

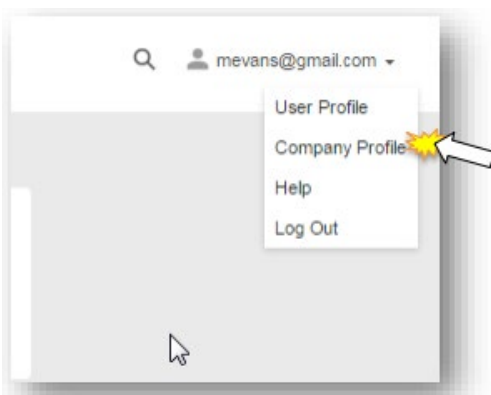
How to Participate in the Commercial Standard Offer Program

To Register:

1. Navigate to: <https://aeptexas.p3.enertrek.com>
2. Click on the Log In Link
3. Click on the Create Account Link
4. Enter all required information, then click **Sign up**. Follow instructions to Log in.
5. Complete User Profile modal will display. Select Market Actor. Follow instructions to complete profile and upload required documents.

How to upload Required documents:

Click on the Company Profile from the drop-down menu at the top right of the page under your username. Follow steps 2-8 in the user guide pages 10-11.

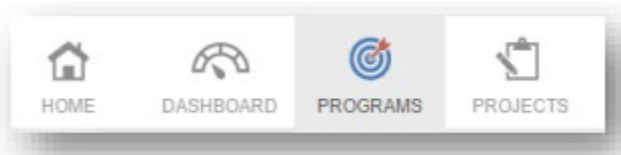


Step by step guide can be found here:

[2024 CommercialMarketActorUserGuide.pdf \(aeptxsaves.com\)](#)

To get accepted into the Commercial program, you must first complete an enrollment application. Follow the steps below to complete the application.

6. Navigate to the Programs section – Enrollments tab



7. Click on the **New Enrollment** button – Select Commercial Standard Offer Program from the drop down menu, then click **Submit**
8. Complete all information in the enrollment application
9. Complete all acknowledgments at the bottom of the application
10. Click **Submit** to submit the application for Administrator Approval
11. Click **Save** to save the enrollment application (Return to complete it at another time)

Please Note: The enrollment application will be processed and you will be notified via email upon approval or denial.



An **AEP** Company

Project Work flow for the Commercial Standard Offer Program

The Commercial Project workflow is comprised of six distinct stages. Below are the stages to create projects and move them through the process to final submittal.

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|---|---------|
| 1. Project Initiation (Adding Customer/Premise/Survey Form) | page 20 |
| 2. Submit Project for Pre-Approval | page 30 |
| 3. Work Completion Pending | page 35 |
| 4. Submit Project for Final Approval | page 37 |
| 5. Project Approval | page 37 |
| 6. Project Payment | page 38 |