

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

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

Program	Projectname	Contact	Project #	Created	Status	Action
						<input type="button" value="Search"/> <input type="button" value="Reset"/>
I&C HVAC SYSTEMS	CLONING TEST PROJECT	LACKAY, MEGAN 7125 THOMAS EDISON DRIVE	BGHCPS1539487990	SEP-21 2018 1:58PM	APPLICATION RECEIVED	[View] [Copy]

2

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 *

3

On the next page, the options listed below are available to update or select. The adjustments made in this section will be reflected in the cloned application(s).

- A. Premise Contact Information—first name, last name, project name, address
- 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 Address (Work Location) Information				Additional Item Information
#	First Name	Last Name	Address	<input checked="" type="checkbox"/> Copy Equipment
1	<input type="text" value="Megan"/>	<input type="text" value="Lackay"/>	<input type="text" value="7125 Thomas Edison Drive"/>	<input checked="" type="checkbox"/> Yes
	<input type="text" value="megan.lackay@icf.com"/>		<input type="text"/>	
	<input type="text" value="Project Name"/>	<input type="text" value="Columbia"/>	<input type="text" value="MD"/>	<input type="text" value="21230"/>
<input type="button" value="SUBMIT"/>				

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

4 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
I&C HVAC SYSTEMS	CLONING TEST PROJECT	LACKAY, MEGAN 7125 THOMAS EDISON DRIVE	BGHCP51539502442	SEP-25 2018 9:28AM	TECHNICAL REVIEW	[View] [Copy]
I&C HVAC SYSTEMS	TEST PROJECT	LACKAY, MEGAN 7125 THOMAS EDISON DRIVE	BGHCP51539487990	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**.

This program supports the EmPOWER Maryland Energy Efficiency Act.

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