

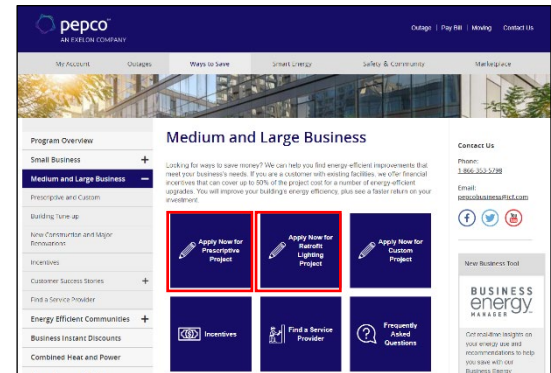
Applying for Small Business HVAC, Efficient Equipment or Retrofit Lighting incentives? Follow these steps to ensure your application is process efficiently.

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, 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

- Where prompted, please select “Yes” to indicate the project is a Small Business application.

- **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 Service Provider, clicking “Continue” will complete your application submission; please download the Small Business Terms and Conditions and upload a customer-signed copy to the Application Center

6. Congratulations

Your online application is complete. Follow the prompts and upload any required documents, such as the workbook for lighting retrofit projects, manufacturer spec sheets, or certifications. Your project will be reviewed and eligibility for Small Business will be verified upon pre-approval.

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