



**CWLP
SMALL
BUSINESS
RATE RELIEF
REBATE**

**APPLICATION TUTORIAL
CWLP.COM./REBATE**

**real solutions.
powerful results.**
Energy Services Office, CWLP

GETTING STARTED

- ▶ Locate your CWLP Customer & Account Numbers; and Rate Class
- ▶ Rate Classes 40, 42, 44 & 46 Eligible

| Customer # - Account # 12345678 - 123456789 | | Service Address 12345 ANY ST | | | |
|---|--------------|---------------------------------|-----------|------|-----------|
| Type of Service | Meter Number | Rate | Read Date | Days | Bill Code |
| Electric | 00105700 | 46 | 01/23 | 30 | E |
| Electric KWD | 00105700 | 46 | 01/23 | 30 | A |
| Water 4" | 99174763 | 10 | 01/23 | 30 | A |
| Fire Protection | | | 01/23 | 30 | |

- ▶ Some Financial Documentation must be uploaded in pdf format.


GETTING STARTED



The recommended internet browser is latest version of Google Chrome.

You will not be able to apply from a mobile device.

Shut off the pop-up blocker in Google Chrome

- ▶ Left click the ellipsis icon  in the upper right corner of your web browser, and then scroll down and left click “Settings.”
- ▶ Scroll down till you see “Site Settings” located in the Privacy and security section, then left click “Site settings.”
- ▶ Now scroll down to the “Additional permissions” section and find “Pop-ups and redirects Blocked,” then left click on that.
- ▶ Once in the pop-ups and redirects section, left click on the Blocked (recommended) indicator to change to “Allowed.”

BEGINNING THE APPLICATION

Begin Rebate Application (Chrome is the preferred Browser)

Is your business in one of the categories listed above as exclusions?

Enter “No” if your business is not on the Exclusions list.

EXCLUSIONS

- Agriculture
- Auto dealerships, auto repair or maintenance businesses
- Construction, supply, or home improvement businesses
- Convenience stores
- Finance and Insurance businesses
- Franchisee or chain restaurants or bars with a corporate office outside of Springfield
- Gaming establishments, businesses with at least 33% of gross annual revenues from gambling activities
- Gas stations and associated convenience stores
- Home-based businesses
- Medical or recreational cannabis businesses
- Medical providers
- Nonprofit organizations/businesses with exception of Veterans associations operating commercial kitchens
- Private club or business that limits membership for reasons other than capacity
- Utility providers
- A business in which a majority owner or member is in the immediate family of an elected official or in a management position with the City of Springfield
- A business located outside of Springfield corporate limits
- An establishment similar to any enumerated above

Entering
“**Yes**” will end
your eligibility
and you will
see a pop up
such as this:

Eligibility Not Approved

We are sorry but you do not qualify for this rebate.

Your business isn't qualified as an eligible small business per the rules for this program.

Close

LOCATED IN SPRINGFIELD?

Next, answer yes or no if your business is located within the City Corporate Limits, which is a requirement of this program.

Begin Rebate Application (Chrome is the preferred Browser)

Is your business in one of the categories listed above as exclusions?

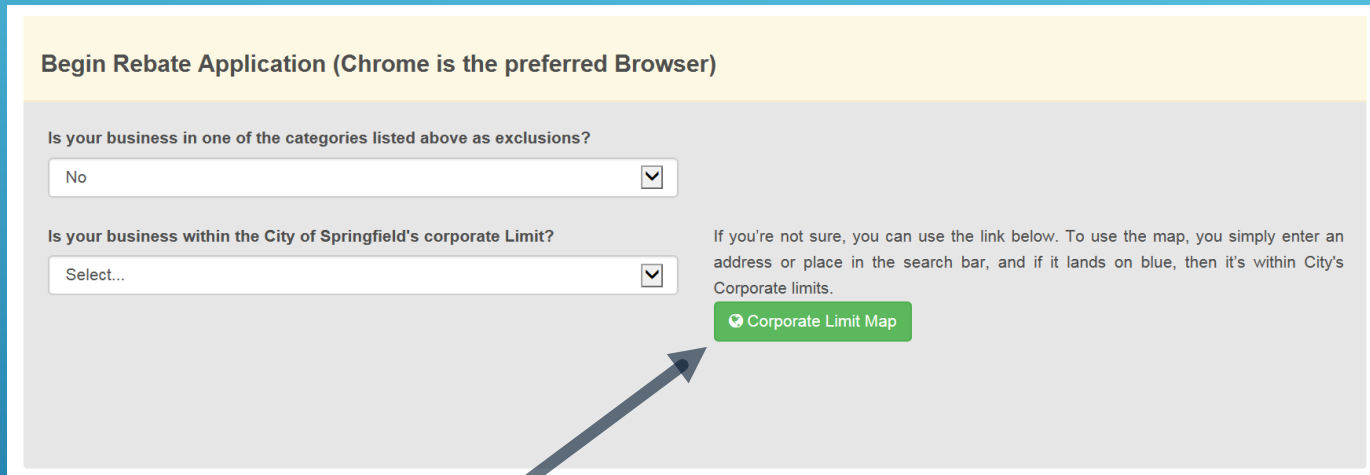
No

Is your business within the City of Springfield's corporate Limit?

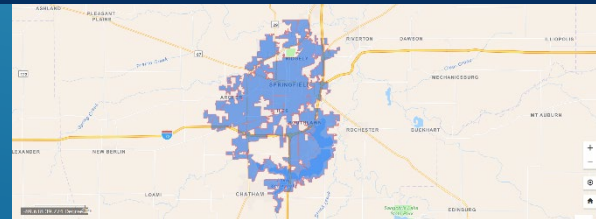
Select...

If you're not sure, you can use the link below. To use the map, you simply enter an address or place in the search bar, and if it lands on blue, then it's within City's Corporate limits.

[Corporate Limit Map](#)



If you do not know if business is located in corporate limits, simply click on this green box and enter its street address to view if within the blue boundary of the map or not.



SELECT FOR-PROFIT / BUSINESS TYPE

Is your business operating as for-profit or is it a Veterans Association operating a commercial kitchen?

Yes



Is your business operating as a restaurant and/or bar?

Yes



Is your restaurant and/or bar operating as a franchisee or operating as part of a chain owned by a corporation located outside of the Springfield area?

Select...



ENTER ACCOUNT NUMBERS

At top left of your CWLP bill, find your Customer Number (8 digit number typically starts with zeros) and after the hyphen, your Account Number (9 digit number). Make sure you are using the **Electric** Account number only. Call 789-2070 ext. 0 for assistance.

Please Enter your account information below:

Customer Number: (8 digit number)

Account Number: (9 digit number)

[? Need Help finding your numbers on your bill?](#)

Find Account

| Type of Service | Meter Number | Rate | Read Date | Days | Bill Code |
|-----------------|--------------|------|-----------|------|-----------|
| Electric | 00105700 | 46 | 01/23 | 30 | E |
| Electric KWD | 00105700 | 46 | 01/23 | 30 | A |
| Water 4" | 99174763 | 10 | 01/23 | 30 | A |
| Fire Protection | | | 01/23 | 30 | |

Customer # - Account #
12345678 - 123456789

Service Address
12345 ANY ST

PRE-QUALIFICATIONS CONFIRMED

Once you have entered your account numbers, the fields will self populate with your information and confirm if you meet the 100 kWh limit if applicable. Electric bill amounts for August and September 2020 will display.

If you have multiple meters/**electric accounts** at a single business address, you will be able to add those additional account numbers.

CWLP Electric Customer Name:

Service Address:

City:

State:

Zip Code:

Account Information

| Account Number | August Electric Bill Amount | September Electric Bill Amount |
|----------------|-----------------------------|--------------------------------|
| 123456789 | \$2,122.03 | \$2,013.54 |

Have another Account or meter for this same service address?

[+ Add Another Account](#)

Congratulations! Your business meets the pre-qualifications for this rebate. Please fill out the following information for your application to be considered. Need assistance? Call 217-789-2070 ext. 0 or email us here (nrgxprts@cwlp.com).

FINANCIAL INFORMATION

All fields for financial information are required and must be completed in order for your application to be submitted.

Attach any documentation in **PDF format—this is also a required field. Call 789-2070 ext. 0 or email nrgxprts@cwlp.com if you need assistance with this section.**

Provide documentation for revenues lost and increases in expenses due to COVID-19

Enter Total Revenue for April through September 2019

Enter Total Expenses for April through September 2019

2019 April through September Financial Statements or Other Documentation showing revenues and expenses. (*Required)

You may select multiple files by pressing the Shift Key or the Control Key while selecting the files.

Enter Total Revenue for April through September 2020

Enter Total Expenses for April through September 2020

2020 April through September Financial Statements or Other Documentation showing revenues and expenses. (*Required)

You may select multiple files by pressing the Shift Key or the Control Key while selecting the files.

NARRATIVE

You may add any information or additional notes in the “**Narrative**” section that may be helpful to explain your financial hardship. You can also provide any other details help us better understand information submitted in your application.

Narrative

In 500 words or less, you may explain your financial hardship , the impact of COVID-19 to your operations and any other details you'd like to share.

(*500 words or less)

CERTIFY & SUBMIT

After you complete your application, certify and sign with date.

Check the “I’m not a robot box,” and click submit.

If you have filled out all required fields correctly, a pop-up box will indicate your submission was successful. If you do not receive this notification, then look back through your application for any “Required” fields missed, then correct and re-submit. You can also call to verify the application made it to our system at 217-789-2070 ext. 0 or email nrgxprts@cwlp.com.

By typing my name below, I certify that my answers are true and complete to the best of my knowledge.

Recaptcha

I'm not a robot



If all required fields and information is completed, click submit. If completed correctly, you will see a pop-up confirmation message and receive an email confirming receipt by CWLP. If no pop-up is shown, then scroll back up to see if you are missing a required field. Make sure your pop-up blocker is turned off for this site.