
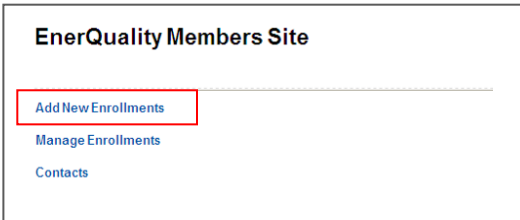
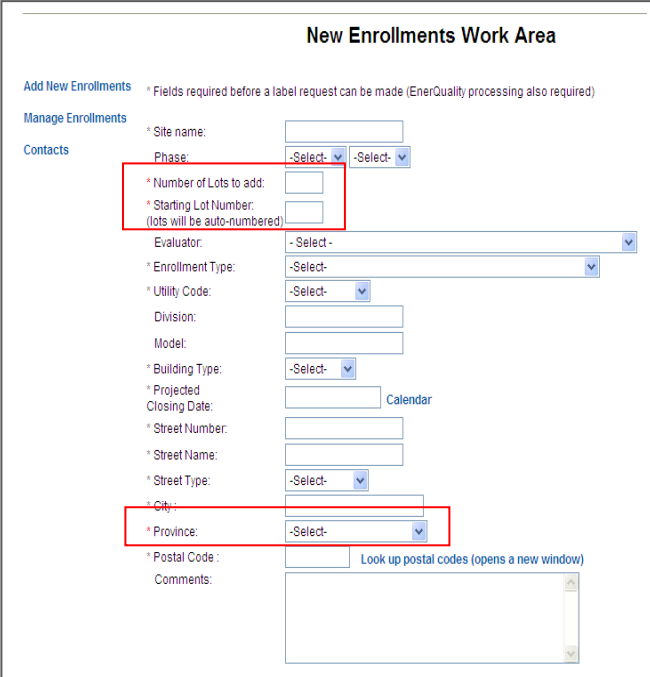
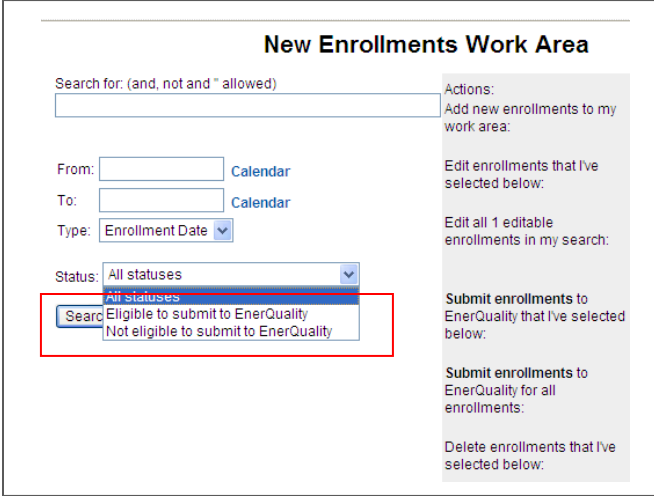
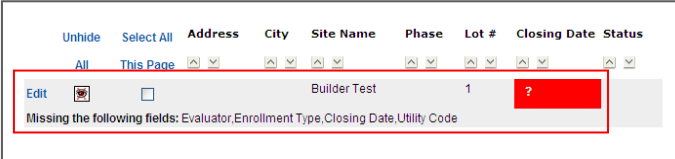
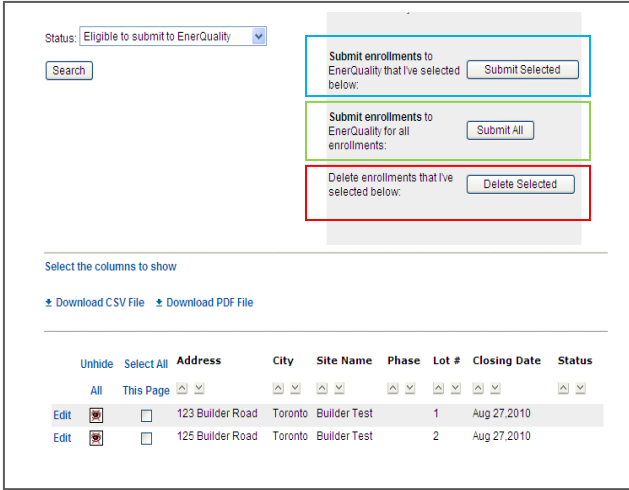


# Enrollment Manager Tool (EMT)

## Enrollment Submission Reference Guide

Section 3.1.2. – Submitting New Enrollments, of the EMT Builder Manual explains in further detail how to create and submit an enrollment on the EMT online database. Below are the quick steps for an enrollment submission.

<p><b>Step 1:</b></p>	<p>Log in to the EnerQuality Enrollment Manager Tool (EMT) online database.</p> <p>The link to the EMT database is: <a href="http://database.enerquality.ca">http://database.enerquality.ca</a>.</p> <p>If you do not have a membership to the EMT database, you can register directly on the EMT site or you can contact Maggie Bibit at <a href="mailto:maggie@enerquality.ca">maggie@enerquality.ca</a> for EMT registration and tutorial.</p>	
<p><b>Step 2:</b></p>	<p>Click on <b>Add New Enrollments</b> located in the main menu screen and you will be directed to the New Enrollments Work Area.</p> <p>Click on <b>Add New</b> in the New Enrollments Work Area to create new enrollments.</p>	
<p><b>Step 3:</b></p>	<p>At minimum, to create an enrollment the following fields are required:</p> <ul style="list-style-type: none"> <li>*Number of Lots you will be enrolling</li> <li>*Starting Lot Number</li> <li>*Province</li> </ul> <p><i>The minimum requirements to create an enrollment are indicated with a RED asterisk(*).</i></p> <p><i>To submit an enrollment to EnerQuality, the required fields for submission are indicated with a GREY asterisk (*).</i></p> <p>Filling out only the minimum requirements is for creating a batch of enrollments. Click <b>“Add and Return to List”</b> when you have completed.</p> <p>You can create a complete enrollment by filling out all fields of the enrollment work screen and then click on <b>“Add and Return to List”</b>. Please note that this method is for creating a single enrollment only.</p>	

<p><b>Step 4:</b></p>	<p>Enrollments pending submission are listed in the New Enrollments Work Area page.</p> <p>When you are ready to submit your enrollments, there are two options to choose from in the STATUS drop down menu.</p> <ul style="list-style-type: none"> <li>• <b>Eligible to submit to EnerQuality</b> Fields required for submission have been completed</li> <li>• <b>Not eligible to submit to EnerQuality</b> The enrollment is missing mandatory information for submission</li> </ul> <p>Select <b>“Eligible to submit to EnerQuality”</b> and click <b>“Search”</b>.</p>	
<p><b>Step 5:</b></p>	<p>If you do not see the enrollment you wish to submit, select <b>“Not eligible to submit to EnerQuality”</b>. Enrollments with missing information will appear with a note indicating what is required for submission.</p> <p>To input the missing information, click on <b>“Edit”</b>.</p> <p>After inputting all required fields for submission, click <b>“Save”</b>. Your enrollments will now appear in the <b>Eligible to Submit to EnerQuality</b> list.</p>	
<p><b>Step 6:</b></p>	<p>In the Eligible to submit to EnerQuality list, you can choose to submit your enrollments individually or as a batch.</p> <p>Submitting individual enrollments requires you to check off the tick box for each enrollment and then clicking on the <b>“Submit Selected”</b> button. <i>Indicated in BLUE.</i></p> <p>If you wish to submit ALL your enrollments listed in the pending submission list, click on the <b>“Submit All”</b> button. <i>Indicated in GREEN.</i></p> <p>If you wish to delete an enrollment, please select which enrollment by clicking off the tick box and then clicking on <b>“Delete Selected”</b>. <i>Indicated in RED.</i></p>	
<p><b>Step 7:</b></p>	<p>After submitting your enrollments, the EMT will automatically generate an invoice number and will send a notification of enrollment email to your accounting contact person.</p> <p>You can view your enrollment submissions under <b>Manage Enrollments</b> in the main menu screen.</p>	