

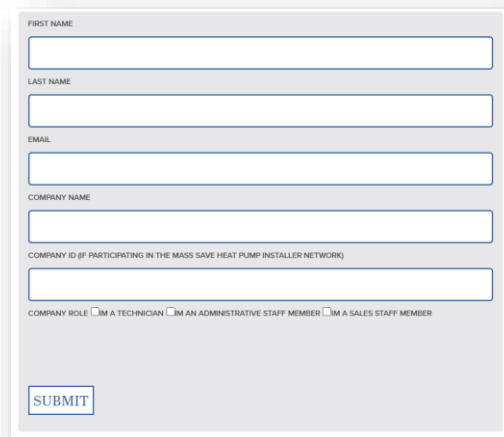
Mass Save® Heat Pump Installer Network – Steps to Enroll

Step 1. Have an authorized company representative gather the required documentation.

- Review the [Mass Save Heat Pump Installer Network Participation Agreement](#): It is critical that this agreement is reviewed in full, by an authorized representative of your company.
- Collect the required company documents and certifications:
 - W-9
 - HVAC or Electrical Contractor/Plumbing License
 - Certificate of Comprehensive General Liability Insurance
 - Certification of relevant training –
 - Air Source Heat Pump primary installers:
 - EPA Section 608 Certification
 - Certification of installation training provided by a heat pump manufacturer
 - Ground Source Heat Pump primary installers:
 - International Ground-Source Heat Pump Association (IGSHPA) accredited installer certificate or an IGSHPA GeoExchange Designer certificate

Step 2. Enroll in the Energy Efficiency Learning Center (EELC).

- Complete the EELC registration form: <https://www.masssave.com/en/learn/partners/heat-pump-installer-training> This will enroll you into the Energy Efficiency Learning Center (EELC) where you will find instructions to submit documentation for participation for your company.



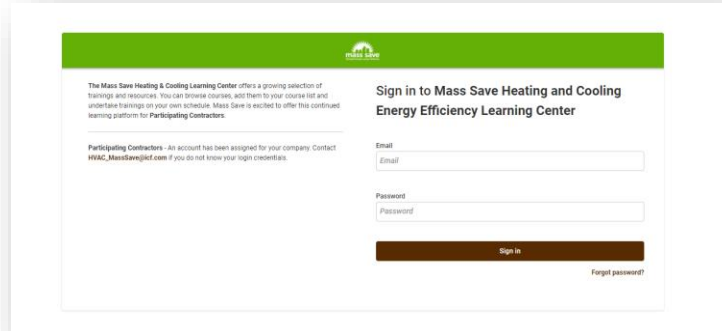
The image shows a registration form with the following fields and options:

- FIRST NAME: [Text input field]
- LAST NAME: [Text input field]
- EMAIL: [Text input field]
- COMPANY NAME: [Text input field]
- COMPANY ID (IF PARTICIPATING IN THE MASS SAVE HEAT PUMP INSTALLER NETWORK): [Text input field]
- COMPANY ROLE: A TECHNICIAN AN ADMINISTRATIVE STAFF MEMBER A SALES STAFF MEMBER
- SUBMIT: [Submit button]

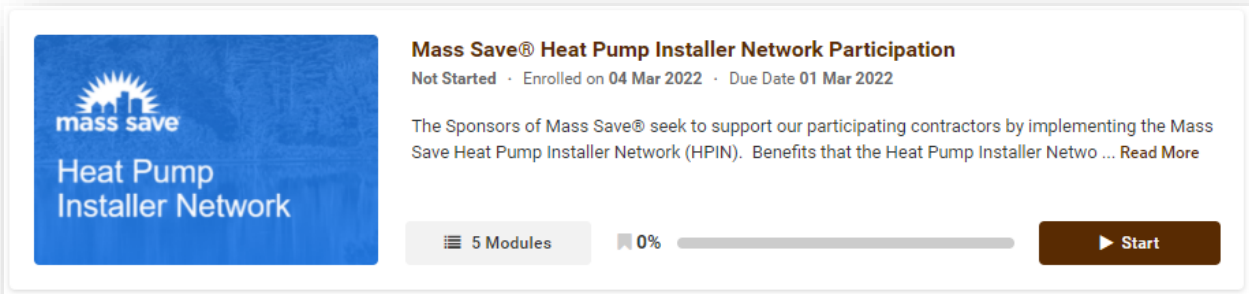
- Receive email invitation including login credentials within 48 hours: The email will be sent from notifications@learnupon.com and will contain a link to create your user profile. Please follow the link once you receive it to complete your account creation. If you have not received an invitation within 2 days of submitting the form, please contact HVAC@masssave.com

Step 3. Upload required documentation securely through the EELC.

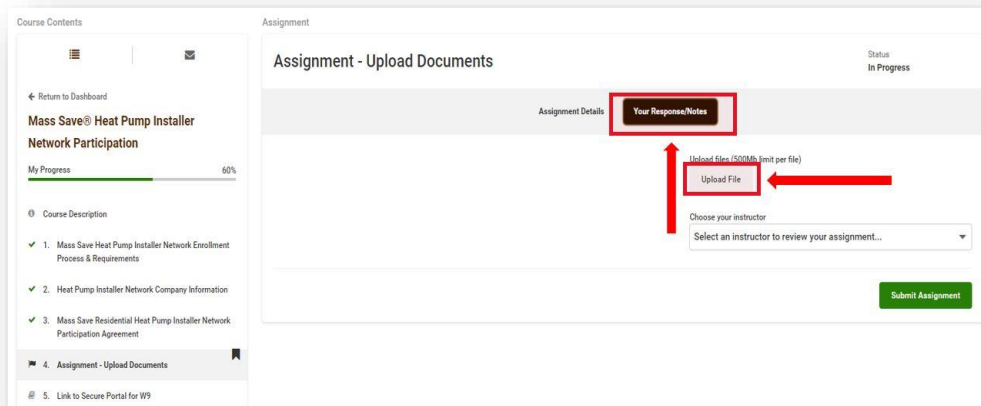
- **Login to the EELC:** Your username will be the email address you used to create the account. Your password will be the one you choose when you created your user profile.



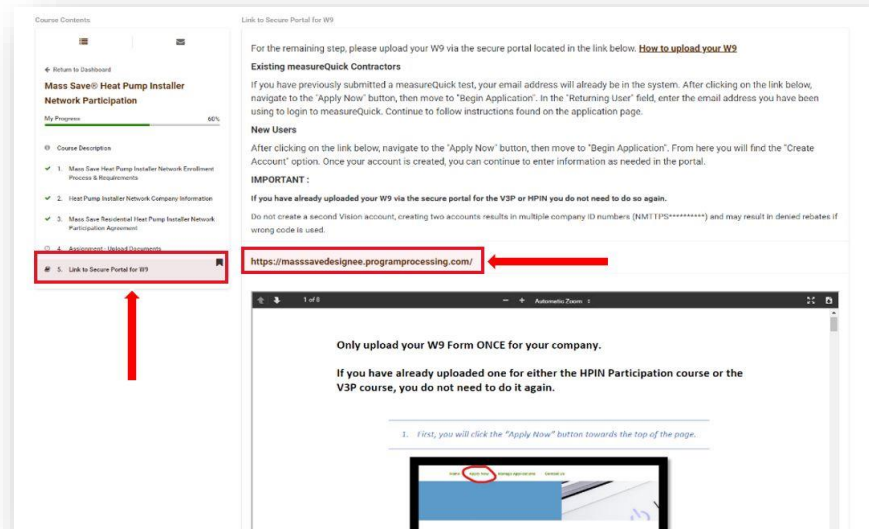
- Use the search bar to locate the training course titled “Mass Save® Heat Pump Installer Network Participation” and start the assignment



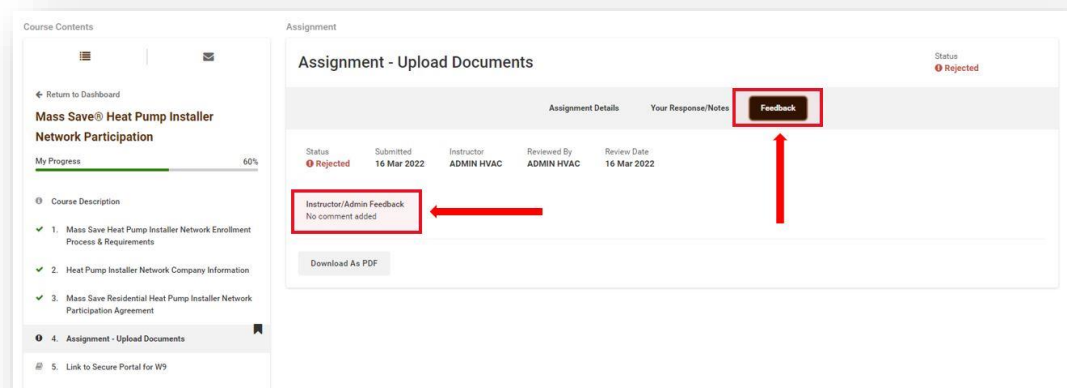
- **Complete Modules 1-4 and upload documentation, as prompted:** Select “Submit Assignment” once all documents are uploaded. This module only allows a maximum of 5 uploads. If you need to upload more than 5 documents, please zip the documents together in a folder and upload that folder.



- **Continue to Module 5:** There you will find a **link to a secure portal** to upload your W-9 after submitting documents listed above. Failure to do so will result in an incomplete submission. You can right-click on the link and press “Open link in new tab” so that you may reference the instructions guide as you complete the W-9 upload. [How to upload your W-9](#)



- **If all required documentation has been submitted properly, you will receive approval within 5-7 days.**
- **If required documentation is missing, you will be notified that your submission has been denied:** There is a feedback section in Module 4 of the assignment (“Assignment – Upload Documents”) for your review. Once you make the necessary corrections, please resubmit the assignment



If you have any questions about the process, please reach out to
HVAC@masssave.com