
Natural gas and other heating fuels rebate

Affordability Programs
Online submission help guidelines



Welcome to the online submission help guide for the **Non-Connected Natural Gas Rebate Application** process. The submission process is conducted online via the OutcomePlus Information Management System (OPIMS). Please consider this document an introduction to the online system and read the following instructions carefully.

Questions can be directed at Heatingrebate@gov.ab.ca.

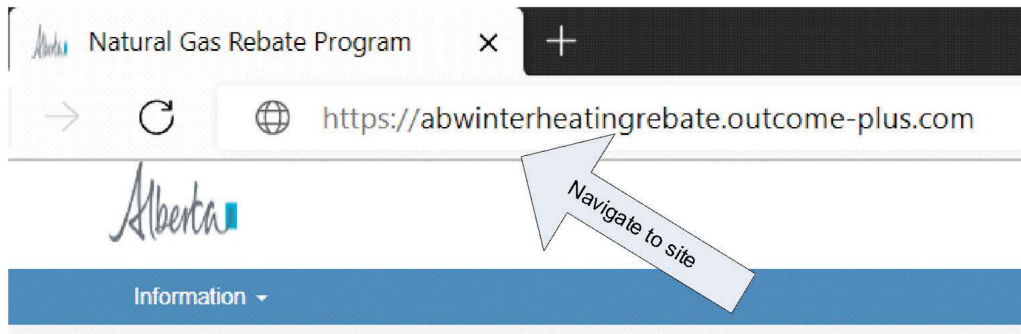


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Step 1. Register as a new applicant

1. Navigate to the OPIMS website: <https://abwinterheatingrebate.outcome-plus.com>



2. Click on “New to site?...” link



3. Follow the registration and login instructions to create your user account.
 1. Click “Register / Login” in the top right hand corner.
 2. Click on the “Sign up now” link provided below the Sign in button.
 3. Enter your Email Address.
 4. Click “Send Verification Code” button. An email containing a verification code will be sent to the email address entered above.
 5. Go to your email inbox and copy the verification code.
 6. Return to the Registration page. Enter or paste the code in the Verification Code box. Then click the “Verify code” button. The page will refresh.
 7. Enter a password in the “New Password” box and again in the “Confirm New Password” box.
 8. Click the “Create” button. Email verification screen will be displayed.
 9. Click again the “Send verification code” button. An email containing a verification code will be sent to the registered email address.
 10. Go to your email inbox and copy the verification code. Enter or paste the code in the Verification Code box. Then click the “Verify code” button
 11. A message will be displayed indicating that your email address is verified.
 12. Click on the “Continue” button to proceed.

Once registered, you will be logged in and redirected to a “Create New Account” page.

At the Create New Account page, provide your contact information. Once complete, click on the “Submit” button at the bottom of the page. You will then be redirected to the Home Page where you can enter your application.

Step 2 Returning users

1. From the home page, click on any “Register / Login” button
2. Enter your username (email address used to register) and password on the next screen and click on “Sign in”. You will need to go through the Multi-factor Authentication (MFA) process to confirm your identity.

Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

[Don't have an account? Sign up now](#)

Can't remember your password?

3. In the event that you have forgotten your password, click on “Forgot Password?” tab and follow the instructions.

New to the site?

Creating an account

[Forgot password](#)

Alberta

Step 3 Creating a New Application

1. Login and on your homepage dashboard, click on “Get Started”.

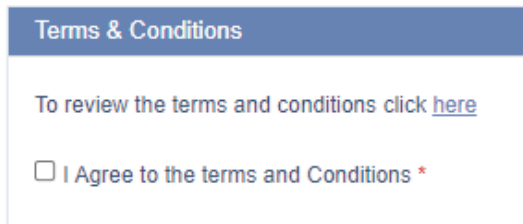


2. Alternatively, go to “Project Plan” top menu, click on Project Plans and select the “Retailer or Direct Provider” option and click on “Create New Project Plan”.



Accepting Terms and Conditions

3. Clicking Getting Started or “Create New Project Plan” will open up the Terms and Conditions screen.



You are required to read these terms and conditions carefully and (if agreeing) check the box and click the “Accept” button.

You will not be able to proceed with your application without agreeing to the terms and conditions.

- Agreeing to the terms and conditions will open up an initial ID screen. Please select your organization and the rebate month from the dropdown menus and enter “Retailer or Direct Provider” in the Rebate Program field.

Contact Information	
Organization*	Test Organization
Rebate Program:*	Non-connected Natural Gas and Other Heating Fuels
Rebate Month:*	October

Start a new application and save the draft

- You are ready now to fill out your application.

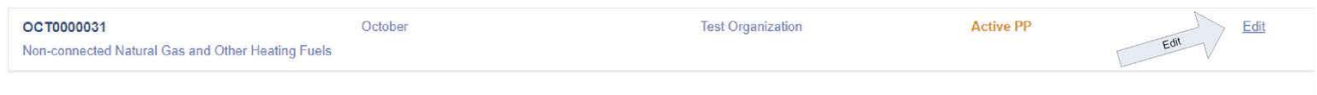
The screenshot shows a web application interface for creating a project plan. On the left is a sidebar with a 'PreFill Project Plan' button and 'Expand All' / 'Collapse All' options. The sidebar lists sections: Terms & Conditions (checked), Contact Information (unchecked), Heating Fuels Eligibility (unchecked), Site Address and Description (unchecked), Heating Fuels - Rebate Form (unchecked), and Payment Details (checked). The main content area has a 'Validate Project Plan' button at the top left and bottom left. At the top right and bottom right are buttons for 'Cancel', 'Save Project Plan as Draft', and 'Submit Project Plan'. The main area displays a list of sections with expand/collapse icons (+/-): Terms & Conditions, Contact Information, Heating Fuels Eligibility, Site Address and Description, Heating Fuels - Rebate Form, and Payment Details.

Note:

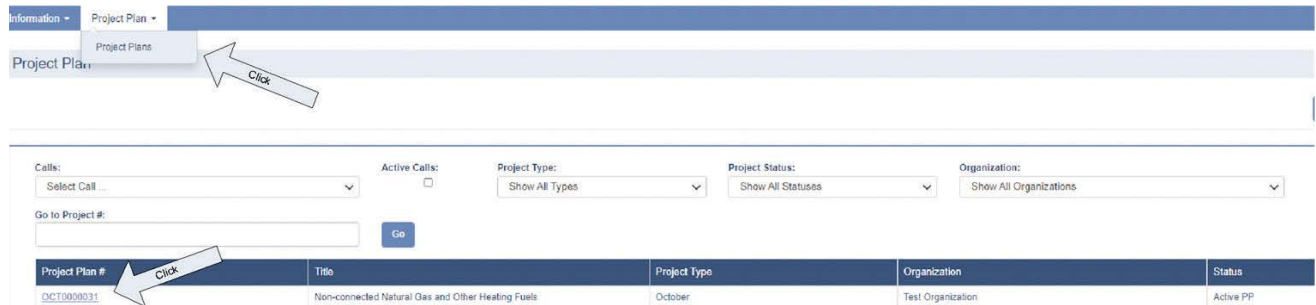
- Each section requires information to support the rebate application. Sections can be opened and closed using the “+” sign on the right.
- You can complete your application in more than one session.
- PLEASE REMEMBER TO SAVE AS YOU PROGRESS THROUGH THE SUBMISSION PROCESS.** Saving as you go will ensure that your data is securely in place
- DO NOT OPEN OR WORK ON THE SAME APPLICATION ON DIFFERENT COMPUTERS AT THE SAME TIME.** Using the “Save as Draft” function on one computer will override any changes made on the other computer(s). Furthermore, the “Autosave” function (every 15 minutes) on one computer will override any changes made on the other computer(s).

Completing your Application

1. If completing the application in more than one session, please remember to “Save as Draft” before exiting the OPIMS
2. When returning, you have two options to access your “draft” application:
 - a. On your homepage dashboard click on “Edit” menu on the right, for the application that you want to work on under “Pending Submission”

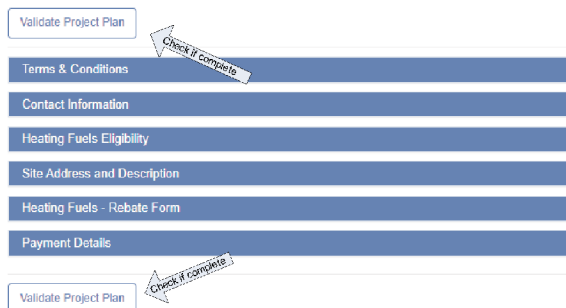


- b. On the top menu, click on “Project Plans” and click on your Application’s ID to open the draft application



Verifying your Application for completeness

1. Once you have completed your Application and are ready to submit, click on “Validate’ to ensure your application is complete.



- Incomplete sections are identified on the left hand side. Missing fields are identified with a red asterisk or in red text within the sections.

Terms & Conditions	
Contact Information	
Rebate Program*	Non-connected Natural Gas and Other Heating Fuels
Rebate Month*	October
Applicant Location - Country*	Select Country <small>This field is required.</small>
Applicant Location - State/Province*	Select Province <small>This field is required.</small>
General Location of Eligible Site*	<small>This field is required.</small>
Rebate Start Date*	mm/dd/yyyy <small>This field is required.</small>

- The Application is ready for submission when the “Validate” function returns no errors.

Project Plan #: OCT0000031

Terms & Conditions
Contact Information
Heating Fuels Eligibility
Site Address and Description
Heating Fuels - Rebate Form
Payment Details

Submitting the completed Application

1. When you are satisfied that your application is complete, click on “Submit”.
2. You will receive an automated email message informing you that your Application was successfully received in the system.

PLEASE NOTE: Clicking submit will enter your completed application into the OPIMS system and **it will not be accessible to you to make any further changes.**

3. Your submitted Application is now accessible for viewing purposes only. Should you need to make any changes to your application, please contact us.
4. To view your submitted Application, access it from your homepage dashboard or top menu (see Steps 3.3.1 and 3.3.2)
5. Click on the different tabs to review your submission’s content (e.g. Project Information, Details, etc.)

Project Details
Project #: OCT0000031
Project Status: PP Submitted

1 Call → 2 PP → 3 Claims

Project Information | **Project Details** | Audit Details | Project Update | Change History

Heating Fuels Eligibility
Site Address and Description
Heating Fuels - Rebate Form
Payment Details