## **Flex Application Processing Steps**

Once you have submitted your flex application, our team will process it through the steps below.

- 1. Application is submitted via one of our web forms
- 2. Documentation given is assessed
- 3. Missing documentation is requested
- 4. Once received we do our first check
- 5. Final check is complete
- Declaration is signed by the council
- Installer payment is requested
- 8. Once received the installer is sent the signed declaration
- 9. Ofgem is notified and installer is informed of notification via email, and they can now start the installation process
- 10. Installer confirms installation details
- 11. We complete a post installation courtesy call to the customer