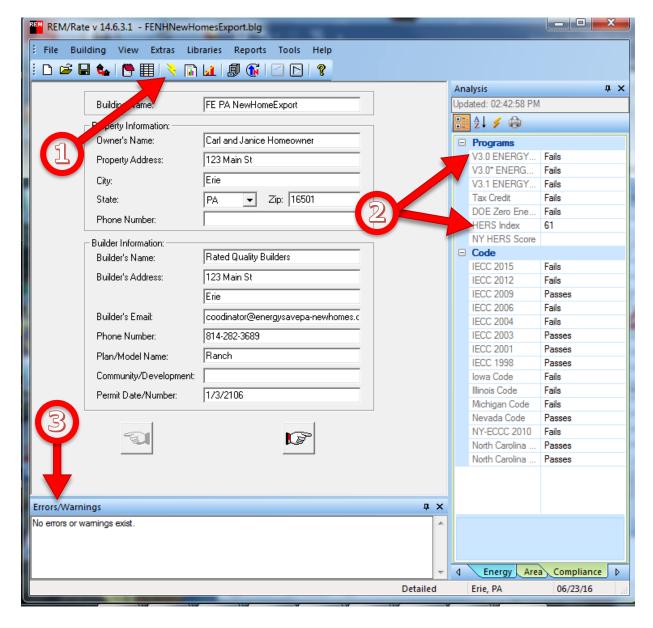
Export a Rating File - FirstEnergy New Homes Program

To upload your rating to Compass, you must upload both the building model (the .blg file) and the export file (the .mdb file). A rating (projected or confirmed) can be uploaded to the Compass server after the .mdb file is exported from REM/Rate.

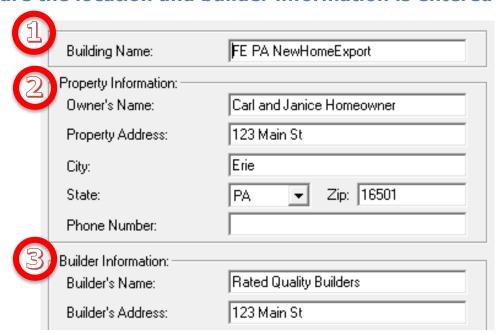
Make sure the model is complete and functional



Successful, accurate model:

- 1- Run the Quick Analysis
- 2- Verify on the compliance tab what the HERS index is, and whether or not it passes ENERGY STAR
- 3- Look for any errors or warnings. If there are warnings that do not need correction in your model, consider entering an explanation in the notes field for the file.

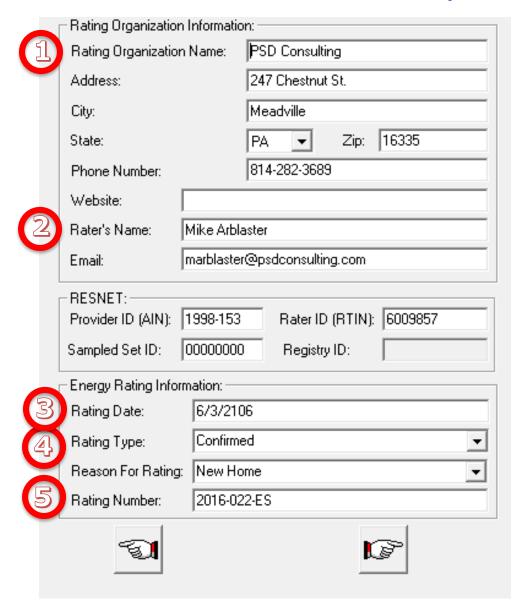
Make sure the location and builder information is entered



Basic data entry:

- 1- Building Name should be unique among your ratings. You will use this to identify which home you are uploading to Compass
- 2- The Property Address should match the address you enter into Compass
- 3- The Builder's Name should also be the same as it is entered into Compass

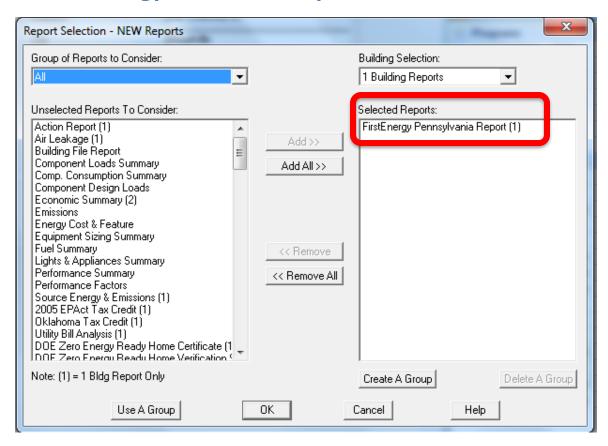
Make sure the Rater information is entered and complete



Basic Rating Information:

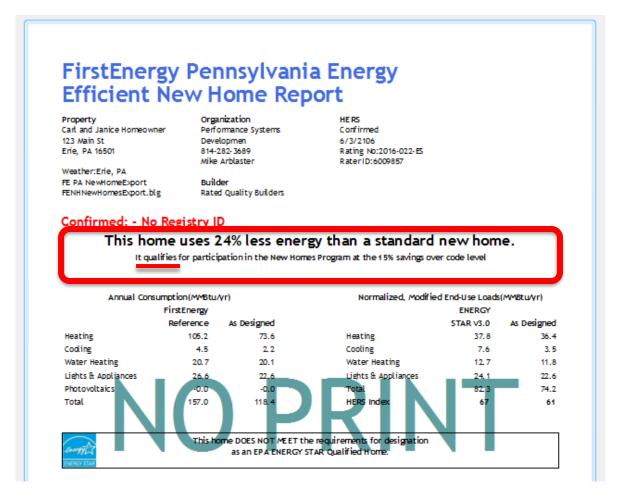
- 1- Rating Organization Name should be your company name, as listed in Green Energy Compass
- 2- Rater's Name also should be as listed in Compass
- 3- Rating Date is the date of the plan review, for a Projected Rating, or the date of the performance testing and field verification, for a Confirmed Rating
- 4- You can submit a Projected Rating for incentive preapproval, at the plan review stage, or simply submit the Confirmed Rating at time of completion.
- 5- The *Rating Number* should be unique to this address. Your Accredited HERS Provider may have assigned you numbers, or a numbering strategy, for each rating

Run the FirstEnergy New Homes Report



It is titled FirstEnergy Pennsylvania Report

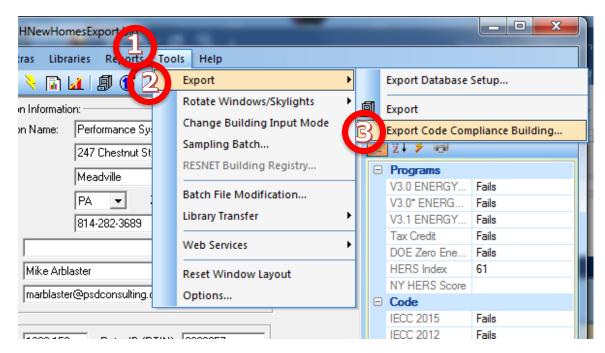
A qualifying home will use at least 15% less energy than the reference home



Make sure the home qualifies,

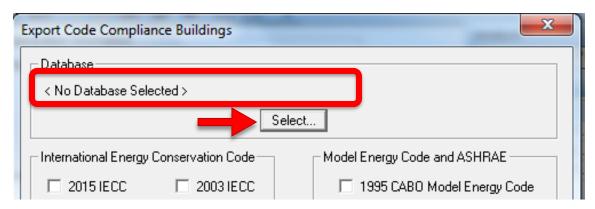
Also note if the home qualifies for the energy efficiency requirements for ENERGY STAR. You will be asked, in Compass, to confirm that other ENERGY STAR requirements have been met, such as the *Thermal Bypass Checklist*. Participation in the **FirstEnergy New Homes** program does not require ENERGY STAR, but there are increased incentives for ENERGY STAR Qualified homes.

Export to a database file



- 1- select the **Tools** menu
- 2- choose **Export**
- 3- Export Code Compliance Building...

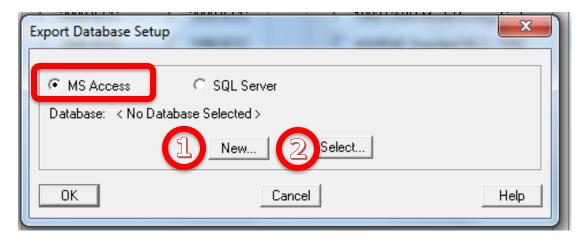
Make sure you have a database (.mdb file) selected



Typically, you will use a different export database for each building you are rating. If the database listed at the top is the .mdb file you wish to use, you can skip the following steps

To create a *new export database*, or to select a *different export database*, click the **Select...** button.

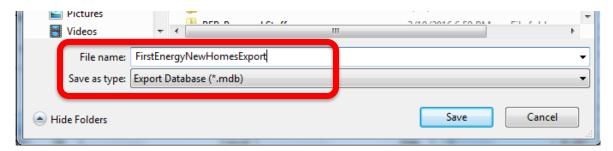
Export Database Setup



The database format is **MS Access**.

- 1- To create a new database, click **New...**
- 2- if you will be exporting to an already existing database, click **Select...**

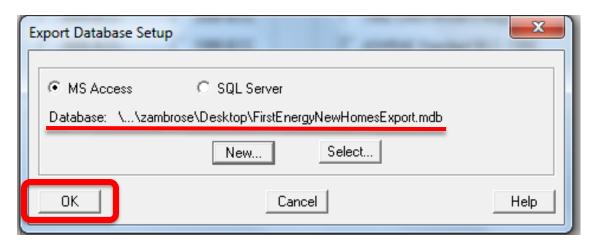
Create an export database



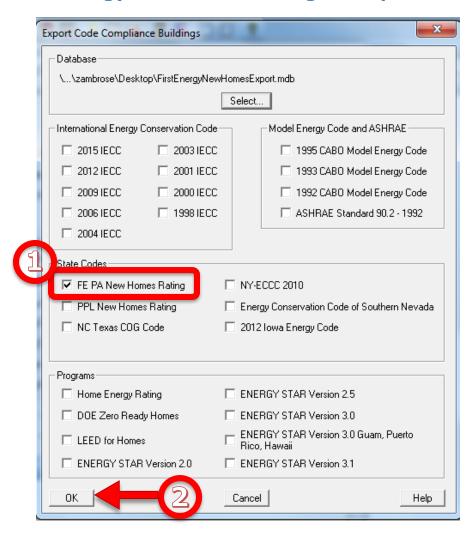
Choose a name that is useful for your record-keeping. The database can have any *Windows* file name. You should create a separate database file for each home you rate, and in most cases you'll want to store it with the REM/rate building file.

Note: REM/rate does not store your database selection with each .blg file. When you export to multiple databases, you will have to select the database each time you export a different building.

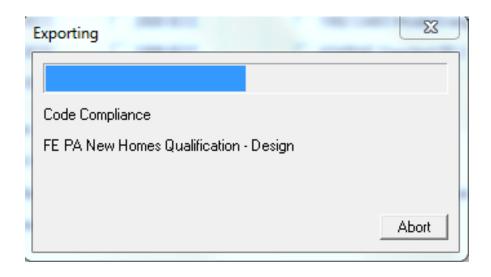
Verify the correct database (.mdb) is listed, click OK



Select the FirstEnergy New Homes Rating for export



- 1- Make sure FE PA New Homes Rating has a check next to it.
- 2- Click **OK** to generate the export



The rating is exported to the database, and ready for upload to Compass