

BayREN Business Aggregator Enrollment Checklist

AESC and BayREN require various documents and compliance with prerequisites before an aggregator is eligible to receive incentive payments. To sign up as an **Enrolled Aggregator**, provide the items listed below. If you have any questions regarding this required documentation, contact BayRENBusiness@franklinenergy.com.

Item #	Required Information	Description
1	Prerequisite	If you are a former aggregator in BayREN Business and have outstanding customer complaints related to the program, all complaints must be fully resolved at the time the PAA is being submitted.
2	Participating Aggregator Agreement	Upon receipt of the Participating Aggregator Agreement (PAA) from AESC, fill in required sections (including 12.1 and 14.2), sign on pages 16, 21 and 24, and return to AESC.
3	W-9	Upon fully executing the PAA, provide AESC with your W-9.
4	Aggregator Portal Access	Upon fully executing the PAA, provide AESC with 2-3 company contacts who will have access to the password-protected Aggregator Portal on the website. Please provide: • Name • Email • Phone number
5	Website Listing Information (Optional)	Upon fully executing the PAA, provide AESC with your logo to put on our public website along with an email for the “contact” button.
6	Proof of Insurance	Within 15 days of the effective date of the PAA (after countersignature), provide AESC the following proof of insurance coverages, specified in Exhibit A: 1. <u>General Liability**</u>: A copy of the certificate evidencing that the Aggregator is maintaining a commercial general liability insurance policy. 2. <u>Auto Liability**</u>: A copy of the certificate evidencing that the Aggregator shall also provide comprehensive business or commercial automobile liability coverage. 3. <u>Worker’s Compensation</u>: A copy of the certificate evidencing that the Aggregator is insured against liability for worker’s compensation, or a Certificate of Consent of Self-Insure. **AESC, Program Administrator (BayREN), BayREN members, its officers, agents, and employees, and the City & County of San Francisco, its officers, agents, and employees each shall be named as an additional insured.