

# XOOM ENERGY

## MEDIUM & BIG BUSINESS PROGRAM INSTRUCTIONS

### XOOM ENERGY MEDIUM & BIG BUSINESS ELIGIBILITY

The Business Lead Pass Form should only be used for businesses with an annual commodity spend of \$17,000 – \$500,000

### HOW TO SUBMIT A LEAD:

- Print and complete the Business Lead Pass Form that corresponds to the state in which the business is located. All information must be filled out in its entirety and must be legible and accurate, including the business customer's utility account information
- Complete the Customer Information Form:
  - All contact information must be provided
  - IBO Information must be provided and complete
  - Under Contract? Please have the customer confirm if they are under contract and provide the contract terms and end date.
- Complete the Letter of Authorization (LOA) -- does not apply to IN, KY, MI, and VA markets
  - You must complete a separate LOA for each legal entity(s) you enroll
  - Complete the Personal Information Section
  - List the accounts for which a quote is requested
  - Print Name
  - Sign and Date

- Provide Invoice Copies
  - Please provide a complete copy of the most recent invoice showing usage for each account you will be requesting a quote for.
  - For IN, KY, MI and VA only – Please provide either 12 months of invoice copies showing usage, or a most recent invoice copy if it contains a listing or legible graph of 12 months of usage for each account.
- Email form and required invoice documentation to **bbpinfo@xoomenergy.com**.

### AFTER A LEAD IS SUBMITTED:

- XOOM Energy will evaluate the opportunity, contact the potential customer and develop an energy proposal designed specifically for their needs.
- IBOs will be updated with the status of submitted leads via email throughout the process.
- Customers will not appear on your PCL until they have returned a signed contract for service and complete their enrollment.