



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 has been approved, a new job sheet will be generated in the contractor portal (NGEN).
3. Upload additional documentation:
 - a. Construction permit from local health department (upload within five days of approval)
 - i. Important: Once uploaded, send a message to EGLE using the portal for them to review.
 - b. Failed system data form
 - c. Disclosure of land use restrictions
 - d. Site evaluation form
 - e. [Septic tank pump record](#)
 - f. Final inspection report issued by the local health department
4. Add equipment, measures, and input the project costs.
5. Once completed—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.

-
- 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