



Energy Finance Solutions

6 Easy Steps

1. APPLY FOR THE LOAN

Obtain an approved itemized proposal from a participating contractor to determine the cost of the installation of your qualified energy efficient improvement. Complete Credit Application. In addition, for loans over \$4,000, you will need to provide proof of income. (recent paystub or if self-employed, provide a copy of your most recent federal tax return) Mail or fax information to:

Energy Finance Solutions
211 S. Paterson Street, 3rd Floor
Madison, WI 53703
Customer Service: 1-888-264-4367
Fax: 608-249-5788

PRE-APPROVALS - Call **800-583-5869** or apply online at www.energyfinancesolutions.com

2. LOAN STATUS NOTIFICATION

Customers submitting a completed application package before 4 pm weekdays will be notified by phone of the loan disposition within 24 hours of receipt by EFS.

3. LOAN DOCUMENTS

If approved, the Credit Agreement can be retrieved via the website by your contractor or will be mailed to you for your signature. Please return this original document to EFS. The Credit Agreement cannot be faxed. Interest rate is fixed when loan is approved.

4. COMPLETE THE ENERGY SAVING WORK

Once the Credit Agreement is signed, notify your contractor to schedule the work. Your contractor has 60 days from the signing to complete the work. Once the work is completed the contractor needs to fill out a Certificate of Completion (signed by customer) and mail or fax it to address/fax number listed above. A final invoice also needs to be included with the Certificate of Completion in order for the contractor to be paid. NOTE: If a change order is needed that will result in an increase your loan amount, you will need to be approved for the higher loan amount and execute a new loan agreement referencing this new amount.

5. PAYMENT

Payment is normally sent directly to the contractor by check or ACH wire transfer. This is usually done within 48 hours.

6. LOAN TERMS

Upon completion of your improvements, you will receive a welcome letter from Volt Viewtech. They will handle the servicing of your energy improvement loan. Volt Viewtech will provide you with a billing statement each month or you can elect to set up your monthly loan payments to be automatically transferred from your checking or savings account.