# BGE Front-End Cloning Feature Process Guide

A front-end cloning feature is now available for most BGE programs (excluding CHP), which will allow applicants to clone existing applications in the Online Portal to simplify the application process.

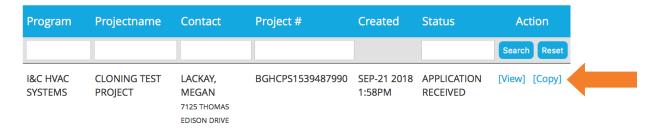
## Instructions

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- 1 On the **Online Portal** home page, click the **"My Applications"** link under the **"Quick Actions"** section in the upper left.
  - **A.** On the following page, identify the application that needs to be cloned, and click the **"Copy"** link. Applications can be cloned in any status.

## **My Submitted Applications**



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

COPY APPLICATION
Copy Application #BGHCPS1539487990
Please select the number of copies of this application you'd like to create Number of copies $-$ SELECT - $\Rightarrow$ *
SUBMIT
)n the next name, the ontions listed below are available to undate or select $$

A. Premise Contact Information—first name, last name, project name, address

section will be reflected in the cloned application(s).

I. To keep premise information the same as the original application, do not change the existing fields.





#### B. Option to Copy Equipment

I. To copy over equipment, select both the "Copy Equipment" and "Yes" checkboxes.

New Premise A	Address (Work Location	Additional Item Information	
# First Name	Last Name	Address	Copy Equipment
1 Megan megan.lackay@ic	Lackay	7125 Thomas Edison Drive	Ves 🗸
Project Name		Columbia MD 21230	
		SUBMIT	
		<b></b>	

II. When all updates and/or selections have been made, click the **"Submit"** button.

Once the original application is cloned, the new application(s) will appear on the **"My Submitted Applications"** page.

## **My Submitted Applications**

Program	Projectname	Contact	Project #	Created	Status	Action
						Search Reset
I&C HVAC SYSTEMS	CLONING TEST PROJECT	LACKAY, MEGAN 7125 THOMAS EDISON DRIVE	BGHCPS1539502442	SEP-25 2018 9:28AM	TECHNICAL REVIEW	[View] [Copy]
I&C HVAC SYSTEMS	TEST PROJECT	LACKAY, MEGAN 7125 THOMAS EDISON DRIVE	BGHCPS1539487990	SEP-21 2018 1:58PM	TECHNICAL REVIEW	[View] [Copy]

- A. If a new project name is not given, the "Project Name" field will be blank.
- **B.** An automated welcome email will be sent to all contacts listed on the application, confirming that BGE has received it.
- C. Upload Documentation
  - I. New documentation **must be uploaded** to the cloned application(s) within the Online Portal.
  - **II.** 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 in which each is received.

### **HAVE QUESTIONS?**

For more information or questions, call 410.290.1202 or email Business@BGESmartEnergy.com.

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