

HOME ENERGY PLUS (HE+) SYSTEM VENDOR GUIDE

TO VIEW PAYMENT REGISTER:

1. From the dashboard, select “Organization”
2. Select the hyperlink with your business name
 - a. In “Tab View,” click on “Payment Register” tab
 - b. In “Detail View,” scroll to the bottom of the page
 - c. Once at the Payment Register, select the extraction date from the drop down menu and either view or download the register

TO SEARCH FOR CONTACTS (OTHER HE+ USERS) WITHIN YOUR ORGANIZATION:

1. Enter all or part of the last name (required) and all or part of the first name (optional)

TO SEARCH FOR CONTACTS (OTHER HE+ USERS) OUTSIDE OF YOUR ORGANIZATION:

1. Enter all or part of the last name (required) and all or part of the first name (optional)
 2. Enter the name of the organization. If this is not known, leave it blank
 3. The search can be refined by email, position, status and whether the person has a user profile
- Note: Vendors will not be able to conduct individual applicant searches.**

TO ADD CONTACTS TO YOUR ORGANIZATION (FOR PMA AND GENERAL USERS):

1. First, search for the contact within and outside of your organization as described above to ensure that they do not already exist. Then select add contact and complete the required fields.

OTHER IMPORTANT NOTES:

1. Please verify that you are using one of the following web browsers: Firefox, Google Chrome or Internet Explorer 11.
2. Please note that profiles not used in a 60 day period will be inactivated. To re-activate your profile please contact your local Profile Management Administrator (PMA). If you are a PMA and have problems accessing your account, please contact the help desk at (608) 267-3680.
3. Reports are still under development and The Division of Energy Services (DES) will communicate via the HE+ System Dashboard and/or Broadcast Email (BCE), as reports are made available.