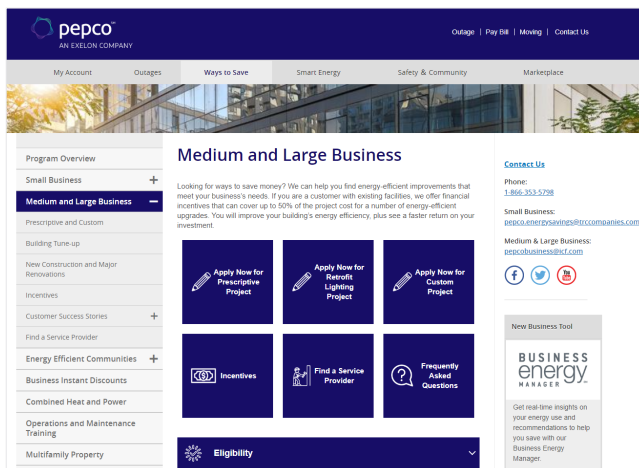


Application center instructions

PRESCRIPTIVE AND RETROFIT LIGHTING

1. Get 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

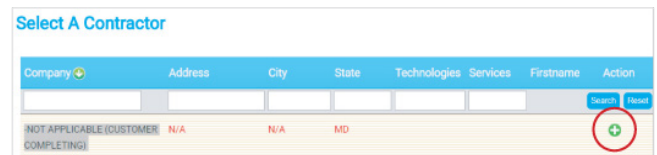
- Double-check that the proposed equipment is listed and meets the technical requirements.
- Prepare the following information and click “Begin Application.”
 - Business contact information: mailing address, phone, email, and primary contact name
 - Service Provider information
 - Pepco account number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

Applicable for non-lighting prescriptive projects only. Skip this section if this does not apply.

- Use your technical sheet to find your equipment category.

The screenshot shows the 'Add Equipment' form with a grid of equipment categories. The 'Heat Pumps' category is highlighted with a red box.

| 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 |

- Click “Add Equipment” and use the navigation tiles to find your equipment.

The screenshot shows the 'Add Equipment' form with the navigation path: Catalog Home > Heat Pumps > Ductless Mini Split Heat Pumps. The 'Ductless Mini Split Heat Pumps' category is highlighted with a red box.

The screenshot shows the 'Add Equipment' form with a list of measures. The 'DUCTLESS MINI SPLIT HEAT PUMPS' measure is highlighted with a red box.

| Name | Action |
|--------------------------------|--------|
| DUCTLESS MINI SPLIT HEAT PUMPS | |

- 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.

The screenshot shows the 'Add Equipment' form with the 'Equipment Details' section. The 'Quantity' field is highlighted with a red box.

| 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 |

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.

Questions?

Visit pepco.com/Business or email pepcobusiness@icf.com for more information.