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How to Submit a DNE Midstream Incentive Claim

OVERVIEW

This document was created to help you submit a Focus on Energy claim using the Daikin Distribution Incentive Portal.

Step One: Go to [DNE's website](#) and select "Register"

PAYMENT PORTAL REGISTRATION

If you participate in the **PSE&G Residential** or **Rockland Electric Company (RECO) Residential Rebate Program**, you must submit your rebate applications directly to the utility program in accordance with its submission requirements.

To receive your rebate payment, you are also required to register in **DNE's Payment Portal**. All rebate payments are issued via ACH to the bank account you provide during registration and are typically remitted within 7–10 business days of DNE receiving payment from the utility program.

REGISTER

Step Two - Login: If you don't have an account, please see our [How to Register Guide](#).

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EGIA Distributor Incentive Portal

100%

DO YOU HAVE AN ACCOUNT?

YES, I HAVE AN ACCOUNT.

If you already have an account please sign in below.

Email Address

Password

[Forgot your password?](#)

Sign In

NO, I DON'T HAVE AN ACCOUNT.

An account is required to submit an equipment discount claim.

Email Address

Confirm Email Address

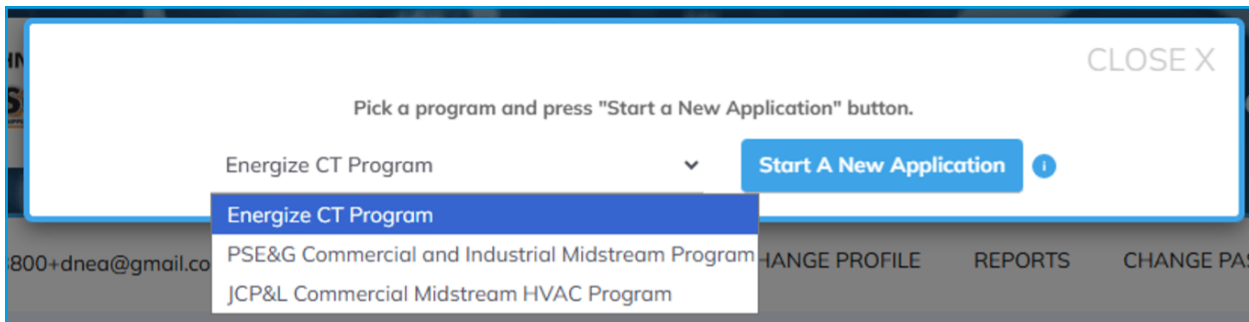
Password

You can always reset your password via email

Confirm Password

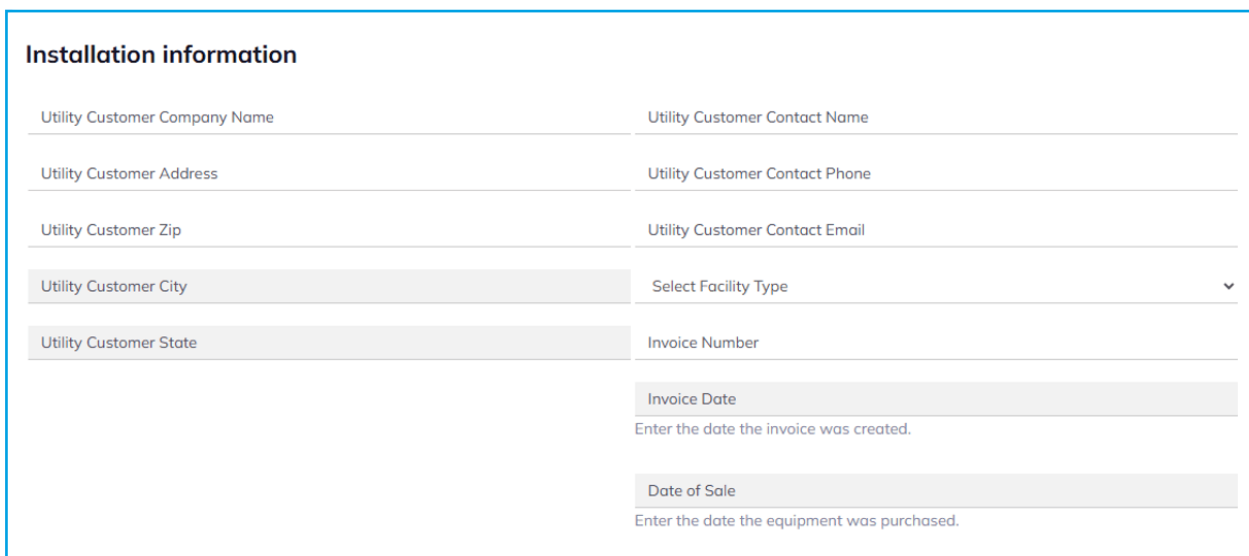
Register Now

Step Three - Start A New Application: Click "Start A New Application" and select the program you are applying under on the pop-up menu. Then, click "Start A New Application." If you are unable to start an application, please ensure you have completed and saved your profile by clicking "Change Profile," filling out all fields, and clicking save. Allow up to 1 business day for account approval.



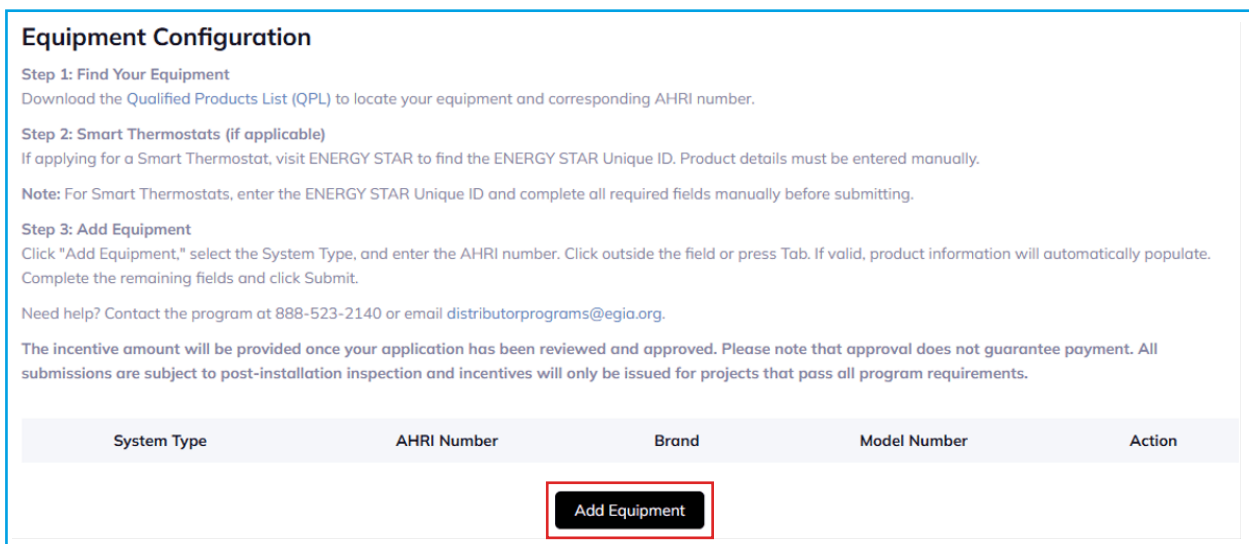
The screenshot shows a pop-up window titled "Pick a program and press 'Start a New Application' button." It features a dropdown menu with "Energize CT Program" selected. Below the dropdown, a list of programs is visible: "Energize CT Program", "PSE&G Commercial and Industrial Midstream Program", and "JCP&L Commercial Midstream HVAC Program". A blue button labeled "Start A New Application" with an information icon is positioned to the right of the dropdown. The background shows a user profile section with the email "800+dnea@gmail.co" and links for "CHANGE PROFILE", "REPORTS", and "CHANGE PAS".

Step Four - Installation Information: To fill out the installation info, enter the customer's name, address, and zip code. The city and state will be auto filled. Then fill out the remaining fields.



The screenshot displays the "Installation information" form. It contains several input fields for customer details: "Utility Customer Company Name", "Utility Customer Contact Name", "Utility Customer Address", "Utility Customer Contact Phone", "Utility Customer Zip", "Utility Customer Contact Email", "Utility Customer City", "Select Facility Type" (a dropdown menu), "Utility Customer State", "Invoice Number", "Invoice Date" (with a note: "Enter the date the invoice was created."), and "Date of Sale" (with a note: "Enter the date the equipment was purchased.>").

Step Five - Add Equipment: Click "Add Equipment" and select your equipment type on the pop-up menu. Then fill out the equipment's AHRI, serial number and installation date.



The screenshot shows the "Equipment Configuration" section. It includes instructions for finding equipment, adding smart thermostats, and adding equipment. A table with columns "System Type", "AHRI Number", "Brand", "Model Number", and "Action" is visible. Below the table, a red box highlights the "Add Equipment" button.

Equipment Configuration

Step 1: Find Your Equipment
Download the [Qualified Products List \(QPL\)](#) to locate your equipment and corresponding AHRI number.

Step 2: Smart Thermostats (if applicable)
If applying for a Smart Thermostat, visit ENERGY STAR to find the ENERGY STAR Unique ID. Product details must be entered manually.
Note: For Smart Thermostats, enter the ENERGY STAR Unique ID and complete all required fields manually before submitting.

Step 3: Add Equipment
Click "Add Equipment," select the System Type, and enter the AHRI number. Click outside the field or press Tab. If valid, product information will automatically populate. Complete the remaining fields and click Submit.

Need help? Contact the program at 888-523-2140 or email distributorprograms@egia.org.

The incentive amount will be provided once your application has been reviewed and approved. Please note that approval does not guarantee payment. All submissions are subject to post-installation inspection and incentives will only be issued for projects that pass all program requirements.

System Type	AHRI Number	Brand	Model Number	Action
Add Equipment				

Step Five (Continued):

Add Equipment

Select System Type

Central Air Conditioner DX
Ductless Mini Split
Ducted Air Source Heat Pump PTAC
Air Source Heat Pump
Smart Thermostat

Add Equipment

Central Air Conditioner DX

AHRI number

Manufacturer

Model Number

Eligibility Id

Model Serial Number

Price per Unit

Installation Date

Enter equipment installation date. Claims must be submitted within 165 days of installation.

Submit

Close

Step Six – Upload Documents: Click Upload File and choose the file you wish to upload. Click Upload Document.

Upload Documents ⓘ

Please upload a copy of your DNE invoice. The invoice must clearly reflect the equipment listed in this application. There is no limit to the number of units that can be installed at a single address

 Upload File or Document to Submit

Upload Documents

Once each document is uploaded, select the close button to exit the window. The documents will be saved in the system.

Select Document Type

Choose File No file chosen

Remarks

Upload Document

Close

Step Seven - Certification Statement: Check the box agreeing to the certification and click submit.

Certification Statement

By submitting this application, you certify that the project and end customer meet all applicable program eligibility requirements, including but not limited to:

- The project is a retrofit installation. New construction projects, defined as sites without an active electric or gas account at the premises, are not eligible for incentives.
- All installations and submissions occur within the program period (July 1, 2025 – June 30, 2026).
- Equipment is installed at a site with an active non-residential electric and/or gas account with PSE&G (based on fuel type).
- For Butler Electric territory, the site must have an active non-residential PSE&G gas account.

Failure to comply with these requirements may result in denial or adjustment of incentive.

☐ I agree to the above certification statement.

Troubleshooting Tips:

If the image below is displayed when trying to start your claim it is due to one of the following reasons:

1. Your account is pending. Please allow 1 business day for processing.
2. You did not complete your registration. Click 'Change Profile', finish your profile and select 'Save'.

CLOSE X

We will send you an update via email when your account has been approved for incentive claim submittal.

We are here to help! Contact EGIA at 888-523-2140 or email us at distributorprograms@egia.org for any assistance.