

CVRP Rebate Now

UPLOADING SUPPORTING DOCUMENTS



Overview

Dealerships must scan and upload two supporting documents when making a claim for CVRP Rebate Now: the lease or purchase agreement and the DMV vehicle registration form. It is best to scan the documents into a PDF file, especially the lease or purchase agreement. Dealerships have 14 days to submit supporting documents. Please login to check the application status or check the Primary and Secondary Contact emails frequently to assure receipt of application status updates.

Step 1: Scan your document as a PDF

- Follow the scanner manufacturer's directions to scan each document to your computer. Most scanners simply require you to place the document into the scanner and press the scan button or open the program from the computer's menu.
- Three pages are usually necessary to scan a long purchase or lease agreement. To ensure that the financial lines of a long purchase/lease agreement are not accidentally cut off, CVRP recommends overlapping the scans so the bottom of each scanned page is duplicated at the top of the next scanned page. After scanning each page of the purchase or lease agreement, combine all pages into one PDF and save.
- Save the files in a folder or location on your computer network that you can easily access, keep track of and remember. We recommend saving all files and indexing them from each rebate claimed until the funds have been distributed or per your dealership's data storage policy.

Step 2: Upload your documentation

Log in to the CVRP Rebate Now website using the customer CVRP application number and California driver's license number for the rebate that you are claiming.

- Go to the supporting documents section of the application.
- You will see the document section and status. When you are ready to upload the purchase or lease agreement click "Choose File."
- Locate the folder or the location of the corresponding file on your computer.
- Click on the document you want to upload and click upload or save. This will place the file into the document field in the CVRP website.
- **Repeat Steps 1 and 2 for vehicle registration form.**
- **Click "Submit" on the CVRP website. This will upload and save the supporting document to the corresponding rebate for our review.**

Note: You have 14 days to upload supporting documents. If documents are not uploaded within 14 days, the rebate will be canceled.

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