



FPL DSM Contractor Portal

User Guide to Become a Participating Independent Contractor (PIC)

– Application Status –



DSM Contractor Portal User Guide for PICs

Terms and Conditions

This user guide is the sole property of Florida Power & Light Company ("FPL") and is being provided to you as a potential candidate as a Participating Independent Contractor subject to the terms and conditions established by the **Program Standards** and **Demand Side Management Program Contract**, as may be amended or revised from time to time.

Florida Power & Light Company is providing this User Guide to you without obligation to do so, and no consideration has been requested by FPL or received from you in exchange for this User Guide. THIS USER GUIDE MAY BE USED BY YOU ONLY FOR THE PURPOSE OF ACCESSING AND INTERACTING WITH FPL'S DSM CONTRACTOR PORTAL.

You may use this User Guide in either electronic form downloaded from the fpl.com website or a hardcopy that you print and retain for your individual use. However, you may not distribute copies of this User Guide, regardless of medium, without the express written consent of FPL. Florida Power & Light Company reserves the right to change, modify, or discontinue either or both the FPL DSM Contractor Portal and this User Guide at any time, with or without notice to you, and for any reason as deemed appropriate by FPL in its sole discretion. Screenshots, samples, or other images contained in this User Guide are intended to be demonstrative only and may not reflect the screens, information, or sequences actually displayed by the FPL DSM Contractor Portal at any given time.

Although this User Guide has been carefully prepared and reviewed for the accuracy of the information contained herein, THE INFORMATION CONTAINED HEREIN AND YOUR ACCESS TO THE DSM CONTRACTOR PORTAL ARE BOTH PROVIDED "AS IS" AND FPL MAKES NO REPRESENTATIONS AND OFFERS NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AS TO (i) THE ACCURACY OF THE INFORMATION CONTAINED HEREIN; (ii) THE SUITABILITY OF THIS USER GUIDE FOR ITS INTENDED PURPOSE; (iii) THE FUNCTIONALITY OR AVAILABILITY OF THE FPL DSM CONTRACTOR PORTAL; (iv) SPECIFIC HARDWARE OR SOFTWARE CONFIGURATIONS THAT MAY BE REQUIRED TO FULLY ACCESS OR UTILIZE THE FPL PIC PORTAL; OR (v) DAMAGE, LOSS, OR OTHER PERILS THAT MAY RESULT FROM YOUR USE, MISUSE, OR FAILURE TO USE THE FPL DSM CONTRACTOR PORTAL.

DSM Contractor Portal – User Guide for Onboarding

Overview

Once an application to **Become a PIC** has been submitted, users will be able to see the status of their application and/or make necessary updates.

This user guide provides instructions on how to access the application via the FPL DSM Contractor Portal located on FPL.com.

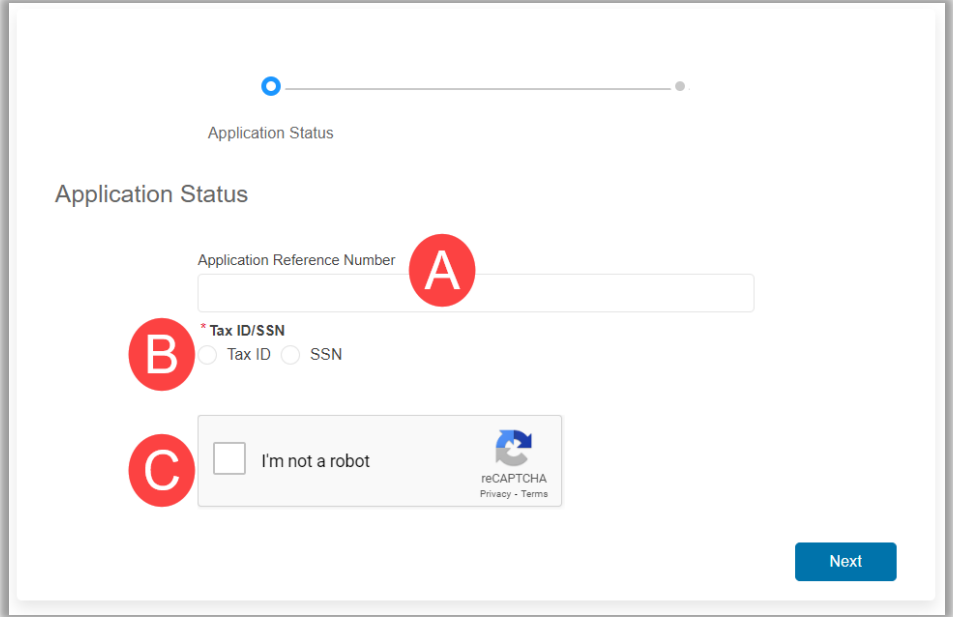
The FPL DSM Contractor Portal, powered by Salesforce, is a secure collection of information and applications.

DSM Contractor Portal – User Guide for Onboarding

Application Status

Directions: Use the steps below to check on the status of an application and/or make necessary updates.

Reminder: Please ensure you have the Application Reference Number available in order to locate the application.

Step	Action								
1	- Access the Track Application Status link - Refer to the table below for sections to complete - Select Next once required fields are completed  <table border="1"> <thead> <tr> <th>Section</th><th>Items to enter</th></tr> </thead> <tbody> <tr> <td>A. Application Reference Number</td><td>Enter the application reference number</td></tr> <tr> <td>B. Tax ID/SSN</td><td>Enter either the Tax ID or SSN used when completing the application</td></tr> <tr> <td>C. CAPTCHA</td><td>Confirm you are not a robot by selecting the CAPTCHA check box</td></tr> </tbody> </table>	Section	Items to enter	A. Application Reference Number	Enter the application reference number	B. Tax ID/SSN	Enter either the Tax ID or SSN used when completing the application	C. CAPTCHA	Confirm you are not a robot by selecting the CAPTCHA check box
Section	Items to enter								
A. Application Reference Number	Enter the application reference number								
B. Tax ID/SSN	Enter either the Tax ID or SSN used when completing the application								
C. CAPTCHA	Confirm you are not a robot by selecting the CAPTCHA check box								

DSM Contractor Portal – User Guide for Onboarding

Step

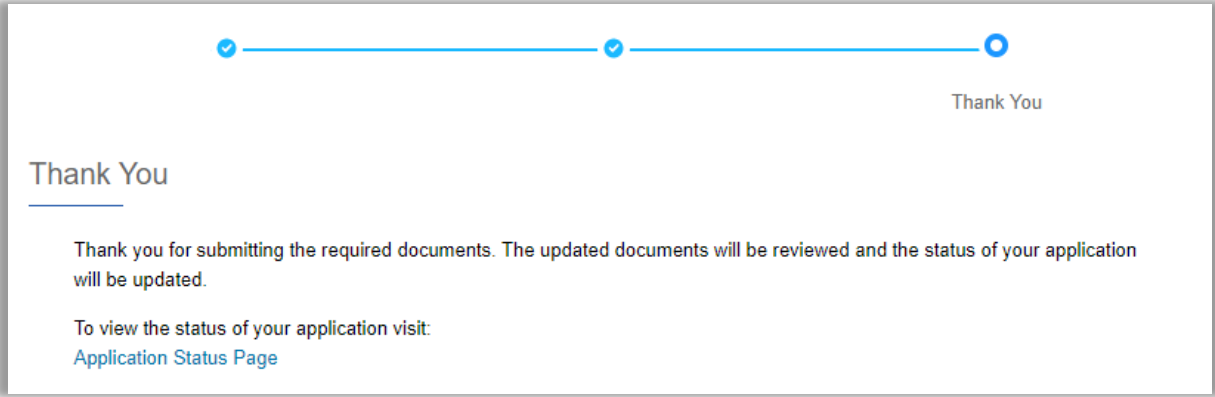
Action

- Review the **Status** and any applicable **Remarks**
- Use the table below to determine next steps based on the Status displayed

2

Status	Next steps
Pending	No action needed – application is pending review
In Progress	No action needed – application is under review
Documentation Error	- One or multiple documents had errors - Refer to the remarks sections to identify which document(s) had the error - Complete the Resubmit Documents section by reuploading the document(s) identified - Select Submit Reminder: File format allowed for upload include JPG, JPEG, PNG and PDF. Additionally, files must be less than 6MB.
Rejected	- No action needed – application has been rejected - Refer to the Remarks sections for details Note: If applicable, a new application can be resubmitted via the Become a PIC option.

DSM Contractor Portal – User Guide for Onboarding

Step	Action
3	If reuploading the document(s), a Thank you page will display Important: The request number will remain the same. 

Next Steps

If the application was resubmitted, it will be reviewed by the **FPL Program Specialist** and an email will be provided either confirming access to the FPL PIC Portal or requesting additional information.