Revised 12/2025

Clark Public Utilities
Commercial Lighting Incentive Program (CLIP)
Trade Ally Step by Step User Guide for Online Lighting Calculator

Contents

Getting Started with the Online Lighting Calculator

User roles and requesting a login

BPA creates all new organizations, including trade allies, and user accounts within the Online Lighting Calculator. For trade ally accounts, the following user types are available:

- **Trade Ally Users**: Can create and edit projects, view all projects created by other users associated with assigned trade ally organization, and submit projects for utility review.
- **Trade Ally Managers**: Currently the same as Trade Ally Users, however, may be utilized in future to provide additional functionality to designated managerial accounts within organizations.
  - Note: the first individual entered for any organization will be the manager for that organization. Other users will be entered as regular users unless otherwise requested.

To be added as a trade ally organization and/or add additional users, email the following information to lighting@bpa.gov:

- **New organization request**: Organization long name (e.g. Clark County Lighting Installer), short name if applicable (e.g. CCLI), the initial user's full name and email, and the organization type (trade ally).
- **New account request**: full name, email address and requested account type (manager or user).

Download MINT application

Apple and Macintosh (not compatible with an iPhone)

- Open the Apple App Store and Search for Hancock MINT Mobile Intake Tool.
- Download and install the app to your tablet.
    - Update Tips:
        - The Apple App Store provides the recent version of the MINT app
        - Ensure automatic updates are enabled or be prepared to check for updates every time you use the app.
        - If automatic updates are disabled, you must manually check and install updates when available.

Microsoft Windows Users

- Visit the Hancock Software download page: https://bpa.hancocksoftware.com/mint/
- Select the appropriate version of the installation for your desktop.
- Download and run the .exe file.
    - An installation wizard will guide you through the setup process.
    - You will need to manually check for and install updates when available.

Access the Hancock Cloud

The Hancock Cloud is accessible using any standard web-browser. Click the following link to log in: https://bpa.hancocksoftware.com/HEEC/#/login.

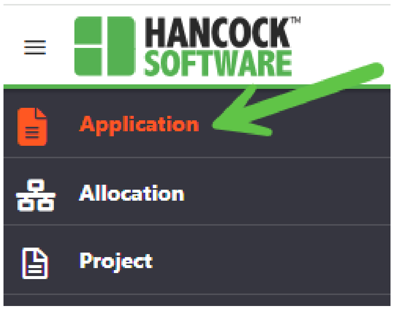
Additional BPA Resources

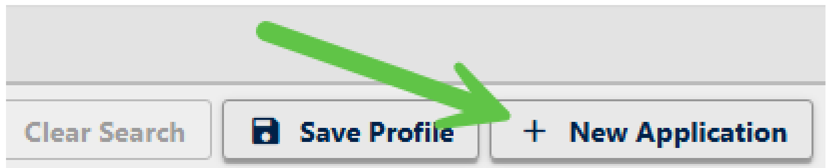
BPA Online Lighting Calculator FAQ
BPA Online Calculator User Manual
Email BPA

Creating a New Application and Project in the Cloud

Create an Application

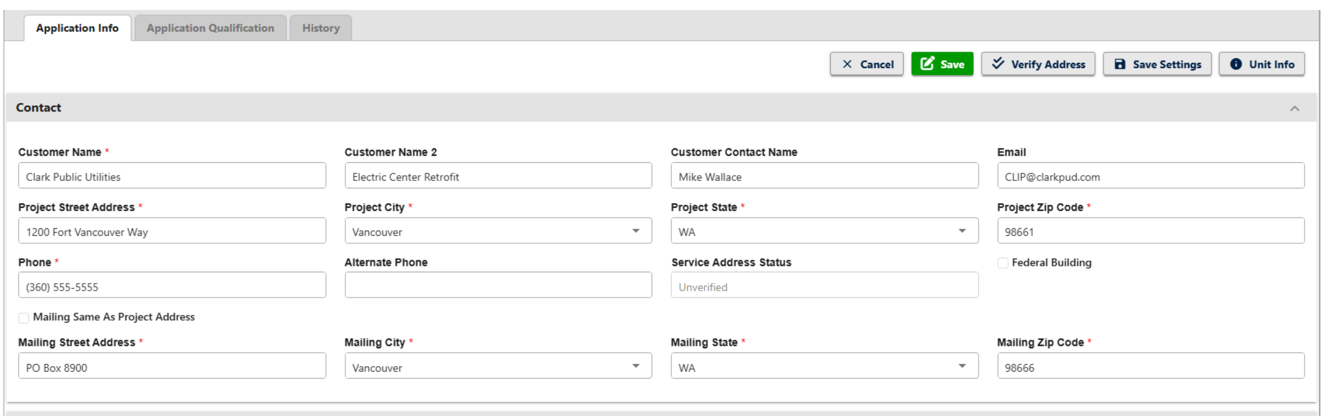
Log into the Hancock Cloud and click Application in the left-hand navigation menu if not already selected. Select the New Application button at the far-right top of the screen.



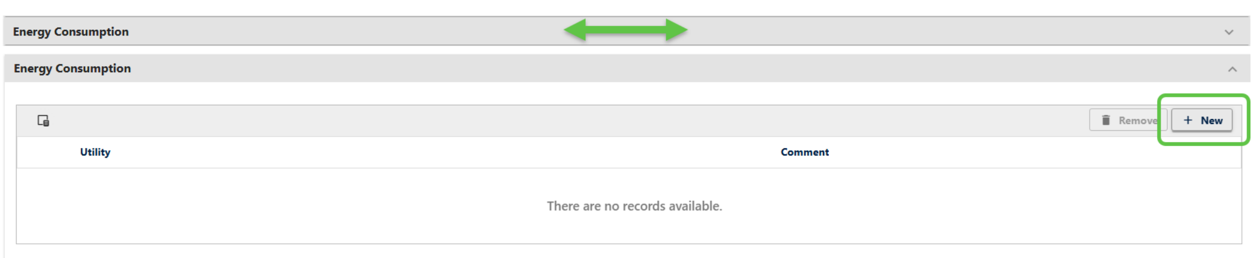


Enter in all required information as applicable under the Application Info Tab and select save.

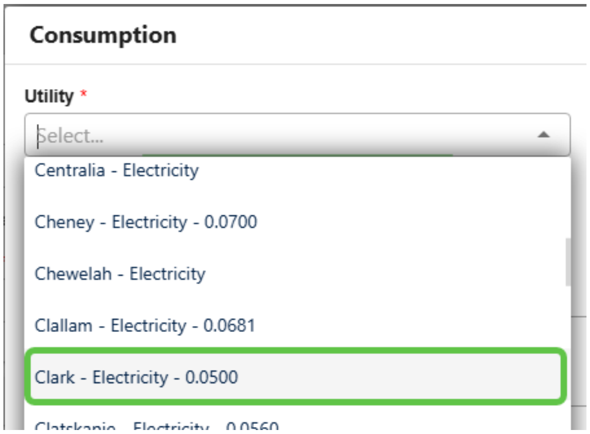
- **Note:** Customer Name should be the customer the project will be invoiced to and Customer Name 2 can be used to input a project name or site identifier.



Select anywhere within the gray bar to expand the Energy Consumption section and then select New.



From the Utility dropdown list, select Clark – Electricity and then select Save.



Select Allocation

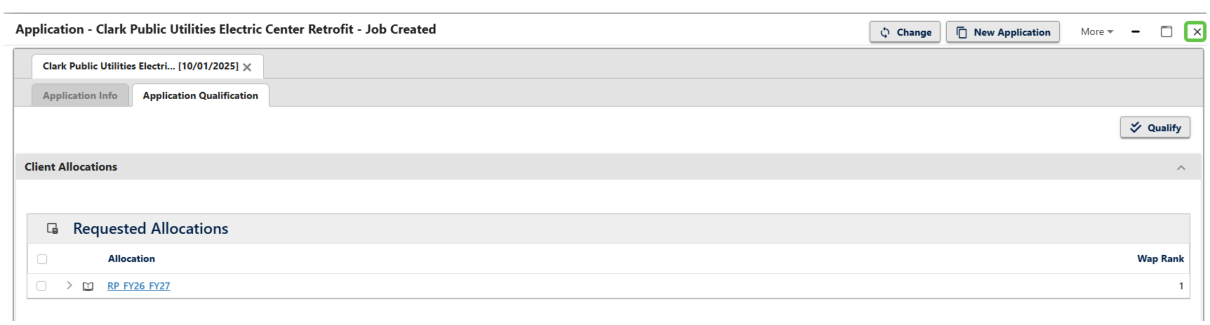
Select the Application Qualification tab and then select Qualify.

The Requested Allocations section should auto populate with the applicable allocation period (based on application date).

Messages

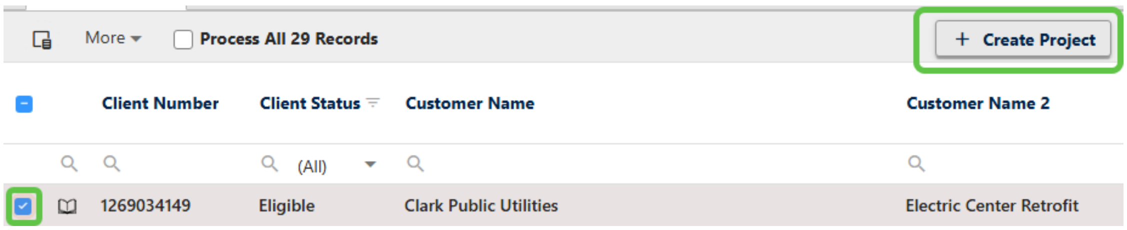
Allocation Name	Messages	Date/Time
RP_FY26_FY27	Client is Eligible	10/16/2025 8:30:20 AM

Close the Application window by selecting the X in the upper right-hand corner.

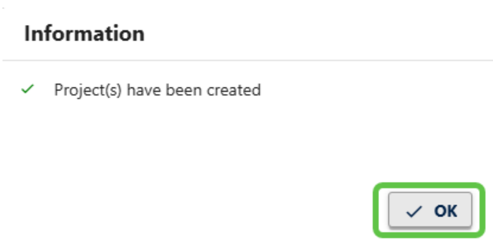


Creating a Project

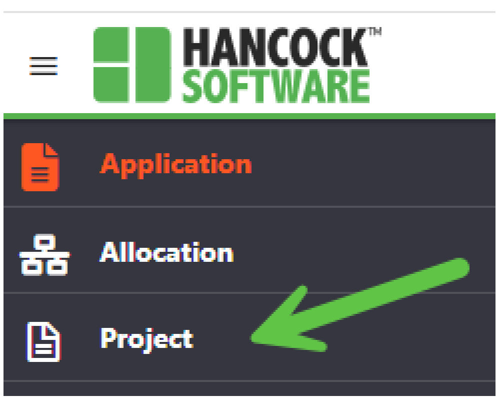
From the Application menu, select the checkbox to the left of the application, click on Create Project, and select OK.



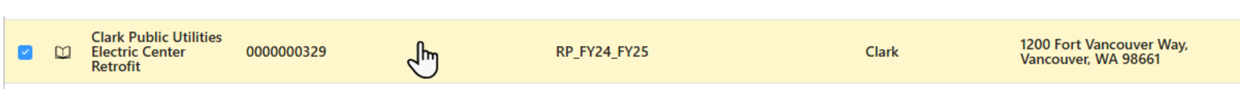
A pop-up will appear and once you select okay, you should be auto directed to the Project section.



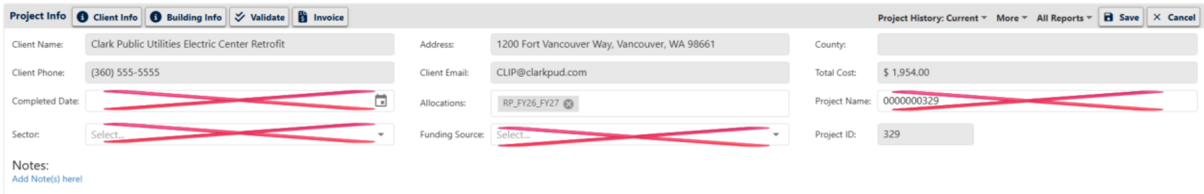
If not, Click on Project in the left-hand navigation menu.



Select the applicable project and double click anywhere in the highlighted area to open the Project Detail screen.

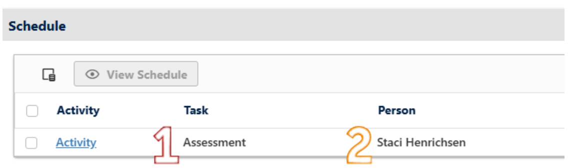


Important: Please **DO NOT** enter information into the Completed Date, Sector, Funding Source, or Project Name fields – these are for Utility use only.



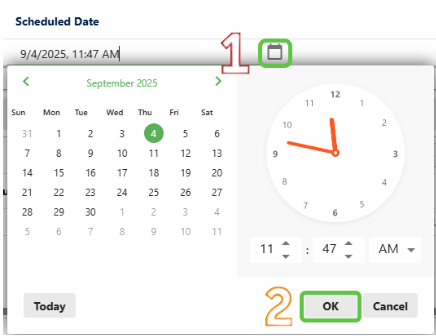
In the Scheule section click New.
*Click anywhere in the gray area to expand if the section is collapsed

Select Assessment in the task section and select the Person who will be inputting the project information into the MINT app.

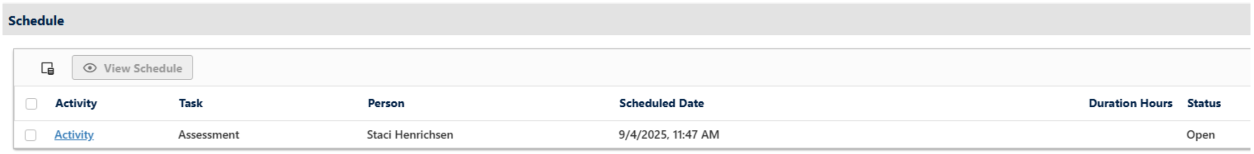


Under scheduled date, click on the calendar icon to open the calendar menu and select OK to autofill the current date and time.

- **Note:** We do not recommend inputting a future date and time to avoid issues with syncing the project to the MINT app.



Select Save – you should now see an assigned Assessment with a status of Open and can enter project information into the MINT app.



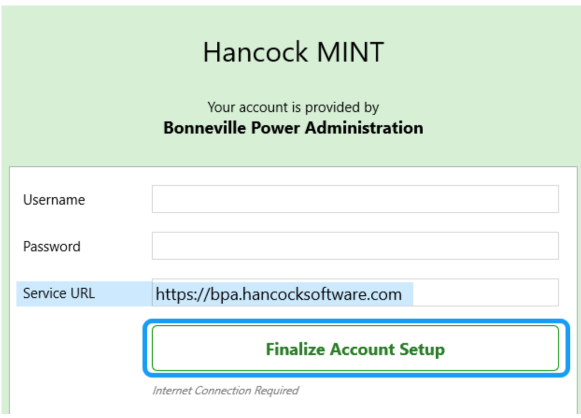
To close out of the Project Detail screen and return to the main Project section, select the X in the upper-right hand corner of the screen.

Entering Project Information in the MINT App

Logging into the MINT App and Syncing to Hancock Cloud

Log into the MINT app by entering your username and password and selecting Finalize Account Setup.

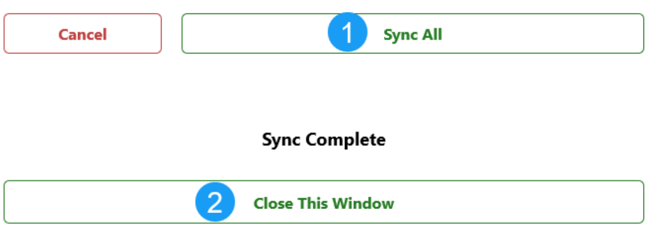
- Username will be your full email address.
- Make sure the service URL is https://bpa.hancocksoftware.com.



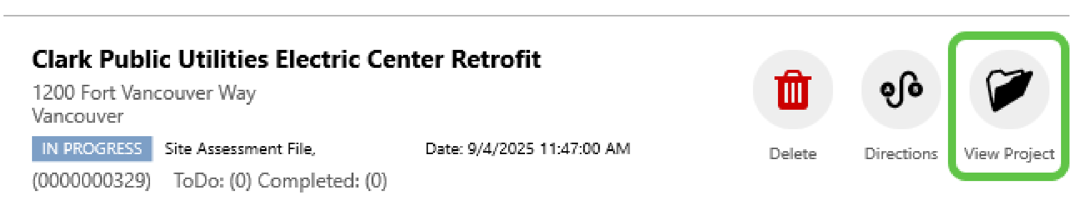
If you are not seeing all the projects expected, select the Sync button 

on the bottom, left-hand corner of the screen and select Sync All.

Select Close This Window when the sync is complete.

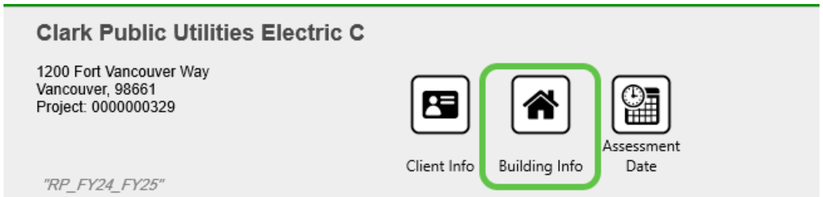


Select View Project for the project you will be entering.



Entering Building Info

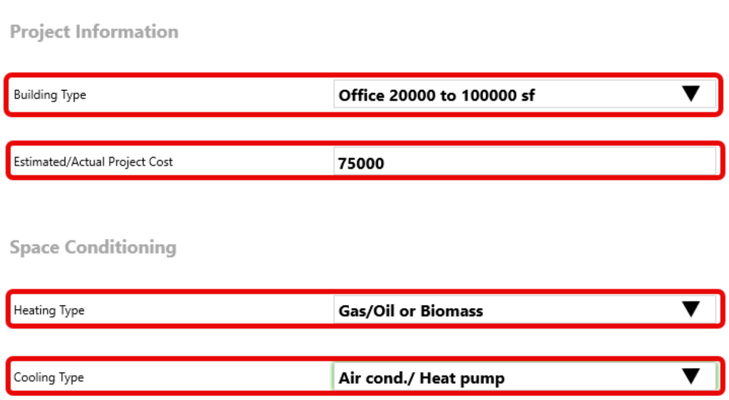
Start by selecting Building Info.



Scroll down to the Baseline Eligibility section and select the appropriate answer for each of the four required questions.

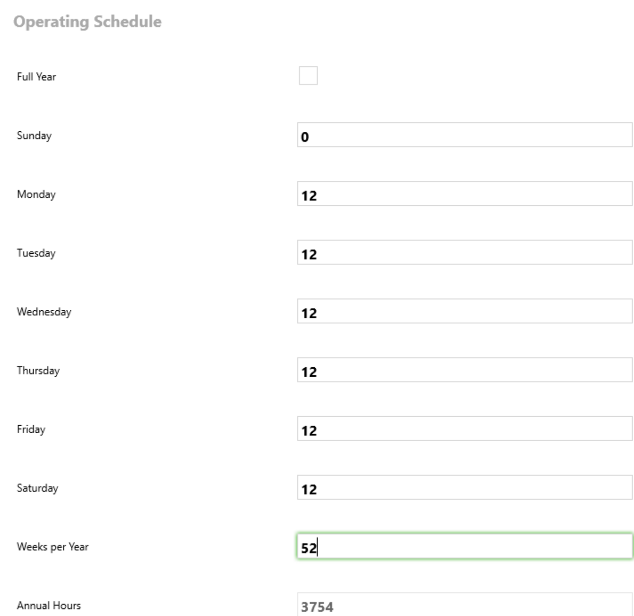
- The project will be defined as Retrofit or New Construction based on the answers given.
  - Answering Yes to any of the Baseline Eligibility questions will define the project as New Construction.

Scroll down again to enter in Building Type, Project Cost (or incremental cost for New Construction), and the primary Space Conditioning options for the building.



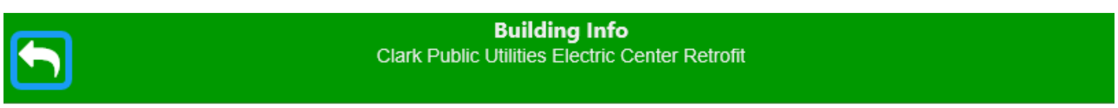
Scroll down and enter the primary operating schedule for the building (retrofit projects only).

- **Note:** Use the most common operating schedule for the spaces and measures included in the project scope.



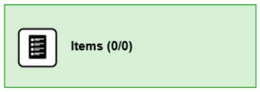
Note: All measures will default to the primary space conditioning options and operating schedules. Changes to the default space conditioning options and/or operating schedules must be entered in each measure as applicable.

Select the back arrow in the upper left-hand corner of the screen to return to the Project Overview page.



Areas and Measures

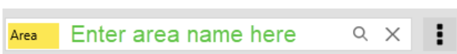
Adding an Area and Existing Equipment

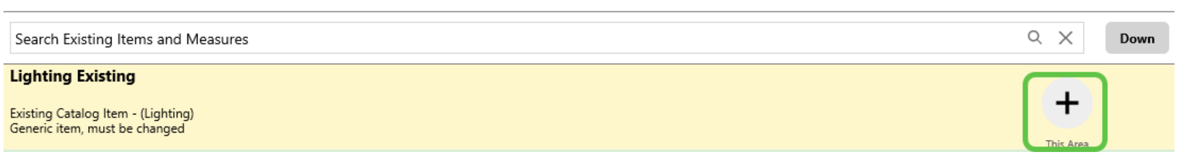
Click on Items. 

Make sure the Area option is toggled to the right and then select the plus icon in the bottom right corner.

Enter the name your area in the field that says Area and then select the plus icon for the appropriate Catalog Item (measure).

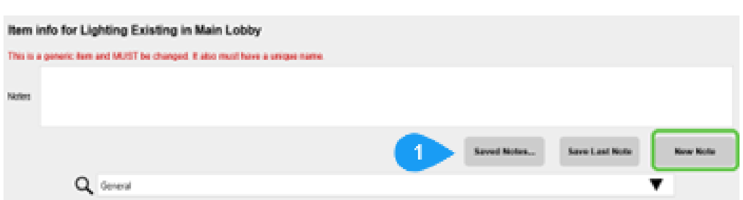
- **Note:** At least one named area is required. Multiple areas can be used for measure organization.
- **Note:** We recommend always using the generic Lighting Existing measure to start.





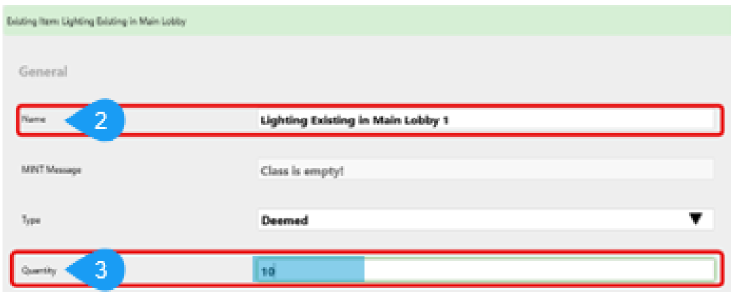
If you would like to and/or need to add notes including DLC listed LLLC part numbers, select New Note, enter information as applicable and select 'Done'.

- **Note:** Notes cannot be edited or deleted in the MINT application.
- **Note:** If you will be repeating the same note in other measures, select 'Save Last Note'. Any saved notes can be accessed by selecting 'Saved Notes'.

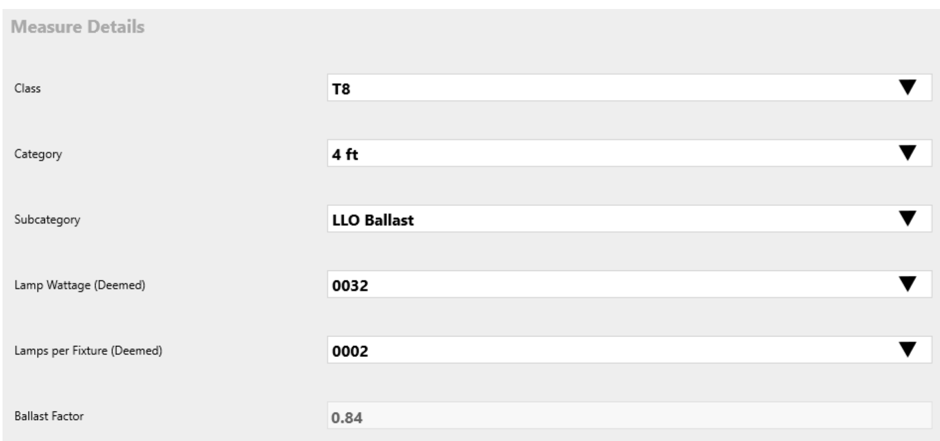


Enter in a name for the measure along with the quantity of lamps/fixtures to be replaced

- **Note: The names for the existing and replacement entries should align so we recommend copying all text after Lighting Existing to paste in the replacement description.**



Enter the existing Measure Details as applicable.



Entering Controls

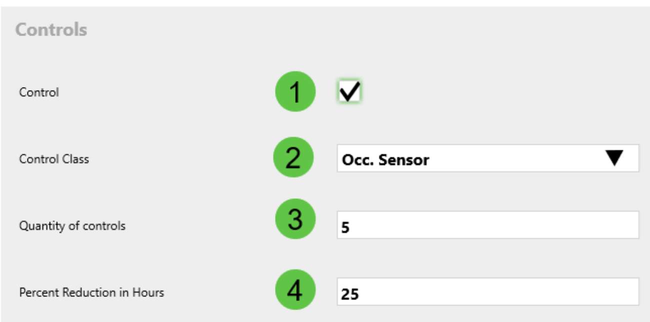
Check the box next to Control if applicable.

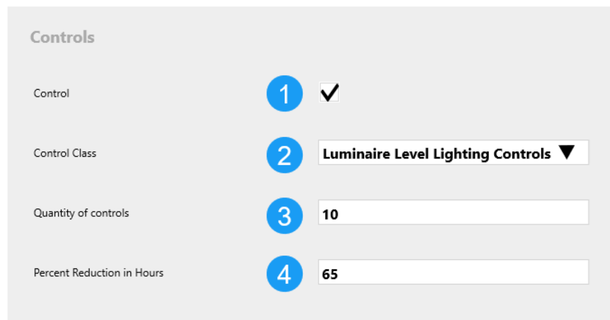
Select the appropriate Control Class.

Enter the quantity of controls installed (or number of fixtures for LLLCs).

In the Percent Reduction in Hours field, enter 25 for Occ. Sensors, Multi-Function and Other Controls. Enter 65 for Luminaire Level Lighting Controls.

- For Multi-Function controls, the Percent Reduction in Hours may default to a different value and will need to be manually updated to 25.
- **Note:** The utility may request additional information and/or documentation for other values.



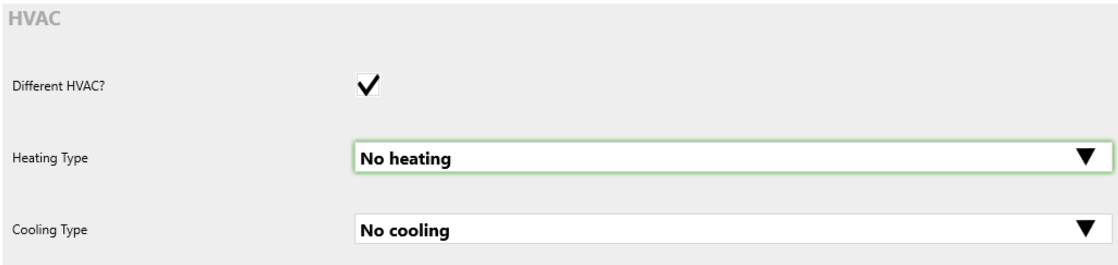


Remember to add a note with the DLC listed part numbers for all measures with Luminaire Level Lighting Controls.

Entering Different Hours/HVAC

Check the box Next to Different HVAC and/or Hours as applicable and enter in information as applicable.

- **Note:** This is only required if the heating type, cooling type, or hours of operation for the measure to not match the default building schedule.

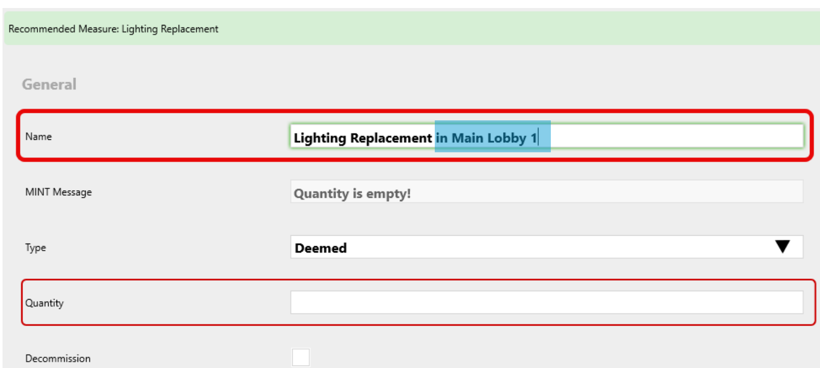


Entering Replacement Equipment

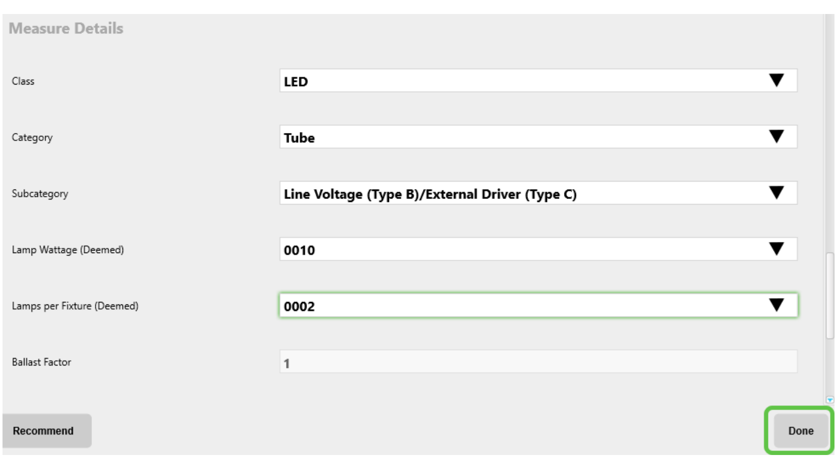
Once all proposed equipment, controls and different HVAC and/or hours have been entered, select the Recommend button in the bottom left-hand corner of the screen.

Update the name for the replacement entry as applicable and enter in the quantity of lamps/fixtures to be installed.

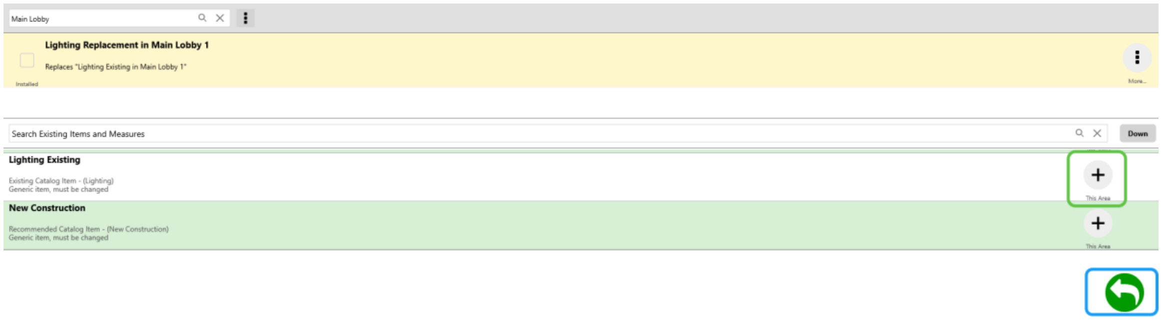
- **Note:** As a reminder, we recommend pasting the information previously copied from the Lighting Existing Name.
- **If you will not be installing any new lamps, enter the quantity as "0", check the box next to Decommission and select Done.**
    - **Note:** We recommend entering lamps and fixtures to be decommissioned separately in most cases.



Enter the replacement measure details as applicable and select Done.



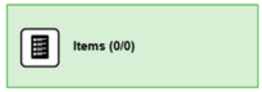
You will now see the measure added to the Area and can continue adding additional measures to the same Area or select the back arrow to return to the Areas page.



To add additional areas, make sure the Area option is toggled to the right and then select the plus icon in the bottom right hand corner.

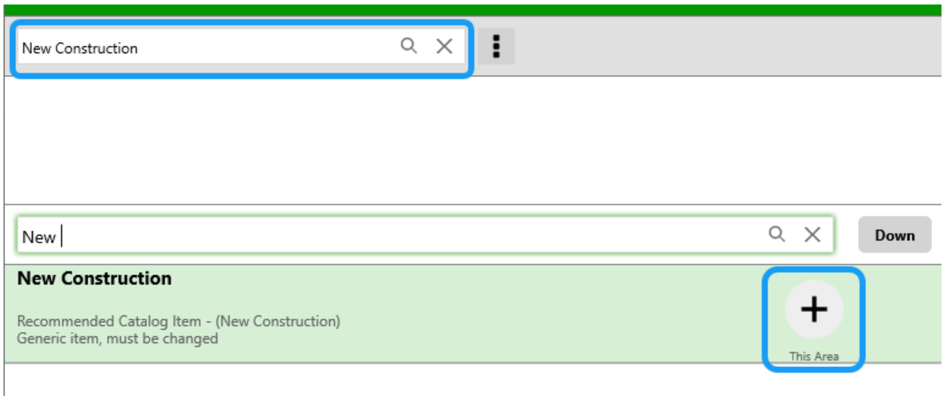
Repeat steps to add measure information as applicable to new Area(s).

New Construction Measures

After entering Building Info, click on Items. 

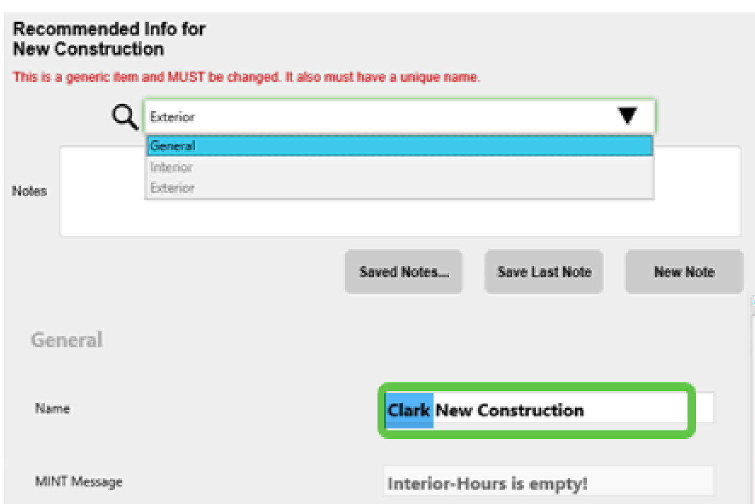
Make sure the Area option is toggled to the right and then select the plus icon

Name your area and then select the plus icon for the New Construcstion Catalog Item.



Select the applicable option from the dropdown menu at the top of the screen and update the measure name.

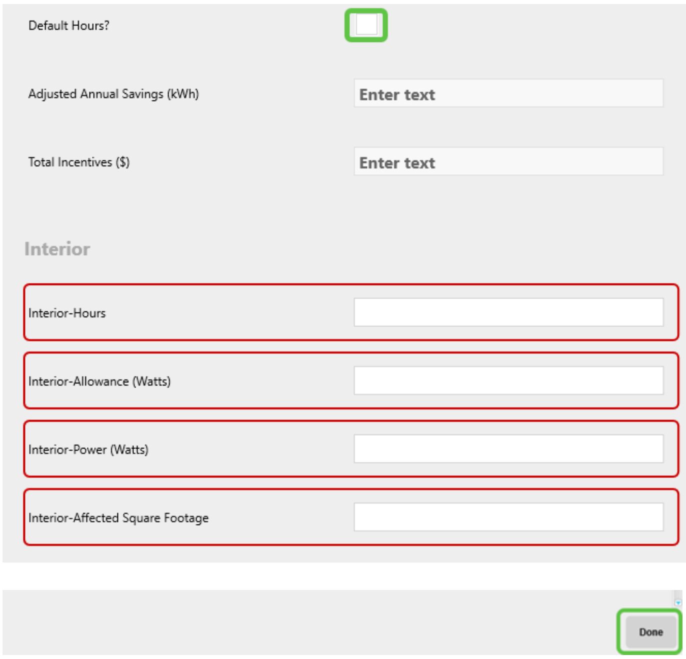
- **Note:** Select General if enetering both Interior and Exterior and we recommend adding the company or customer name before 'New Construction'.



Check Default Hours? if using the default operating schedule for the building type or manually enter hours as applicable.

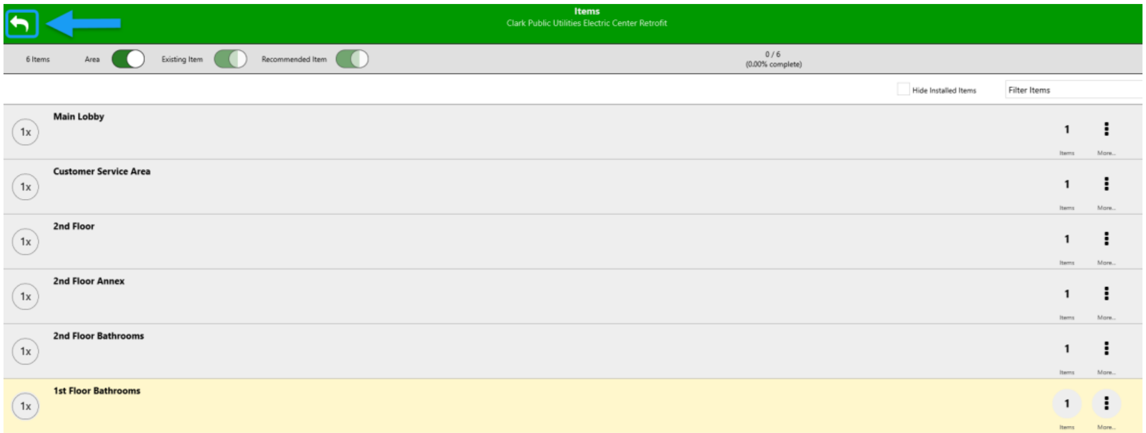
- **Note:** The default Exterior-Hours option is always 4380; the utility may request additional information for other listed exterior hours.

Enter all other required information from the WSEC Lighting Compliance Summary as applicable and select Done at the bottom of the screen.

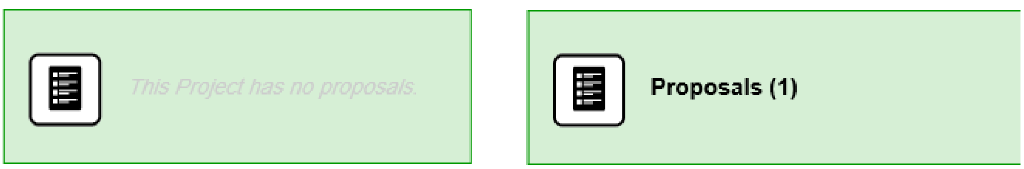


Completing and Syncing a Project in MINT

Once all areas and measures have been entered, select the return arrow in the upper-left hand corner.



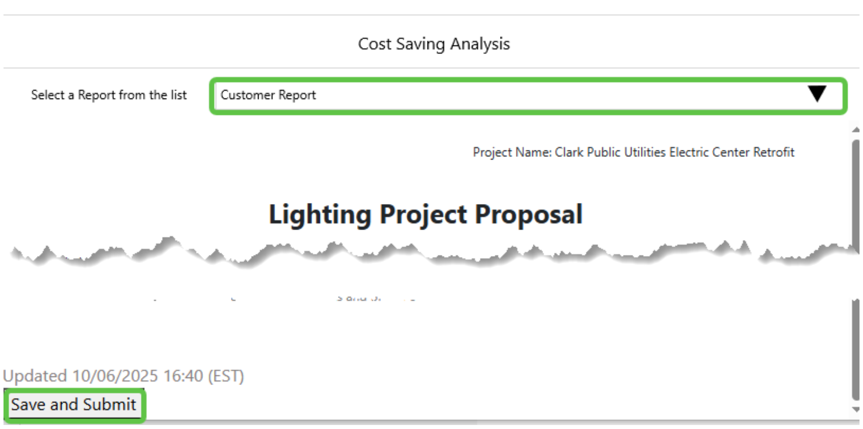
Click on the Proposals section to access, refresh and save project reports.



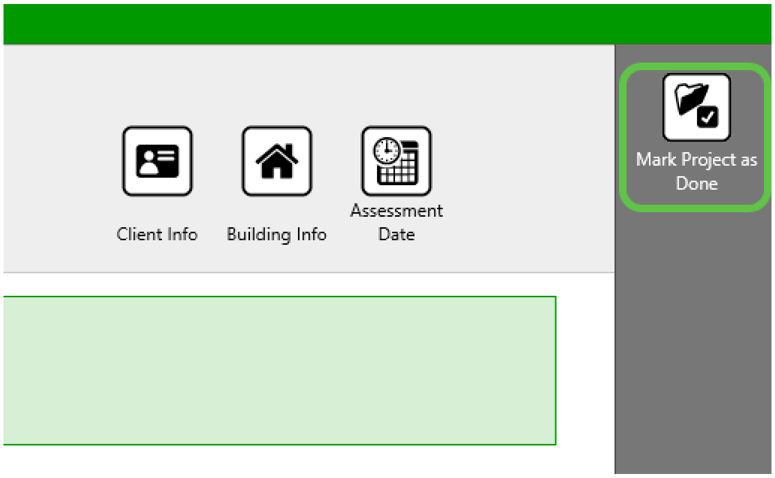
The Project Summary should auto generate, refresh, and save any time the Proposals section is accessed.

Copies of all project reports can be accessed in the Project Detail section of the Hancock Cloud under All Reports.

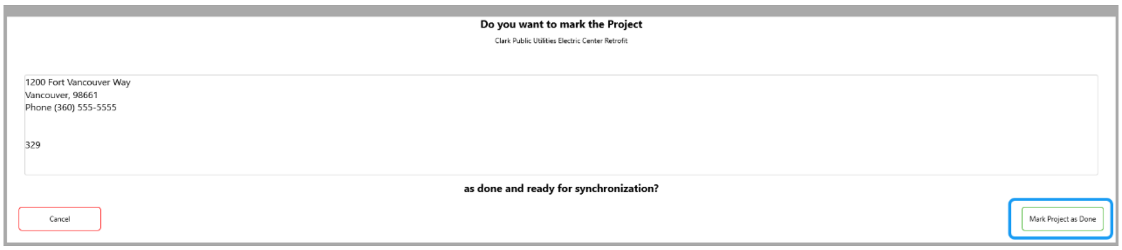
You can also select and generate a Customer Report in this section by selecting Customer Report from the list, scrolling down to the bottom of the page and selecting Save and Submit.



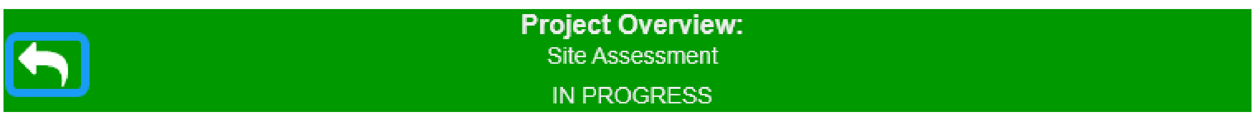
Select Mark Project as Done to prepare to sync the project to the Hancock Cloud.



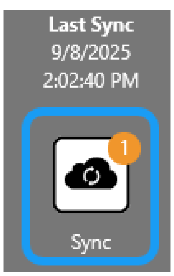
Select Mark Project as Done on the next screen to confirm.



Select the back arrow in the upper left hand corner of the screen.

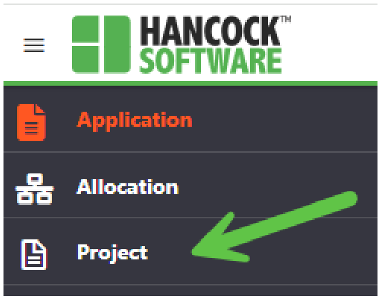


Select Sync in the bottom-right hand corner of the home screen.



Accessing Project Reports from the Hancock Cloud

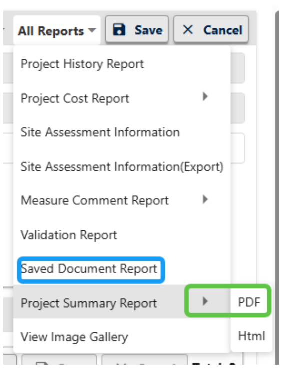
Return to the Hancock Cloud and select Project from the left-hand navigation menu.



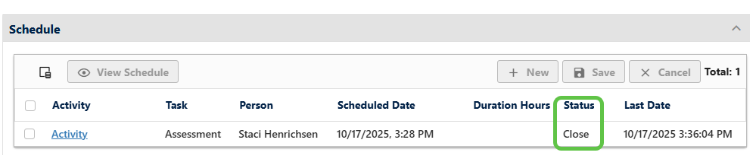
Select the applicable project and double click anywhere in the highlighted area to open the Project Detail screen.

Select The All Reports tab, Project Summary Report, and PDF to download and save a copy of the Project Summary.

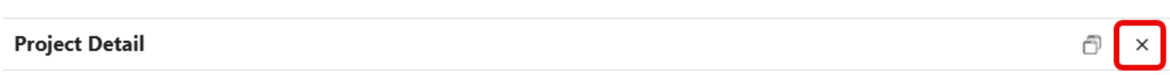
- **Note:** If you saved a Customer Report in Mint, you can access and download by selecting Saved Document Report and clicking on Client Report. Select the red arrow in the left-hand corner of the pop-up box to close when done.



Important: Please take a moment to ensure all assessments in the Hancock Cloud show a status of "Close" before proceeding with the next step.



Close out of the Project Detail screen and return to the main Project section by selecting the X in the upper-right hand corner of the screen.

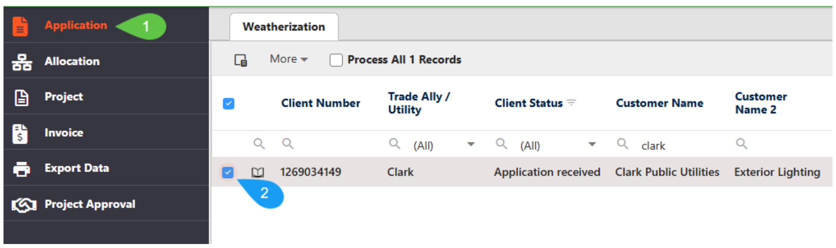


Submitting a Project to the Utility

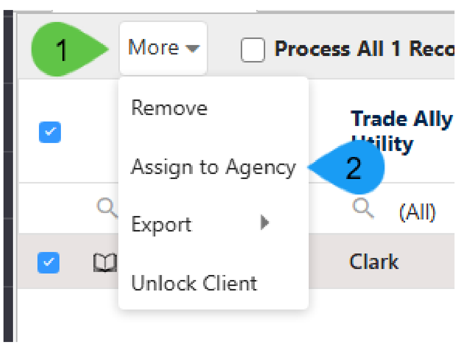
Assigning the Application to Clark in the Hancock Cloud

If you are ready to move forward with a project that has been fully entered in the Online Lighting Calculator, first assign the Application to Clark in the Hancock Cloud Application.

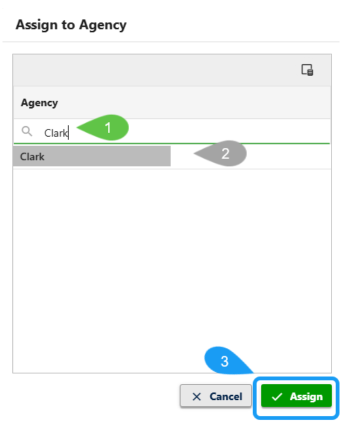
From the right-hand navigation menu, select Application and check the box next to the application you would like to submit.



Select More and then Assign to Agency



Type “Clark” in the search field next to the magnifying glass, Select Clark from the menu below, and click on assign.



Note: Once you assign the application and project to Clark, you will no longer be able to view the project.

Notifying the Utility Project is Entered and Approved

After assigning the application to Clark, please email CLIP@clarkpud.com to request project review and approval.

- **Important:** attach the saved Project Summary to your email.
- Any measure with Luminaire Level Lighting Controls (LLLCs) must be DLC listed and include the part number in the measure level notes.
- If a project contains non-standard measures, the Utility may request additional information to approve.
- **Creation and assignment of a project in the Online Lighting Calculator does not trigger Utility review, you must email the Utility directly.**

The Utility will schedule a pre-inspection and prepare a participation agreement for customer signature.

Once pre-inspection is complete and the signed participation agreement has been returned, the Utility will issue project approval as applicable.

When the project is complete and ready for post inspection, email a final invoice to CLIP@clarkpud.com.

- Please also advise if any changes were made to the project scope and include applicable measure information.

The Utility will schedule a post-inspection to confirm installation and make any applicable changes to the project scope in the Online Lighting Calculator.

If a project will not be moving forward and can be cancelled, please email CLIP@clarkpud.com to advise.

If you are not a contractor/trade ally or are not able to establish a login for the Online Lighting Calculator, please contact mwallace@clarkpud.com for assistance.