Residential Standard Offer Program Sign Up Steps
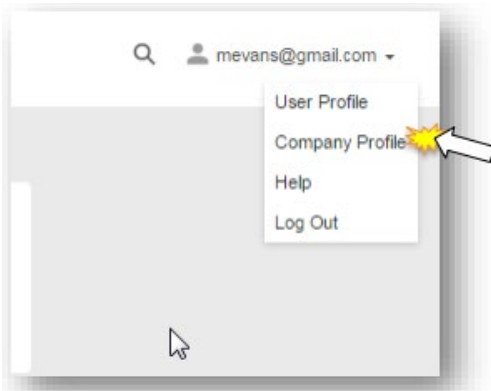
To Register and Complete an enrollment application
1. Navigate to: https://aeptexas.p3.enertrek.com
2. Click on the Log In Link
3. Click on the Create Account Link
4. Enter all required information, then click **Sign up.** Follow instructions to Log in.
5. Complete User Profile modal will display. Select 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.
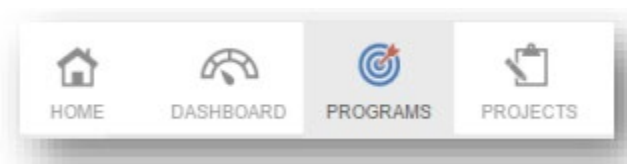

   Step by step guide can be found here:
   2024-ResHtRMarketActorUserGuide.pdf (aeptxsaves.com)

To get accepted into the Residential or Hard-to-Reach programs, 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. Once approved for the program, the Agreement will be available to Market Actors to download and sign and can be viewed in the Program Enrollments section.

Project Work flow for the Residential and Hard-to-Reach Standard Offer Programs

Creating Project(s)
- Create project for specified program
- Add Customer information
- Add Premise information - One premise per unit if multi-family
  (All premises must be entered prior to requesting authorization)
- Add work schedule
- Request Project Authorization

Work Completion
- Add measure information for each premise
- All measures must be added prior to final submittal
- Upload required documents for all premises and the project
- Batch Submit projects or submit individually

No further tasks for Market Actors unless Administrators need additional information