

## SOP Application Submit Day Instructions for CenterPoint Energy 2010 Commercial Program

**Commercial Program Applications Open: 11/18/2009**

**Important Note: The 5% security deposit is required prior to being allowed to submit the online application for a project.**

These are step-by-step instructions for application submit day for the CenterPoint Energy 2010 Commercial Standard Offer Program.

- (1) Applicants need to complete the application several days prior to Application Submission day - **12/10/2009 10:00:00 AM CST.**
- (2) CenterPoint program manager **must receive the required 5% security deposit prior to project submission.**
- (3) At submission time, login as usual. All of your projects will be listed. To submit each project, click on the button "Edit/Submit/Delete" and submit each project.
- (4) Applications will be time-stamped in the order they are received at the server.
- (5) **WARNING:** If two or more applications for the same project are submitted, the only application saved to the database including the time-stamp will be the last application received at the server.