here To Start A New Application'. At the bottom, there are two search bars. The left one is labeled 'Search' and has a placeholder 'Application Number' with a 'Search' button. The right one is labeled 'View submissions by participation program' and has a dropdown menu with 'Select All' and a dropdown arrow.

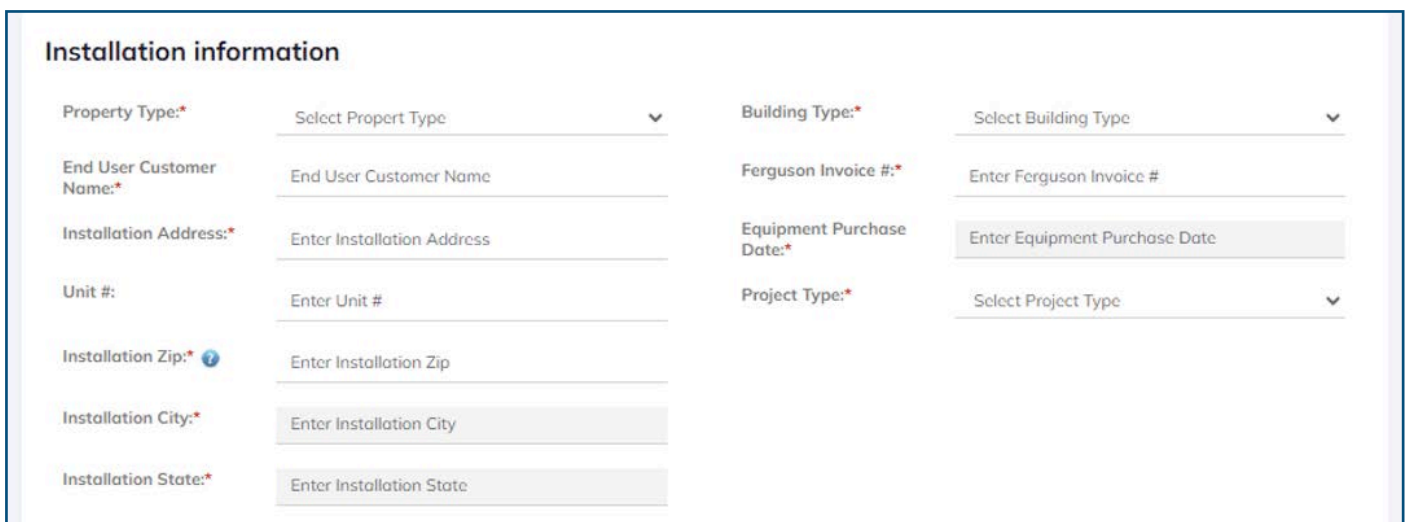
Then, select the program on the drop-down menu and select "Start a New Application"



A modal window with a white background and a blue border. In the top right corner is a "CLOSE X" button. The main text says "Pick a program and press 'Start a New Application' button." Below this is a dropdown menu labeled "Pick a program" with a downward arrow. A blue button labeled "Start A New Application" with a question mark icon is to its right. The dropdown menu is open, showing two options: "Avista Midstream HVAC and Water Heating Program" and "PNW (Seattle Light)".

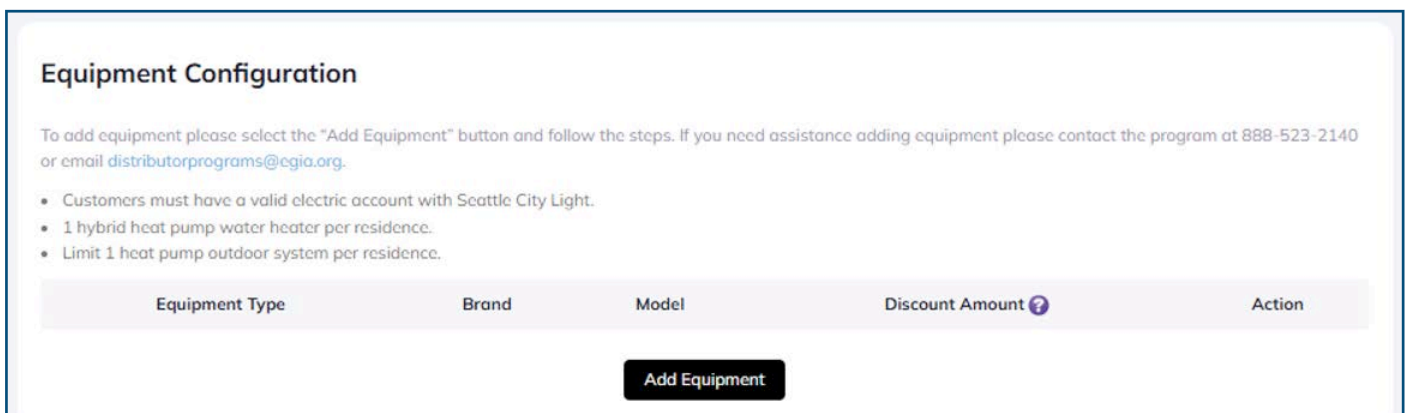
Step Three – Installation Information: Fill out the form with the installation information.

Note: The installation city and state will automatically populate based on the zip code entered.



A form titled "Installation information" with two columns of input fields. The left column includes: "Property Type:*" (dropdown), "End User Customer Name:*" (text), "Installation Address:*" (text), "Unit #:" (text), "Installation Zip:*" (text with a location pin icon), "Installation City:*" (text), and "Installation State:*" (text). The right column includes: "Building Type:*" (dropdown), "Ferguson Invoice #:*" (text), "Equipment Purchase Date:*" (text), and "Project Type:*" (dropdown). Each field has a placeholder text indicating what to enter.

Step Four – Equipment Configuration: Add the equipment installed by clicking the 'Add Equipment' button.



A section titled "Equipment Configuration". Below the title is a paragraph: "To add equipment please select the 'Add Equipment' button and follow the steps. If you need assistance adding equipment please contact the program at 888-523-2140 or email distributorprograms@egia.org." Below this is a bulleted list: "Customers must have a valid electric account with Seattle City Light.", "1 hybrid heat pump water heater per residence.", and "Limit 1 heat pump outdoor system per residence." At the bottom is a table with five columns: "Equipment Type", "Brand", "Model", "Discount Amount ?" (with a question mark icon), and "Action". Below the table is a black button labeled "Add Equipment".

Select the Equipment Type and enter the AHRI number. A form will automatically populate—please complete any remaining blank fields. Click Submit.

CLOSE X

Add Equipment

Air Source Heat Pump <5.4 Tons

210540182

Select System Type

MITSUBISHI ELECTRIC

MXZ-SM36NAM2

Indoor Model Number

Serial Number

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

CLOSE X

Upload Documents

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

Document Type:*

Select Type

Upload File:*

Choose File

No file chosen

Remarks:

Remarks

Upload Document

Close

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

Certification Statement

I certify that all information provided in this rebate application is true, complete, and accurate to the best of my knowledge. I understand that any false statements or misrepresentation may result in a denial of this application. I also understand that the application is subject to approval and may be subject to verification. By submitting this application, I agree to comply with all program requirements.

☒ I agree to the above certification statement.

* Required Fields

[Back](#) [Submit](#)

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**