



Aggregator Enrollment Checklist

AESC requires various documents before an aggregator is eligible to receive incentive payments. Aggregators enrolling as **Participating Aggregators** must provide the four items below.

Item #	Required Information	Description
1	Aggregator Agreement	Upon receipt of 'Participating Aggregator Agreement (PAA)' from AESC, fill in required sections (including 12.1 and 14.2), sign page 15, and send to AESC.
2	W-9	Upon fully executing the PAA, provide AESC with your W-9.
3	Website 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: <ul style="list-style-type: none"> • Name • Email • Phone number
4	Website Listing Information (Optional)	Upon fully executing the PAA, provide AESC with your logo to put on our website along with an email for the "contact" button.
5	Proof of Insurance	Per the Participating Aggregator Agreement (PAA), provide AESC the following proof of insurance: <p><u>General Liability</u>: A copy of the certificate evidencing that the Aggregator is maintaining a commercial general liability insurance policy. This certificate needs to be provided to AESC within 15 days of the effective date of the PAA (after countersignature).</p> <p><u>Worker's Compensation</u>: A copy of the certificate evidencing that the Aggregator is insured against liability for workers compensation, or a Certificate of Consent of Self-Insure. Either one of these certificates need to be provided to AESC within 15</p>

		days of the effective date of the PAA (after countersignature).
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If you have any questions regarding this required documentation, contact mssr@aesc-inc.com.