

## 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@aesc-inc.com](mailto:BayRENBusiness@aesc-inc.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: <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• Phone number</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 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: <ol style="list-style-type: none"> <li>1. <u>General Liability</u>: A copy of the certificate evidencing that the Aggregator is maintaining a commercial general liability insurance policy.</li> <li>2. <u>Auto Liability</u>: A copy of the certificate evidencing that the Aggregator shall also provide comprehensive business or commercial automobile liability coverage.</li> <li>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.</li> </ol> |