

# BGE Smart Energy Savers Program<sup>®</sup>

## Building Tune-up Service Provider Application Instructions

### Open the Service Provider Application

Go to <https://bgeicbuildingtuneupserviceprovider.programprocessing.com>. Click "Apply Now" on the left side and 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" (account number is not a required field). 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 the Service Provider application.

**You cannot save an application as a draft. Once you start, you must complete the application.**

### Step 1: Company Information

Enter contact information for the company: business name, contact name, mailing address, phone number and email address.

### Step 2: Business Information

Enter the business information, including company website, years in business, years under current ownership, number of employees in MD, regional offices, business type and service area.

### Step 3: Contact Information

Enter contact information for the sales contact and the technical contact: name, phone number and email address. These two contacts will appear on the [Large Building Tune-up Services: Service Provider Directory](#).

### Step 4: Training Information

Enter the attendee name, location of training and date of attendance for the most recent Building Tune-up training attended by an employee of your company. Please note that annual attendance at a Building Tune-up training is mandatory to remain listed on the Service Provider Directory.

### Step 5: References

Enter contact information for two references (company name, contact name, phone number, description of project) if you do not have one of the following certifications: Certified Commissioning Professional, Certified Commissioning Provider, Accredited Commissioning Process Provider, Systems Commissioning Administrator, Certified Building Commissioning Professional. If you have one of these certifications, you will upload it in step 8.

**Please notify all references that a representative from the BGE Smart Energy Savers Program will be contacting them shortly. Any delays in receiving reference responses will delay application approval.**

### Step 6: Agreement and Signature

After reading the Terms and Conditions on the application, enter your name, title and date into the appropriate fields. Entering this information qualifies as an electronic signature certifying that your company agrees to be bound by the Terms and Conditions.

### Step 7: Submit for Processing

Click "Continue." Your application has now been submitted.

### Step 8: Upload Supporting Documents

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 one of the certifications referenced in Step 5 and proof of insurance. Upload these documents by clicking on the floppy disk image and uploading the appropriate file. Your application is now in "Application Received" status, ready to be reviewed.

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