

Accessing Submitted EmPower+ Applications

NYSERDA Energy Advisors and Participating Contractors can access submitted EmPower+ Application from their Salesforce Portal account. To make locating specific applications easier, a **Created By** field has been added to help quickly identify who submitted each application

i The instructional materials below are intended to provide guidance for NYSERDA Energy Advisors and Participating Contractors when accessing submitted applications in Salesforce.

1

After logging into Salesforce, click the **Enrollments** tab.

2

A list of **Submitted** applications will appear on the **Enrollments** list. To locate a specific application, review the name in the **Created By** column to identify who submitted each application. This will make locating specific applications easier to perform.

Home	Submit a New Application	Projects	Project Invoices	Manage Users	Cases	Project Inspections	Knowledge	Dashboards	Case Tasks	Generate Campaign
Combined Residential - All										
A B										
Project Name	Application Number	Record Type	Customer Name	Primary Contractor A...	Status	Status Reason	Created By			