



1. Login with your Email and Password.
2. Click on “Baselines” and set up your fuel rates, baseline efficiencies, and water heating.
3. Click on “Weather” and select your closest weather city.
4. Click on Details and add any text you want in your proposals. You can change the title of your proposals in the “title” box at the top left.
5. Click on “Save as Default”.
6. Click on “List Proposals” then “New Proposal”.
7. Drag units and accessories into drag Box to see specifications and savings.
8. Click Economics to analyze your system’s investment attributes.
9. Click “Print” to create a PDF file of your proposal. You can add your company logo by clicking on “preferences” and then “change logo”.