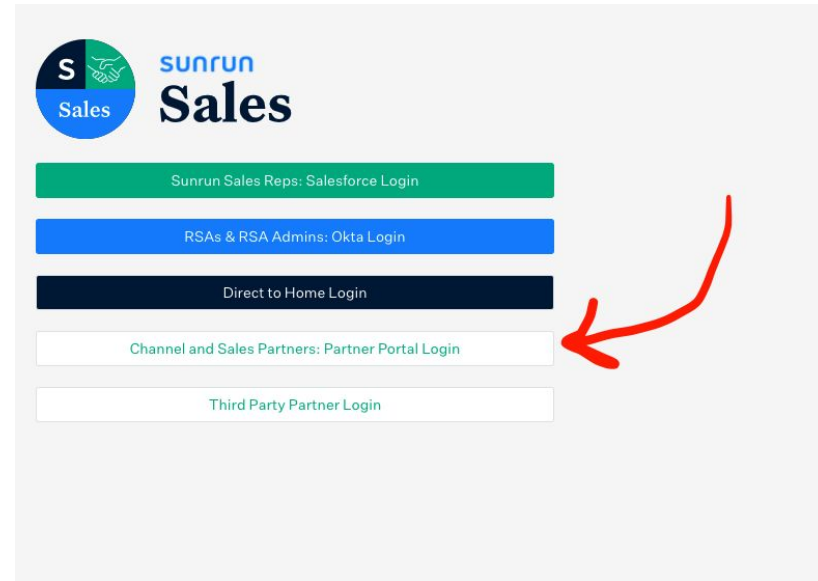
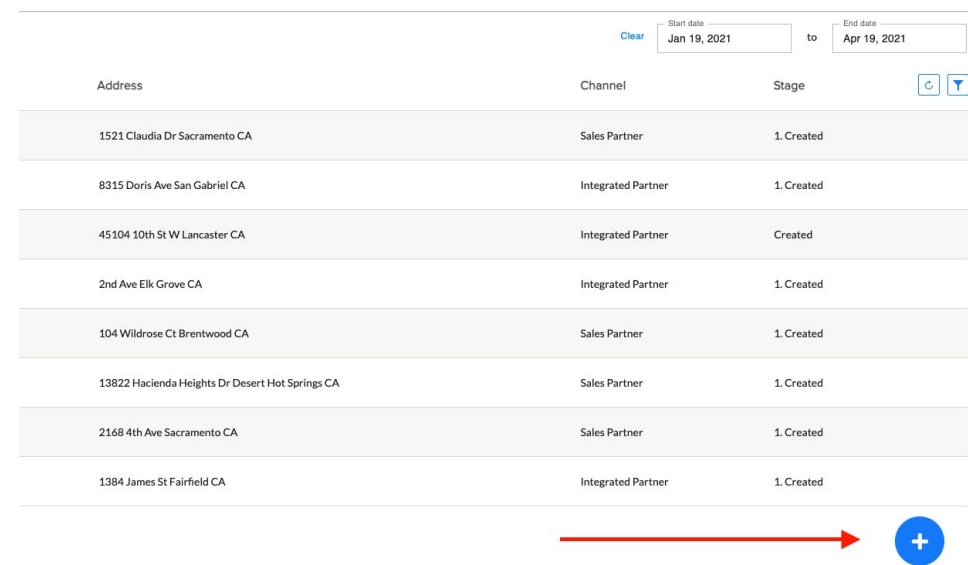




If you have your login credentials, just go to go.sunrun.com and login. You'll be prompted for the type of login; you want to click on "Channel and Sales Partners":

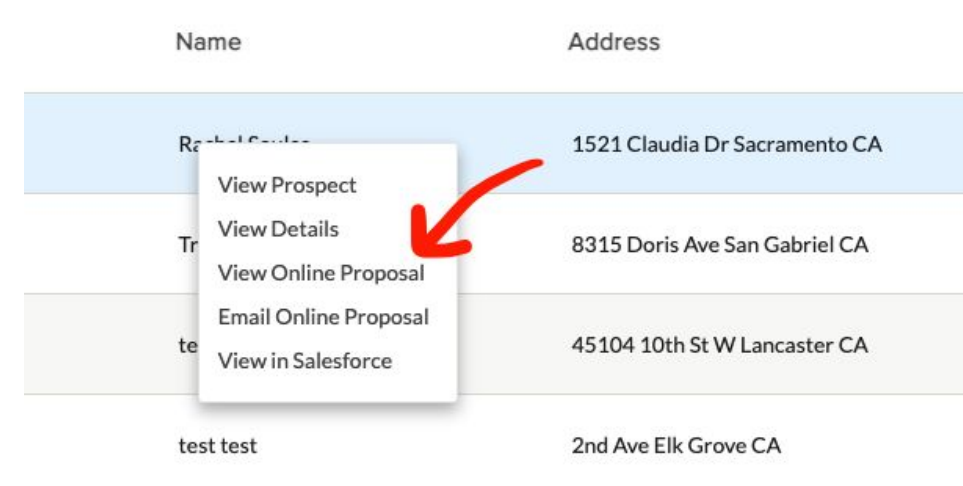


On the next screen, press the little blue + sign on the bottom right corner to create your customer. Like this:



Fill in all of the fields on the resulting screen. When you're done, click "Save" on the bottom of the screen, then click "View Online Proposal". (No Image Needed)

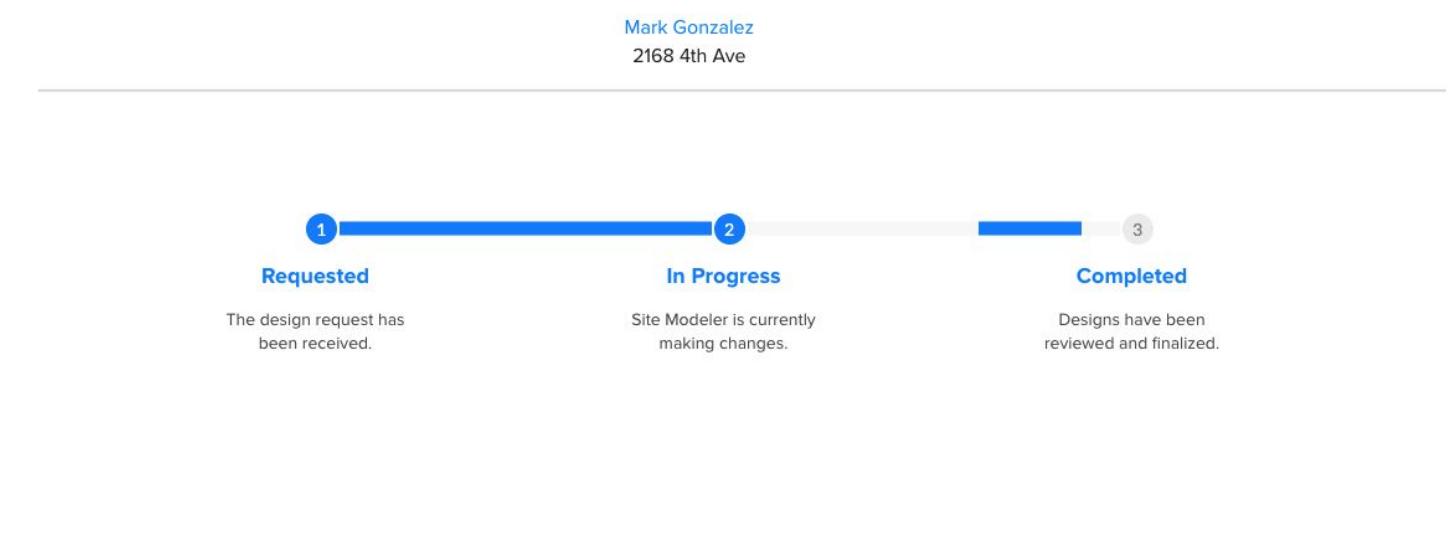
**Quick side note:** If you're ever on the home screen of go.sunrun.com and you're looking at your list of projects, you can return to the proposal by clicking on your customer's name where you'll see a few options. Select "View Online Proposal". You can do this any time you'd like to use the Sunrun pre-maid sales pitch-deck. From the home screen, it would look like this:



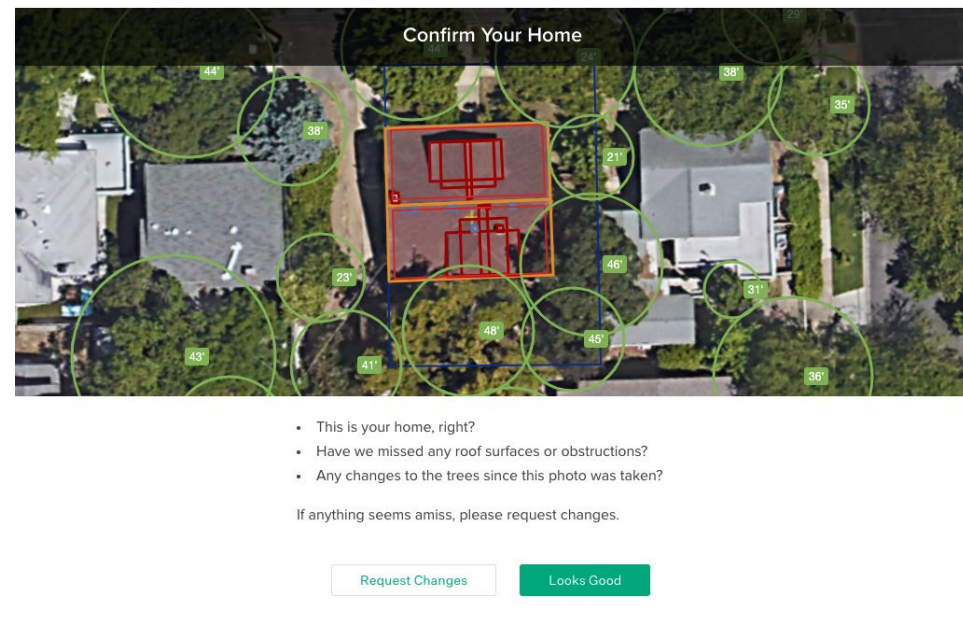
Okay, let's assume you're looking at your online proposal now. The first thing to do is click the white circle on the **bottom right** that looks like 3 pieces of paper. This is essentially the "table of contents" for your proposal. Let's go there by clicking here:



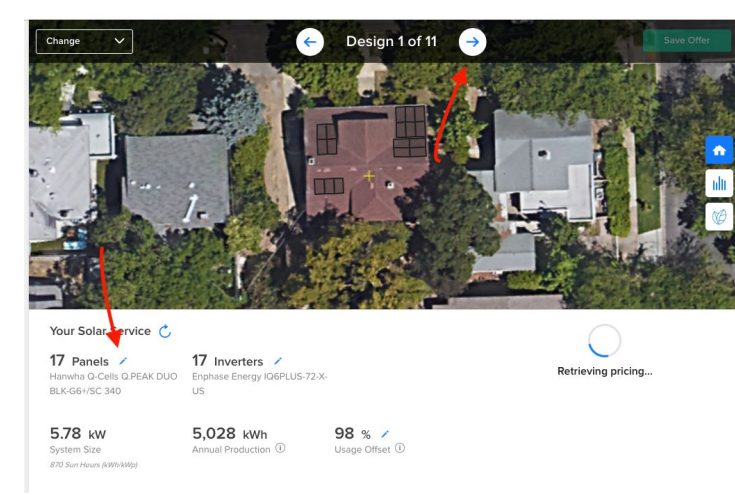
Now that you're on the table of contents for your proposal, scroll down and click on the one that says "Your Design". If you're doing all of this quickly, the Sunrun proposal team may not have had time to complete your proposal just yet. You may need to leave your browser tab and let it run for a while. It will look like this:



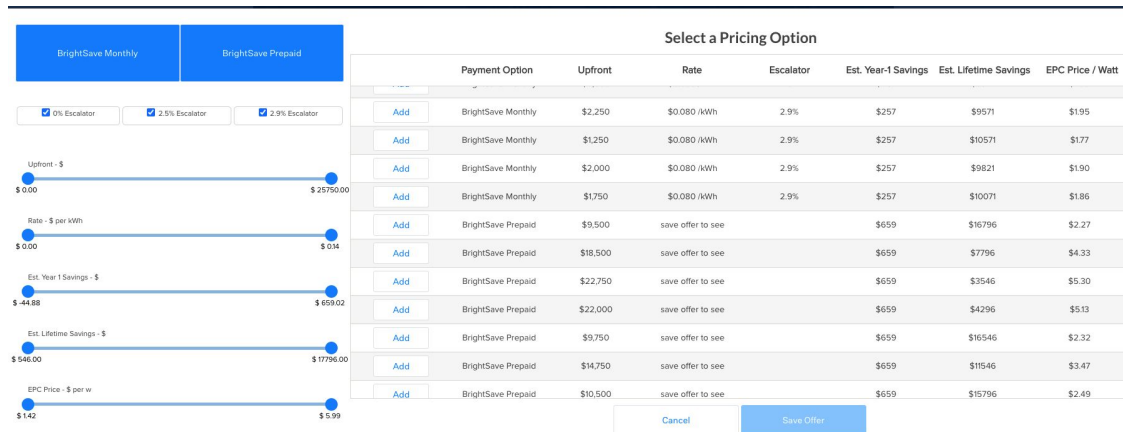
You will get an email notification when your proposal has been completed. Your screen will now look like the image below. If you have questions or comments for the Sunrun proposal team, click "Request Changes". Otherwise, click "Looks Good".



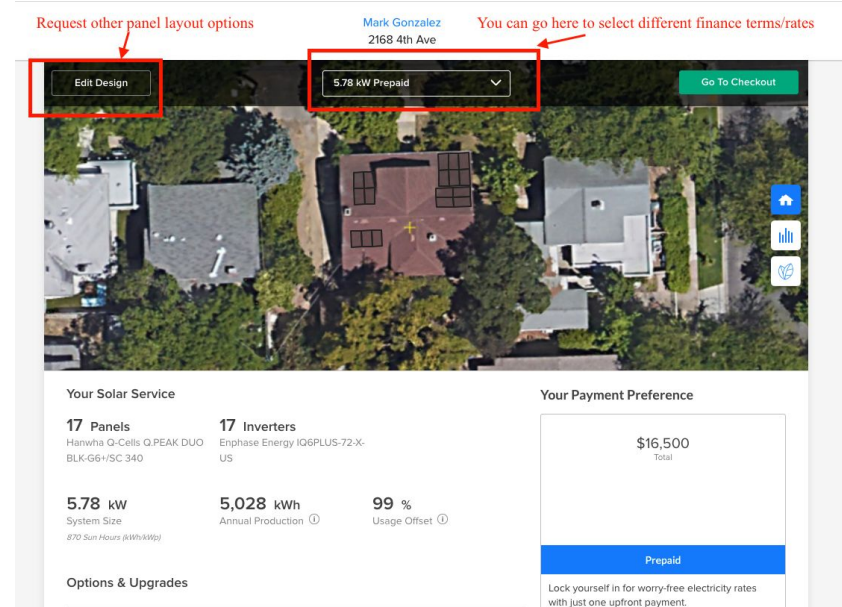
On the resulting screen, you'll have a few options:



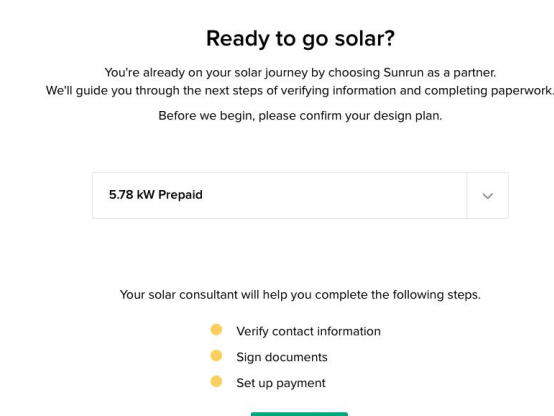
Once the tool has stopped "Retrieving Prices", you'll get to the screen you see below. Here, you can use the sliders on the left hand side to filter the options on the right side of the screen. Once you see an option on the right side that you like, click "Add". Then click the "Save Offer" button:



On the resulting screen, you have some options.



Scroll down further on the same screen and you'll see an option to view the proposal as a PDF file if that is your preferred sales tool. Or, return to the home screen of go.sunrun.com and click on your customer's name, click "View Online Proposal" and you can utilize the Sunrun pre-made sales pitch-deck. Regardless of which sales tool you use, you'll always find an option to "Go To Check Out" which will take you to this screen:



This button launches the credit check process. From there, everything is done the instructions that the homeowner will receive. From there, Please be sure to email [support@goldrushenergy.com](mailto:support@goldrushenergy.com) so that we are aware that sale has been completed and that a site survey needs to be scheduled. Please also include a copy of a recent utility bill.