The online system is to be used for submitting applications, Terms and Conditions, and annual reports. Before entering the online system, be sure to read carefully through the sample application, Terms and Conditions, and applicant checklist on our website, http://www.treasury.gov/initiatives/recovery/Pages/1603.aspx.

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Registering As a New User

To register as a new user, go to: https://1603.treasury.gov
Click the “Register” button at the bottom, under the “New Users” heading on the left hand side of the page.

This will take you to the page to insert the user information. Follow the directions at the top of the page and enter the requested information in each of the boxes. **The email address entered will become your username.** The answers to the security questions are case sensitive, so be sure to remember exactly how you enter them and check the spelling.

Once all of the fields are complete, click the “Register” button at the bottom.

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**New users:**

**Note:** Eligible property under this program includes only property used in a trade or business or held for the production of income. Non business energy property, such as property used for residential purpose, does not qualify under this program.

**Further requirements:** If your organization falls any of the below designations, you are **not** eligible for Section 1603 payments, and should not continue with the application process:
- Federal, State, or local government or any political subdivision, agency, or instrumentality thereof.
- Organization described in section 501(c) of the Internal Revenue Code and exempt from tax under section 501(a) of such Code.
- Entity referred to in paragraph (4) of section 54(j) of the Internal Revenue Code.
- Partnership or pass-thru entity with a government or any political subdivision, agency, or instrumentality thereof, 501(c) organization, or 54(j)(4) entity as a direct or indirect partner (or other direct or indirect holder of an equity or profits interest).
- Foreign person or entity **not** qualifying for the exception in section 168(h)(2)(B) of the Internal Revenue Code with respect to the property.

**Instructions:** Click Register to set up your user name and password.

**IMPORTANT:** Please make sure you can receive communications from treas1603@nrel.gov from your email provider. This may entail reconfiguring your spam filter, adding this address to your " whitelist," or asking your administrator to unblock this address.
A Temporary password will be sent to your email. Once you have received the password, you may sign in for the first time from the main page, https://1603.treasury.gov.

Type your username (this is the email address you entered earlier) and the temporary password in the boxes under the “Registered Users” heading on the right hand side of the page. If the temporary password does not work the first time, try copying and pasting it from the email you received from the system to ensure it is exact. **Only copy and paste what is within the brackets; do not copy the brackets themselves.**

Once in the system you will be asked to answer security questions and to enter a new password. Be sure to remember this password. If you forget the new password, see [Changing Password](#) below. If you forget the answers to the security questions, see [Resetting Security Questions](#) below.

**Submitting an Application -- This feature is no longer available. The deadline for submitting new applications has expired.**

At the bottom of the Main Menu page, click the radio button next to “Add another property,” (even if this is your first application) then click the “Start or continue the application or reporting process” button.

This will take you to the Application Package Control Panel page for New Applications.
If the property has not yet been placed in service, select the month and year you expect the energy property to be placed in service. If the energy property has been placed in service, select the month and year the property was placed in service. Once the appropriate date has been selected, click the “Go” button. This will take you to the relevant application to complete.

This will take you to the Applicant Checklist page. Read through the Applicant Checklist before beginning the application to be sure you have all necessary documentation, as you will not be able to save the application and come back to it.

Once you are certain you have all necessary documentation, click the “Start the application process” button in the bottom left hand corner of the page. Next you will be taken to the application. Read each question and its directions carefully.
Converting a Begun Construction Application-- This feature is no longer available. The deadline for submitting new applications has expired.

Once a property for which a Begun Construction application was submitted is placed in service, the Begun Construction application may be updated to a Converted application.

To convert the application, click the radio button next to the relevant property at the bottom of the Main Menu page. Then click the “Start or continue the application or reporting process” button.

On the next page, click the blue underlined text that reads “Update Your Existing Begun Construction Application to Placed in Service” and click “Go”.

This will take you to the application for this property, and you can enter the placed in service information.

Once all information has been entered and all documentation has been uploaded, click the “Submit application” button in the bottom left-hand corner of the page in order to submit the updated application.

Once an application has been converted, you will not be able to modify or edit the application. You will be able to upload additional documentation for three days after converting the application. If you realize after converting the application that a mistake has been made, upload a document within this 3 day period explaining the error and provide the corrected information.
Submitting Application Documentation -- This feature is no longer available. The deadline for submitting new applications has expired.

When filling out the application, please note that you can only submit one attachment for each box given. Click the “Browse” button next to each relevant box to locate the document on your computer that you are looking to upload.

To attach additional documentation, you must wait until after you have submitted the application and return to the Application Package Control Panel page. Accepted file types include: Office (doc, docx, xls, xlsx), postscript (pdf), and plain text (txt) formats. Please limit total size of all files to 100 MB or less.

Click the radio button next to “Add/Modify Supporting Documentation,” then click the “Go” button. This function remains available for three days after an application is submitted.

Finding the Application Control Panel Page

Once you have signed in, at the bottom of the Main Menu page, click the radio button next to the relevant property, then click the “Start or continue the application or reporting process” button.
The next page you will see is the Applicant Control Panel page for previously submitted applications.

### Changing Username

The username is the email address used to originally submit the application. Only the applicant is able to view any applications he or she submitted. If for some reason, the applicant’s email changes, or an application needs to be linked to someone other than the original applicant, the applicant may request a change.

First, the new user must register in the online system (see [Registering as a New User](#)).

Next, the new user sends an email to 1603Questions@treasury.gov giving the following information for each application to be reassigned: 1.) the reason for the change, 2.) the new username, and 3.) the TAN of the original application (e.g. 2011E48SE012345).

At that point, the system administrator will be able to reassign those applications. Once this has been completed both the new user and the previous user will receive an email notifying them that the applications have been reassigned to the new user. Only the new user will have access to the application.

### Changing Password

To reset your password, you may click the "Help: I forgot, lost, or didn't receive my username/password or my password has expired" link on the main page, [https://1603.treasury.gov](https://1603.treasury.gov).
This takes you to the Reset Password page, where you type in your username (email) and click the “Enter” button.

The online system sends a temporary password to the email address entered. Type your username (this is the email address you entered earlier) and the temporary password in the boxes under the “Registered Users” heading on the right hand side of the page. If the temporary password does not work the first time, try copying and pasting it from the email you received from the system to ensure it is exact. Only copy and paste what is within the brackets; do not copy the brackets themselves. Note that passwords expire every 90 days.

Resetting Security Questions

You may email 1603Questions@treasury.gov to request that your security questions be reset. In the email, state 1) your username and 2) the old security questions (not the answers). Once the security questions have been reset, you will receive an email notification.

Security questions are case sensitive and the answers will only be accepted exactly as they were input when initially submitted. If at first the answers are not accepted, try submitting the answers with the first letter in both upper-case and lower-case letters. Check the spelling.

Submitting Reviewer Requested Application Documentation--This feature is no longer available. The deadline for submitting new applications has expired.

When the review team requests additional documentation, the applicant has 21 calendar days to upload the requested documents. Failure to submit documentation within the time period causes the application to be denied. After September 30, 2012, this is a final determination; the application cannot be reinstated.

To upload requested documents, at the bottom of the Main Menu page, click the radio button next to the relevant property. Then click the “Start or continue the application or reporting process” button.
On the next page, click the radio button next to “View information requested” in order to see what the review team is requesting; it is a duplicate of the email request from the review team. To upload the documentation click the radio button next to “Add/Modify Supporting Documentation,” then click the “Go” button.

The next page will allow you to upload the additional documentation. Click the “Browse” button next to each relevant box to locate the document on your computer that you are looking to upload.

Make sure the radio button next to “Add to existing documentation” is checked for each box. Once you have attached all additional documents, click the “Submit” button at the bottom of the page.
On the next page, if you have uploaded all additional documentation, you should click the “Close now” button at the bottom of the page; this will allow the review process to begin again. If you do not close, the review process will not be able to begin again until it closes automatically on the date given at the bottom of the page in bold.
Extending Reviewer Requested Application Documentation Time -- This feature is no longer available. The deadline for submitting new applications has expired.

After October 1, 2012, an applicant may increase the amount of time for responding to a reviewer request for documentation. This is done in the on-line system. At any time during the 21-day period an applicant has for responding to the reviewer’s request, the applicant may add 30 days to the 21-day period, thus allowing a total of 51 days for responding to the reviewer’s request. For example, an applicant with a 21-day period beginning on November 1, 2012 and ending on November 21, 2012 has the option of extending the period for another 30 days at any time between November 1 and November 21. Doing so allows the applicant until December 20, 2012.

Failure to extend the window during the 21-day period causes the application to be denied. Denial is a final determination; the application cannot be reinstated. Sending an email to 1603Questions@treasury.gov or to treas1603@nrel.gov does NOT extend the time period for responding to a reviewer request for documentation. The extension must be done in the on-line system during the initial 21-day period.

To extend the time, go to the Application Control Panel. Click the radio button next to “Extend the document upload window for the application by 30 days” then click the “Go” button. The “Review Issues Documents due:” will change to show the final day of the extended time period. The due date will also be shown on the Application Control Panel.

Submitting an Annual Report

At the bottom of the Main Menu page, click the radio button next to the property for which you are trying to submit an Annual Report, then click the “Start or continue the application or reporting process” button.

If you are not able to see the property for which you are trying to submit an Annual Report listed, you are not listed as the owner of this TAN. Send an email to 1603Questions@treasury.gov giving 1.) the reason you are requesting the TAN be reassigned to you, 2.) your username and 3.) the TAN (e.g. 2011E48SE012345) for each property to be reassigned.

At that point, the system administrator will be able to reassign that TAN. Once this has been completed both the new owner and the previous owner will receive an email notifying them that the TAN has been reassigned to the new owner. Only the new owner will have access to the TAN.
At the bottom of the next page, click the radio button next to “Add/Update Annual Performance Report and Certification,” then click the “Go” button.

This will take you to the report. Please be sure to read each question carefully before answering. When answering question 3.1, please be aware that the 1603 program offers payments in lieu of tax credit; therefore, receiving this 1603 payment alone is not reason to answer “yes” to this question. Click “yes” if you claimed a tax credit under section 45 or 48 for this energy property on your federal tax form. Otherwise, click “no”.

Once you have answered all the questions and attached supporting documentation, you may print a copy of the report by clicking the “Print without submitting” button at the bottom of the page. To submit, click the “Submit annual report” button at the bottom of the page. If you need to reset the form to remove all information you have entered, click the “Cancel (discard edits, restore defaults)” button.

If you experience any trouble uploading the documentation to provide evidence of annual energy production, please email 1603Questions@treasury.gov.
Extending Session Time

Once signed in to the online system, you will see a clock at the top right hand side of the screen that counts down from 60 minutes; this clock shows how much time is left in the session.

When there is one minute left, a pop-up window will appear giving you the option to extend the session. In order to extend your session for another 60 minutes, click the “Extend” button; otherwise, click the “Log off now” button. If you do not click either button, you will automatically be logged off once the final minute has passed.

Withdrawing an Application – After September 30, 2012 this causes the application to be denied; the application cannot be reinstated.

An applicant can withdraw an application at any point prior to award; note the warning above. To do so, at the bottom of the Main Menu page, click the radio button next to the relevant property. Then click the “Start or continue the application or reporting process” button.
On the next page, click the radio button next to “Withdraw this application,” then click the “Go” button.