

APPLICATION CLONING PROCESS GUIDE

Delmarva Power Energy Savings for Business Program

A front-end cloning feature is now available for all Delmarva Power Energy Savings for Business Programs. This will simplify the application process by allowing applicants to duplicate existing applications in the Online Portal.

Step 1

On the **Online Portal** home page, click the **"My Applications"** link underneath **"Quick Actions"** in the upper left section.

- On the following page, identify the application that needs to be cloned, and click the **"Copy"** link.

My Submitted Applications

Program	Projectname	Contact	Project #	Created	Status	Action
						Search Reset
C&I BUILDING TUNE-UP - O&M TRAINING	CLONING TEST PROJECT	LACKAY, MEGAN 7125 THOMAS EDISON DRIVE	PCOMPS1539780829	NOV-6 2018 11:12AM	TECHNICAL REVIEW	[View] [Copy]

Step 2

On the next window, please select the number of copies to be created, and click the **"Submit"** button to save.

COPY APPLICATION

Copy Application #PCOMPS1539780829

Please select the number of copies of this application you'd like to create

Number of copies *

Step 3

On the next window, the following options are available for updating or selection. The adjustments made in this section will be reflected in the cloned application(s).

- Premise Contact Information
 - First name, last name, project name, address
 - To keep premise information the same as in the original application, do not change the existing fields

Instructions continue on the next page.

- Option to Copy Equipment
 - To copy over equipment, select both the **“Copy Equipment”** and **“Yes”** checkboxes

Once all updates and/or selections have been made, click the **“Submit”** button.

- If a new project name is not given before the new application is submitted for review, the **“Project Name”** field will be blank

Step 4

Once the original application is cloned, the new application(s) will appear in the **“My Submitted Applications”** page.

My Submitted Applications						
Program	Projectname	Contact	Project #	Created	Status	Action
						Search Reset
C&I BUILDING TUNE-UP - O&M TRAINING	CLONING TEST PROJECT 123	LACKAY, MEGAN 7125 THOMAS EDISON DRIVE	PCOMPS1539780838	NOV-6 2018 11:16AM	APPLICATION RECEIVED - AWAITING ADDITIONAL DOCUMENTS	View Copy
C&I BUILDING TUNE-UP - O&M TRAINING	CLONING TEST PROJECT	LACKAY, MEGAN 7125 THOMAS EDISON DRIVE	PCOMPS1539780829	NOV-6 2018 11:12AM	TECHNICAL REVIEW	View Copy

- An automated welcome email will be sent to all contacts listed on each cloned application, confirming that Delmarva Power has received it
- Upload Documentation
 - New documentation **must be uploaded** to the cloned application(s) within the Online Portal
 - Documents cannot be copied over from the original application

Once the cloned application has been submitted, a technical review will be performed by ICF staff. All applications are reviewed in the order they are received.

Questions?

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