

# How To: Enter ECIP for Payment and Upload ECIP Documentation

Once ECIP Documentation has been reviewed and reconciled, CAA must upload all documents associated with the Crisis to the System of Record. Documents may include the following depending on the type of emergency and type of remedy used to avert the Crisis:

- Crisis Checklist
- System generated Credit Notification
- Manual Credit Notification
- Manual Credit Notification- Provisional CTE/Repair Service
- Metered Delivery Ticket
- Invoice
- Confirmation of restoration or revocation of scheduled disconnect
- Documentation of CAA payment for ECIP Provisional measures (non-contracted vendor, space heaters, temporary relocation)

ECIP documentation must be uploaded in the Case Notes section of the System of Record. These files will not be visible in the Files Section of the Application.

## To Upload ECIP Documentation in the Case Notes section:

Enter a Case Note/Comment indicating reconciled ECIP documentation has been uploaded.

Click Save.

Refresh the page. This will make the 'files' button appear.

Click 'Files' Button.

## Case Notes

Application Information

Primary Applicant:	ECIPSample MH	Physical Address:	123 Test Ln, Augusta, ME 04330
Application Type:	LIHEAP - Standard	Mailing Address:	123 Test Ln, Augusta, ME 04330
Application Status:	Certified with Benefit - 4 days	Application ID:	792417
Intake Type:	Paper Application	Application Date:	10/24/2024

Case Notes | Review Notes | Client Notes

Date Changed	User	Comment	
11-5-2024	McPherson, Lori	Reconciled 11-1-2024 ECIP documents uploaded.	<div style="text-align: right;"><a href="#">Add New Comment</a> <a href="#">Files</a> <a href="#">Remove</a></div>



The General Note Files screen will appear.

Select 'Other' in the 'Select Type' drop-down.

Select 'Choose File'.

General Note Files

**Add File**

Select Type: Other

Select File: Choose File No file chosen

Upload

A maximum total filesize of 25 MB can be uploaded at a time.

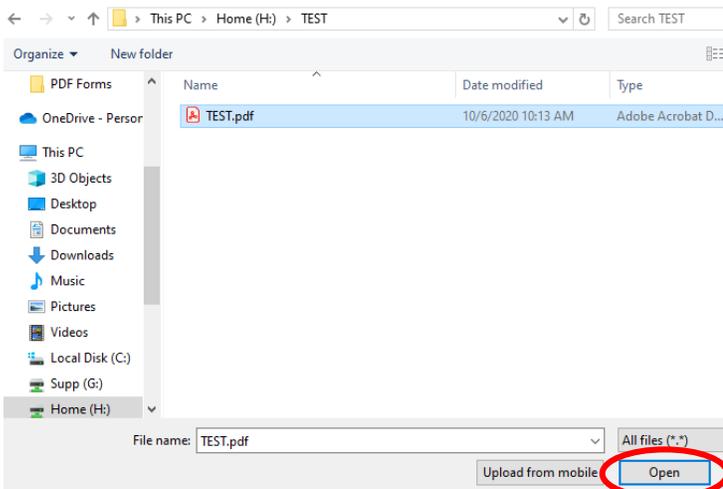
**Uploaded Files**

File ID	File Name
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Close

Find and select the ECIP Documentation File to upload.

Select 'Open'.



Select 'Upload'.

General Note Files

**Add File**

Select Type: Other

Select File: Choose File ECIP Test Document.docx

Upload

A maximum total filesize of 25 MB can be uploaded at a time.

**Uploaded Files**

File ID	File Name
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Close

The selected file will be uploaded to the Application and can be viewed by selecting 'Download'.

**General Note Files**

**Add File**

Select Type: Other

Select File: Choose File | No file chosen

Upload

A maximum total file size of 25 MB can be uploaded at a time.

**Uploaded Files**

File ID	File Name	
1368463	ECIP Test Document.docx	Download Delete

Close

### To enter ECIP for Payment:

Once Crisis has been remedied, go to the corresponding Credit Notification in the Benefit History:

Select 'Payment'.

VALIDATION: VALID | Online App Survey | 7 Files Attached | Live Support | Online Help

Application Instances: ECIPSample MH

### Benefit History

**Application Information**

Primary Applicant:	ECIPSample MH	Physical Address:	123 Test Ln, Augusta, ME 04330
Application Type:	LIHEAP - Standard	Mailing Address:	123 Test Ln, Augusta, ME 04330
Application Status:	Certified with Benefit	Application ID:	792417
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**Benefits Issued**

Benefit Type	Benefit Date	Recipient	Benefit	Fuel	Rescinded	Invoiced	Outstanding	Paid	Status
Standard	10/24/2024	Fabian Oil Inc.-Oakland	\$345.00	Oil	\$0.00	\$0.00	\$345.00	\$0.00	Payable

Totals | Benefit: \$345.00 | Rescinded: \$0.00 | Invoiced: \$0.00 | Outstanding: \$345.00 | Paid: \$0.00

**Credit Notifications**

Benefit Type	Fuel Type	Vendor	Approved Date	Balance	Action
ECIP - Fuel	Oil	Fabian Oil Inc.-Oakland	10/27/2024	\$133.90	Payment Rescind Download

The Credit Notification Payment screen will populate.

Enter the following:

- **'Delivery Date'**
  - Fuel Emergency: date of delivery
  - Utility Disconnect: date service was restored or disconnect was lifted
  - System Repair: date of service
  - Space Heater: date space heater was provided to Household
  - Temporary Relocation: date of check-in
- **'Delivered Amount'**
  - Fuel Emergency: enter the cost of fuel delivered to be paid by the ECIP benefit
  - All other types: enter the total amount of the ECIP
- **'Units Delivered'**
  - Fuel Emergency: enter the number of units delivered to be paid by the ECIP benefit
  - All other types: enter 1
- **'Delivery Fee'**
  - Fuel Emergency: enter the cost of the delivery/service fee

The 'Price Per Unit' will automatically calculate.

- Notes can be entered to document situations, such as why delivery did not meet the timeframe or why the total amount is less than what was approved.
- Approved Date and Approve By fields will auto populate.

'Save'.

The screenshot shows a web form titled "Credit Notification Payment". The form contains several fields and sections:

- Type:** ECIP - Fuel
- Balance:** \$133.90
- Fuel Type:** Oil
- Delivery Date:** 10/27/2024
- Vendor:** Fabian Oil Inc.-Oakland
- Delivered Amount:** \$33.90
- Units Delivered:** 9.42
- Delivery Fee:** \$100.00
- Price Per Unit:** 3.5987
- Payment Amount:** \$133.90
- Certified Date:** 10/27/2024 09:15AM
- Certified By:** McPherson, Lori
- Approved Date:** 10/28/2024
- Approved By:** McPherson, Lori
- Notes:** A large text area for entering notes.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

Red boxes in the original image highlight the "Delivery Date", "Delivered Amount", "Units Delivered", "Delivery Fee", and "Save" fields/buttons.