



BC Hydro

Power smart

Strategic Energy Management (SEM) Hub and Self-serve Incentive Program (SIP) Quick Start Guide
Version 5.0

For use by industrial customers for lighting and compressed air projects

A) Strategic Energy Management (SEM) Hub Registration

- 1) Go to the SEM Hub main page: bchydro.com/semhub.
 - If you have already registered for the Self-serve Incentive Program (SIP) and you are logging into the SEM Hub for the first time, you may use your existing SIP login.

Strategic Energy Management Hub

Welcome to the Strategic Energy Management (SEM) Hub, your one-stop-shop to access all your energy efficiency projects and incentive applications.

Existing SIP and BESI users accessing the SEM Hub for the first time may use their SIP or BESI login and password. Note that you will be prompted to create a new login for the SEM Hub.

SEM Hub Login
User name ?
Password

Forgot your User ID/Password?
Click [Here](#) to retrieve your password

Not sure what you are eligible for?
Enter your account number to see which programs you are eligible for or to register
Account Number ?

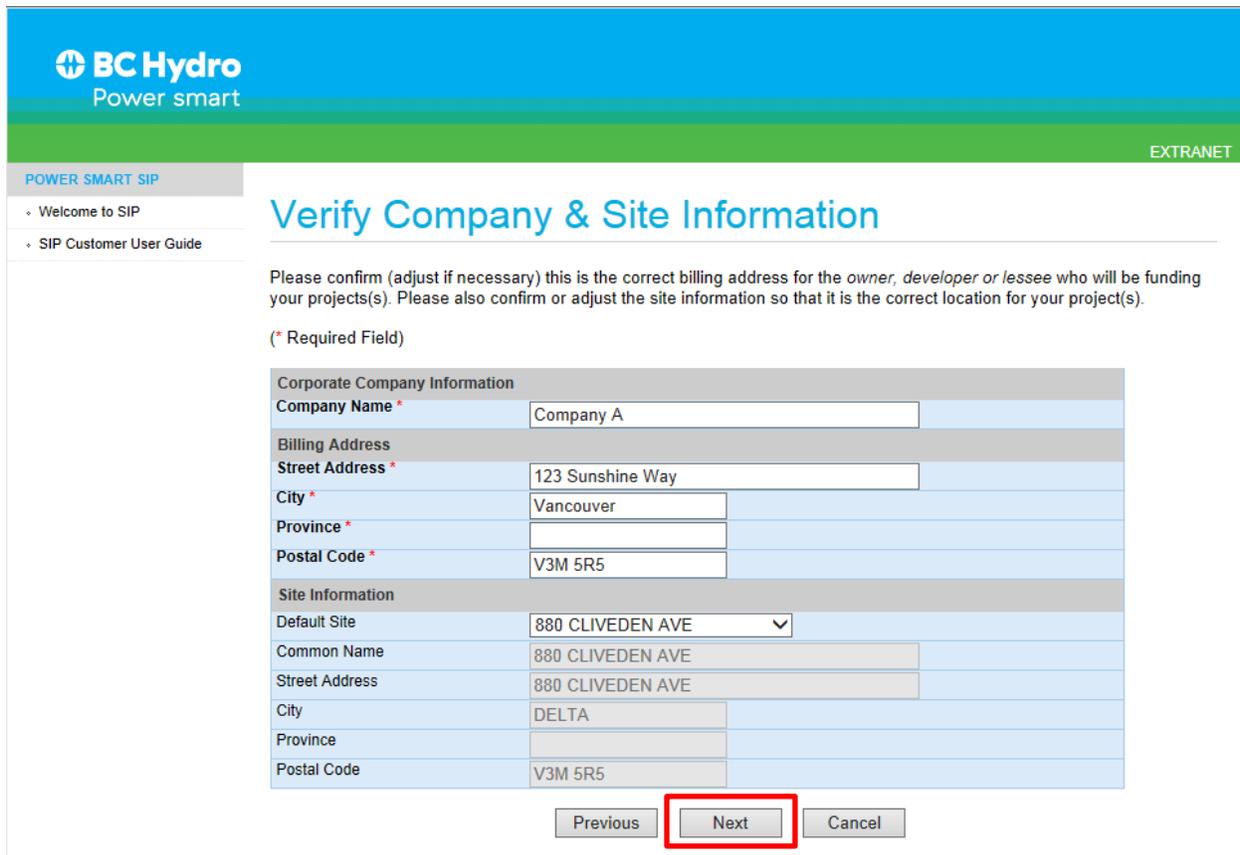
- If you are a new to SIP and the SEM Hub, enter your BC Hydro account number in the highlighted area seen above.
- 2) Once you have entered your account number, the system will inform you as to the type of facility you have and whether you have a Key Account Manager or would be eligible to work with a Regional Energy Manager.

Regional Energy Manager
You have an industrial sector facility which is eligible for a [Regional Energy Manager](#), a free service where a BC Hydro energy expert works with your business to help you identify energy saving opportunities and access BC Hydro resources and programs.
To work with a Regional Energy Manager, please contact the business helpdesk at 604 522-4713 (Lower Mainland) or 1 866 522-4713 (Elsewhere in B.C.).
Strategic Energy Management Hub
Click [here](#) to register for the SEM Hub.

**Your Key Account Manager (KAM) or Regional Energy Manager (REM) will be able to assist you with your projects. We recommend you get in touch with them.*

- 3) After you click on the registration link, your company information will automatically populate.

**If you receive an error message, a message indicating you have already registered, or get prompted to an unfamiliar screen, please call the Business Helpdesk for assistance.*

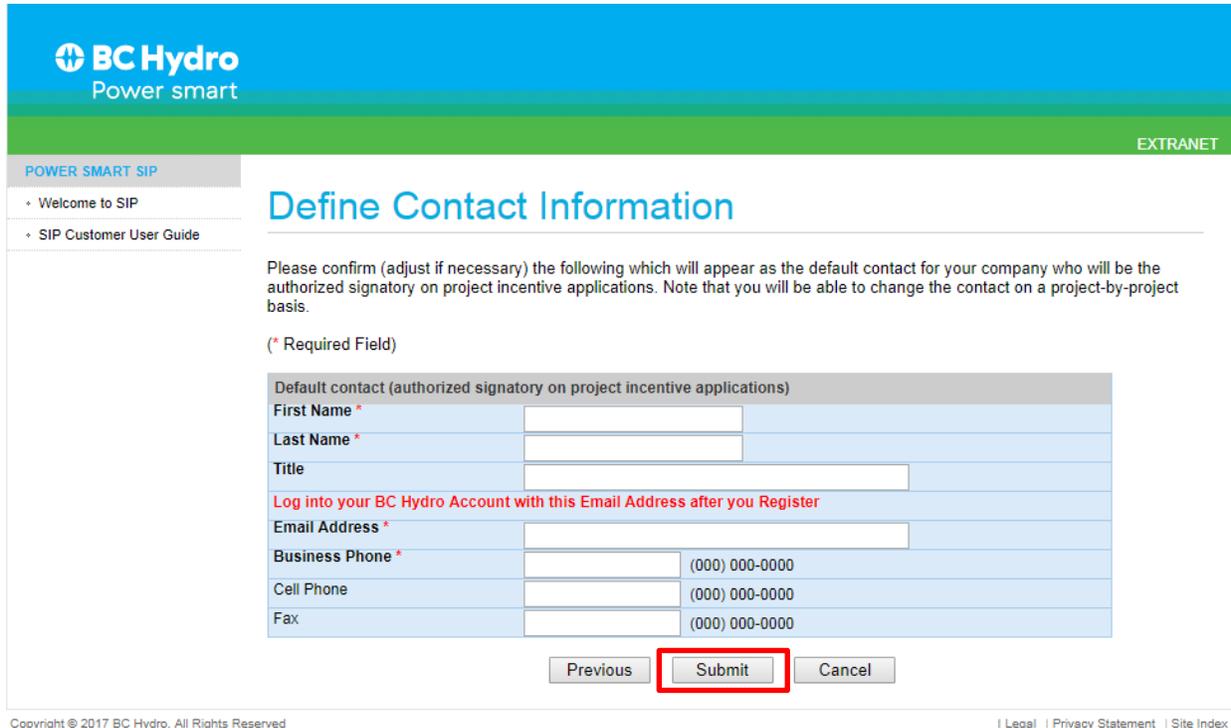


- Please confirm that the information is correct and fill in any missing information. Once complete, click “Next” to continue.

- 4) Enter your contact information. This will be the information for the individual overseeing your company’s SEM Hub registration.

- The email used will become your username for your SEM Hub login.

**Please note that you will be able to assign different contacts for any subsequent projects initiated.*



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EXTRANET

POWER SMART SIP

- Welcome to SIP
- SIP Customer User Guide

Define Contact Information

Please confirm (adjust if necessary) the following which will appear as the default contact for your company who will be the authorized signatory on project incentive applications. Note that you will be able to change the contact on a project-by-project basis.

(* Required Field)

Default contact (authorized signatory on project incentive applications)

| | | |
|---|----------------------|----------------|
| First Name * | <input type="text"/> | |
| Last Name * | <input type="text"/> | |
| Title | <input type="text"/> | |
| Log into your BC Hydro Account with this Email Address after you Register | | |
| Email Address * | <input type="text"/> | |
| Business Phone * | <input type="text"/> | (000) 000-0000 |
| Cell Phone | <input type="text"/> | (000) 000-0000 |
| Fax | <input type="text"/> | (000) 000-0000 |

Previous **Submit** Cancel

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- Click "Submit" to complete your registration.

**Your username and password will now be emailed to you.*

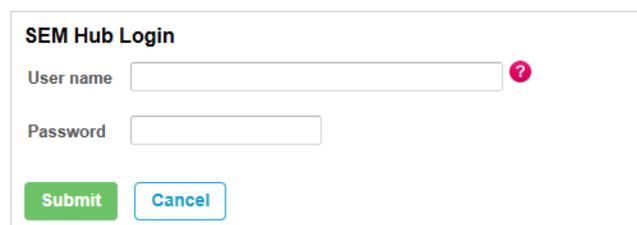
B) Starting a new SIP project

- 1) Login at the SEM Hub main page: bchydro.com/semhub.

Strategic Energy Management Hub

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SEM Hub Login

User name ?

Password

Submit **Cancel**

Forgot your User ID/Password?
Click [Here](#) to retrieve your password

Need Assistance? Contact the Business Helpdesk
604 522 4713 (Lower Mainland) or 1 866 522 4713 (Elsewhere in B.C.)
Email: industrial@bchydro.com

2) Once logged in, you will see your company name and a list of potential activities. If there are other sub-companies listed under your company, those will also be visible.

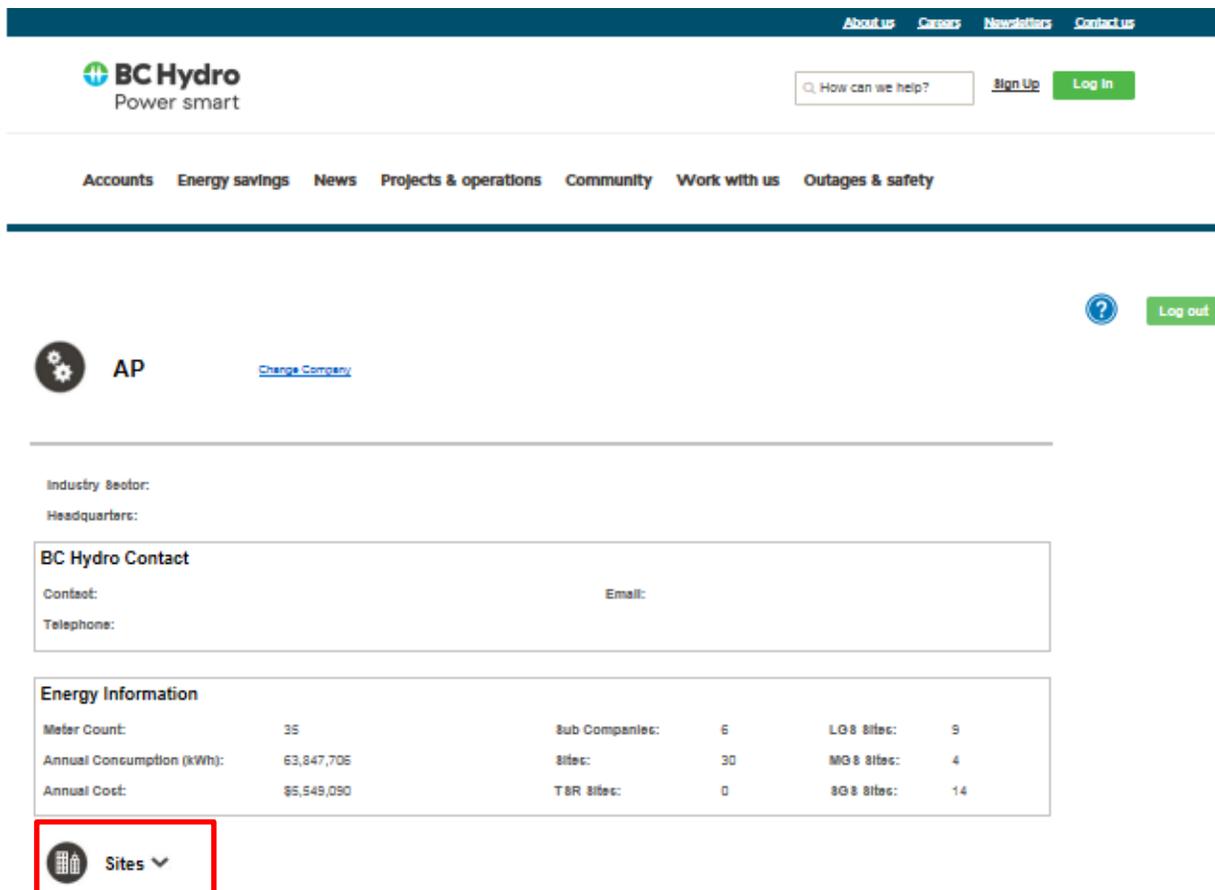
Company List



| Type | Project | Site Address | Status | |
|---------------------|---------|--------------|--------|--|
| Energy Management ▾ | | | | |
| Study ▾ | | | | |
| Projects ▾ | | | | |
| Proposals ▾ | | | | |

- To start a SIP project, click on “Projects” under the appropriate company name.

3) You will now be directed to your company’s projects page.



The screenshot shows the BC Hydro user interface. At the top, there are navigation links: [About us](#), [Careers](#), [Newsletters](#), and [Contact us](#). The BC Hydro logo and "Power smart" tagline are on the left. A search bar contains "How can we help?". On the right, there are "Sign Up" and "Log In" buttons. Below this is a horizontal menu with links: [Accounts](#), [Energy savings](#), [News](#), [Projects & operations](#), [Community](#), [Work with us](#), and [Outages & safety](#). The main content area shows the user is logged in as "AP" with a "Change Company" link. There are "Industry Sector:" and "Headquarters:" labels. A "BC Hydro Contact" section has fields for "Contact:" and "Email:". Below that is an "Energy Information" table:

| Energy Information | | | |
|---------------------------|-------------|----------------|----|
| Meter Count: | 35 | Sub Companies: | 6 |
| Annual Consumption (kWh): | 63,847,706 | Sites: | 30 |
| Annual Cost: | \$5,549,090 | T&R Sites: | 0 |
| | | LG & Sites: | 9 |
| | | MG & Sites: | 4 |
| | | SG & Sites: | 14 |

At the bottom, there is a "Sites" dropdown menu with a down arrow, which is highlighted with a red box.

- Click the down arrow next to “Sites” to expand and see all of your company’s sites.

Sites [Expand All](#)

| Service Address | File Number | Project Type | Status | Completion Date Range | Energy Savings kWh | Account Number | Rate | Annual Consumption kWh | Annual Cost | Incentive Application |
|-----------------|-------------|--------------|--------|-----------------------|--------------------|----------------|------|------------------------|-------------|-------------------------------|
| MURRAY ST, | | | | | | | 1611 | 9,914,400 | \$995,115 | Start Project |

- Find the site where you want to start your project and click “Start Project”.

4) Enter your new project details.

- Enter the contact information for your project. This will be the person from your company overseeing the project.
- Click “Next” once complete.

**Please note your unique SIP project file number*

1. Project Contact [2. Vendor](#) [3. Project Scope](#) [4. Confirmation](#)

Project Contact - **SIP18069**

Last Updated: 11/29/2018

Project Status: Open - Vendor Selection Required

Please confirm (edit if necessary) this is the correct contact information of the authorized signatory for the project.
 (* Required Field)

Project Contact

First Name *

Last Name *

Title

Email Address *

Second Email Address

Business Phone * (000) 000-0000

Cell (000) 000-0000

Fax (000) 000-0000

[Save](#)

[Add New](#) [Next](#)

- 5) Confirm your BC Hydro Alliance vendor
- Whether you are completing a lighting or compressed air project, you will need to work with a vendor who is a member of the BC Hydro Alliance and has a 4-digit ID.

Vendor - SIP18069 ? Last Updated: 11/29/2018 ?
Project Status: Open - Vendor Selection Required ?

- Vendor Type
- Assign Vendor / In House
- Energy Advisor

- Click on the “+” next to each item and confirm the information for each section.

Vendor Type

Lighting Compressed Air

- Choose lighting or compressed air

Assign Vendor / In House

Vendor In House

Please enter your Vendor's BC Hydro ID number and click "verify". Your vendor's information should automatically appear. Please confirm that the contact details are correct and click "continue" to assign your vendor.
(* Required Field)

Vendor Information

Registered Vendor ID * ?

Company Name *

First Name *

Last Name *

Phone * (000) 000-0000

Fax (000) 000-0000

Email *

- Enter your vendor's 4-digit ID, click "Verify". Your vendor's information should automatically appear.

**Only under special circumstances will you be able to use the "In House" option. Please contact your Key Account Manager or Regional Energy Manager for more details.*

[-] Energy Advisor

Please indicate whether you were assisted by a Energy Advisor [?]

No Yes

Energy Advisor -Select- ▾

- If you are working with an Energy Advisor or Regional Energy Manager, please select the appropriate individual in the dropdown menu.

[-] Energy Advisor

Please indicate whether you were assisted by a Energy Advisor [?]

No Yes

Energy Advisor -Select-
Ida Keung
Dorota Kwasnik
Ben Gardiner

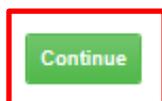
- Once each section is completed, click “Next” to complete your initial application.

**You have now successfully started your new SIP application. There is nothing more you need to do at this point. Your vendor has been notified by email and will be able to enter your project information from their end. Please feel free to contact your vendor for next steps or to confirm the status of your application.*



Vendor Assigned

Your vendor has been sent an email informing them that they have been assigned to this project and may now commence with your SIP assessment.



- Click “Continue” and you will be prompted back to your project page.