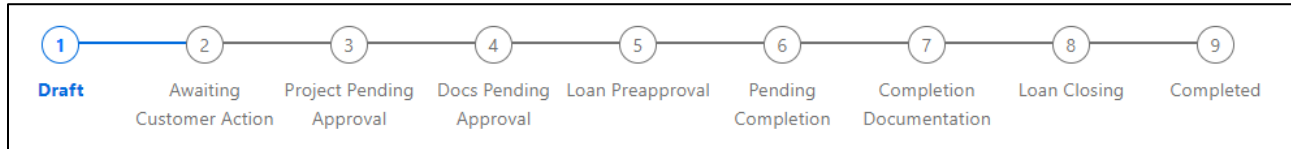




GoGreen Home Portal

Contractor Quick Start Guide

There are nine stages to submitting a project to GoGreen Home, requiring interaction by Contractors, Lenders, and the GoGreen Home Team at various points. The stages which require Contractor engagement and entry are highlighted in blue below.



Stage	Action	Responsible Party
1. Draft	Contractor enters project details: Borrower address, utility provider(s), Eligible Energy Measures (EEMs), Lender information, project costs and financed amounts. Utility bill(s) are uploaded at this stage by either the Contractor or the Borrower, and the Contractor sends the Privacy Release to the Borrower for signature.	Contractor
2. Awaiting Borrower Action	Borrower signs Privacy Release virtually.	Borrower
3. Project Pending Approval	GoGreen Home Team reviews submitted project details.	GoGreen Home Team
4. Docs Pending Approval	GoGreen Home Team reviews submitted project documentation (e.g. utility bills).	GoGreen Home Team
5. Loan Preapproval	Lender enters initial loan details.	Lender
6. Pending Completion	Contractor starts project. Upon project completion, Contractor and Borrower digitally sign Certificates of Completion; Contractor uploads additional required documentation such as permits and safety test results. If the project includes solar or battery storage measures, Contractor also uploads proof of Interconnection Application.	Contractor, Borrower
7. Completion Documentation	The GoGreen Home Team reviews and approves the Completion Documentation, and then signals the Lender to close the loan and send payment to the Contractor.	GoGreen Home Team
8. Loan Closing	Lender enters remaining loan details and changes the Loan Status to "In repayment".	Lender
9. Completed	The Loan and Project records are sent to GoGreen Home for final enrollment.	Lender

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