

Payment Plan process

for Installers and Suppliers



STAGE	WHAT HAPPENS	DOCUMENTATION & INFO (required by Energy Ease)	TIMING	HOW
1 PROPOSAL	<p>Make calculations and show your Customer their monthly payments on an Energy Ease Payment Plan.</p> <p>You can vary inputs including term length, total value of equipment and email the PDF proposal to your Customer.</p>	<ul style="list-style-type: none"> • Payment Plan type - rental or equipment loan. • Equipment details and cost (note: rental is ex GST, and equipment loan is incl GST). • Length of Term. 	Less than 1 minute.	<p>Use your registered email to login to: www.energyease.com.au/login No password required.</p> <p>Click on 'Start a Proposal'.</p>
2 APPLICATION	<p>For Payment Plans up to \$150k, submit your Customer's Application and get conditional approval within 5 minutes.</p>	<ul style="list-style-type: none"> • Equipment details, cost and install address. • Customer's ABN (registered for 2+ years). • Director/Partner/Authorised Officer contact information (name, DOB, mobile, 2 years residential address & ownership status on their home). • Bank account details (for direct debit set up) can be added later if not available. • If a Trust, Trustee name and ACN. 	5 minutes to complete an Application. Instant conditional approval for up to \$150k*.	<p>Use your registered email to login to: www.energyease.com.au/login and click on 'Start an Application'.</p> <p>For Payment Plans outside the criteria, Energy Ease will contact your Customer for further information.</p>
3 SIGNING	<p>Once the Application is submitted and is conditionally approved, you and your Customer receive an Agreement to download and sign via email.</p> <p>Your Customer can also sign the Agreement online using digital signature tool (HelloSign). Please note, signing by stylus is not acceptable, nor inserting image of signature.</p>	<p>Agreement for signing.</p> <p>Note: If a non-personalised email is used for digital signing (e.g. info@ or accounts@) we require an email verification from Director/ Authorised officer confirming they have used this email to sign the Agreement.</p>	Sign on spot.	<p>To activate digital signing, click the 'Sign for' button at the end of the Application process.</p> <p>Alternatively Customer will have also received an email from enquiries@energyease.com.au with the subject Energy Ease Agreement - Sign Online. Customer clicks on link within the email to activate digital signing.</p>

*No financials or landlord waivers are required for transactions of less than \$150,000 ex GST.
All applications to Energy Lease Pty. Ltd. are subject to approval criteria, and terms and conditions apply.

If you need further guidance from our team, please call 1300 795 695.

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<p>4</p> <p>APPROVAL & INSTALLATION</p>	<p>Both you and your Customer will receive an email when the Agreement is formally approved. Once you receive this confirmation, you can schedule installation.</p> <p>You install the equipment and then send your invoice and supporting documents to Energy Ease.</p>	<p>1.Signed Agreement 2.Drivers License</p> <p>If any equipment has changed since the initial Application, this needs to be noted in the signed Agreement.</p> <p>Note for Equipment Loans:</p> <ul style="list-style-type: none"> • If the applicant is a Trust please send a copy of the Trust Deed. • If the applicant is a Partnership, please send a Partnership letter confirming the percentage ownership of the partners. 	<p>Approval within 5 minutes to 24 hours of signing.</p> <p>Installation from next day to 3 months. (Note if longer period required, contact Energy Ease.)</p>	<p>Send your invoice and supporting documents to: settlements@energyease.com.au or upload into portal.</p> <p>Energy Ease follows up any outstanding supporting documents, eg Drivers Licenses and email verification with Customers/Suppliers between Approval and Settlement.</p>
<p>5</p> <p>SETTLEMENT & ACTIVATION</p>	<p>You notify Energy Ease once the installation is complete.</p> <p>Energy Ease conducts a Settlement call with the Customer to confirm equipment has been received and installed.</p> <p>Typically Energy Ease processes your payment within 48 hours.</p> <p>Customer commences payment plan with Energy Ease.</p>	<ul style="list-style-type: none"> • Tax Invoice and serial numbers of equipment (If available). • Copy of completed and signed Agreement from the Customer. (If there are changes to pricing or equipment). • Signed Certificate of Acceptance (COA). • Driver's License of Director/Guarantor (front and back). 	<p>24-48 hours after documents received by Energy Ease.</p>	<p>Once you confirm installation, Energy Ease's team will commence the Settlement process.</p>

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