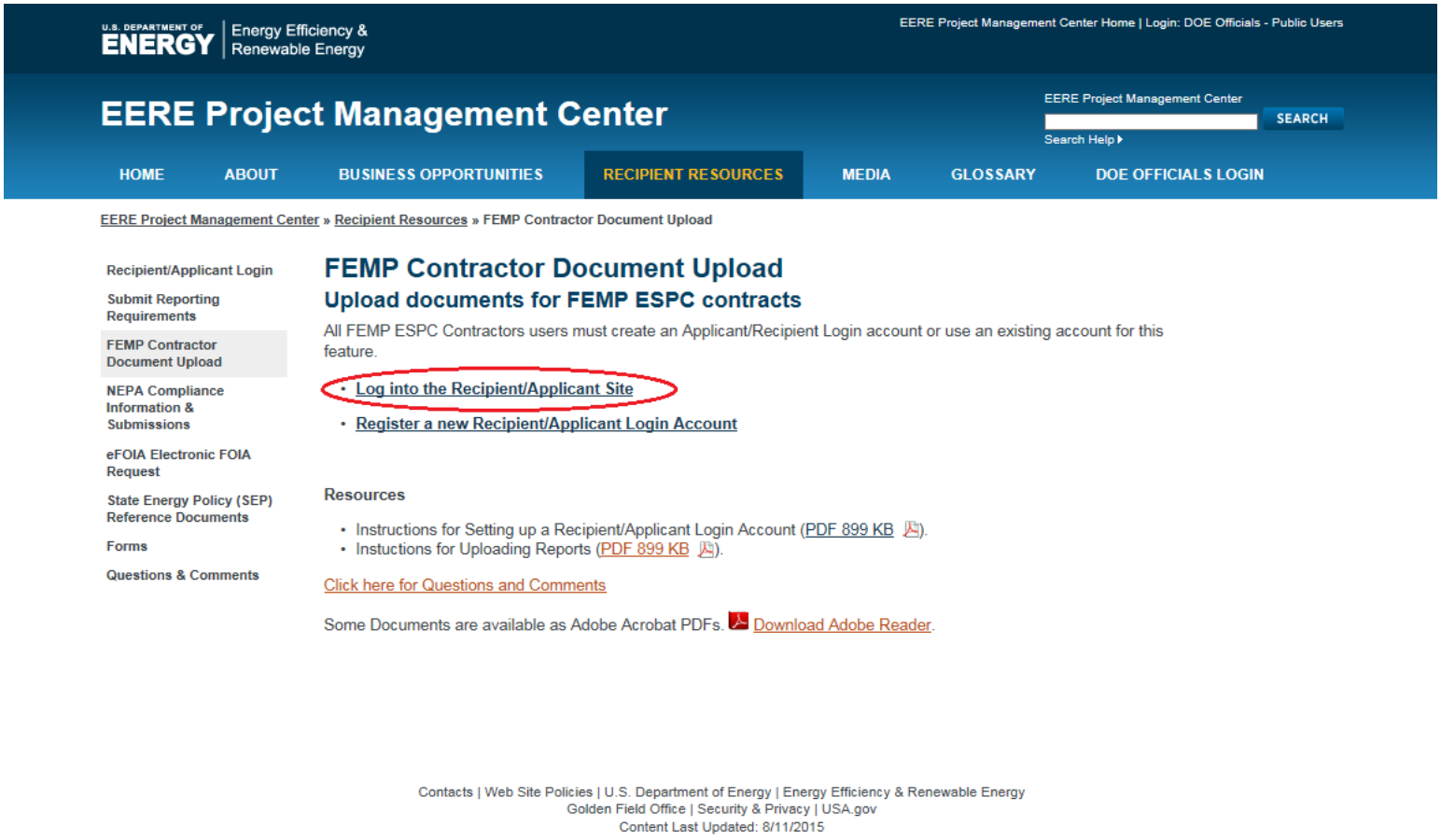
Instructions for Navigating to the ESCO Reporting Requirements Site

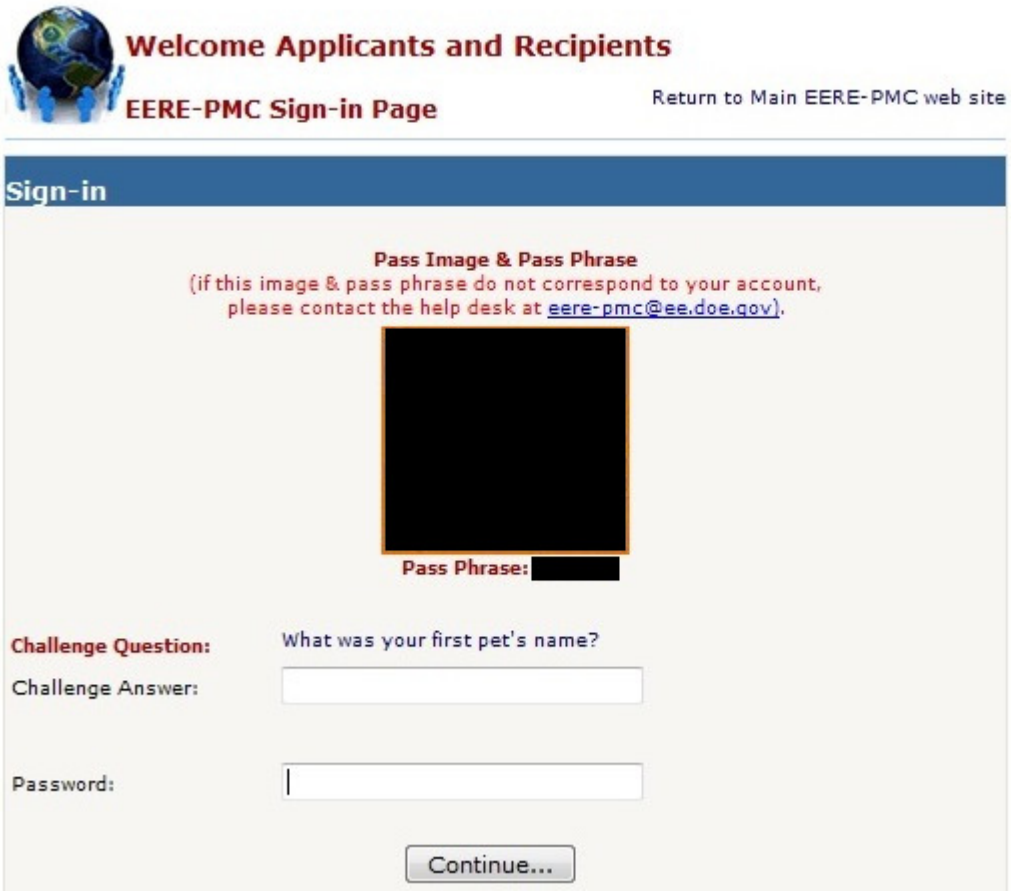
Step 1 From the Submit Reporting Resources page (https://www.eere-pmc.energy.gov/ESCOWelcome.aspx) on the PMC, select the "Log into the Recipient/Applicant Site" link.



Step 2 Enter the valid email address information for your Recipient/Applicant Login account and click the "Continue…" button.

Step 3 Complete the Sign-in verification page completing all required fields as indicated and click the "Continue…" button.

NOTE: Verify the Pass Image and Pass Phrase are what you chose when creating the account.



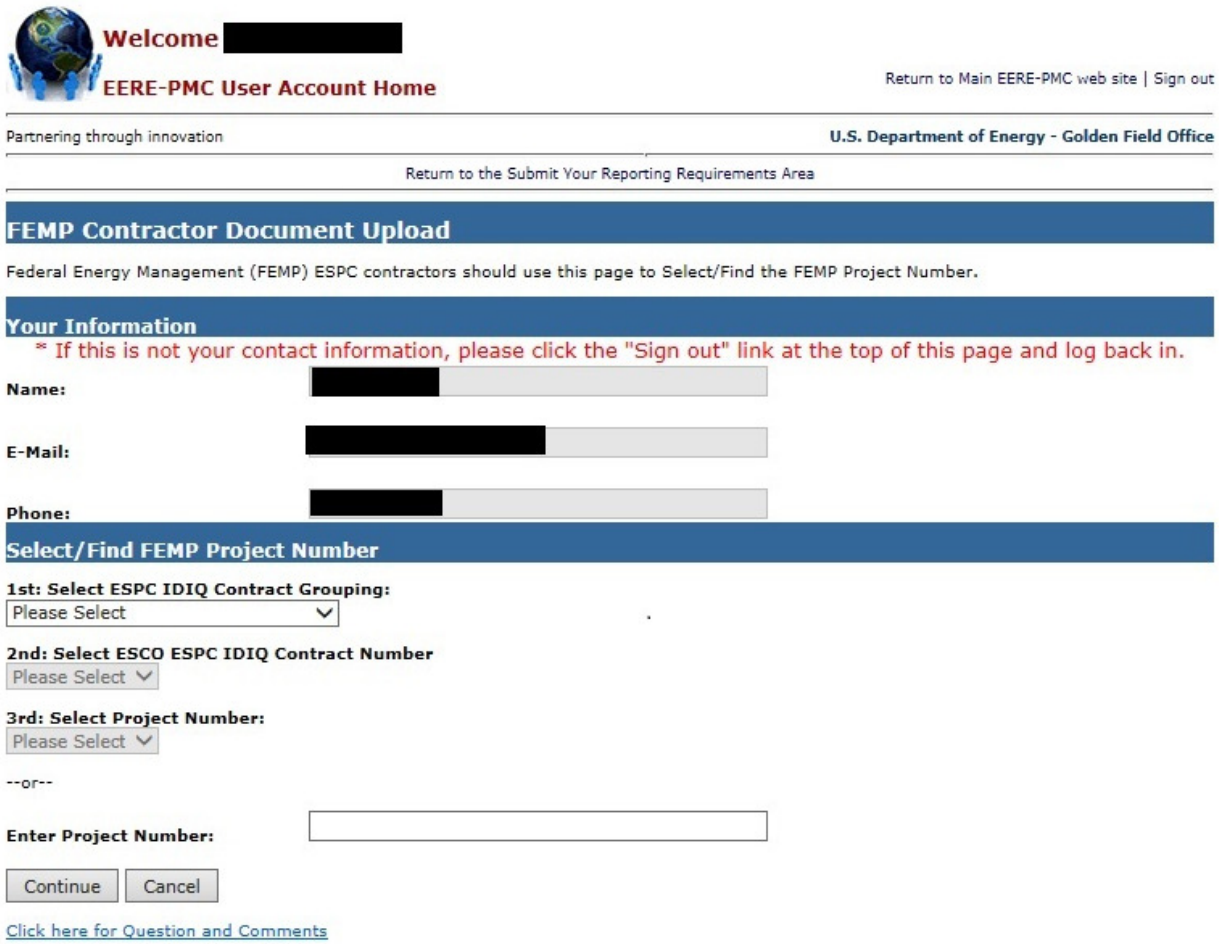
Step 4 Check the "I agree to this web site's terms of use" box and click the "Continue…" button.

Step 5 Select the "Submit Your Reporting Requirements" tab.

NOTE: Please follow the instructions provided in the Federal Energy Management Program (FEMP) header for access to upload Reports.

Step 6 Select the "Click this Link if you are an ESCO Submitting Reporting Requirements to Task Order" link.

Step 7 Use Select/Find FEMP Project Number or Enter Project Number.



Welcome [redacted]

EERE-PMC User Account Home

Return to Main EERE-PMC web site | Sign out

Partnering through innovation

U.S. Department of Energy - Golden Field Office

Return to the Submit Your Reporting Requirements Area

FEMP Contractor Document Upload

Federal Energy Management (FEMP) ESPC contractors should use this page to Select/Find the FEMP Project Number.

Your Information

* If this is not your contact information, please click the "Sign out" link at the top of this page and log back in.

Name: [redacted]

E-Mail: [redacted]

Phone: [redacted]

Select/Find FEMP Project Number

1st: Select ESPC IDIQ Contract Grouping:

Please Select

2nd: Select ESCO ESPC IDIQ Contract Number

Please Select

3rd: Select Project Number:

Please Select

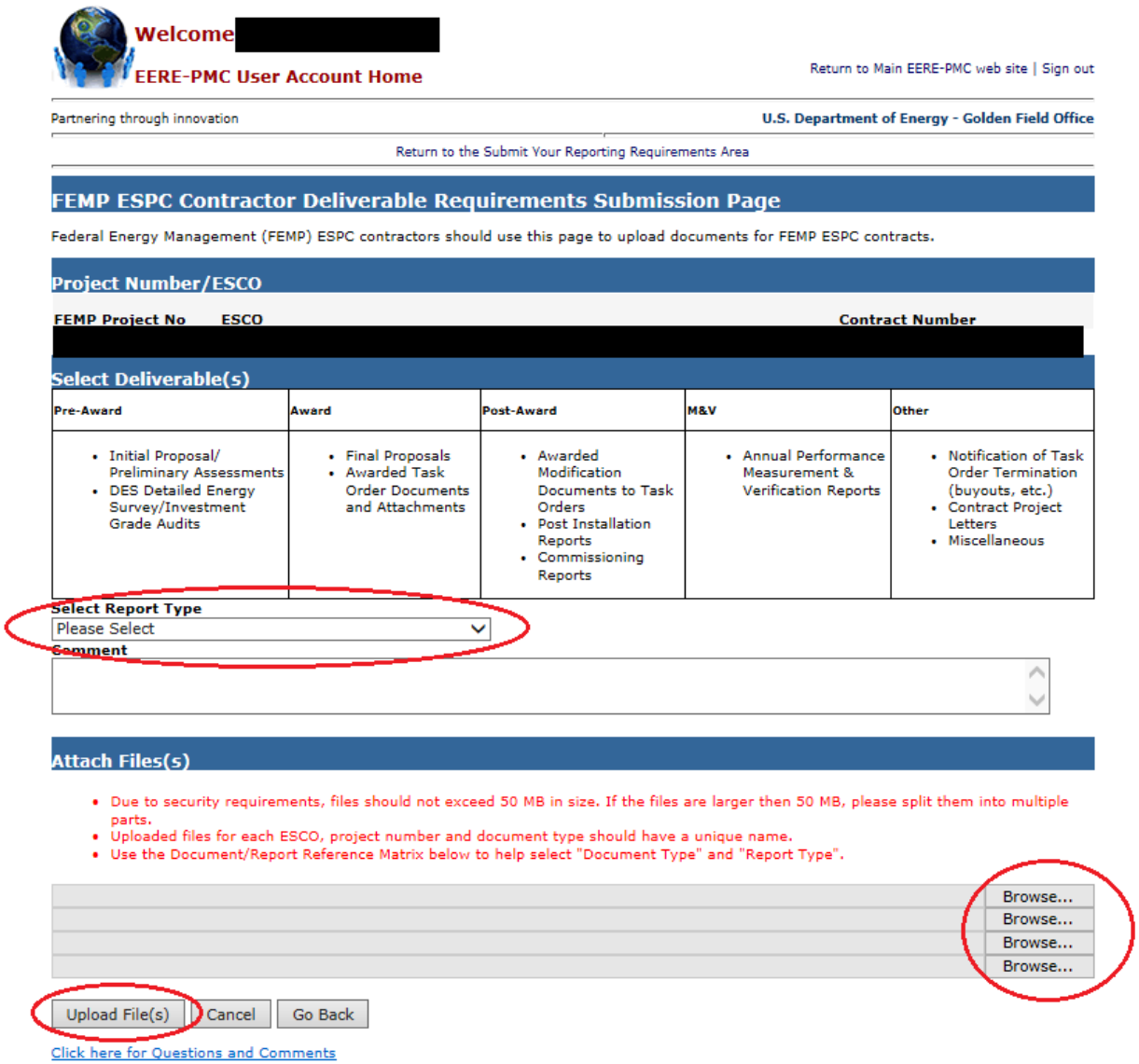
--or--

Enter Project Number:

Continue | Cancel

Click here for Question and Comments

Step 8 Select Report type, browse to file(s) and click "Upload File(s)" button.



Welcome [redacted]

EERE-PMC User Account Home

Return to Main EERE-PMC web site | Sign out

Partnering through innovation

U.S. Department of Energy - Golden Field Office

Return to the Submit Your Reporting Requirements Area

FEMP ESPC Contractor Deliverable Requirements Submission Page

Federal Energy Management (FEMP) ESPC contractors should use this page to upload documents for FEMP ESPC contracts.

Project Number/ESCO

FEMP Project No ESCO Contract Number

[redacted]

Select Deliverable(s)

Pre-Award	Award	Post-Award	M&V	Other
• Initial Proposal/ Preliminary Assessments • DES Detailed Energy Survey/Investment Grade Audits	• Final Proposals • Awarded Task Order Documents and Attachments	• Awarded Modification Documents to Task Orders • Post Installation Reports • Commissioning Reports	• Annual Performance Measurement & Verification Reports	• Notification of Task Order Termination (buyouts, etc.) • Contract Project Letters • Miscellaneous

Select Report Type

Please Select

Comment

Attach Files(s)

- Due to security requirements, files should not exceed 50 MB in size. If the files are larger then 50 MB, please split them into multiple parts.
- Uploaded files for each ESCO, project number and document type should have a unique name.
- Use the Document/Report Reference Matrix below to help select "Document Type" and "Report Type".

Browse...
Browse...
Browse...
Browse...

Upload File(s) Cancel Go Back

Click here for Questions and Comments