



# Job Aide: DXAC Rebate Submission

This job aide provides step-by-step instructions for Participating Independent Contractors (PICs) to submit DXAC rebates through the PIC portal.

## Submitting DXAC rebates:

### 1. Log in to the PIC portal and start a new business rebate request

- A** Click the **Programs** field and select “Business HVAC – DXAC”
- B** Enter the customer’s **Bill Account Number**
- C** Select the **Install Date**
- D** Enter the customer’s **Zip Code**
- E** Once all fields are populated, click **Save and Continue** on the bottom right

The screenshot shows the DSM Contractor Portal interface. At the top, there is a navigation bar with the FPL logo, the text 'DSM Contractor Portal', and a user profile icon for 'Kayla Rau'. Below the navigation bar, there are links for 'Rebate Request', 'Help & Support', and 'Become A PIC'. The main content area is titled 'Portfolio and Program' and contains a form with four input fields: 'Programs' (with a dropdown menu showing 'Business HVAC - DXAC'), 'Bill Account Number', 'Install Date' (with a calendar icon), and 'Zip Code'. A blue 'SAVE & CONTINUE' button is located at the bottom right of the form, and an 'EXIT' link is at the bottom left. Red letters A, B, C, D, and E are overlaid on the form to indicate the steps described in the text.

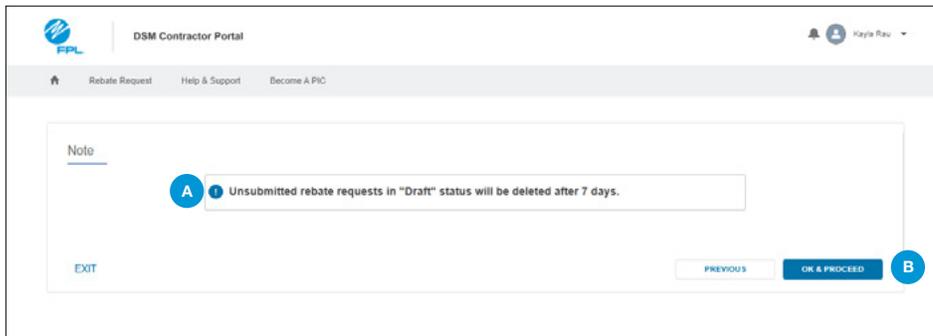
## Before you begin:

### Ensure you have the following information and documents ready:

- » Customer’s bill account number
- » Installation date
- » Customer’s zip code
- » Total system cost
- » Equipment details (AHRI Reference No., Model Numbers, SEER2, Cooling BTUHs, Electric Resistance KW)
- » Required Documents:
  - AHRI certificate
  - Rebate certificate
  - Photos: Inside unit model number, outside unit model number, business address number (must be submitted as .jpg, .jpeg, or .png format, smaller than 6MB)

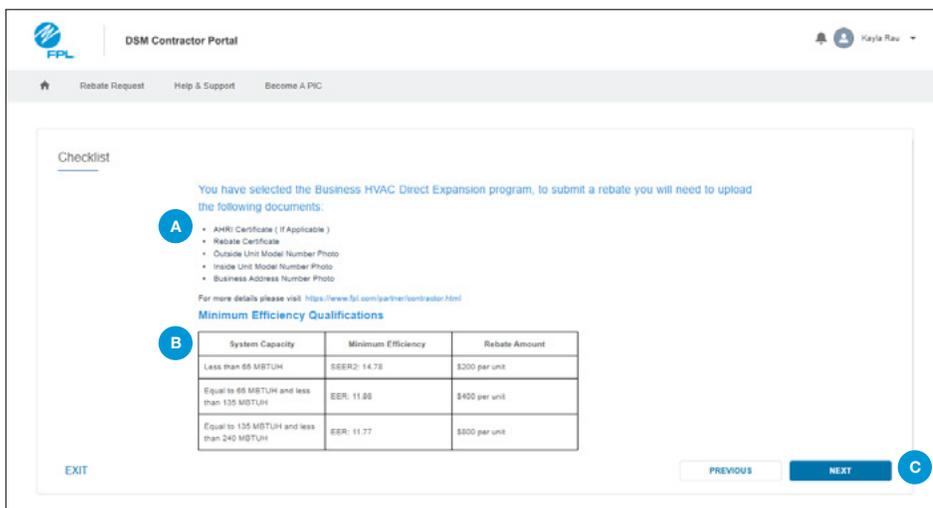
## 2. Acknowledgement note:

- A** A note will appear explaining that an unsubmitted rebate will remain in “draft” status for up to 7 days before being automatically deleted
- B** Click **Ok & Proceed** to acknowledge this note



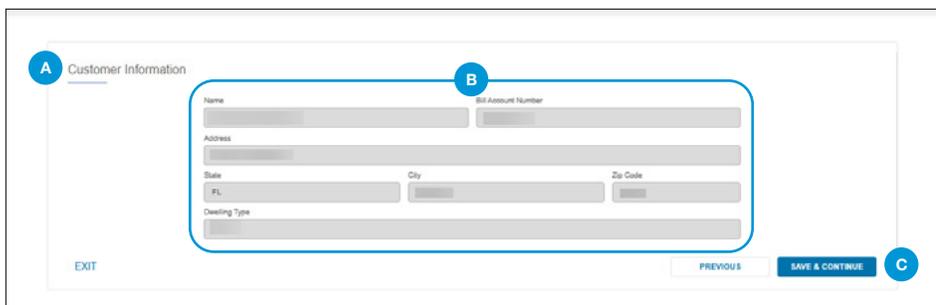
## 3. Checklist:

- A** Review the checklist items to understand what documents you will need to upload during the rebate submission process
- B** Visit our [program page](#) if you need more details and be sure to review the minimum efficiency qualifications
- C** Click **Next** on the bottom right corner after you have reviewed the checklist and requirements



#### 4. Customer information

- A** The customer's information will automatically populate here after the billing account number is entered
- B** Validate that the customer information is populated correctly
- C** After reviewing the auto populated information, click **Save & Continue** on the bottom right



#### 5. Installation information

- A** Enter the total cost of the system in the **Total Cost** field
- B** Is there more than one unit of equal capacity and efficiency?
  - i. **If Yes**, you must enter "The total number of new units installed" that are of equal capacity and efficiency in the Number of Units field
  - ii. **If No**, the Number of Units field will automatically populate to "1"
- C** **Important: The "Number of Units" field reflects only the total number of units being installed in this project per premise, not the total number of existing units at the premise**
- D** Is it a split system? Select **Yes** or **No**
- E** Click on the **New Equipment Type** field for a drop-down list of options. Choose the New Equipment Type.
- F** Click on the **Equipment Type 2** field for a drop-down list of options. Determine the Equipment Type 2.
- G** Enter the Electric Resistance KW field (if applicable)
- H** Enter the **AHRI Reference No.**
- I** Enter the Cooling BTUH's number in the **Cooling BTUH's** field
- J** Enter the **SEER2/EER2/EER** number in the efficiency rating field
- K** Click the button "**VERIFY SYSTEM QUALIFICATION**" to verify the efficiency rating value
- L** Click on the button **VALIDATE AHRI** to verify the AHRI Certification
- M** If a match is found, both Inside and Outside model numbers will populate automatically. If not, check the **Manual AHRI Entry** box and enter the **Inside** and **Outside Model Numbers**.

**Important: If the equipment has only one model number, enter the same model number for both the indoor and outdoor unit fields.**

Installation Information

NEW EQUIPMENT DETAILS

**A** Total Cost  
\$ 15,000.00

**B** More than one unit of equal capacity and efficiency?  
Yes  No

**C** Total number of new units installed  
1

**D** Split System  
Yes  No

**E** New Equipment Type  
Straight Cool

**F** Equipment Type 2  
Air Cooled

**G** Heating Type  
Electric Resistance

**H** Electric Resistance KW  
85

**I** Heating BTUH's  
2000

**J** Coefficient  
HSPF COP

**K** Coefficient Value  
23

**L** AHRI Reference No.  
454654

**M** Cooling BTUH's  
20000

**N** SEER2  
16

**VERIFY SYSTEM QUALIFICATION**

AHRI Validation

**VALIDATE AHRI**

If your unit is a package system, please upload same photo model in both fields.

Model Inside  
43ar2453

Model Outside  
e443543

Manual AHRI Entry

Manual AHRI Entry Formula  
Yes

**O** Renewal Date  
12-06-2025

EXIT PREVIOUS SAVE & CONTINUE

If yes for step B, you must enter the total number of new units installed here.

Inside and outside model numbers should populate automatically. If not, click the checkbox "Manual AHRI Entry" and populate both fields.

## 6. Terms and Conditions

- A** Read the terms and conditions for Business HVAC – Direct Expansion Program
- B** Click the checkbox "I Agree to the Terms and Conditions"
- C** Click the **Next** button

DSM Contractor Portal

Rebate Request Help & Support Become A PIC

Terms And Conditions

**A** Business HVAC Direct Expansion Program  
Terms and Conditions

By checking the terms and conditions box, I represent that I am an authorized agent of the Independent Contractor identified herein and that all the information supplied herein is true and accurate. FPL can refuse to pay a Rebate for many reasons, including but not limited to: (a) false or inaccurate information supplied herein; (b) customer property, material or work fails to satisfy the Program Standards; (c) failure to submit all necessary documentation for issuance of the Rebate; or (d) untimely submission of the necessary documentation for issuance of the Rebate.

**B**  I agree to the terms and conditions.

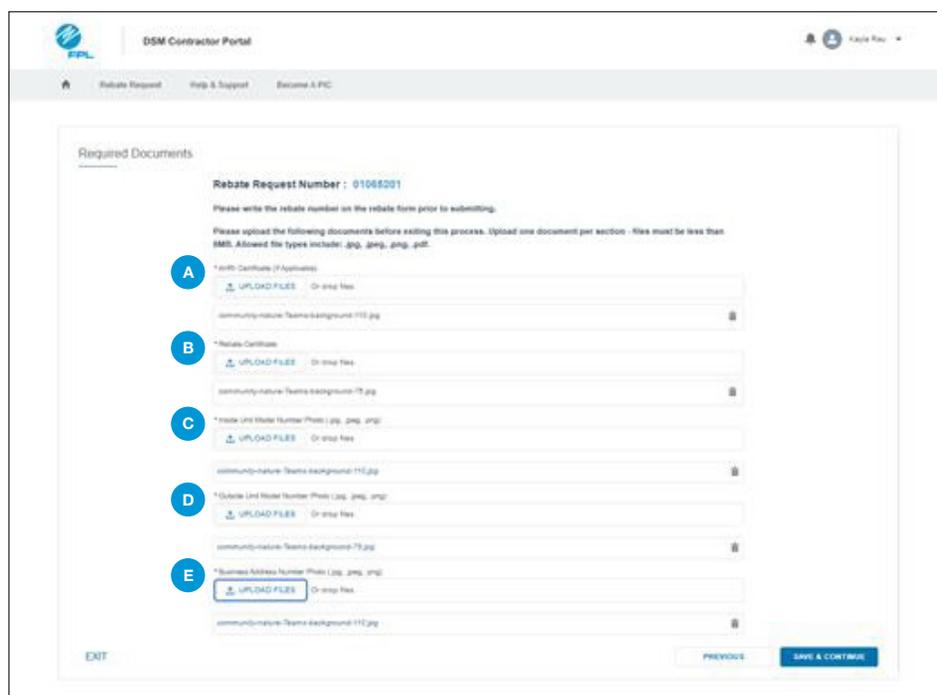
EXIT PREVIOUS NEXT

## 7. Required documents: Upload all required files

- A** Upload the **AHRI Certificate**
- B** Upload the **Rebate Certificate**
- C** Upload the **Inside Unit Model Number Photo** (must be .jpg .jpeg or .png)
- D** Upload the **Outside Unit Model Number Photo** (must be .jpg .jpeg or .png)
- E** Upload the **Business Address Number Photo** (must be .jpg .jpeg or .png)

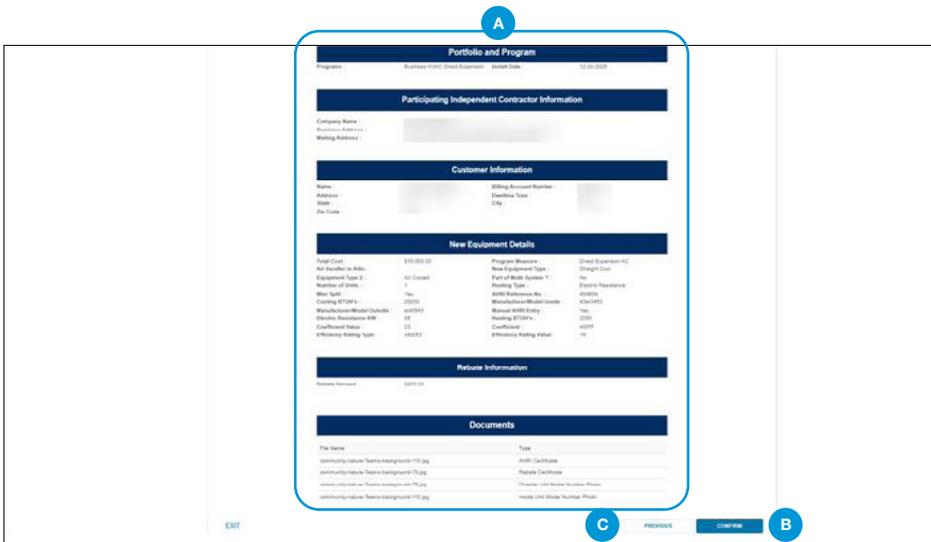
**Important: All documents must be uploaded and be smaller than 6MB**

Once all fields are uploaded, select **Save & Continue**



## 8. Summary

- A** Review all fields on the Summary screen and ensure everything entered is correct
- B** If all information is correct, click **Confirm**
- C** If you need to make changes, click **Previous**



- D** Once confirmed, you will receive a rebate request number for your records
- E** The rebate has been submitted as an **“Open Web Entry”** and no further action is required from you
- F** The next step in the process is for FPL to validate uploaded documents with provided information. If any errors are found, the rebate will be returned with a Paperwork Error or Other status along with remarks of findings.

