



Sustainable Energy Authority of Ireland

PEP APPLICATION GUIDELINES

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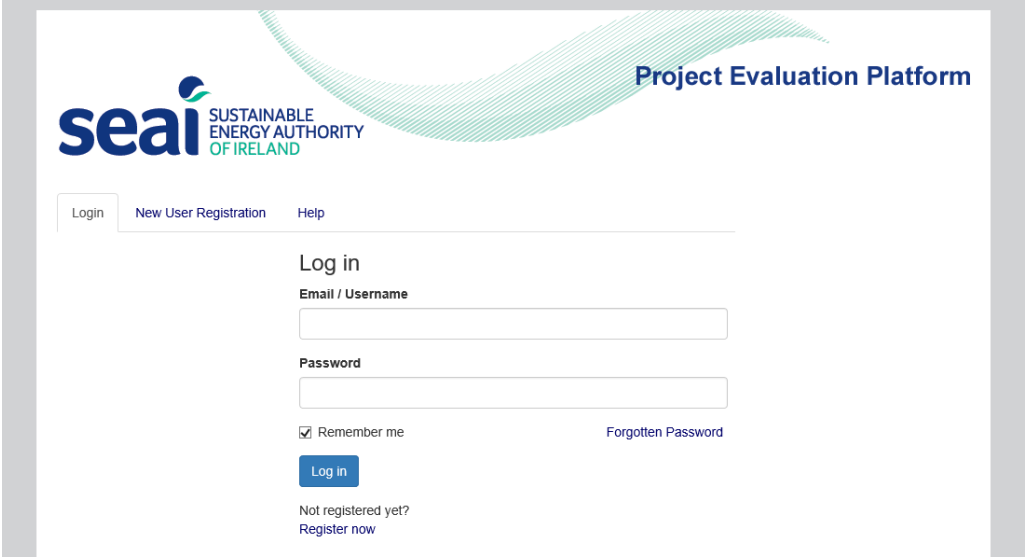
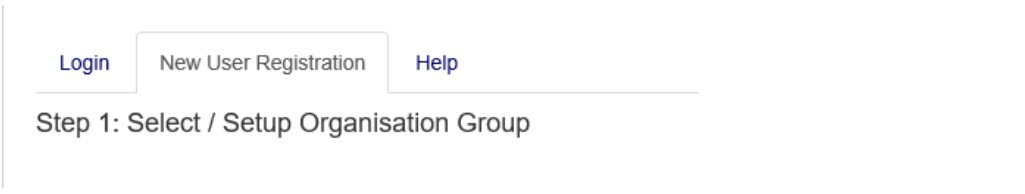
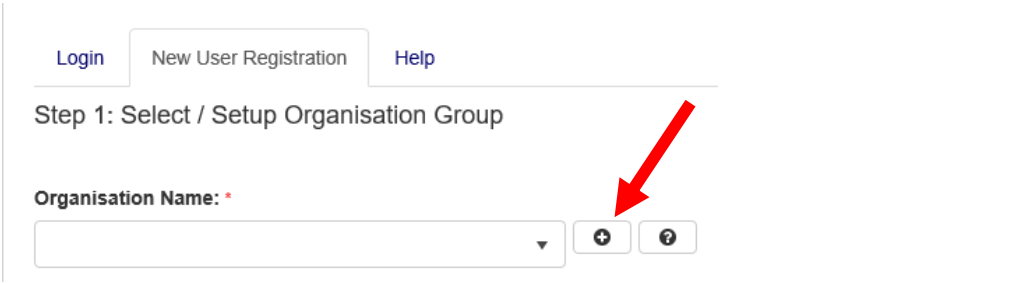
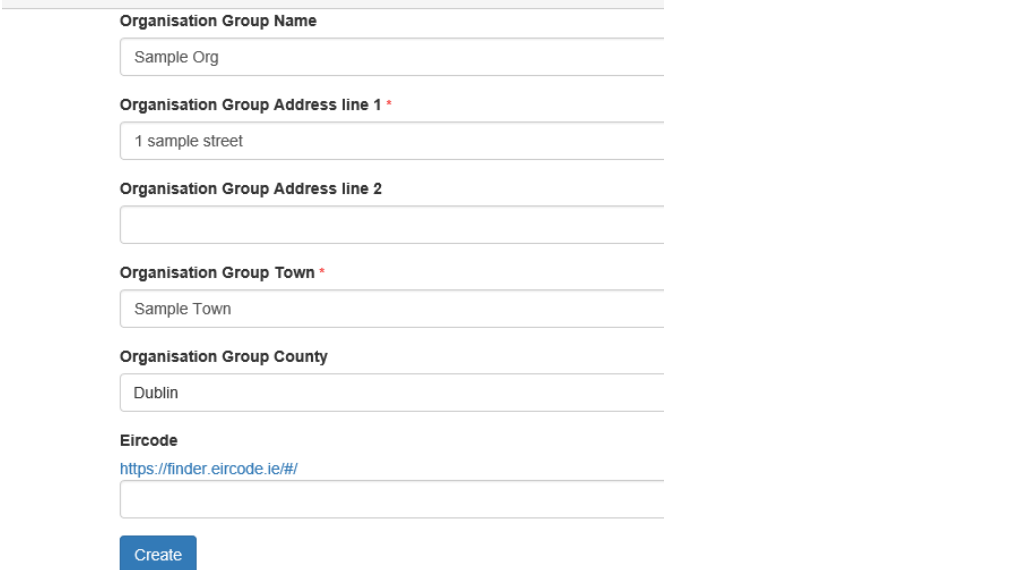
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1. INTRODUCTION

Applicants are required to submit their application documentation via the SEAI Project Evaluation Platform (PEP) Portal. The PEP Portal may be accessed via the following link: <https://pepportal.seai.ie/>

In this document, please find further guidelines on how to submit your application via PEP.

2. USER REGISTRATION

Instructions	PEP Portal Display
<p>To access the portal please go to:</p> <p>https://pepportal.seai.ie/</p>	
<p>First time users will need to create a login, please go to the New User Registration tab.</p>	
<p>If your Organisation name is not included in the dropdown list, please set up a new organisation by selecting the + button.</p>	
<p>Create Organisation</p> <p>The following pop-up will appear.</p> <p>Complete all fields and click Create.</p>	

Once you have created your organisation you will return to the New User Registration page.

Step 1. Select your newly created Organisation Name.

Step 2. Under Selected User Type, select **Applicant**.

[Login](#) | [New User Registration](#) | [Help](#)


Step 1: Select / Setup Organisation Group

Organisation Name: *

Sample Org

Step 2: Selected User Type

User Type: *

Applicant 

Step 3. Complete new user information.

Create a username and password.

Please remember these details, as you will need your username and password for future access to your PEP account.

Click **Register**.

Step: 3 New User

First Name: *

Last Name: *

Email: *

Contact No.: *

Address line 1: *

Address line 2:

Town: *

County *

Eircode *

<https://finder.eircode.ie/#/>

Username: *

Password *

Confirm Password *

You will receive the following message:

[Login](#) | [New User Registration](#) | [Help](#)

Success! Thanks for filling out our form!

Return to the login tab and enter your newly created username and password.

Click **Log in**.

Login New User Registration Help

Log in

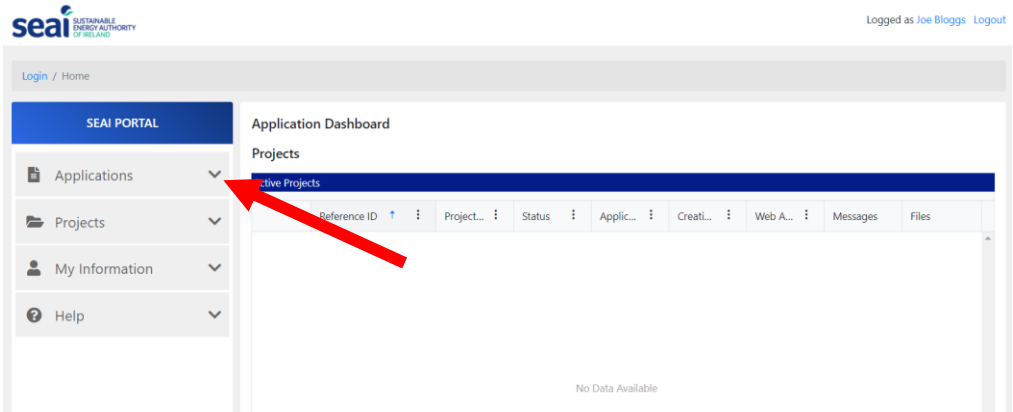
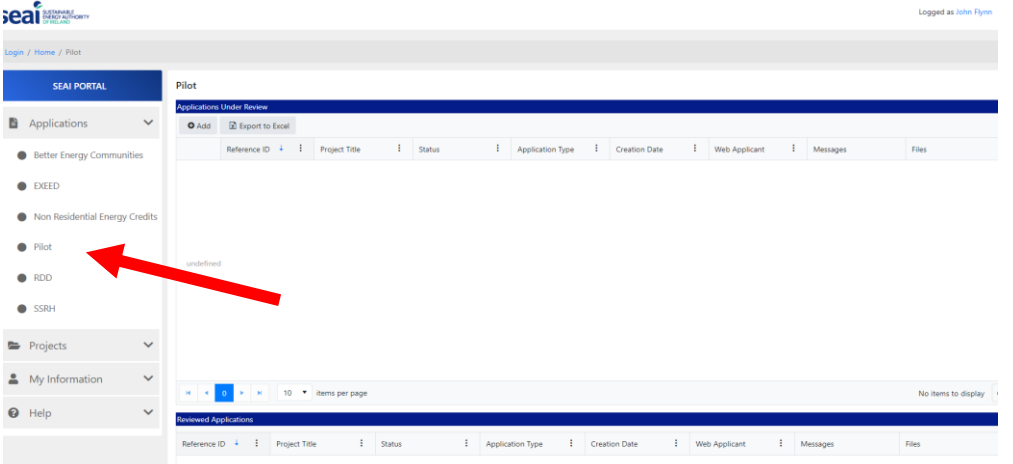
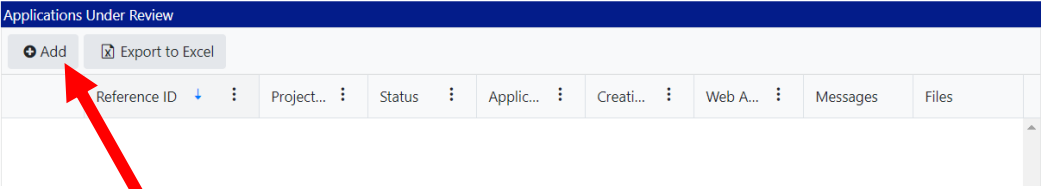
Email / Username

Password

Remember me [Forgotten Password](#)

Not registered yet?
[Register now](#)

3. CREATING AN APPLICATION

Instructions	PEP Portal Display
<p>After you log in, you will see the following home page.</p> <p>Please select the Applications tab from the sidebar menu.</p>	
<p>And select Pilot from the dropdown menu.</p>	
<p>Under the 'Applications Under Review' heading.</p> <p>Click the + Add button to create a new application.</p>	

Section A of the PEP Application Form should open in a new window.

Section A

Please complete all fields in Section A

In Project Type, select the grant being applied for, from the drop down list.

Note:

The * indicates a mandatory field.

Click Next to move to **Section B**.

Please note you cannot proceed to Section B until Section A is complete.

Click **Save** if you wish to leave the portal and return at a later stage to complete your application.

Your saved application will

Section A – Administration (MVP)

A1. Applicant Details

Project Title *

Applicant Organisation Name *

Company?

Tax Clearance Access No. *

Costs Requested from SEAI *

Project Duration (months) *

Project Type *

- Energy Master Plan
- National Housing Retrofit
- Heat Loss Indicator
- Local Energy Action Fund
- Electric Vehicle Apartment Charger
- Targeted Action Grant
- Energy Contracting Support Scheme
- Community Housing Scheme

Contact Details

First Name * Last Name *

Address Line 1 * Address Line 2 *

City/Town * County *

Eircode *

Telephone * Mobile *

Email * Web

Financial Controller's Name * Financial Controller's Email *

A2. Project Summary

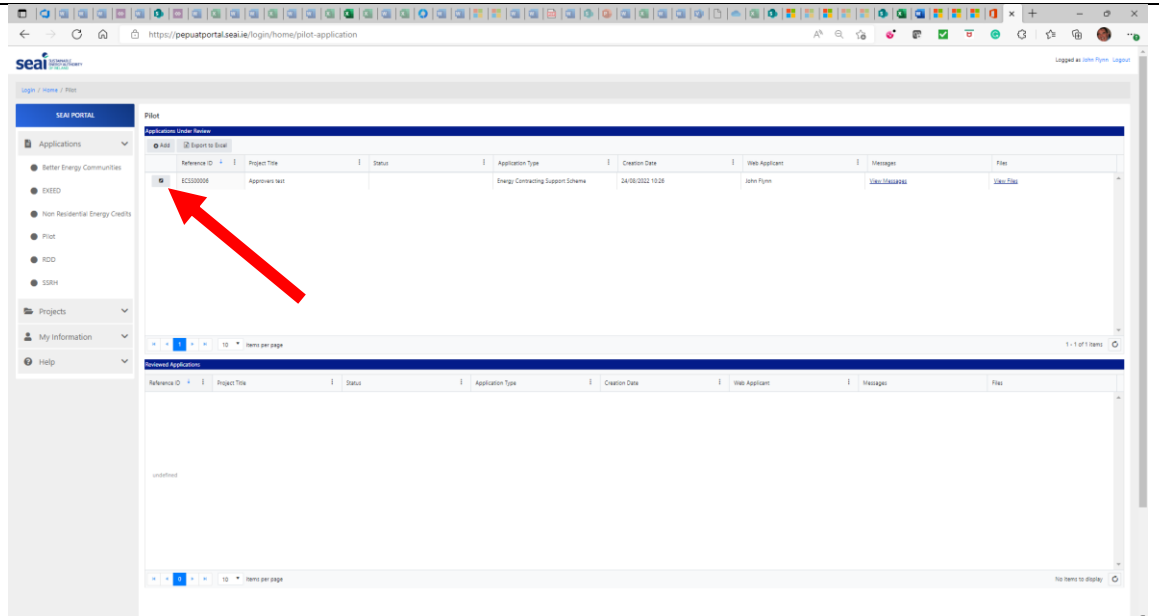
Executive Summary - Brief Overview of the Project *

Please provide a high-level summary encapsulating all aspects of the project.

CONTACT
Head Office: Sustainable Energy Authority of Ireland, 3 Park Place, Hatch Street Upper, Dublin 2, Co.Dublin, D02 PX65. t +353 1 4092002
General Consumer Enquiries: Lo-Call 1850 927 000 info@seai.ie

appear under the Pilot Applications Under Review section.

Click the edit button to return to your application.



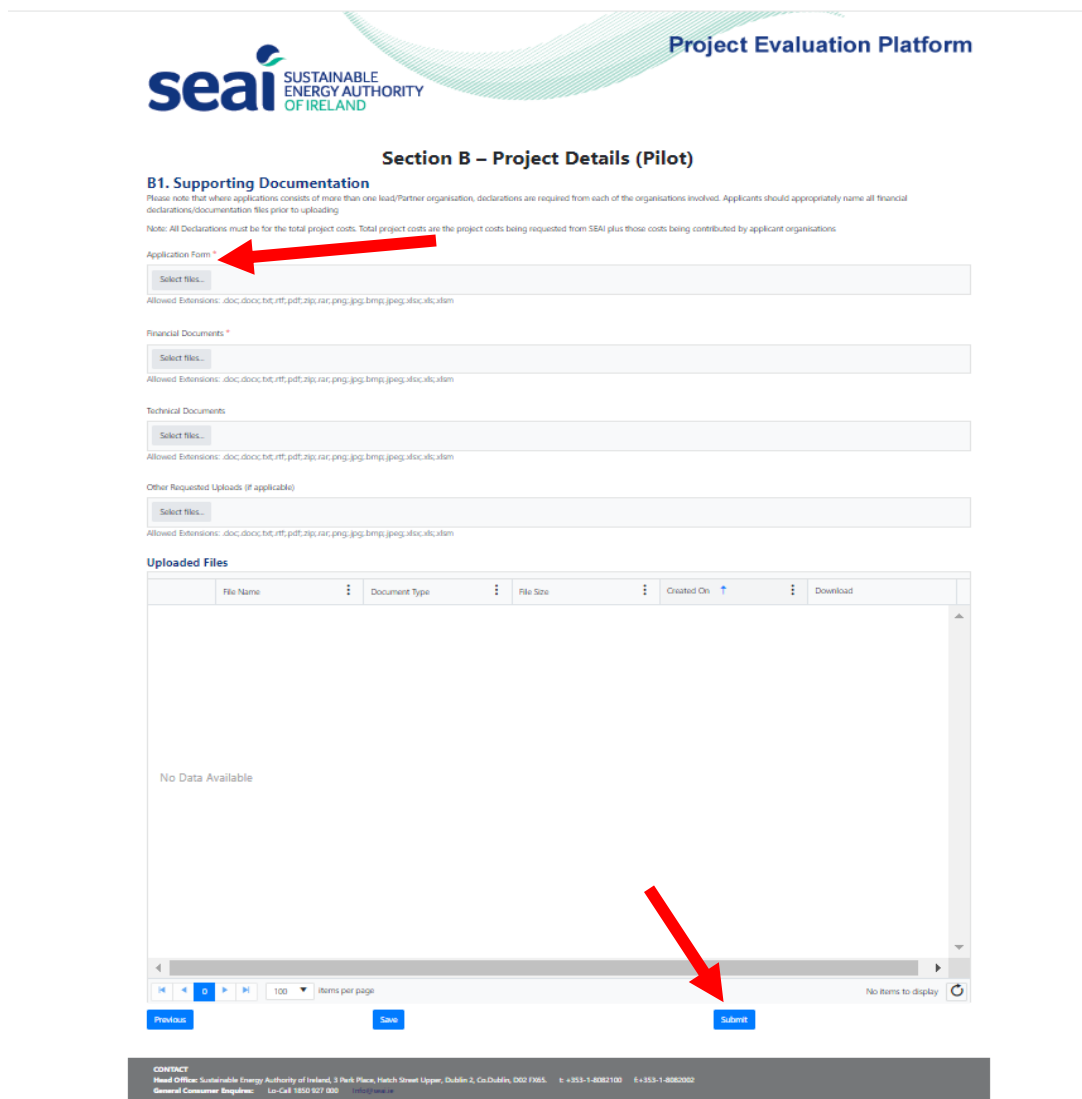
Supporting Documentation
Please attach all relevant supporting documentation under the appropriate heading.

IMPORTANT: If uploading multiple files in any of the Upload fields, please select the files using the **Ctrl**. Button.

Note: Please ensure attachments are correct prior to uploading. Files cannot be deleted after they have been added.

Where multiple versions of the same document are uploaded,

In Section B, supporting documentation can be uploaded.



SEAI will take into account only the most recently uploaded

If you wish to save your application and return later to edit, prior to submission, please press the **Save** button.

Before submitting your application, please ensure all details provided are correct, and all required documentation has been added.

Click **Submit** to Submit your application.

Warning: Once you click submit you will **NOT** be able to edit your application.

Your application has now been submitted, and will appear under the **'Applications Under Review'** heading with a Status of 'Submit'.