

Mass Save® Verified 3rd Party Designee – Steps to Enroll Your Company

Please note that if your company is in the Mass Save Heat Pump Installer Network (HPIN), your company is already a Mass Save Verified 3rd Party Designee.

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

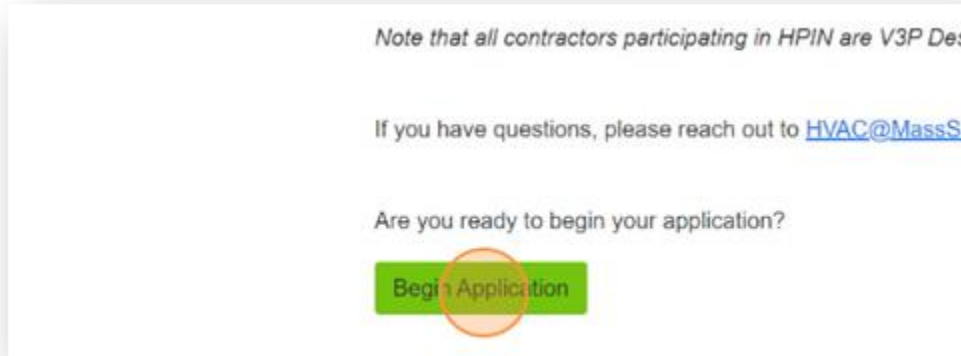
- **Collect the required company documents and certifications:**
 - ☑ Business W-9
 - ☑ Massachusetts HVAC or Electrical Contractor/Plumbing License (Massachusetts Sheet Metal, Refrigeration, Electrical Contractor, or Plumbing License accepted)
 - ☑ Certificate of Comprehensive General Liability Insurance (for informational purposes only)

Step 2. Create an account in the Mass Save secure document portal

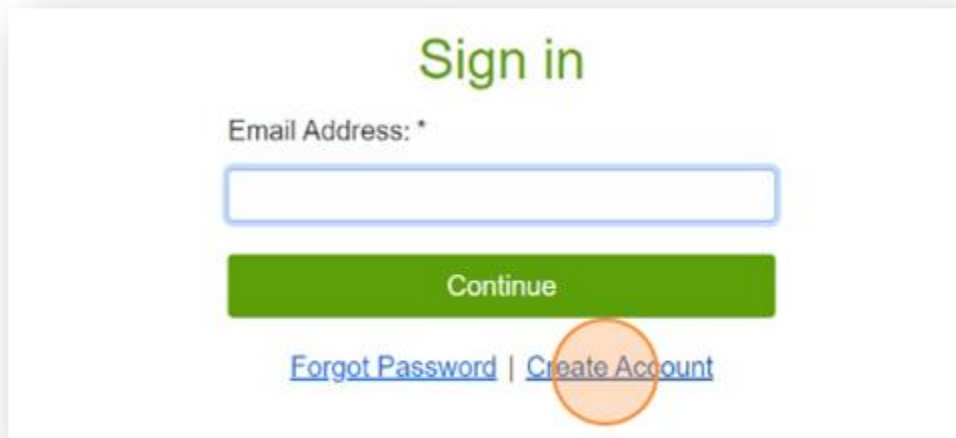
- Visit the [Mass Save secure document portal](#) where you will find instructions to submit documentation for participation for your company. Start by creating an account if your company doesn't already have an account.
- To login or create an account, click "Apply Now."



- At the bottom of the page, click “BEGIN APPLICATION.”



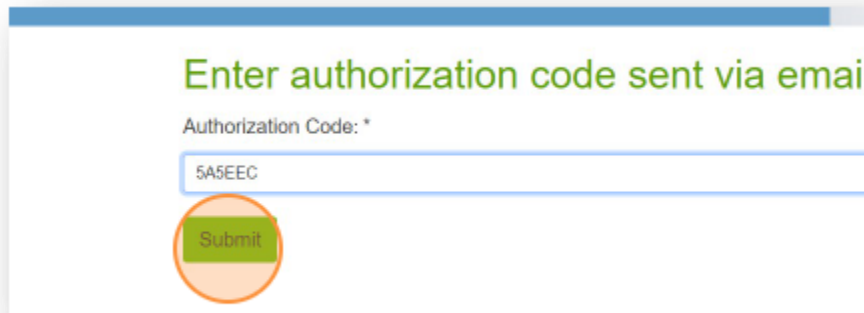
- Click “CREATE ACCOUNT.”



- Fill in the required fields marked with the asterisk (*) and then click “SUBMIT.”



- Retrieve the authorization code sent to your email address, input it into the required field, and then click “SUBMIT.”



Enter authorization code sent via email

Authorization Code: *

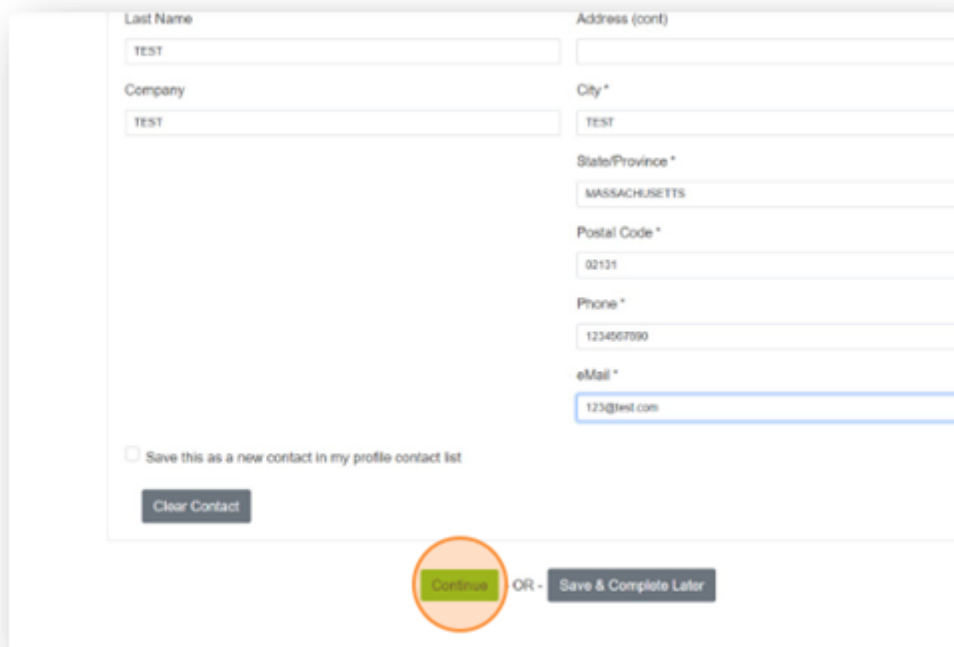
5A5EEC

Submit

This screenshot shows a web form titled "Enter authorization code sent via email". It features a text input field containing the code "5A5EEC" and a green "Submit" button. The "Submit" button is circled in orange.

Step 3. Upload all required documentation through the secure documental portal.

- Have an authorized representative of your company login to the [secure document portal](#) and upload the required documents (See **Step 1**).
- Complete the required fields marked with the asterisk (*) in the “Contacts” section. You may save the contact information if you will be returning to complete the application later by checking the box next to “Save this as a new contact in my profile contact list.” Once all required fields are completed, click “Continue.”



Last Name
TEST

Company
TEST

Address (cont)

City*
TEST

State/Province*
MASSACHUSETTS

Postal Code*
02131

Phone*
1234567890

eMail*
123@test.com

Save this as a new contact in my profile contact list

Clear Contact

Continue OR Save & Complete Later

This screenshot shows a contact information form. It includes fields for Last Name, Company, Address (cont), City*, State/Province*, Postal Code*, Phone*, and eMail*. The "Continue" button is circled in orange.

- In the “Application Section” click the first drop down menu and select “Mass Save Verified 3rd Party (V3P)”. **Skip the additional question** (as it is *only* applicable for contractors joining the Mass Save Heat Pump Installer Network) and click “Continue.”

Application Section

Are you applying for your company to join the Mass Save Heat Pump Installer Network (HPIN) or only for your company to become a Mass Save Verified 3rd Party (V3P) Designee? Note that all contractors participating in HPIN are V3P Designees. *

Mass Save Verified 3rd Party (V3P)

Additional Question

Note: Please only complete the next question if you selected HPIN above. If you selected V3P, skip the next question and click Continue.

Which type of installer(s) are you applying for

--SELECT--

Back Continue - OR - Save & Complete Later

- In the “Document Upload” section, please upload the required documents by first clicking into the box, click “Choose File,” and then “Upload file.” Repeat this process for each document upload.

Document Upload for Mass Save Verified 3rd Party

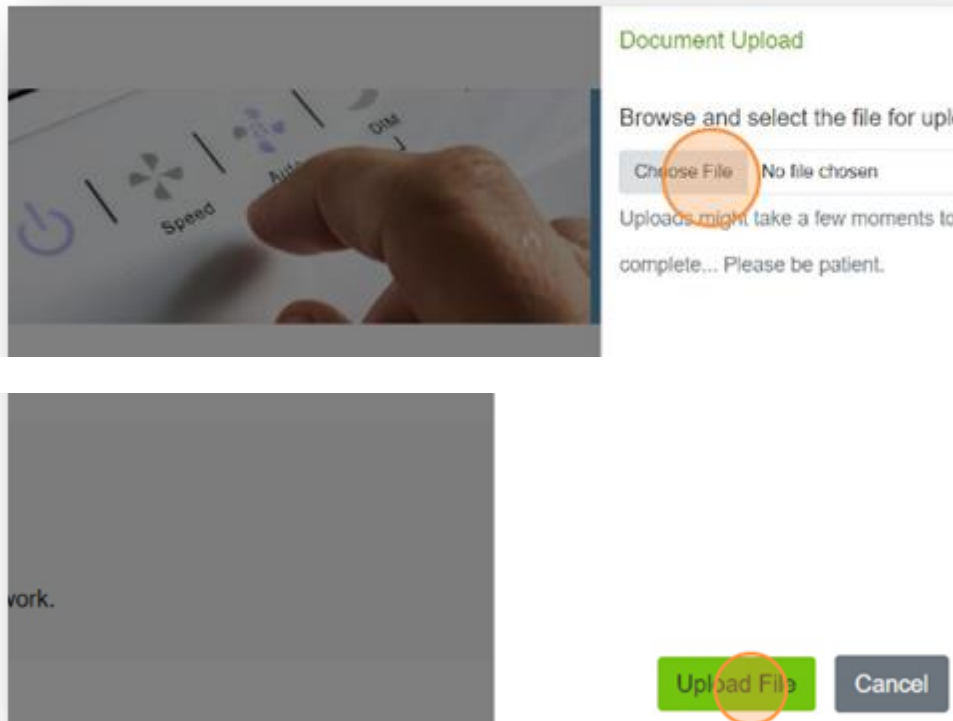
Document Upload

The following items need action by you. Click each item to complete.

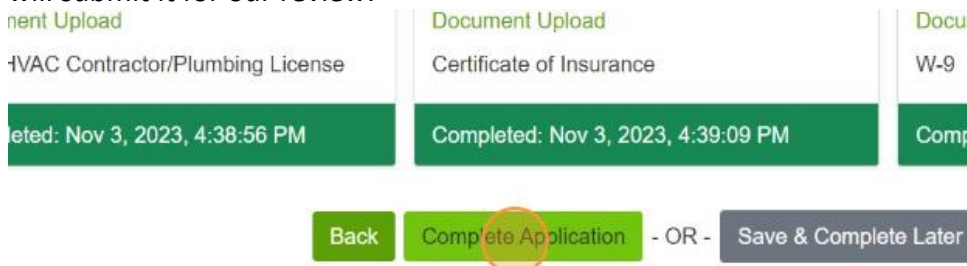
Document Upload
Valid HVAC Contractor/Plumbing License

Document Upload
Certificate of Insurance

Back Complete Application - OR - Save & Complete



- Once all documents have been uploaded, please click “Complete Application,” which will submit it for our review.



If all required documentation has been submitted properly, you will receive approval within 3 business days.

If required documentation is missing, you will be notified that your submission has been rejected and have the opportunity to resubmit.

If you have any questions about the process, please contact us at HVAC@MassSave.com or 833-664-0348.