

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

### 2. Download the Appropriate Technical Sheet

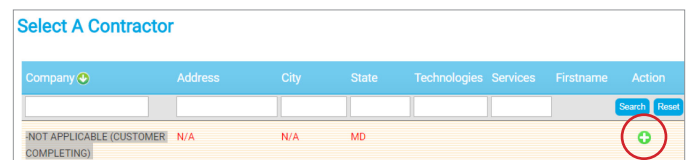
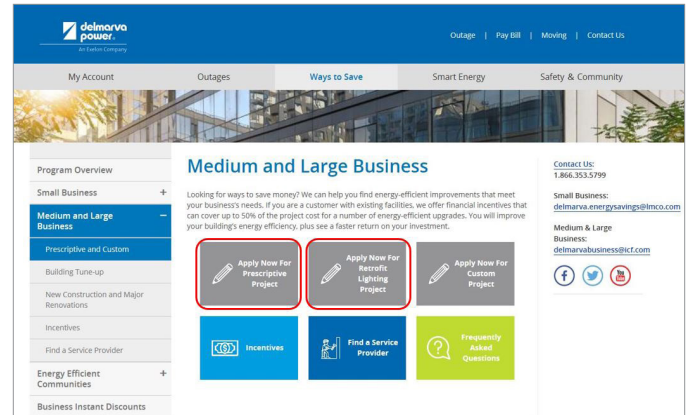
- Double-check that the proposed equipment is listed and meets the technical requirements
- Prepare the following information and click “Begin Application”
  - Business contact information: mailing address, phone, email, and primary contact name
  - Service Provider information
  - Delmarva Power account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



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 [delmarvabusiness@icf.com](mailto: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

The screenshot shows the 'Add Equipment' form with a grid of equipment categories. The categories are: 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 (highlighted with a red box), Hotel Room Controls, Packaged Terminal Equipment, Plug Load Control, Refrigerators and Freezers, Variable Frequency Drives, Vending Machines, and Walk-in Cooler/Freezer Measures.

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' button is highlighted with a red box.

The screenshot shows the 'Add Equipment' form with a table of equipment measures. The table has columns for Name and Action. The entry 'DUCTLESS MINI SPLIT HEAT PUMPS' is highlighted with a red box. The page number is 1, and it shows 1 of 1 records.

The screenshot shows the 'Add Equipment' form with the 'Equipment Details' section. The fields are: 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), and MATERIAL COST (0).

## Questions?

Visit [delmarva.com/business](http://delmarva.com/business) or email us at [delmarvabusiness@icf.com](mailto:delmarvabusiness@icf.com) for more information.