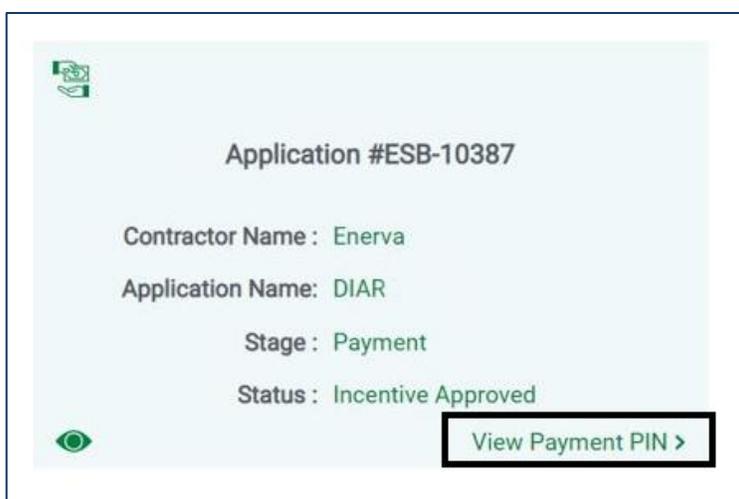


## Incentive Payment Instructions

Once your payment has been approved by Emissions Reduction Alberta, the payment process is ready to be initiated.

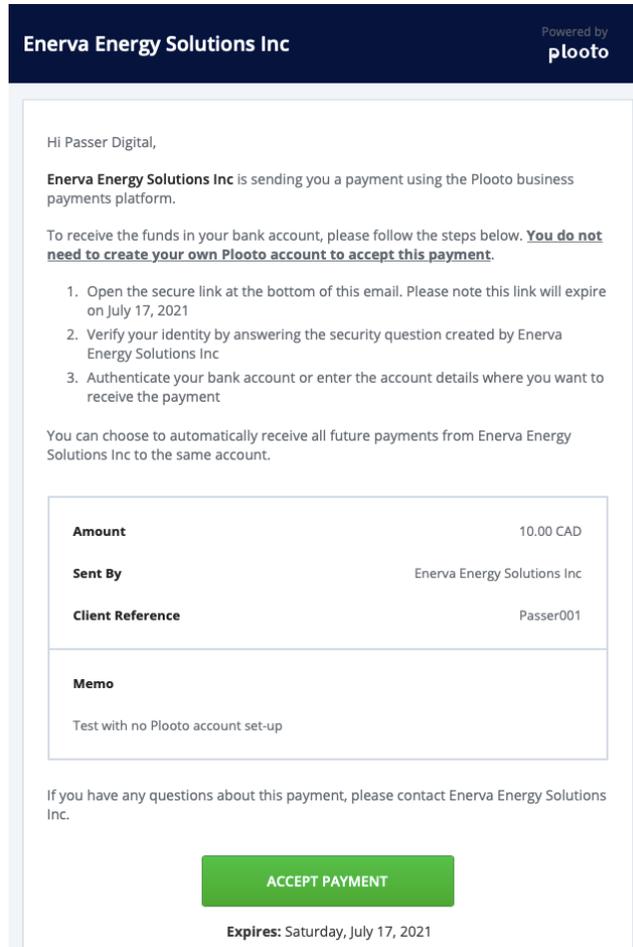
To start, please follow the steps outlined below:

1. Log in to the [Program Portal](#) and go to the Payments Tab on the home page.
2. Go to your project's Application Card and click on the "Payment Information" icon.
3. Click on "View Payment PIN" (example below), which will take you to the Payment PIN Consent Form. Your PIN will be the answer to the payment security question. To view it, you must agree to the Terms and Conditions outlined on the consent form. Once complete, click "View PIN" to see a numeric password. Please take note of the Payment PIN.



4. When ERA has approved payment, the application's status will change to "Incentive Payment in Progress" and trigger an email from Plooto, the third-party software processing payments on behalf of the Energy Savings for Business program. Please check your junk or spam folders if you do not see this email in your inbox. If you fail to receive it within two business days, please contact [support@esbprogram.ca](mailto:support@esbprogram.ca).

- The email will include a unique link. Click the link and follow the instructions to finish verifying your payment information. The banking information (name, company name, etc.) must match the information that was provided in the ESB program application (example below).



- Once verification is complete, Plotoo will send the payment by electronic fund transfer.
- You will receive a confirmation email that you have accepted the payment from Enerva Energy Solutions Inc. (Enerva is assisting Emissions Reduction Alberta with the delivery of the ESB program.)

8. Plotoo will send an email confirming that payment has been deposited in your account (example below).

**Enerva Energy Solutions Inc** Powered by **plotoo**

Hi Anirudh,

Funds for the payment below were sent to your bank on Tuesday, June 22. We estimate that your bank will make your funds available by Thursday, June 24\*.

<b>Amount</b>	10.00 CAD
<b>Deposit Account</b>	****241
<b>Credit Date</b>	June 22 2021
<b>Sender</b>	Enerva Energy Solutions Inc
<b>Client Reference</b>	Passer001
<b>Item</b>	<b>Amount</b>
Test with no Plotoo account set-up	10.00
<b>Total</b>	<b>10.00 CAD</b>

**Memo**

Test with no Plotoo account set-up

If you have further questions about this payment, please contact Enerva Energy Solutions Inc directly.

\*Your bank may take anywhere from a few hours to three business days to make your funds available, but most transfers will be available by the following day. This date is an estimate by Plotoo, but can vary depending on your bank's systems.

[VIEW MY PAYMENTS](#)

9. Finally, you will receive an email from the ESB program confirming payment. Please note, it may take longer to receive the ESB program confirmation email. At this point, the application status will change to "Incentive Payment Completed" and the application card will turn green.