

## Residential Solar Rebate Payment - Vendor Number Required

### Step-by-Step Instructions for Vendor Registration:

- Click on the link from the Sustainable Energy Web page or from this link
- <https://www.das.nh.gov/purchasing/vendorresources.aspx>
- After opening the link, click on “New Vendor” in the upper left, light blue area.
- Fill in all of the **red asterisked \* fields** as detailed below
- In the **Business Information** section, enter your full name in the first three **asterisked \* fields**.
- Enter your social security number.
- In the **Business/Purchasing Address** section, enter your mailing address.
- Enter your contact information.
- Under Remit Information click the **Yes** button
- In the **Additional Information** section, under **Type of Business**, check the first box (individual).
- Under **Principal Activity**, check the third box (Other Provider)
- At the bottom of the form, click **No**
- Click the acknowledgement box
- On the second page click **Continue** (lower right)
- On the third page click the **Certify** box then **Finish Registration**