

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](https://www.pepco.com/BusinessSavings)
- Select “Apply Now for Prescriptive Project” or “Apply Now for Retrofit Lighting Project”

2. Download the Appropriate Technical Sheet

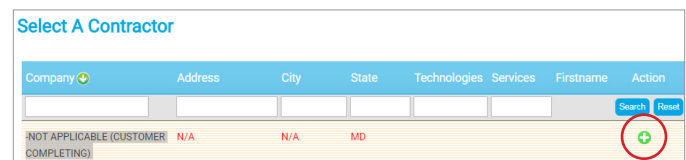
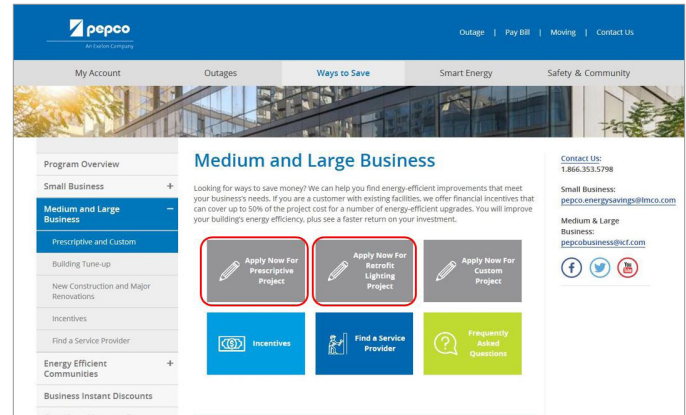
- Double-check that the proposed equipment is listed and meets the technical requirements
- Prepare the following information and click “Begin Application”
 - Business contact information: mailing address, phone, email, and primary contact name
 - Service Provider information
 - Pepco account number
 - 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 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 may be pre-approved, but your incentive will not be paid until an approved installation contractor has been indicated.

4. Equipment Information

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

- 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.

5. Terms and Conditions

- If you are a customer or an authorized representative acting under a Letter of Authorization (LOA) from the customer, click "I agree" to electronically sign the Terms and Conditions
- If you are a Service Provider, clicking "Continue" will complete your application submission; please download the **Terms and Conditions** and upload a customer-signed copy to the Application Center

6. 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:

Residential/Commercial Appliances	Building Envelope	Air Cooled
Agricultural	Air Conditioners	Appliances
Commercial Dishwasher	Electric Food Preparation Equipment	Electric, Water Cooled
Geothermal Heat Pumps	Heat Pumps	Hotel Room Controls
Packaged Terminal Equipment	Plug Load Control	Refrigerators and Freezers
Variable Frequency Drives	Vending Machines	Walk-in Cooler/Freezer Measures

Add Equipment

Current Navigation:

Catalog Home > Heat Pumps

Select your equipment through the following categories:

Air Source Heat Pumps	Ductless Mini Split Heat Pumps	Water Source Heat Pump
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Add Equipment

Current Navigation:

Catalog Home > Heat Pumps > Ductless Mini Split Heat Pumps

Please select from the following list of measures:

Name	Action
DUCTLESS MINI SPLIT HEAT PUMPS	

Page 1 <Page 1> Viewing 1 - 1 of 1 Records

Add Equipment

Equipment Details

QUANTITY *	0
COOLING BTUS PER HOUR *	
HEATING BTUS PER HOUR *	
BUILDING TYPE *	-Select-
COOLING EFFICIENCY (SEER) *	
HEATING EFFICIENCY (HSPF) *	
MANUFACTURER *	
MODEL NUMBER *	
INCENTIVE PER UNIT	100
TONS	0
TOTAL POTENTIAL INCENTIVE	0
MATERIAL COST	0

Questions?

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