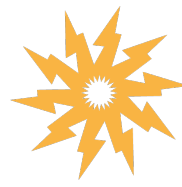


# NEIF Commercial Energy Finance Online Portal



**NEIF** Commercial Energy Finance  
NATIONAL ENERGY IMPROVEMENT FUND

## The Contractor Process – Cheat Sheet

The steps below summarize the NEIF Commercial Energy Finance process for contractors. For more detail, please reference the portal manual. If you do not have the manual already, contact NEIF Staff for the latest version.

### 1. Log in and generate a “New Proposal” on the NEIF Commercial Energy Finance Portal

- \* Access the portal at <http://bit.ly/NEIFCommercialPortal>
- \* Contact NEIF directly if you are interested in a PPA, PACE, or an Energy Services Agreement

### 2. Review Proposal with your Customer

**Print** or download a PDF of the proposal to share with the customer or to save in your files

**Edit Project Info** to create different versions of the proposal & reflect multiple project cost scenarios

**Select** what terms you would like to share with your customer

Click **Ready to Apply** to upload a Scope of Work and to send your customer a credit application

Click **Send Now** to email a copy of the finance proposal to yourself. If you send the proposal to your borrower, it will also provide them the option to initiate a credit app.

**Monthly Payment Proposal Summary Page on NEIF Commercial Portal**

Monthly Payment Proposal #14138 - Lakeside - Original

PRINT EDIT PROJECT INFO VERSIONS: Original MAKE DEFAULT READY TO APPLY CANCEL PROPOSAL

**Proposal Summary**  
Status: NEW ESTIMATE  
Sam Jones of ABC Lighting has engaged The National Energy Improvement Fund (NEIF) to offer a monthly payment plan for your project. The figures on this sheet explain the payments and savings calculated specifically for your project. If you are interested in moving forward with this offer, let us know and we will submit your project for approval.  
Please note: Monthly payment estimates are subject to credit review.

**Financing Metrics**  
PROJECT COST: \$80,000.00  
INCENTIVES: \$25,000.00  
NET: \$55,000.00

**Project Saving Metrics**  
Annual Savings: \$18,000.00  
10 Year Savings: \$180,000.00  
6 Months Cost of Delay: \$9,000.00  
Projected energy cost savings over one year  
Projected energy cost savings for ten years  
Forgone energy cost savings if you wait 6 months to install the project  
Cost Savings referenced above include both Energy AND Maintenance savings

**Monthly Payment Estimates** Show/Hide Monthly Cash Flow results

Term	Monthly Energy Savings	Monthly Payment	Net Monthly Cash-Flow
<input checked="" type="checkbox"/> 3 years - 36 months	\$1,500.00	\$1,733.67	-\$233.67
<input checked="" type="checkbox"/> 4 years - 48 months	\$1,500.00	\$1,329.84	\$170.16
<input checked="" type="checkbox"/> 5 years - 60 months	\$1,500.00	\$1,081.81	\$418.19

**SHOW ALL AVAILABLE TERMS**

This proposal uses projected energy and maintenance savings data provided by your contractor. Many factors can affect the energy savings estimates as well as the realization of these estimated savings once the project is installed, NEIF Commercial Energy Finance encourages the customer to review these numbers with their contractor.

**Email Section**

Borrower Sam Jones Lakeside sam.jones@mailinator.com	Contractor Sam Jones ABC Lighting testcontractor@mailinator.com (888) 555-1212	Email TO: testcontractor@mailinator.com sam.jones@mailinator.com CC: cc1@email.com, cc2@email.com
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SEND NOW

### 3. If your customer would like to proceed with project financing, click **Ready to Apply** (see #3 above)

- \* The portal will send your customer the NEIF Credit Application
- \* The portal will prompt you to upload a Scope of Work
  - \* Advise NEIF Staff if you are interested in a progress payment

### 4. Receive credit approval typically within 2 business days

### 5. Closing documents sent to borrower

### 6. You will receive a Notice to Proceed with the installation from NEIF

### 7. Submit a final invoice to the portal

### 8. Receive Final Funding

## Any questions?

We would love to answer them. Contact our NEIF Commercial Energy Finance team:

### Phone

(720) 724-7673

### Email

[commercialfinance@neifund.org](mailto:commercialfinance@neifund.org)