

APPLICATION CENTER INSTRUCTIONS



MARCH 1, 2018

Important details on eligibility, pre-approval requirements, and technical requirements can be found by downloading the appropriate Technical Sheet.

Choose Application Type

Go to <https://homeenergysavings.delmarva.com/business/apply> and choose the type of application you want to submit. Click "Apply or Manage Application," then click "Begin Application" at the bottom of the page.

Create an Account and Log In

If you already have an account, enter your email address and password and click "Account Login." This will bring you to the application. If you do not have an account, click "Create Account." Enter your name, email address and password, and click "Submit." (Enter ten 0's into the utility account number field if you are not a Delmarva Power customer.) This will bring you to the Application Center homepage. To start your application, use the "New Online Application" link on the left and re-select your application type.

You cannot save an application as a draft. Once you start, you must complete steps 1-4.

Step 1: Contact Information

Enter contact information for the facility and customer: name, company name, address, phone, email, and Delmarva Power account number. The facility information refers to where the work is being completed and the customer mailing information refers to where correspondence should be sent.

Select the contractor or Trade Ally from the drop-down menu. The contractor must complete a [Contractor Company Profile](#) in order to appear in this drop-down. If the customer is self-installing the project, select "Self-Install."

Enter the payee information: name, company name, and address. Please double check that this information is entered accurately.

Step 2: Application Information

Enter the project information, including who the application is being completed by, expected completion date, project type, building type, payment information, and previous participation.

Step 3: Equipment Information

Lighting Fixtures and Controls projects should skip to step 4.

For prescriptive applications other than lighting fixtures and controls, click “Add: New Equipment” and follow the guide in the Technical Sheet to enter the appropriate product type, category, and product. Enter the equipment details and click “Submit.” Continue to use the “Add: New Equipment” button until all equipment has been added.

Step 4: Terms and Conditions

Click “Continue.” The application is now in the system. If the customer is submitting the application, the Terms and Conditions will appear on screen for agreement. If the contractor is submitting the application, the Terms and Conditions will automatically be emailed to the customer (using the email address provided) for signature. The contractor can also download the Terms and Conditions in advance, have the customer sign them, and upload the file to the Application Center in Step 5.

Step 5: Upload Supporting Documentation

Go to the box that says “You Have _ New Task(s)” and click on the application you just created. Click on the link that says “click here” in the orange box at the top of the page or scroll down to the section entitled “Current Tasks” to upload supporting documents including the equipment cut sheets, screenshots, and retrofit lighting worksheet (if applicable). Upload these documents by clicking the floppy disk image to the right of each task and choosing the appropriate file. You can upload only one file for each task item. If you want to upload multiple documents as a single zipped folder or single pdf, click the floppy disk image next to “Upload Combined or Other Supporting Documents.”

Step 6: Submit for Processing

Go to the last item in the “Current Tasks” section, “Complete Task: All documents uploaded – submit for processing.” Click the clipboard image on the right. Click the checkbox to certify all supporting documentation has been uploaded and press the button “Submit.” Your application is now in “Application Received” status. The system will automatically submit your project for processing after three days if you do not check off the task.

Post Installation Instructions

These instructions are for projects in “Install” status that were submitted through the Online Application Center, received pre-approval, and completed installation.

Open Application

Go to <https://homeenergysavings.delmarva.com/business/apply>, select your project type and click “Apply or Manage Application.” Then click “Manage Applications” in the left menu. Enter your email address and password and click “Account Login.” Open the application by clicking on the project number in the box that says “You Have _ New Task(s).” You can also click on “My Applications” in the “Quick Actions” box or on “Install” in the “Applications by Status” box and then open the application.

Step 1: Upload Final Documents

Click on the link that says “click here” in the orange box at the top of the page or scroll down to the section entitled “Current Tasks” to upload final documents including signed pre-approval letter, invoice, and a revised lighting worksheet (if applicable). Upload these documents by clicking the floppy disk image to the right of each task and choosing the appropriate file. You can upload only one file for each task item. If you want to upload multiple documents as a single zipped folder or single pdf, click the floppy disk image next to “Upload Combined or Other Support Documents (Optional).”

Step 2: Submit for Processing

Go to the last item in the “Current Tasks” section, “Complete Task: All Documents Uploaded – Submit for Processing.” Click on the clipboard image on the right. Click the checkbox to certify the installation is complete and all final documentation has been uploaded and press the button “Submit.” Your application is now in “Install Complete” status. If this task is not completed, your project will remain in “Install” status and cannot be further processed.

Delmarva Power Energy Savings for Business Program

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EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to delmarva.com/business.
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