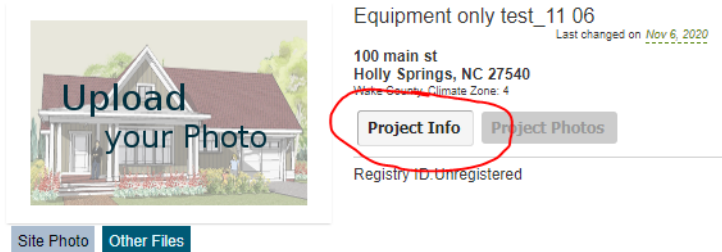**How to Submit Equipment-only Applications in Ekotrope**
Residential New Construction Program

To create a new equipment-only application in Ekotrope:

1. Login to Ekotrope.
2. Select New Project and enter all mandatory fields. Select OK.
3. Click on the Project Info button next to the image of the house.
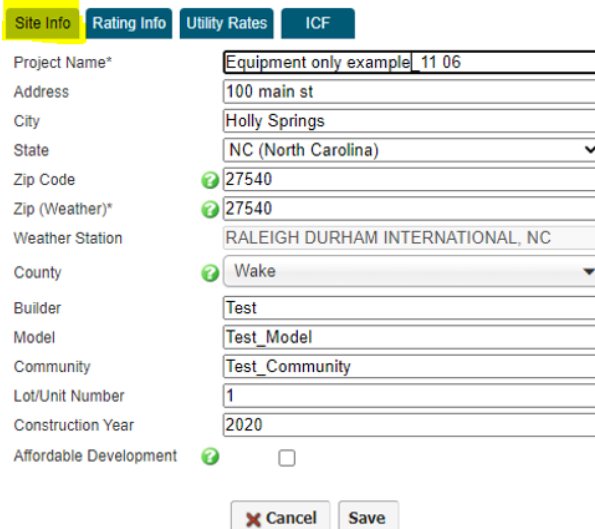
4. In the Site Info tab, enter all the information you can including Address, Builder, Model, Community, Lot, etc.
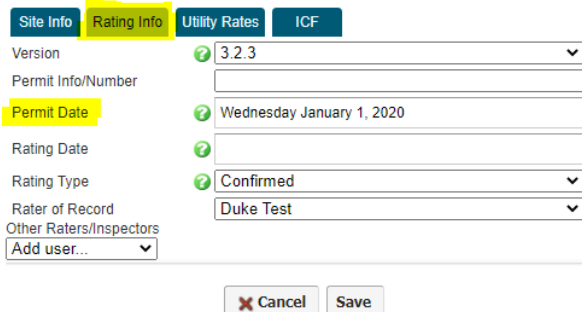
5. Slect the Rating Info tab and enter the Permit Date.

6. Select the ICF tab and enter all relevant information.

Submission Status: Select Final Submission if you are ready to submit the home for payment. Once this is selected and submitted to the RNC Program, you can longer make edits without the help of a Program manager.

Rough Inspection Date: If there was no rater rough inspection, enter the approximate drywall date.

Incentive Path: Equipment-Only

*Once you make this selection the below dropdown will appear.

Indicate the number of incentives in the corresponding box for the home.

Example: If a home has 2 - 15 SEER Heat Pumps installed, you will write 2 next to 15 SEER+, as the example shows.
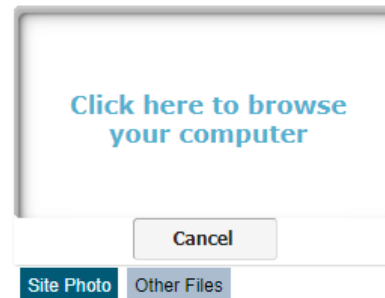
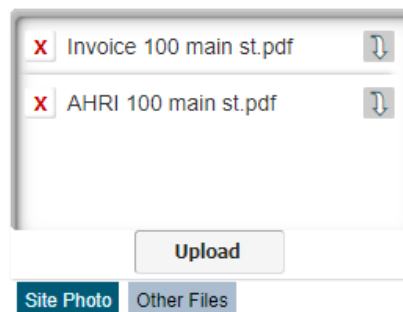Once all information is entered, select **Save**.

7. On the main application in Ekotrope (under the image of a house) select Other Files.

The screen will then look like:

8. Upload a copy of the invoice, AHRI certificate and QI verification as relevent for the home. Please note you will need to upload one file, select upload again, and upload the second file. Once completed, the screen should look like the below.
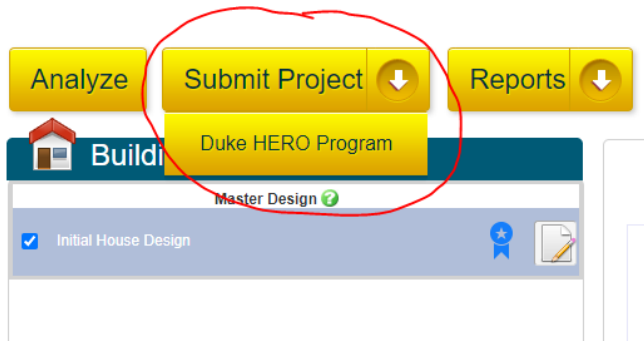
9. Once you have entered all information and uploaded all necessary documentation, select
    Submit Project, Duke HERO Program.

10. If there are any errors a screen will pop up to notify you.

    a. Errors with a red exclamation point will not allow the project to be submitted.

    b. Errors with a yellow exclamation point are warnings but will not prevent you from
        submitting.

Still have questions? Reach out to the Duke Energy RNC Team at DERNC@icfprogram.com*.*