

# Energy Assistance

## How to Submit Required Documentation

In order to receive Energy Assistance, you must provide us with the [required documents](#). There are multiple ways for you to send these documents to us before your appointment day (Some options will be faster than others, so be sure to plan accordingly).

1. Upload your documents online
2. Mail your documents
3. Fax your documents

Please know that any documents you are providing will only be shared with the necessary Energy Team Members within SEI. We encourage you to select the submission option that you are most comfortable with.

### Submitting Documents ONLINE

Please visit our [Online Energy Documentation Submission Form](#) and follow the steps provided to submit documents online.

- **Be sure documents are legible.** Any blurry or unreadable documents will need to be resubmitted and may delay the processing of your application.
- You can select to receive an automated confirmation email that your submission went through successfully.
- Submitting documents online is the fastest way for your documents to get to us
- This form works on phones, tablets, and computers.

### Submitting documents by MAIL

If you would prefer to mail your documents, you can do that. Be sure to plan ahead so we can get them by the time of your appointment.

- **Do not send original documents. Send photocopies only.**
- Be sure documents are legible. Any blurry or unreadable documents will need to be resubmitted and may delay the processing of your application.
- Mail documents to this address:  
*Self Enhancement, Inc.*  
*Attn: Energy Assistance*  
*2205 NE Columbia Blvd*  
*Portland, OR 97211*

### Submitting documents by FAX

Faxing documents are also allowed if that is your preference.

- Be sure documents are legible. Any blurry or unreadable documents will need to be resubmitted and may delay the processing of your application.
- Our fax number is: 503-281-6766
- Please include *ATTN: Energy Assistance* when faxing.

**If you have any questions or concerns, please contact us at 503-240-0828 or at [energy@selfenhancement.org](mailto:energy@selfenhancement.org)**



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