

Open the Service Provider Application

Go to

<https://bgeserviceprovider.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. Enter zeros for the account number. Click “Submit.” 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 Energy Solutions for Business Service Provider application.

You cannot save an application as a draft. Once you start, you must complete the application. Do not hit your browser's back button or exit out of your Internet browser until you have completed the application; doing so will create an incomplete application in our system.

Make sure to review all [license, training and insurance requirements](#) before you begin.

Step 1: Company Contact Information

Enter contact information for the company and main point of contact: contact name, business name, mailing address, phone number, and email address. This contact person will be the account administrator and will be responsible

for updating information and documentation as necessary as well as receiving communication about all applications.

Step 2: Additional Contact Information (Optional)

If you are interested in being listed on the Service Provider Directory and would like the company information displayed differently than the information entered in Step 1, please click “Add Contact” and enter the appropriate contact information.

Step 3: Business Information

Enter information such as business type (minority-owned, woman-owned, veteran-owned), company type (contractor, distributor, engineering/design/architectural firm, other), and services offered or equipment sold.

Step 4: Service Provider Directory

Select “Yes” or “No” to indicate your company’s interest in becoming listed on the Service Provider Directory. If “No,” scroll down to the bottom of the page and click “Continue.” If “Yes,” complete the rest of the form, including sales contact information to be listed on the directory, the name of a company employee who attended an “Energy Solutions for Business Program Training for Service Providers” session, and the date of attendance. Then, click “Continue.” Your application has now been created in our system.

Step 5: Licensing and Insurance Information

Depending on what company type you selected, a new form will appear. Enter all appropriate license information, including licensee and

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company name, license number, and expiration date. If you are a contractor, make sure to indicate whether or not your company performs installations. Once you enter all license information, scroll down and enter insurance information, including insurance company, policy number, and expiration date. Click "Continue."

Step 6: Terms and Conditions

The Terms and Conditions will appear on a new form. (If you selected more than one company type, you will enter additional license information and click "Continue" before reaching the Terms and Conditions Form). After reading them, enter your name, title, and date and click "Continue."

Step 7: 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 the certificate of insurance and licenses. Upload these documents by clicking on the floppy disk image and uploading the appropriate file. You can only upload one document per floppy disk, so make sure to combine documents into one PDF file or one Zip folder if you have additional documents. Check off the task that says "Complete Task: All Documents Uploaded – Submit for Review." Your application is now in "Application Received" status, ready to be reviewed.

Questions

If you have questions about the application, call 410.290.1202 or email business@bgesmartenergy.com.

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 BGESmartEnergy.com.