



Mail: 75 South Main Street, Unit 7 PMB 185, Concord, NH 03301 - tel: 603-369-4833
E-mail: kevin@horizon-res.com website: www.horizon-res.com

The instructions below will describe how you sign up as an ENERGY STAR builder partner. It also describes how to pick Horizon RES NH LLC as your HERS rater partner. (You may want to print this out)

Call or Email back w/ any questions, comments

Please visit the website below: Click on the **top line** of the link below.

(If the link doesn't work when you click, cut and paste the address into a new browser window)

<https://www.energystar.gov/index.cfm?fuseaction=opa.showPartnerRoles&CFID=772671&CFTOKEN=fd82360f83f3f683-14621019-D5BF-193E-2EF466D21A486B04>

Step 1 – Partner / Builder Type - Select one of the 7 options shown, click the continue button

Step 2- Preparation – Read the Thank you and General terms and commitments and gather the information you'll need in the following pages.... Click the continue button

Step 3A – Organization Information – Pick Horizon RES as your Home Energy Rater organization. Filter by state, pick NH and select Horizon RES. Click continue

Step 3B – ENERGY STAR Organization Search - (This is where ES is looking for **your** home building organization, not Horizon RES) Enter your company name or your own if you are the owner / builder and click search. If you know you aren't on this list already, Check "My organization was not found" and click continue.

Step 3C – Organization Information – This is where you input your company name or owner / builder name and the rest of your contact info. This is also where 1) you will state how many homes per year you expect to build, 2) If you're a subsidiary of a bigger company, 3) whether you want to be listed on the partner locator and 4) Whether you want to be an Indoor Air Plus partner. Input your info and Click continue. The info requests w/ an adjacent red vertical bar are required inputs.

Step 4A – Add Contacts – Click primary and Signatory roles, fill in all required info, designated by the red bar, Click continue

Step 4B – Review Contacts – Click continue

Step 5 – Select yes / no for the ALP commitment. Click continue.

Step 6 - Review Partnership Agreement Details, edit or click continue

Step 7 – Sign Partnership Agreement by checking the box at the bottom of the pg and clicking "Sign Partnership Agreement"

ENERGY STAR will review your application w/in 7 days. If approved, They will contact you / instructions on how to view the required webinar.