

APPLICATION CENTER INSTRUCTIONS

Prescriptive and Prescriptive Retrofit Lighting

Applying for Prescriptive or Prescriptive Retrofit Lighting incentives? Follow these steps to ensure your application is processed efficiently.

1. Getting Started

- Visit pepco.com/businesssavings
- Select “Apply Now for Prescriptive Project” or “Apply Now for Retrofit Lighting Project”

2. Download the Appropriate Technical Sheet

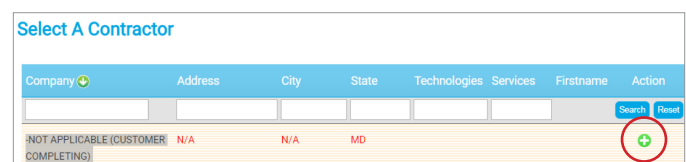
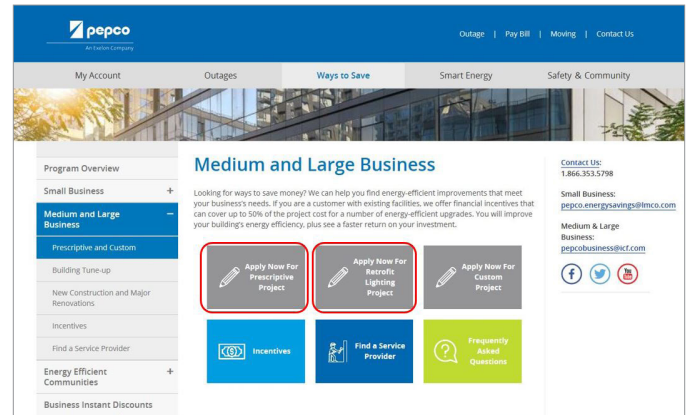
- Double-check that the proposed equipment is listed and meets the technical requirements
- Prepare the following information and click “Begin Application”
 - Business contact information: mailing address, phone, email, primary contact name
 - Service Provider information
 - Pepco account number
 - Expected completion date

Note: If you are a new user, you will be prompted to create an account. You will need to input your name, email address, and utility account number, and create a password. If you are a returning user, click “Log in.”

3. Project Information

The next section details the application form headings and the required information for each heading.

- Name this project**
Create a project name
- Facility information**
Physical address of the work site and a point of contact
- Customer mailing information**
Your company’s mailing address
- Service Provider**
If you are a customer, select “NOT APPLICABLE (CUSTOMER COMPLETING)” from the drop-down menu by clicking the green plus sign to the right. If you are a Service Provider, find your company name on the drop-down menu.
- Additional contact information**
List the incentive payee’s contact information
- General information**
Use the drop-down menus to provide background information about your project



Instructions continue on the next page.



An Exelon Company

Project site information

Provide information like expected completion date and installation contractor

- If you or a member of your facility staff will be completing the installation, choose "Self Install" from the drop-down menu and enter your staff member's name.
- If you are hiring a contractor, select their company name from the drop-down menu. If they are not currently listed, choose "Installation Contractor TBD."

If your contractor is not an approved Service Provider, ask them to contact pepcobusiness@icf.com for assistance in becoming an approved Service Provider. Your application will not be pre-approved until an approved installation contractor has been selected.

4. Equipment Information

Note: This section only applies to non-lighting prescriptive projects. If you are submitting a lighting retrofit project, skip this section and click "Continue."

- Use your technical sheet to find your equipment category
- Click "Add Equipment" and use the navigation tiles to find your equipment (see example on the right)
- Enter equipment specifications
 - You may enter multiple pieces of equipment in one application if they are of the same type. Example: Multiple types of HVAC units, such as "air conditioning only" and "ductless mini split heat pumps" can be in the same application.

Note: We recommend not including different types of equipment in the same application. A chiller should not be in the same application as commercial kitchen equipment.

- Click "Continue" to proceed to the Terms and Conditions page. Read them over and click "I Agree."

5. Congratulations!

Your online application is complete. Next steps:

- Follow the prompts and upload any required documents, such as the workbook for lighting retrofit projects, manufacturer spec sheets, or certifications

Add Equipment

Choose Your Equipment:

Select your equipment through the following categories:

Heating & Cooling Equipment	Motors and VSDs	Residential/Commercial Appliances
Other	Refrigeration	Plug Control
Chillers	Building Envelope	Commercial Appliances
Commercial Kitchen Equipment	Commercial Refrigeration Equipment	Plug Load Equipment

Add Equipment

Current Navigation:

Catalog Home > Heating & Cooling Equipment

Select your equipment through the following categories:

Ground-Source/Water-Source Heat Pumps	Air Source Heat Pumps	Heat Pumps
Air Conditioners	Ground Source Heat Pumps	Ductless Heat Pump

Add Equipment

Current Navigation:

Catalog Home > Heating & Cooling Equipment > Ductless Heat Pump

Please select from the following list of measures:

Name	Action
DUCTLESS MINI SPLIT AIR CONDITIONER	+
DUCTLESS MINI SPLIT HEAT PUMPS	+

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Add Equipment

Equipment Details

QUANTITY *	0
COOLING BTUS PER HOUR *	
BUILDING TYPE *	--Select--
COOLING EFFICIENCY (SEER) *	
MANUFACTURER *	
MODEL NUMBER *	
INCENTIVE PER UNIT	100
TONS	0
TOTAL POTENTIAL INCENTIVE	0
MATERIAL COST	0
INSTALLATION COST	0
LM PROGRAM NAME	Packaged HVAC Units

Questions?

Visit pepco.com/business or email us at pepcobusiness@icf.com for more information.