

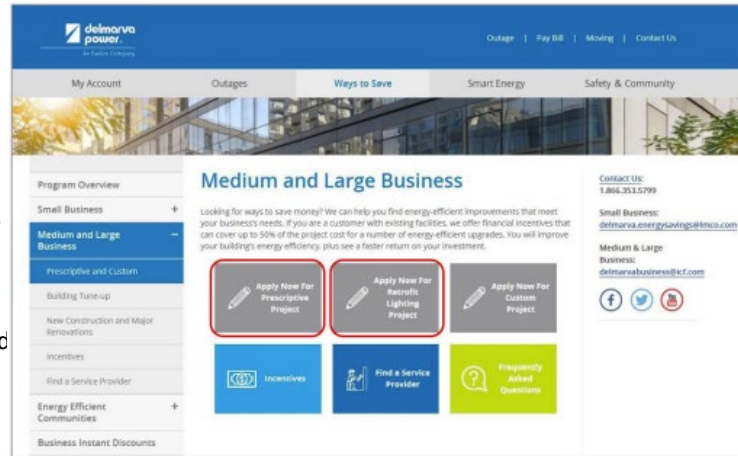
Applying for Prescriptive or Prescriptive Retrofit Lighting incentives? Follow these steps to ensure your application is processed efficiently.

1. Getting Started

- Visit delmarva.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
 - Delmarva Power account number
 - Expected completion date

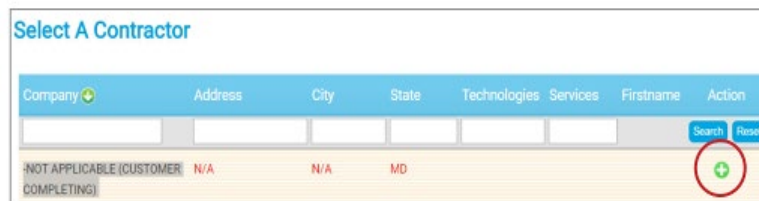


Note: If you are a new user, you will be prompted to create an account. You will need to input your name, email address, and create a password. If you are a returning user, click “Log In.”

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**

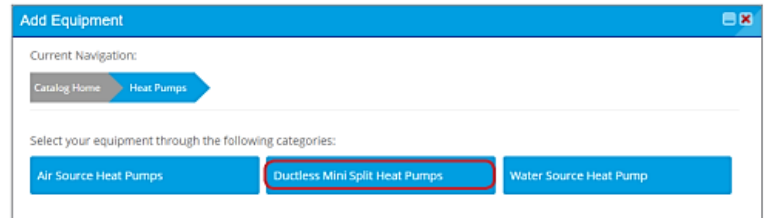
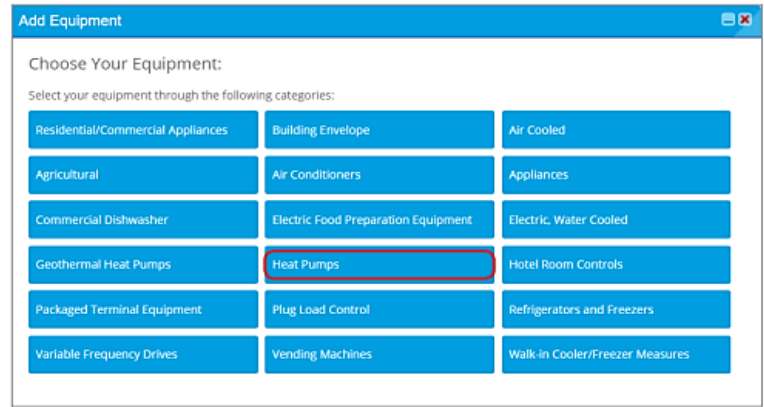
Use the drop-down menus to provide background information about your project

- **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 delmarvabusiness@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.

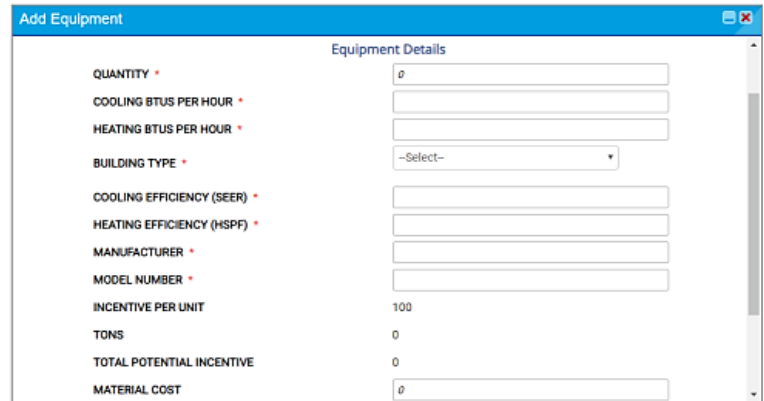
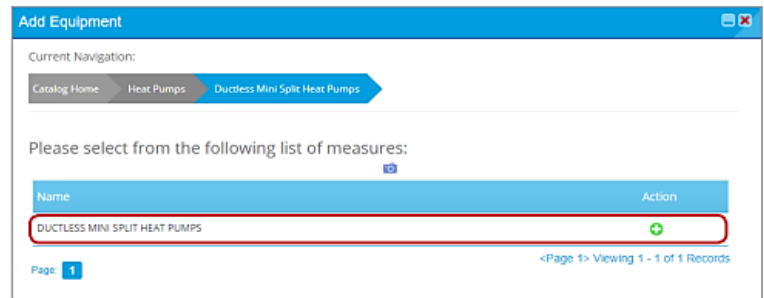


4. Equipment Information

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

Questions?

Visit delmarva.com/business or email us at delmarvabusiness@icf.com for more information.