

# **ICP Dealer Guidelines for Registering HVAC Equipment**

Updated: June 23, 2021

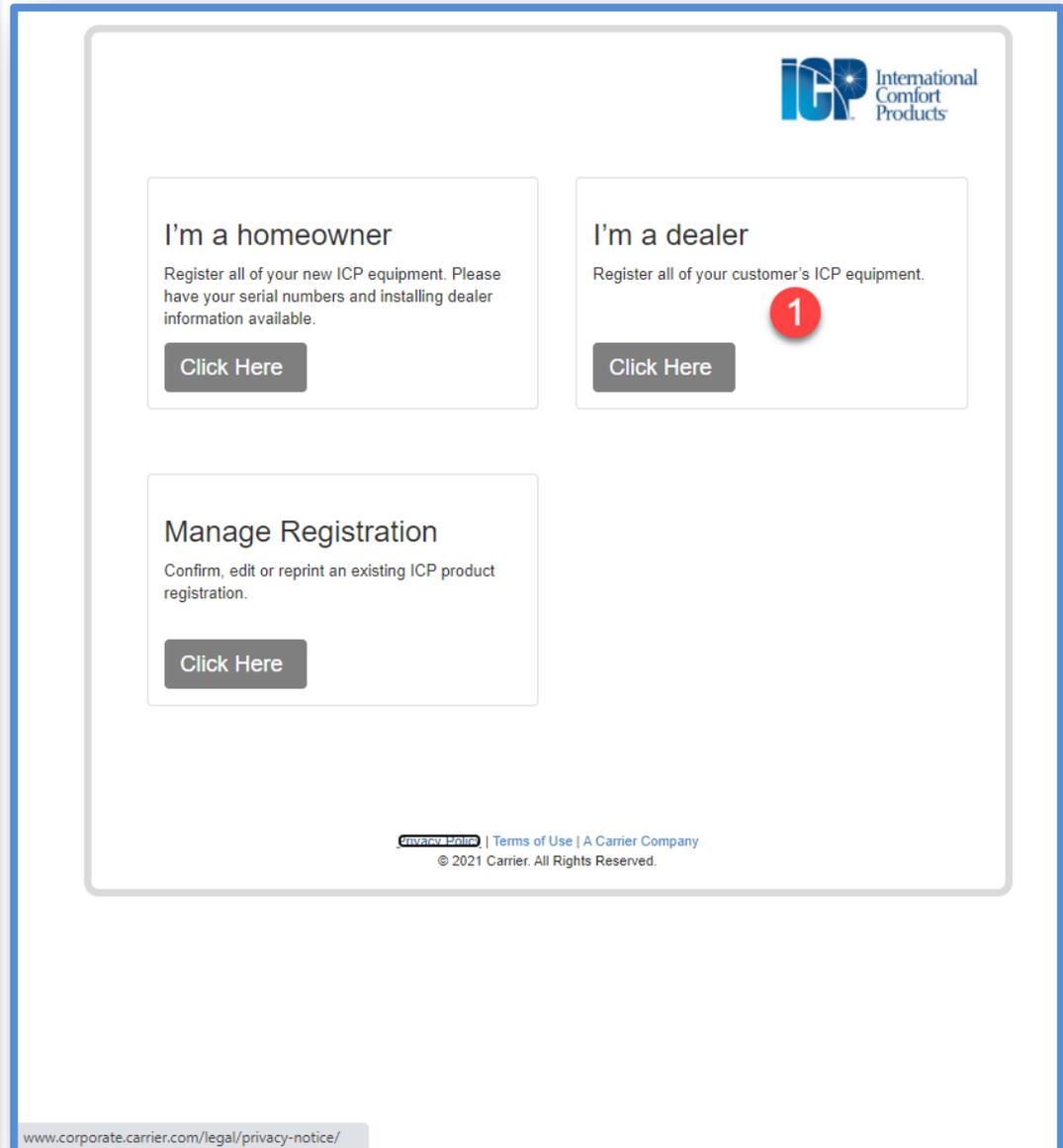
Select the appropriate branded website and click on the Registration link to begin the registration. All branded websites function the same and will show the ICP Logo. This Job Aid is specifically shows how to register HVAC equipment.

You can also enter the following address to register ICP equipment:  
[productregistration.icpusa.com](http://productregistration.icpusa.com)

The Home Page for the Registration site will be the same for all brands.

1. Dealers select **I'm a dealer**.

# ICP Dealer Registrations



The screenshot shows the ICP International Comfort Products website interface for dealer registration. At the top right is the ICP logo. The main content area is divided into three sections, each with a 'Click Here' button:

- I'm a homeowner**: Register all of your new ICP equipment. Please have your serial numbers and installing dealer information available.
- I'm a dealer**: Register all of your customer's ICP equipment. This section has a red circle with the number '1' next to it, indicating it is the selected option.
- Manage Registration**: Confirm, edit or reprint an existing ICP product registration.

At the bottom of the interface, there is a small logo for 'Carrier Climate Control' followed by the text: 'Terms of Use | A Carrier Company © 2021 Carrier. All Rights Reserved.'

2. Enter all of your **DEALER INFORMATION**.
3. You would then select **Proceed**.

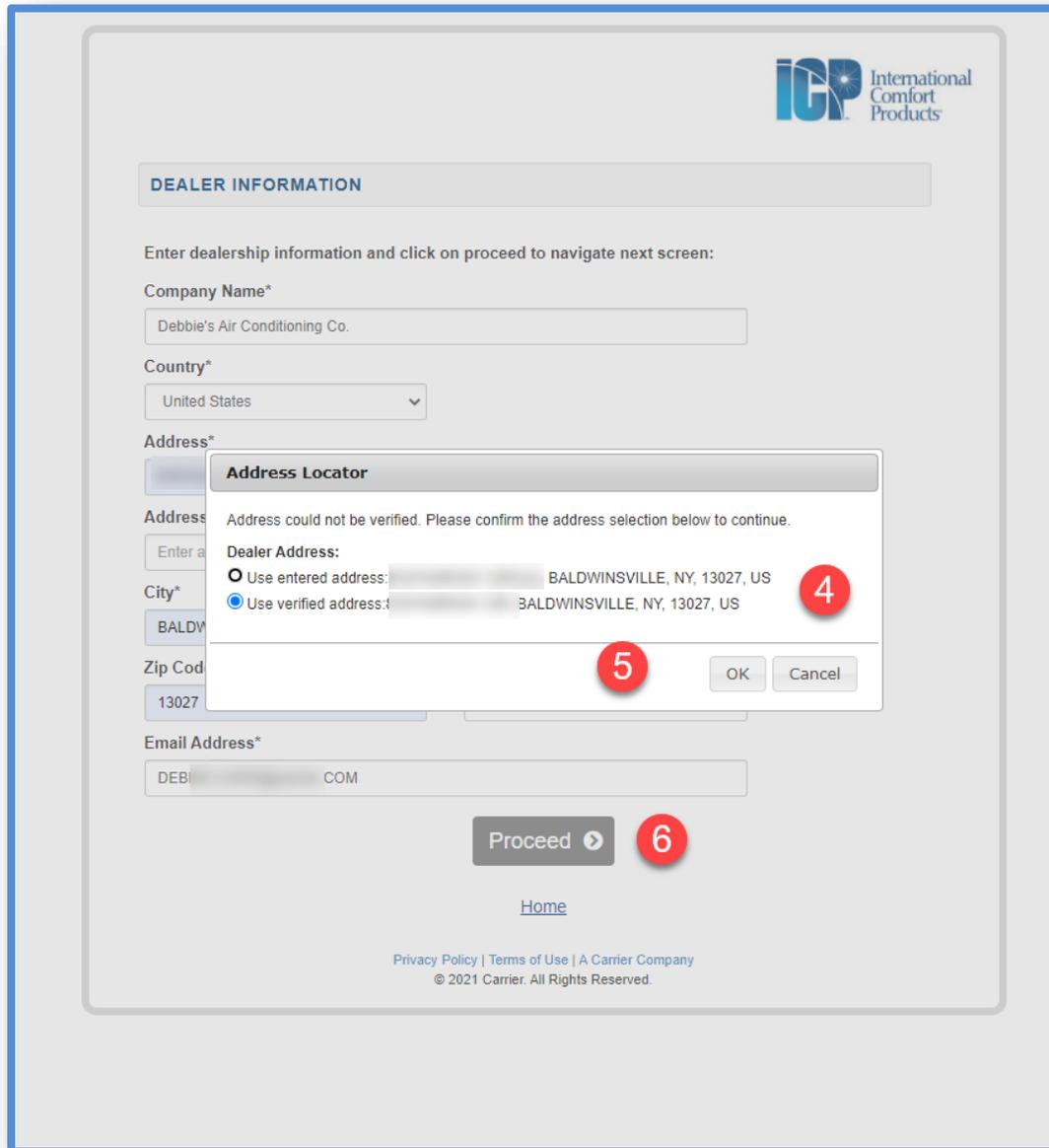
**Note:** fields with an asterisk (\*) are required fields.



The screenshot shows the ICP Dealer Registration form. At the top right is the ICP International Comfort Products logo. Below it is a header bar labeled "DEALER INFORMATION". The form contains several fields: "Company Name\*" (text input with "Debbie's Air Conditioning Co."), "Country\*" (dropdown menu with "United States"), "Address\*" (text input with a red circle '2' next to it), "Address Line 2" (text input with "Enter address line 2"), "City\*" (text input with "BALDWINVILLE"), "State/Province\*" (dropdown menu with "NEW YORK"), "Zip Code/Postal Code\*" (text input with "13027"), "Phone Number\*" (text input with "(315)"), and "Email Address\*" (text input with "DEB...@...COM"). At the bottom of the form is a "Proceed" button with a right arrow and a red circle '3' next to it, and a "Home" link. At the very bottom, there is a footer with "Privacy Policy | Terms of Use | A Carrier Company" and "© 2021 Carrier. All Rights Reserved."

The system may prompt you to check the address.

4. Select the appropriate choice.
5. Click **OK**.
6. Then click **Proceed**.



The screenshot shows the ICP Dealer Registration form. At the top right is the ICP logo. The main heading is "DEALER INFORMATION". Below this, there is a prompt: "Enter dealership information and click on proceed to navigate next screen:". The form fields are: "Company Name\*" (text input with "Debbie's Air Conditioning Co."), "Country\*" (dropdown menu with "United States"), "Address\*" (text input with "BALDWINVILLE, NY, 13027, US"). A popup window titled "Address Locator" is open over the address field. It contains the text "Address could not be verified. Please confirm the address selection below to continue." and "Dealer Address:". There are two radio button options: "Use entered address: BALDWINVILLE, NY, 13027, US" (with a red circle 4 next to it) and "Use verified address: BALDWINVILLE, NY, 13027, US" (with a red circle 5 next to it). Below the popup, there is a "Proceed" button (with a red circle 6 next to it) and a "Home" link. At the bottom, there is a footer with "Privacy Policy | Terms of Use | A Carrier Company" and "© 2021 Carrier. All Rights Reserved."

After completing your dealer information and have clicked **Proceed**, you will be brought to a one-page screen to complete the registration. **Note:** You will most likely need to scroll down to complete all sections (it will not be entirely visible without scrolling).

7. Your **DEALER INFORMATION** will be at the top. You can click the **Change** link if you need to make a correction.
8. Enter the **Serial Number**.
9. The **Model Number** should populate.
10. Enter the **Installation Date**.
11. Select the **Brand** from the dropdown. **Note:** Add all the serial numbers needing to be registered. If you have more than 3 serial numbers, clicking tab after selecting the "3rd" brand will provide additional row(s) as needed.
12. Select appropriate **Type of Purchase** and appropriate **Application Type**.
13. Enter the **EQUIPMENT OWNER** information
14. Review and "**Check**" the appropriate boxes for the 3 statements provided.
15. Click **SUBMIT**.

# ICP Dealer Registrations

## PRODUCT REGISTRATION



### DEALER INFORMATION

Debbie's Air Conditioning Co.

BALDWINVILLE, NY, 13027  
USA  
(315) [REDACTED]  
DEBE [REDACTED].COM

[Change](#)

### PRODUCTS

**Note:** Please be aware that the model number on your invoice/equipment may differ slightly from what shows below. The correct model number for warranty purposes will be the one populated below and any variations from your documentation/equipment will not affect your warranty coverage.

Serial Number*	Model Number*	Installation Date*	Brand*
A024362540	EBP3600B	06/01/2021	Comfortmaker
Enter serial number		MM/DD/YYYY	Select Brand
Enter serial number		MM/DD/YYYY	Select Brand

(new empty row adds when previous row is complete)

#### Type of Purchase\*

- Replacement of existing equipment
- Add-on (I have added additional equipment to my home)
- New Construction Home

#### Application type\*

- Residential Single Family
- Residential Multi-Family
- Commercial

### EQUIPMENT OWNER

First Name\*

BARBARA

Last Name\*

Business Name

Enter business name

Country\*

United States

Address\*

30 [REDACTED]

Address Line 2

Enter address line 2

City\*

BALDWINVILLE

State/Province\*

NEW YORK

Zip Code / Postal Code\*

13027

Phone Number\*

(315) [REDACTED]

Check here if you don't have the Customer/Equipment Owner's email address.

Email Address

Confirm Email Address\*

Check here if the Equipment Owner's address is the same as the Equipment Location's address.

By selecting this box, I have the Customer's / Equipment Owner's permission for the Factory to send marketing communications including a request to provide a Rating and Review of my product or service. At any point in time the Customer / Equipment Owner has the ability to opt out of future marketing communications.

I acknowledge that I have collected the Customer's / Equipment Owner's email address in compliance with the stated [Privacy Policy](#)

15

SUBMIT

CLEAR

[Home](#)

The system may prompt you to check the address.

16. Select the appropriate choice.

17. Click **OK**.

18. You will be asked if you want to submit the registration.



**PRODUCT REGISTRATION** 

**DEALER INFORMATION**

Debbie's Air Conditioning Co.  
BALDWINVILLE, NY, 13027  
USA  
(315) [REDACTED]  
DEBE [REDACTED].COM  
[Change](#)

**PRODUCTS**

*Note:* below your c... it shows ons from

**Address Locator**

Address could not be verified. Please confirm the address selection below to continue.

Equipment Owner Address:

Use entered address:30 [REDACTED] BALDWINVILLE, NY, 13027, US **16**

Use verified address:30 [REDACTED] BALDWINVILLE, NY, 13027, US **16**

**17**

Enter serial number [REDACTED] MM/DD/YYYY [REDACTED] Select Brand [REDACTED]

(new empty row adds when previous row is complete)

Type of Purchase\*  Replacement of existing equipment  New equipment

Application type\*  Residential Single Family  Commercial



**PRODUCT REGISTRATION** 

**DEALER INFORMATION**

Debbie's Air Conditioning Co.  
BALDWINVILLE, NY, 13027  
USA  
(315) [REDACTED]  
DEBE [REDACTED].COM  
[Change](#)

**PRODUCTS**

*Note:* Please be aware that the model number on your invoice/equipment may differ slightly from what shows below. The correct model number is shown below and any variations from your documentation/equipment.

**Confirmation**

Do you want to submit the registration?

**18**

Serial Number\* A024362540 Brand\* Comfortmaker [REDACTED]

Enter serial number [REDACTED] MM/DD/YYYY [REDACTED] Select Brand [REDACTED]

Once you Submit the registration, a Confirmation will be provided. If an email address was provided for the Equipment Owner, they will receive a copy.

19. The **Equipment Owner** will be provided with a **Confirmation Number**.

20. In this section, **Equipment Owner**, **Equipment Location**, **Dealer Information**, **Type of purchase** and **Application Type** will be listed.

21. In the **Installed Products**, all Serial Numbers, etc., will be displayed here. **Note: Coverage** and **End Date** may not be displayed here until the next business day (see yellow highlighted section.)

22. You can **PRINT** the **Confirmation** if needed.

23. If you have more equipment to register for other customers, you can select "**Register another unit?**" link and this will keep your dealer information for the next registration.

24. Clicking **Home** link will take you the first page of the Registration Process (**note:** you would need to re-enter your Dealer information).

## PRODUCT REGISTRATION



Registration Date: June 23, 2021

### CONFIRMATION

BARBARA [REDACTED]

Thank you for registering your new air conditioning and/or heating equipment from the ICP family of brands.

Your registration confirmation number is Z004 [REDACTED]

Please allow up to 24 hours to receive an email that confirms this registration.

#### Equipment Owner

BARBARA GOODRICH,

[REDACTED]

#### Dealer Information

Debbies Air Conditioning Co.,

[REDACTED]

#### Equipment Location

[REDACTED]

#### Type of purchase

Replacement of existing equipment

#### Application Type

Residential Single Family

#### Installed Products

Serial Number	Model Number	Installation Date	Coverage	End Date
A024362540	EBP3600B	06/01/2021	See Below	See Below

**\*\* Your product was registered successfully! Your coverage and warranty end date will be available within one business day. If an email address has been provided an updated confirmation detailing the coverage and end date will be automatically sent to you. If you have not provided an email address you have the option to return to the confirmation page and view / print the document via the Manage Registration link after one business day. Thank you for your patience.**

If your new system ever needs a repair, ask for **Fast OEM Parts®**

Fast OEM (Original Equipment Manufacturer) Parts® have been designed and built specifically for ICP equipment brands and meet exact specifications, ensuring optimum system performance, proven reliability, easy installation and maintenance, as well as safe system operation.

- U.L. & C.S.A. qualified
- Preserves the original manufacturer's warranty
- Preserves the original efficiency of the system
- Meets rigorous factory run life design specifications

24

[Home](#)

[Register another unit?](#)

23

PRINT 

22

#### Having Trouble?

In most cases, your installing dealer is the best source for your registration information. For Example, they will have accurate serial numbers for your new equipment as well as information to ensure they are properly selected as your installing dealer.