

**Payments for Specified Energy Property in Lieu of Tax Credits  
Under the American Recovery and Reinvestment Act of 2009**

**1603 Program Online System Guide**

<https://treas1603.nrel.gov/>

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>.

<a href="#"><u>Registering as a New User</u></a>	Pages 1 – 2
<a href="#"><u>Submitting an Application (no longer available)</u></a>	Page 2
<a href="#"><u>Converting a Begun Construction Application</u></a>	Pages 2 – 3
<a href="#"><u>Submitting Documentation</u></a>	Pages 3 – 4
<a href="#"><u>Finding the Application Control Panel Page</u></a>	Page 4
<a href="#"><u>Changing Username</u></a>	Page 5
<a href="#"><u>Changing Password</u></a>	Page 5
<a href="#"><u>Resetting Security Questions</u></a>	Page 6
<a href="#"><u>Submitting Reviewer Requested Documentation</u></a>	Pages 6 – 8
<a href="#"><u>Extending Reviewer Requested Documentation Time</u></a>	Page 8
<a href="#"><u>Reinstating Suspended Application (no longer available)</u></a>	Page 9
<a href="#"><u>Submitting an Annual Report</u></a>	Pages 9 – 10
<a href="#"><u>Extending Session Time</u></a>	Pages 10 – 11
<a href="#"><u>Withdrawing an Application</u></a>	Page 15

## Registering As a New User

To register as a new user, go to: <https://treas1603.nrel.gov/>.

Click the “Register” button at the bottom, under the “New Users” heading on the left hand side of the page.

**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](mailto: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.

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.

**Instructions:**

- Type your email address in the first box below.
- Select a security question from the first dropdown list.
- Provide an answer to the selected security question. **Answers are case-sensitive.**
- Select a second security question from the second dropdown list.
- Provide your answer to the second security question. **Answers are case-sensitive.**
- Click Register

Email Address:

Choose a security question:

Answer to question 1:

Choose a second security question:

Answer to question 2:

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://treas1603.nrel.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.**

**Registered users:**

**Help: I forgot, lost, didn't receive my username/password, or my password has expired!**

Username:

Password:

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. See the next section for updating to a Converted Application.**

## Converting a Begun Construction Application

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.

Property	TAN	Status	Placed in service?
<input checked="" type="radio"/>		Begun Construction Adequately Demonstrated	NO

**New application**

Add another property

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

**Application Status: Begun Construction Adequately Demonstrated — TAN: [REDACTED]**

- View Application [Update Your Existing Begun Construction Application to Placed in Service](#)
- Sign the Terms and Conditions Form
- Add/Modify Supporting Documentation
  - View all supporting documents received
- Withdraw this application

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.

[Print without submitting](#)

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 Documentation

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.

**OTHER:**

- Please attach any additional supporting documents to support your application. *If you require more uploads than this form provides, supplement these with the "Add/Modify Supporting Documentation" function under the Application Package Control Panel for this application when finished.*

Attached is documentation to establish construction has begun:

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.

### Application Package Control Panel

Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

Contact the [administrator](#) if you do not receive an email confirmation after submitting your application. Once your application has been submitted, other functions are available. You can Sign the Terms and Conditions, view your application and supporting documents, see any review issues, check status, and, if necessary, add supporting documents.

To begin the annual performance report (submitted at the end of each year of service for five years), select "Add/Update Annual Performance Report and Certification" and click "Go".

[View checklist for properties already placed in service](#)

[View checklist for properties currently under construction](#)

#### Application Status: Received — [REDACTED]

- View Application
- Add/Modify Supporting Documentation
  - View all supporting documents received
- Withdraw this application

Go

## 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.

Property	TAN	Information Requested Due Date	Next Annual Report Due	Status	Placed in service?
<input type="radio"/> [REDACTED]	[REDACTED]	N.A.	Nov 23, 2013	Awarded	YES
<input type="radio"/> [REDACTED]	[REDACTED]	N.A.	N.A.	Under Review	NO

Continue the application or reporting process

The next page you will see is the Applicant Control Panel page for previously submitted applications.

### Application Package Control Panel

Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

Contact the [administrator](#) if you do not receive an email confirmation after submitting your application. Once your application has been submitted, other functions are available. You can Sign the Terms and Conditions, view your application and supporting documents, see any review issues, check status, and, if necessary, add supporting documents.

To begin the annual performance report (submitted at the end of each year of service for five years), select "Add/Update Annual Performance Report and Certification" and click "Go".

[View checklist for properties already placed in service](#)

[View checklist for properties currently under construction](#)

#### Application Status: Received — [REDACTED]

- View Application
- Add/Modify Supporting Documentation
  - View all supporting documents received
- Withdraw this application

Go

## 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.

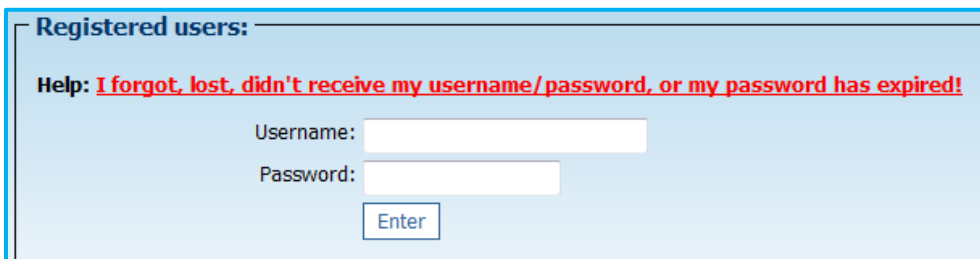
First, the new user must register in the online system (see [Registering as a New User](#)).

Next, the new user sends an email to [1603Questions@treasury.gov](mailto: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://treas1603.nrel.gov/>.

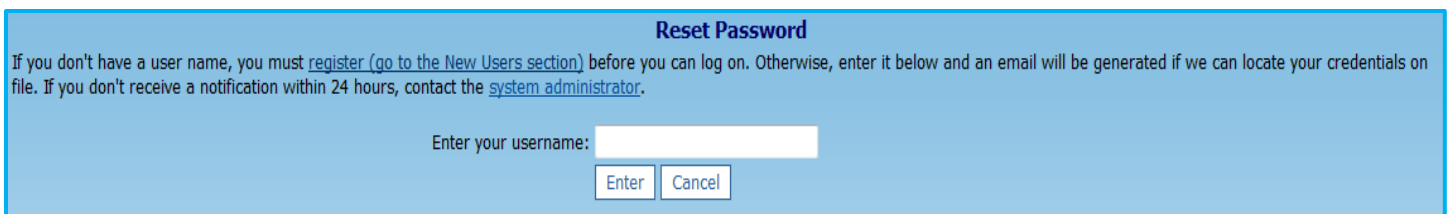


Registered users: [Help: I forgot, lost, didn't receive my username/password, or my password has expired!](#)

Username:

Password:

This takes you to the Reset Password page, where you type in your username (email) and click the "Enter" button.



**Reset Password**

If you don't have a user name, you must [register \(go to the New Users section\)](#) before you can log on. Otherwise, enter it below and an email will be generated if we can locate your credentials on file. If you don't receive a notification within 24 hours, contact the [system administrator](#).

Enter your username:

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 180 days.

## Resetting Security Questions

You may email [1603Questions@treasury.gov](mailto: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 Documentation

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.

**Application Processing and Reporting**

Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

If you wish to sign the Terms and Conditions for an application which you have submitted, to finalize a "Begun Construction" application that has been placed in service, or to submit additional documentation for an application or performance report, select from the list under "Previously submitted applications" below, then click "Start or Continue the application or reporting process".

If you wish to submit a new application, select "Add another property" under "New application" below, and then click "Start or Continue the application or reporting process".

If you wish to submit a new performance report, select from the list under "Previously submitted applications" below, then click "Start or continue the application or reporting process".

**Previously submitted applications**

Property	TAN	Status	Placed in service?
<input type="radio"/> [Redacted]	[Redacted]	Awarded	YES
<input type="radio"/> [Redacted]	[Redacted]	Awarded	YES
<input type="radio"/> [Redacted]	[Redacted]	Awarded	YES
<input type="radio"/> [Redacted]	[Redacted]	Awarded	YES
<input type="radio"/> [Redacted]	[Redacted]	Awarded	YES
<input type="radio"/> [Redacted]	[Redacted]	Awarded	YES
<input checked="" type="radio"/> [Redacted]	[Redacted]	Information Requested	YES
<input type="radio"/> [Redacted]	[Redacted]	Awarded	YES
<input type="radio"/> [Redacted]	[Redacted]	Under Review	YES
<input type="radio"/> [Redacted]	[Redacted]	Under Review	YES
<input type="radio"/> [Redacted]	[Redacted]	Under Review	YES
<input type="radio"/> [Redacted]	[Redacted]	Under Review	YES
<input type="radio"/> [Redacted]	[Redacted]	Under Review	YES
<input type="radio"/> [Redacted]	[Redacted]	Under Review	YES

**New application**

Add another property

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.

**Application Status: Information Requested — TAN: [REDACTED]**

- View Application
- Sign the Terms and Conditions Form
- Add/Modify Supporting Documentation
  - View all supporting documents received
  - View information requested
  - Withdraw this application

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.

**Documentation for [REDACTED]**

**Documentation for Properties Placed In Service** — for properties placed in service attach documentation: to establish that the property has been placed in service as claimed in Section 2C of the application; to demonstrate that the property has met the requirements shown in Section 4 of the application; and to support costs claimed in Section 5 of the application. See Program Guidance for information on acceptable documentation to establish a property is placed in service and meets the eligibility requirements and to support costs. If the applicant is a lessee (as indicated in Section 1B of the application), attach a waiver, as described in the Program Guidance, from the owner. For properties not yet placed in service, skip to "Documentation for Properties Not Yet Placed In Service."

Attached is documentation to support eligibility of the specified energy property:

Add to existing documentation  Replace existing documentation

Attached is documentation to support costs:

Add to existing documentation  Replace existing documentation

Attached is documentation to establish property is placed in service:

Add to existing documentation  Replace existing documentation

Attached is owner's waiver, if applicant is a lessee (as indicated in Section 1B of the application):

Add to existing documentation  Replace existing documentation

**Documentation for Properties Not Yet Placed In Service** — for properties not yet placed in service attach documentation to establish that construction has begun. See Program Guidance for information on acceptable documentation to establish that construction has begun.

Attached is documentation to establish construction has begun:

Add to existing documentation  Replace existing documentation

**Additional Documentation (Other)** — for adding documentation that is not captured in any of the headings above.

Attached is additional documentation:

Add to existing documentation

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.

**All files associated with TAN:** [REDACTED]

**Section 6A1. Documentation supporting eligibility of the specified energy property**

- [REDACTED].pdf (posted 09/06/2011 10:03 AM) - [id\\_171524.pdf](#)

**Section 6A2. Documentation supporting costs**

- [REDACTED] Cost Basis.pdf (posted 09/06/2011 10:03 AM) - [id\\_171525.pdf](#)

**Section 6A3. Documentation to establish property is placed in service**

- Placed in Service [REDACTED].pdf (posted 09/06/2011 10:03 AM) - [id\\_171526.pdf](#)

**Section 6C. Additional Documentation**

- [REDACTED] Tax statement.pdf (posted 09/26/2011 07:44 AM) - [id\\_184181.pdf](#)
- [REDACTED] Farm Operations.pdf (posted 10/04/2011 07:10 AM) - [id\\_191687.pdf](#)
- [REDACTED] physical verification.pdf (posted 10/14/2011 08:58 AM) - [id\\_198847.pdf](#)
- [REDACTED] 2010 taxes proof of farm production and income..pdf (posted 10/24/2011 08:14 AM) - [id\\_204534.pdf](#)

**Request for further information period - OPEN. Expires and automatically closed on 12/09/2011 .**

(Close only if you are finished adding all requested documents.) **Request for further information period - OPEN.**

## Extending Reviewer Requested Documentation Time

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](mailto:1603Questions@treasury.gov) or to [treas1603@nrel.gov](mailto: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.

**Application Status: Information Requested – TAN** [REDACTED]

Review Issues Documents due: **Jan 23, 2013**

- View Application - [Revise application \(only allowed with supporting documentation\)](#)
- Add/Modify Supporting Documentation
- View all supporting documents received (and Close REVIEW ISSUES)
  - Extend the document upload window for this application by 30 days.
- View information requested
- Withdraw this application

The National Renewable Energy Laboratory is providing technical assistance for Section 1603 applications on behalf of the U.S. Treasury Department

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

## 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](mailto: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.

Property	TAN	Information Requested Due Date	Next Annual Report Due	Status	Placed in service?
<input type="radio"/>	[REDACTED]	N.A.	Nov 23, 2013	Awarded	YES
<input type="radio"/>	[REDACTED]	N.A.	N.A.	Under Review	NO

[Continue the application or reporting process](#)

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.

**Application Status: Awarded — TAN:** [REDACTED]

- View Application
- Sign the Terms and Conditions Form
- Add/Modify Supporting Documentation
  - View all supporting documents received
  - View information requested

**Post-Award Annual Performance Reporting**

- Add/Update Annual Performance Report and Certification
  - View all submitted performance reports/certifications
- Add/Modify Supporting Annual Performance Report Documentation
  - View all supporting documents received

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”.

**Section 3 - Property Information**  
**3.1. Has a tax credit (section 45 or 48 of the Internal Revenue Code) been claimed for this energy property? (This does not mean the 1603 payment.)**  
 No  
 Yes

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.

**Section 5 - Certification and Signature of Owner/Preparer**  
I certify, under penalties of perjury, that the information provided in the Annual Performance Report to the best of my knowledge and belief is true, correct, and complete. Further, I agree the information contained in this report can be disclosed to the Internal Revenue Service.

First Name:  Last Name:   
Title:  Phone:  000 000  
0000 [(]-]  
Email:  Signature (enter your password):   
Entering your password has the same legal effect as your handwritten signature.

NOTE: We strongly suggest that you print this form prior to submitting

**If you experience any trouble uploading the documentation to provide evidence of annual energy production, please email [1603Questions@treasury.gov](mailto: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.

user profile | sign off | contact us | navigation logged in as XXXXXXXXXX Session time: 59:21

**Main Menu**

**Application Processing and Reporting**  
Instructions: Before beginning, we suggest you gather all information necessary. You will need to have electronic copies of all your supporting documentation. If you exit before successfully submitting, the information will not be saved and you will have to re-enter any information previously entered.

Your session will time out in one hour. If you require additional time, please click the Submit button. The session will then be extended for an additional hour and you will be prompted to complete and/or correct any incomplete or erroneous fields.

If you wish to sign the Terms and Conditions for an application which you have submitted, to finalize a "Begun Construction" application that has been placed in service, or to submit additional documentation for an application or performance report, select from the list under "Previously submitted applications" below, then click "Start or Continue the application or reporting process".

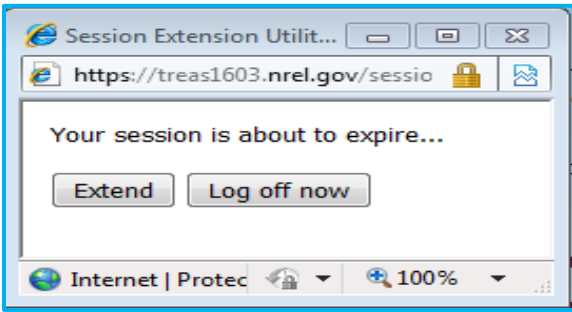
If you wish to submit a new application, select "Add another property" under "New application" below, and then click "Start or Continue the application or reporting process".

If you wish to submit a new performance report, select from the list under "Previously submitted applications" below, then click "Start or continue the application or reporting process".

**Current logged-in user is neither a contact nor owner for any existing applications**

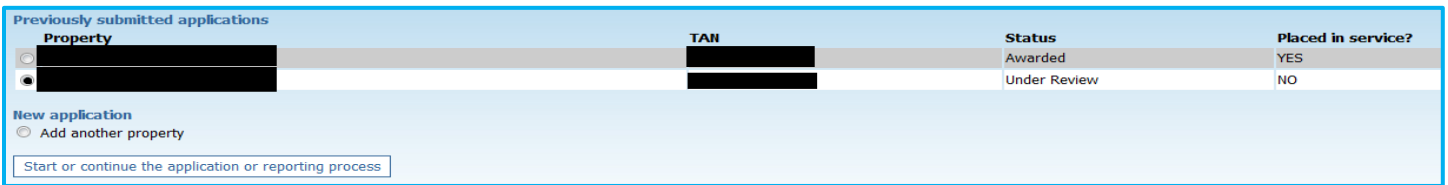
**New application**  
 Add another property

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.

