



Michigan Saves[®]

The Nation's First Nonprofit Green Bank

Septic Replacement Loan Program (SRLP) Contractor Steps—Using The Contractor Portal

1. Review the [SRLP Program Minimum Standards](#) set by the Department of Environment, Great Lakes, and Energy (EGLE).
2. Once the customer's loan application has been approved, a new job sheet will be generated in the contractor portal (NGEN).
3. Upload construction permit from local health department or sewer authority (upload within five days of approval)
 - a. **Important:** Once uploaded, send a message to EGLE using the portal for them to review.
4. Upload additional documentation when job is complete:
 - a. Failed system data form
 - b. Disclosure of land use restrictions
 - c. Site evaluation form (not required for sewer connections)
 - d. [Septic tank pump record](#)
 - e. Final inspection report issued by the local health department or sewer authority
5. Add equipment, measures, and input the project costs.
6. Sign the [certificate of completion](#) with the homeowner. A hard copy can be uploaded, or it can be emailed to the customer via the portal.

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- To receive payment electronically, an administrator from your organization can complete the universal automated clearing house (ACH) agreement under "Payment Account Information" in their portal profile.
 - For more information, visit the [SRLP Contractor Page](#).
 - For a [video tutorial](#) on how to submit a job record in the portal, visit our [website](#).
 - Questions? Email info@michigansaves.org or call (517) 484-6474