

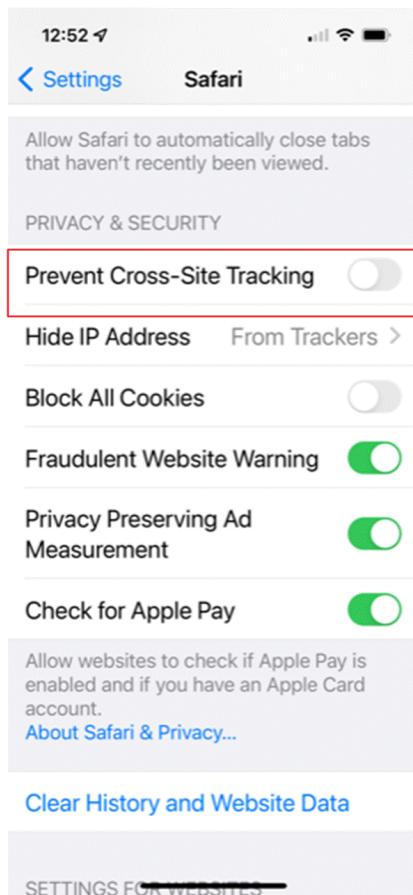
## CleanBC Application Submission Portal – Dealer Instructions

<https://newcardealers.sharepoint.com/sites/ElectricVehicleRebateApplications/SitePages/DealershipDashboard.aspx?env=Embedded>

### System Requirements

The CleanBC Application Submission Portal is a browser-based application and optimized for a desktop experience. For the best experience, we recommend using the latest version of Chrome. You may download the Chrome browser [here](#).

The application is functional in a mobile device. Note that for Safari users, it is required for the cross-site tracking setting to be disabled. Otherwise, you will encounter an error when accessing the rebate submission form.



## Required Information for Using the System

If your Dealership administrator has provided email addresses to use for logging in to the CleanBC Application Submission Portal, your Dealership will have received email invitations to use to the system.

Your Dealership has been set up with two login accounts in the system. Please contact your Dealership's administrator to find out the email addresses that can be used to login to the system.

Please note that the login account for the CleanBC Application Submission Portal must be a valid email account associated with an individual, not a group distribution list email address.

If the email address your administrator provided to NCDA is a group distribution list email address, you will not be able to login to the system. Please contact [goelectric@newcardealers.ca](mailto:goelectric@newcardealers.ca) at your earliest convenience. Have one or two valid individual email accounts ready so we can set you up properly in the system. The email addresses you provide will be used by your Dealership staff members tasked with submitting rebate applications to the CleanBC program. If the email accounts have not been provided to NCDA, the dealership's Controller and General Manager email addresses, that NCDA has on file, will be used to log in.

The email addresses you provide will be used by your Dealership staff members tasked with submitting rebate applications to the CleanBC program.

The other piece of information you need to submit an application is the Vendor ID assigned to your Dealership by the NCDA Program Coordinators. The Vendor ID is specified in the invitation email sent when your login accounts were set up. Please contact your Dealership's administrator to find out the Vendor ID assigned to your Dealership.

## Dealer Dashboard

The main landing page in the CleanBC Application Submission Portal is called the Dealer Dashboard.

## NCDA Dealer Dashboard

 iCare Go Electric Support



### Claims Requiring Attention!

0 results

From the **Dealership Dashboard** you have the ability to update your Dealership Information, and review submitted applications.

- ▼ My Dealership Information
- ▼ My Pending Applications

New Car Dealers Clean BC - Go Electric (Website)

You will find information about your dealership on this page, under My Dealership Information. Your login account information and the Sign Out link can be viewed from the top right corner of the page.

Most importantly, the list of your submitted applications is shown on this page. You will see the name of the applicant in the Title column, the applicant type, application ID, your vendor ID, the date the application was submitted, the current status of your application, and a link to view the list of documents you uploaded for the application.

There is a dropdown menu available for each column. By clicking on the down arrow beside each column heading, you will see the actions available to you in the dropdown menu that appears. Your selections will only impact your view and no other users.

You may:

- Filter the list by one or more columns by selecting Filter By
- Sort the list in either ascending or descending order
- Group the list by a specific column (e.g. group by applicant type)

^ My Pending Applications

Applications

Title	ApplicantType	ApplicationID	GPVendorID	DateSubmitted	Status	View Document
Bart Simpson	A to Z	i-KPDCE3LGM	sopdea	8/15/2022	Pending	<a href="#">View Document</a>
Ally McBeal	Z to A	i5YJ3E1EAM	SopDea	7/25/2022	Pending	<a href="#">View Document</a>
Liza Striker	Filter by	i5YJ3E1EAM	SopDea	7/25/2022	Pending	<a href="#">View Document</a>
LIZ LORICE	Group by ApplicantType	601815YJ3E1EAM	SopDea	7/25/2022	Pending	<a href="#">View Document</a>
	Individual					

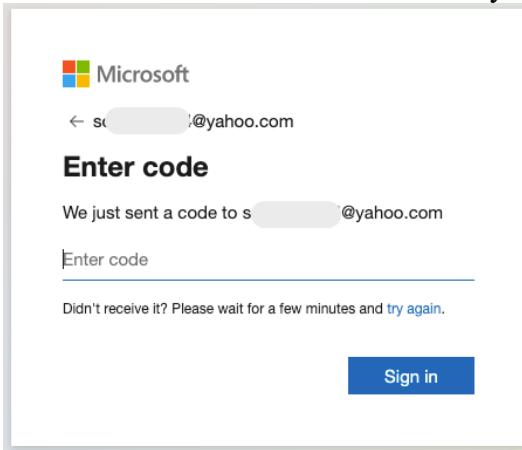
## A Note About Workflows

The CleanBC Application Submission Portal is a workflow-based system. A workflow engine works through the steps in the application submission and review process. What this means is it could take a few minutes for your submitted application to go through the workflow engine and appear on your My Pending Applications list in the Dealer Dashboard.

Once you receive the email confirmation for your application with the application ID, then the workflow engine is completed with your submission and the application will be listed in your Dealer Dashboard.

## Instructions for Logging In

1. Go to this [link](#) and enter your login account. This is the email address that has been set up for your Dealership.
2. If your organization's email is a Microsoft account, then enter the password for this email address.
3. If your organization's email is not a Microsoft account, the system will send a verification code to the email address you entered.



Microsoft

←  @yahoo.com

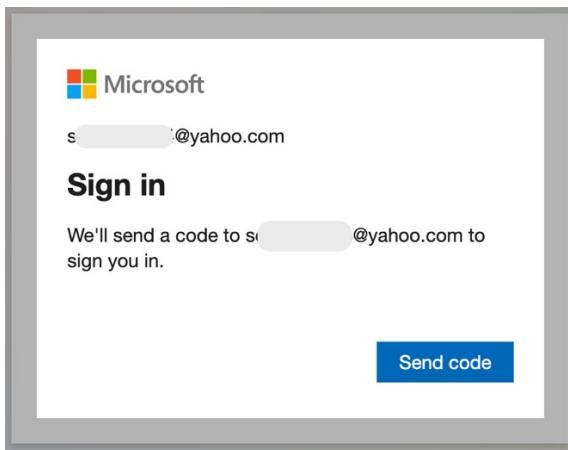
**Enter code**

We just sent a code to  @yahoo.com

Didn't receive it? Please wait for a few minutes and [try again](#).

**Sign in**

Sometimes, the system may prompt you to send a new verification code. In this case, click the Send code button.



4. Go to that email address's inbox and open the email. Copy the account verification code. Note that the code will work for 30 minutes only.

New Car Dealers Association of BC

## Account verification code

To access **New Car Dealers Association of BC**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:  
**14522323**

If you didn't request a code, you can ignore this email.

5. Go back to the system's login page. Enter or paste the verification code where prompted. Click Sign in.
6. After you successfully enter your password or the security code, you will be directed to the Dealership Dashboard.

## Instructions for Checking Eligibility for Individuals

1. In the Dealership Dashboard, click on the Quick Check button.
2. Enter the Individual's driver's license number.
3. The system will indicate if the applicant is eligible or not. The system checks if the Individual has a previous rebate application submitted. It also checks if the Individual is in the Ministry's income-tested rebates list.
4. Close the tab when you are done.

## Instructions for Checking Eligibility for Non-Individuals

1. In the Dealership Dashboard, click on the Submit New button.
2. Enter the Vendor ID assigned to your dealership and click Next
3. Select the applicant type.

4. If checking for a Business or Non-Profit Organization, then enter a BC Incorporation Number. If checking for a Municipality or Car Share Fleet, then select a name from the list.
5. The system will indicate if the applicant is eligible for a rebate or not.
6. If there is any uncertainty regarding the applicant's eligibility, please contact [goelectric@newcardealers.ca](mailto:goelectric@newcardealers.ca).

## Instructions for Submitting an Application

1. In the Dealership Dashboard, click on the Submit New button.
2. Enter the Vendor ID assigned to your dealership.
3. Fill in the Applicant Information section.
  - a. For Individuals
    - i. Once you enter a Driver's License and Last Name, the system will check the Individual's eligibility. If the Individual is approved for a rebate by the Ministry, their rebate status, expiry date, and approved amount will be displayed.
    - ii. Individuals may qualify under the grandparenting rules. Please see [Recent Program Changes](#) for details.
  - b. For Business or Non-Profit Organization
    - i. Enter the Corporation Name and Incorporation Number (e.g., BC1234567). Do not enter the business number (e.g., 721265299). The system will check if this organization has reached their allowed maximum number of rebate applications.
    - ii. If the Organization is not eligible, you will not be allowed to submit the application form.
  - c. For Municipality or Car Share Fleet
    - i. Select the Organization Name from the dropdown list. If the name is not in the list, please contact [goelectric@newcardealers.ca](mailto:goelectric@newcardealers.ca). After selecting from the list, the system will check if this organization has reached their allowed maximum number of rebate applications.
    - ii. If the Organization is not eligible, you will not be allowed to submit the application form.
  - d. Enter a phone number using either one of these formats:  
778-999-9999 (with dashes), 778 999 9999 (with spaces), or (778) 999-9999 (with parentheses, space and a dash)
  - e. Enter a valid street address
  - f. Enter a valid email address
  - g. Click Next
4. Fill in the Vehicle Information section
  - a. For Vehicles on Order
    - i. The Date of Delivery must be between today and 90 days in the future. If you select a date outside of this date range, the field will remain blank.
  - b. For Delivered Vehicles

- i. The Date of Delivery must be between today and 15 days in the past. If you select a date outside of this date range, an error notification will be shown.
  - c. Select the sale type – Purchase or Lease.
  - d. Enter the VIN. The VIN is required, even if the vehicle is on order.
  - e. If the VIN you entered matches a Vehicle in the system, the Manufacturer, Model, Year, Trim, Vehicle Type, Vehicle Status, Class, Range, MSRP will pre-filled with values from the matched vehicle.  
If the VIN you entered does not match a Vehicle in the system, the above fields will remain blank. Use the Lookup Vehicle Information fields to select a vehicle. Select your vehicle's Manufacturer, Year, Model, and Trim from the dropdown lists.
  - f. Confirm the eligible rebate amount
    - i. Note the amount shown in the Maximum Eligible Purchase Rebate Amount field.
    - ii. For income-tested individuals, the rebate amount will be the lesser of the two: rebate amount approved for the individual or the rebate amount for the selected vehicle.
    - iii. For non-income-tested individuals and non-individuals (i.e. organizations), the rebate amount will be the rebate amount for the selected vehicle.
  - g. Click Next.
5. Complete the Dealership Information section
  - a. Confirm your dealership information
  - b. Enter the General Manager's information and the dealership representative's information. The representative is the person filling out the application form.
  - c. Enter phone numbers using either one of these formats:  
778-999-9999 (with dashes), 778 999 9999 (with spaces) or (778) 999-9999 (with parentheses, space and a dash)
  - d. Enter valid email addresses.
  - e. Click Next.
6. Upload your supporting documents
  - a. Select the types of documents you are uploading. Upload your PDF document to the corresponding type.
  - b. If uploading a PDF document that includes more than one type of supporting document, select the "Other" type. For the "Other" type, you may upload more than one document.
  - c. Upload your supporting document(s). Only PDF files are allowed.
  - d. Click Next.
7. Indicate the Applicant's Consent to Contact.
8. Agree to the Dealer's Declaration.
9. Click Submit button.
10. The submitted application will appear in your Pending Applications list after a few minutes. You will also receive an email confirmation with the Application ID for your submission.

## **Instructions for Updating a Submitted Application that Requires a Follow Up**

You will receive an email notification if the Program Coordinator requires a follow up for your application.

1. Note the Application ID specified in the Follow Up email notification. The email will also include the reason for the follow up request.
2. Go to the Dealer's Dashboard.
3. See the list of Claims Requiring Attention.
4. Alternatively, go to the My Pending Applications list. You may filter the list using the Status - Follow-Up Required or the Application ID.
  - a. Click on the down arrow in the column heading.
  - b. Select Filter by.
  - c. Tick the checkbox or type in the text to find a filter.
  - d. Click Apply.
5. Click the Title of the Pending claim application that requires follow up. The claim will be displayed in a new tab.
6. Review the Notes.
7. Update the application, as required.
8. Upload additional supporting documents, as required.
9. Click on the toggle for Dealer Changes Completed to set it to Yes. This is a required field.
10. Click Submit.

## **Contact CleanBC Go Electric Passenger Vehicle Rebate Program**

Should you have any questions that have not been answered in the Dealer Instructions, or require further information, please contact us:

**Email:** [goelectric@newcardealers.ca](mailto:goelectric@newcardealers.ca)

**Telephone:** 604-214-9964 ext. 224 or 226

**Toll-free:** 1-844-423-8422

**Website:** [www.newcardealersGoElectric.ca](http://www.newcardealersGoElectric.ca)

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### **About the Program**

The New Car Dealers Association of BC (NCDA) administers the CleanBC Go Passenger Electric Vehicle Rebate Program on behalf of the Province of British Columbia.