

Service Provider Application Instructions – Energy Solutions for Business

Open the Service Provider Application

Go to <https://bgecontractorsetup.customerapplication.com/apply>. Click “Apply Now” on the gray ribbon at the top of the screen 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. Click “Submit.” This will bring you to the Application Center homepage. To start your application, use the “Apply Now” link on the gray ribbon at the top of the screen, and re-select the Energy Solutions for Business Service Provider application.

Note: In order to save an application as a draft, please click “Save and Complete Later” at the bottom of the page. You will be able to find your incomplete application on the “Manage Applications” tab on the top ribbon and continue it from there.

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, company 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. Ignore the “Meter ID” and “Account Number” fields.

Step 2: Primary Contact/Company Information

This can be the same as the first contact (select checkbox for “Same as home/business information” if so) or a different contact can be entered.

Step 3: Terms and Conditions

Please read the terms and conditions of participation and digitally sign and date at the bottom of the page.

Step 4: Service Provider Application

Enter information about your company such as business type (minority-owned, woman-owned, veteran-owned), date of Certificate of Good Standing and insurance expiration dates, then company type (contractor, distributor, engineering/design/architectural firm, other), and services offered, or equipment sold.

Step 5: Service Provider Directory

Select “Yes” or “No” to indicate your company’s interest in becoming listed on the Service Provider Directory. If “No,” “Continue.” If “Yes,” click “continue” and complete the rest of the Service Provider Directory form on the next page, 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, the date of attendance, and the countries served. Then, click “Continue.”

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Step 6: Licensing Information

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

Step 7 : Upload Supporting Documents

The Additional Docs Page will ask if you have any documents/in addition/ to the bulleted ones. If those are the only documents you plan to upload, select 0 from the dropdown list, otherwise enter the number of additional documents you plan to upload.

On the next page, you will see several large boxes labeled "Document Upload" and the type of document they are asking for. Click the box and choose the file from your computer, then click "Upload File." Once all files are uploaded, click "Complete Application." 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.