



# 2024 ENERGY STAR Awards Application Submission Process





## First:

- ✓ Know the submittal deadline (8pm EST, Nov 15, 2023)
- ✓ Download and complete application
- ✓ Gather supporting material (single PDF preferred)
- ✓ Have a high-resolution logo ready

## Then:

- ✓ Log into MESA (My ENERGY STAR Account)
- ✓ Fill in information
- ✓ Upload required documents
- ✓ Submit

ENERGY STAR. The simple choice for energy efficiency.



**Visit the Awards webpages to get started**

[www.energystar.gov/awards](http://www.energystar.gov/awards)

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## ENERGY STAR AWARDS

Celebrating Superior Achievements in Energy Efficiency

### ENERGY STAR Awards

Each year, EPA honors a group of businesses and organizations that have made outstanding contributions to protecting the environment through superior energy efficiency achievements.

#### Latest News

Congratulations to all our 2023 ENERGY STAR Award winners! Applications for the 2024 ENERGY STAR Awards season are [now available](#).

[Click here for latest information.](#)

#### About the Awards

ENERGY STAR Award Winners lead their industries in the production and sale of energy-efficient products and services, and in the development and adoption of strategies that provide substantial savings in our homes, buildings and plants. All these efforts contribute to reduced emissions and a create a healthy environment. Winners are selected from a network of thousands of ENERGY STAR partners.

[Learn more about the award categories](#)

#### Meet the Winners

From multinational corporations to small energy efficiency programs, ENERGY STAR Award Winners have one thing in common: an unwavering commitment to saving energy and protecting the environment. Last year, more than 200 organizations were honored across more than a dozen categories. [Learn more about their efforts and contributions to energy efficiency.](#)

[See this year's winners or browse our archive of winners since 2001](#)





check out  
Latest  
Information  
for  
deadlines,  
news, and  
to  
download  
the  
application

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## Latest Information 2024 ENERGY STAR Awards

Each year, the U.S. Environmental Protection Agency (EPA) honors organizations that have made outstanding contributions to protect the environment through energy efficiency.

EPA is pleased to provide the following preliminary information about the 2024 ENERGY STAR Awards for partners interested in applying for recognition for their ENERGY STAR program achievements during calendar year 2023. Please note that the deadline for applications this year is before Thanksgiving.

### Important Upcoming Dates

- **Now!** 2024 ENERGY STAR Awards applications available
- October 3, 2023 - online system available for formal applications
- November 15, 2023, 8pm EST - application deadline
- February 2024 - award determinations complete and applicants notified
- End of March 2024 - winners announced, embargo lifts, and digital promotion begins
- April 2024 - in-person event celebrating ENERGY STAR award winners; additional details to be posted when available



### Questions?

Partners may contact their account manager or email [awards@energystar.gov](mailto:awards@energystar.gov).

Updated July 26, 2023



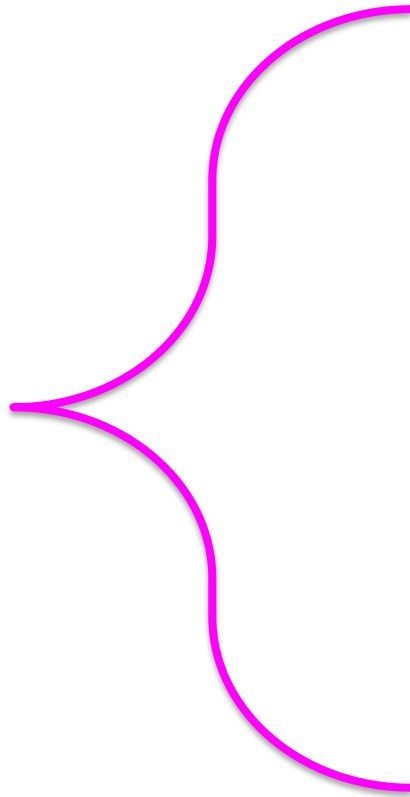




# Download application forms

**IMPORTANT**  
Please read the **General Instructions**

and then select  
your application category



## 2024 ENERGY STAR Award Applications

### For All Applicants:

[General Instructions](#) (Word, 167 KB)

### Application Part 1: Award Accomplishment Document

#### Partner of the Year

- [Energy Management](#) (Word, 318 KB)
  - [Sustained Excellence in Energy Management - Commercial Buildings](#) (Word, 211 KB)
  - [Sustained Excellence in Energy Management - Industrial Plants](#) (Word, 203 KB)
  - [Supplemental Guidance for Building Partners](#) (Word, 873 KB)
- [Energy Efficiency Program Delivery](#) (Word, 191 KB)
- [New Home Builder and Affordable Housing](#) (Word, 185 KB)
- [Energy Rating Company](#) (Word, 193 KB)
- [Product Brand Owner](#) (Word, 183 KB)
- [Retailer](#) (Word, 116 KB)
- [Service and Product Provider](#) (Word, 185 KB)

#### Excellence Awards

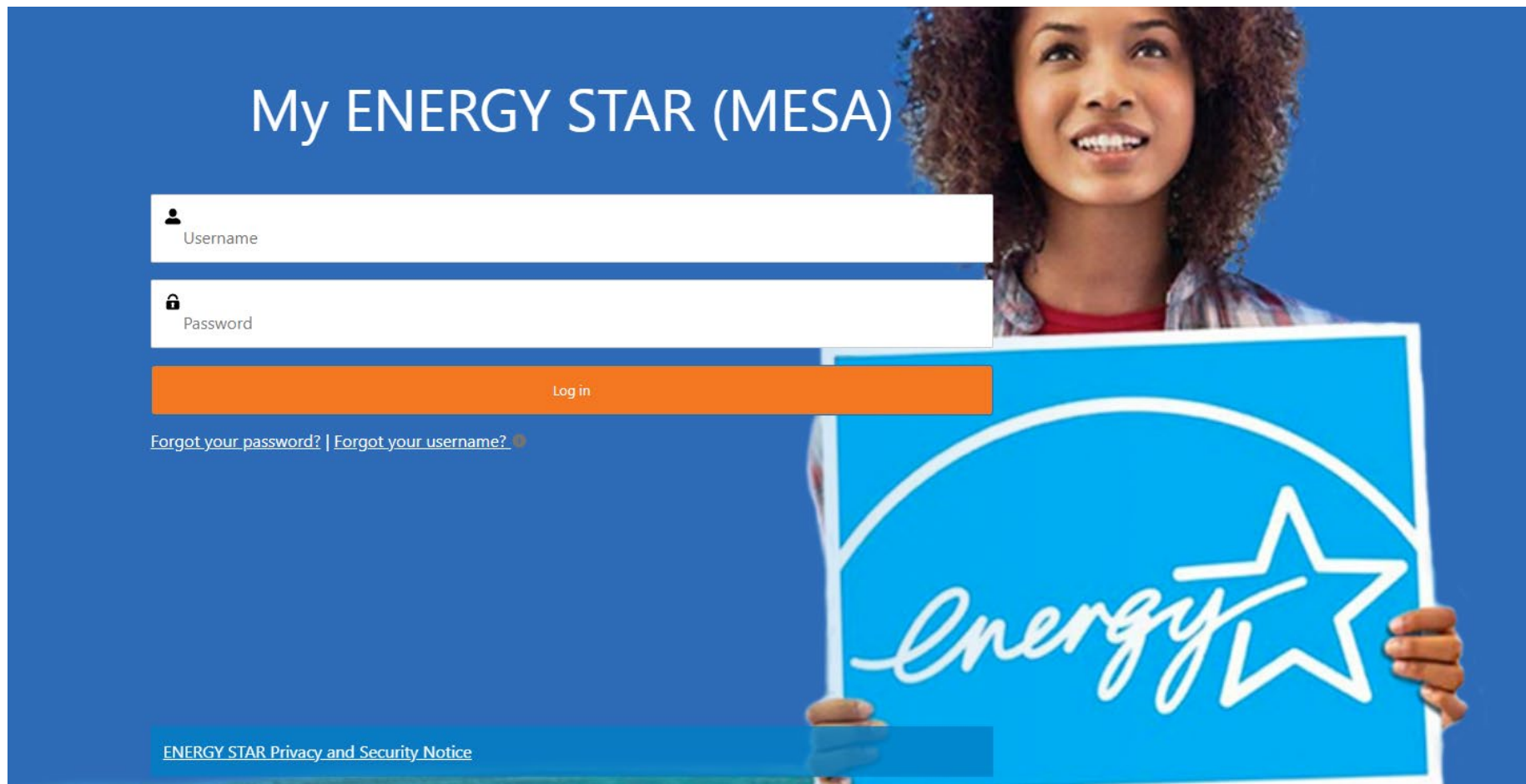
- [Data Innovation](#) (Word, 178 KB)
- [ENERGY STAR Marketing](#) (Word, 163 KB)

Questions? Partners may contact their account manager or email [awards@energystar.gov](mailto:awards@energystar.gov).

Having accessibility issues? Contact us to receive your application in a fully-accessible PDF.



# Log-in to MESA



If you do not have your MESA credentials, please contact [awards@energystar.gov](mailto:awards@energystar.gov) immediately



# Select "Apply for an Award"

The screenshot shows the Energy Star user dashboard. At the top left is the Energy Star logo. The navigation bar includes links for Home, My MESA Account, My Organization Information, and Manage Contact Information. Below the navigation is a large image of green trees. The main content area is titled "My ENERGY STAR Account" and includes a welcome message for Jane Doe. There are two main sections: "Programs (18)" and "My ENERGY STAR Tools & Resources". The "Programs" section contains a table with one row of data. The "Tools & Resources" section lists several options, with a pink arrow pointing to "Apply for an Award".

**My ENERGY STAR Account**  
Welcome, Jane Doe!  
9i\_Matt\_TEST

PROGRAM NAME	BRANCH	ORG. RELATIONSHIP	STATUS
EEPS	EEPS	Partner	Active

**My ENERGY STAR Tools & Resources**

**Tools**

- Apply for an Award
- My Mailing Preferences
- Logo Downloads
- Buildings & Plants Partners MESA Reference Guide
- Portfolio Manager

**ENERGY STAR Quick Links**  
Navigate directly to other places on the energystar.gov site.



# start your application

My ENERGY STAR Account  
ENERGY STAR Awards

## 2024 ENERGY STAR Awards

**Application Deadline:**  
**8pm ET, November 15, 2023**

Questions: contact your account manager or [awards@energystar.gov](mailto:awards@energystar.gov)

- Your application will **Auto-Save** after you complete each step in the process.
- You can **Exit and Return** to complete your application at any time until the application period closes. Your progress will be saved.

[Click here](#) for a Tutorial of the application process.



### Submit Award Application

9i\_Matt\_TEST

Step 1. Select Award   Step 2. Organization Information   Step 3. Upload Documents   Step 4. Confirmation

**STEP 1:** SELECT THE AWARD FOR WHICH YOU ARE APPLYING; YOU MUST SUBMIT ONE APPLICATION PER AWARD CATEGORY.

#### Partner of the Year

- Energy Efficiency Program Delivery
- Energy Management
- Energy Rating Company
- New Home Builder and Affordable Housing
- Product Brand Owner
- Retailer
- Service and Product Provider

#### Excellence Awards

- Data Innovation
- ENERGY STAR Marketing

Cancel


Proceed to Organization Information







**or continue editing a draft**

 **Submit Award Application**  
9i\_Matt\_TEST

**Draft Award Submission**  
You have an unsubmitted application. Would you like to continue where you left off?


App ID	Award Type	Award Name	Last Updated
<a href="#">AWARD-8985</a>	Excellence Awards	Data Innovation	Aug 17, 2023

Step 1. Select Award   Step 2. Organization Information   Step 3. Upload Documents   Step 4. Confirmation

Continue Editing  
Delete Draft




# follow the steps

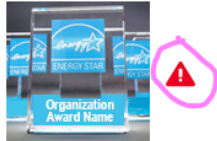
 **Submit Award Application**  
9i\_Matt\_TEST


Step 1. Select Award   **Step 2. Organization Information**   Step 3. Upload Documents   Step 4. Confirmation

# check the information pop-ups

 **Submit Award Application**  
9i\_Matt\_TEST

Step 1. Select Award   **Step 2. Organization Information**   Step 3. Upload Documents   Step 4. Confirmation

\* Organization Award Name    

Headquarters Information 

\* Name of Organization  

\* Subsidiaries?    Yes    No   List Subsidiaries  

\* Street Address      Street Address 2  

\* City      \* State  

\* Zip Code      \* Country  

Twitter Handle



# Important! Confirm the name to appear on Award



## Submit Award Application

9i\_Matt\_TEST

Step 1. Select Award

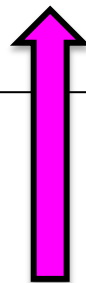
Step 2. Organization Information

Step 3. Upload Documents

Step 4. Complete

\* Organization Award Name

Organization Name EXACTLY as Desired



The name of your company will appear on your ENERGY STAR Award, the Winners List, and ALL award materials and media EXACTLY as you enter it here. After you complete your final version of this application and Submit (Step 4), changes to the 'Organization Award Name' may not be possible.



Warning!



# have all your documents finalized and ready



## Submit Award Application

9i\_Matt\_TEST

- Step 1. Select Award
- Step 2. Organization Information
- Step 3. Upload Documents**
- Step 4. Confirmation

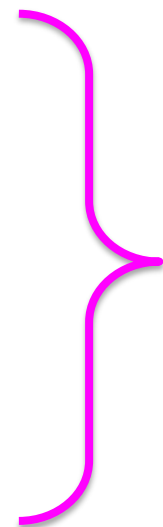
To complete Step 3 of the online submission process, you will need:

- PART 1: Accomplishments Narrative Document (in Word or PDF) *(required)*
  - A. Narrative *(varies by ENERGY STAR Award Application type)*
  - B. Application-specific Information *(varies by award type)*
- PART 2: Supporting Material *(varies by award type) (minimum of 1 required)*
- PART 3: Your Organization's Logo (High Resolution) *(required)*
- PART 4: Video/Audio Links

Each file must be no more than 100 MB in size. [Read the Guidelines.](#)

### STEP 3: UPLOAD DOCUMENTS

\* Indicates required information







# Continue to submission

**Part 3: High Resolution Logo**

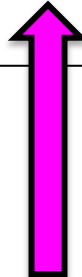
Upload your organization's logo. [ALERT! View Acceptable Logo Type Info.](#)

or Drop Files

**Part 4: Video/Audio Links** ⓘ

Progress bar: [✓] [✓] [○] [●]

**DO NOT hit the "Continue to Submission" button unless you have entered and completed all the information you intend to have included in your ENERGY STAR Awards Application. Once you hit "Continue to Submission" and hit the "Submit" button on the next page, you will no longer be able to modify or access your application. You also MAY NOT submit another application for the same award category.**





# Submit when ready

### Submit Award Application?

**Signatory Information**

\* Title

\* First Name

\* Email

\* Last Name

\*  Please confirm that you would like to submit this award application





# Success!



## Submit Award Application

9i\_Matt\_TEST

- Step 1. Select Award
- Step 2. Organization Information
- Step 3. Upload Documents
- Step 4. Confirmation**

Thank you! Your ENERGY STAR Awards application has been submitted, and you will receive a confirmation email. You will be notified by mid-February on the status of your application.

If you have any questions, please email [awards@energystar.gov](mailto:awards@energystar.gov).

[Submit Additional Applications for Awards](#)

[Return to the MESA Welcome Page.](#)





# Thank you for participating!

## Questions?

Contact your account manager or email [awards@energystar.gov](mailto:awards@energystar.gov)

or visit the Awards webpages

<https://www.energystar.gov/awards>

[https://www.energystar.gov/about/how\\_energy\\_star\\_works/our\\_partners/awards/latest\\_information](https://www.energystar.gov/about/how_energy_star_works/our_partners/awards/latest_information)