

Application Center Instructions for C&I Customers

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

Choose Application Type

Go to bgeiconline.programprocessing.com and choose the type of application you want to submit. 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 your application type.

Step 1: Name Your Project

Enter a name for your project and click “Continue.” After completing this step, you may save your progress and return to finish the application later by clicking “Save and Complete Later.”

Step 2: Contact Information

Enter contact information for the facility and BGE customer such as name, company name, address, phone, email and BGE account number for the facility. The facility information refers to where the work is being completed and the customer mailing information refers to where correspondence and the check (if payable to customer) should be sent. In the Service Provider section, press the “Click here to search for a contractor” button to search for and select an approved Service Provider. If you don’t plan to use a program-listed Service Provider, please select “NOT APPLICABLE (CUSTOMER COMPLETING).”

Step 3: Project Information

Enter the project information, including savings and incentive information, who the application is being completed by, expected completion date, Installation Contractor information, sector type, building type and payment information. If you are not using an Installation Contractor, select “Self-Install” from the drop-down menu and enter the full name of the lead installer/electrician in the manual entry field beneath the drop-down menu.

Step 4: Equipment Information

(Retrofit and New Construction lighting projects should skip to step 5.)

For a VFD, kitchen, refrigeration, plug load, appliance or HVAC application, click “Add: New Equipment” and follow the guide in the technical sheet located on the [Application Forms and Worksheets](#) page 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. Click “Continue.”

Step 5: Terms and Conditions

If the customer is submitting the application, the Terms and Conditions will appear on screen for signature. If the contractor is submitting the application, a link to the Terms and Conditions will automatically be emailed to the customer (using the email address provided) for signature. The contractor also can [download the Terms and Conditions](#) in advance, have the customer sign them and upload the file to the Application Center in Step 6.

Step 6: Upload Supporting Documents

In the “Contractor Submitted Documents” section, indicate whether you have additional documentation to upload beyond the listed required documentation. Click “Continue” to proceed to the upload screen. Upload the required listed documents by clicking the green plus sign 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 green plus sign image next to “Document Upload: Other Supporting Documents.”

Step 7: Submit for Processing

After uploading all required listed documentation, click “Complete Application” to submit your application for processing. 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. While your application is being processed, a program representative may contact you with questions or to schedule a pre-installation inspection.

Post Installation Instructions

These instructions are for projects in “Install” status that received a pre-approval letter and completed installation.

Step 1: Open Application

Go to bgeiconline.programprocessing.com and click “Manage Online 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 2: 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 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 3: 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 click the “Submit” button. 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. Once your application is in “Install Complete” status, your project will undergo a final review and will begin to be processed for payment. A post-installation inspection may be required.

If you have questions about the program, call **410.290.1202** or email Business@BGESmartEnergy.com.

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