

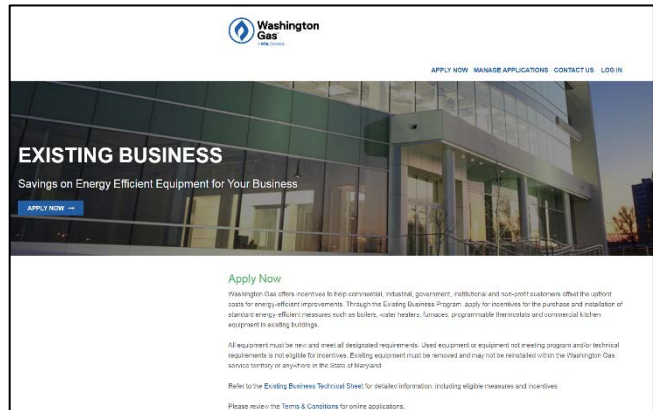
Applying for Existing Business, New Business Construction or Custom Business Solutions incentives? Follow these steps to ensure your application is processed efficiently. Service Providers must be [registered](#) with the program in order to submit applications.

### 1. Getting Started

- For Existing Business projects, visit [wgcommercial-eb.programprocessing.com](http://wgcommercial-eb.programprocessing.com)
- For New Business Construction projects, visit [wgcommercial-nc.programprocessing.com](http://wgcommercial-nc.programprocessing.com)
- For Custom Business Solutions projects, visit [wgcommercial-custom.programprocessing.com](http://wgcommercial-custom.programprocessing.com)
- Click "Apply Now" at the top of the page

### 2. Download the Appropriate Technical Sheet

- Double check that the proposed equipment is listed and meets the technical requirements.
- Prepare the following information and click "Begin Application."
  - Business contact information: mailing address, phone, email, primary contact name
  - Service Provider company name
  - Washington Gas account number

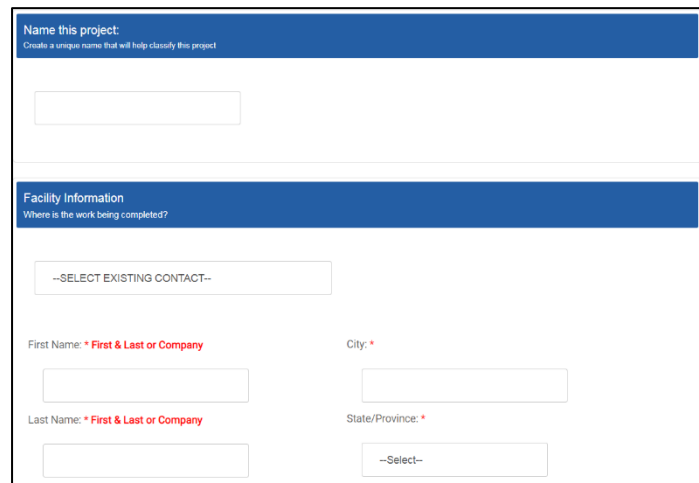


*Note: if you are a new user, you will be prompted to create an account. You will need to input your name, email address, and create a password. If you are a returning user, click "Log in."*

### 3. Project Information

This step details the application form headings and the information required for each section. Throughout the application process, you have the option to continue, go back and edit a previous section, or save and complete later.

- **Name this project**
  - Create a project name.
- **Facility information**
  - List the physical address of the work site and a point of contact.
- **Customer mailing information**
  - Add the customer company's mailing address.
- **Service Provider**
  - Select the Service Provider (contractor or other vendor) from the drop-down menu. Service Providers must [register](#) and wait for approval to appear on this list.
- **Additional contact information**
  - Enter the incentive payee's contact information.
- **General information**
  - Use the drop-down menus to provide background information about your project.
- **Project site information**
  - Provide information like expected completion date and installation contractor.



#### 4. Terms and Conditions

- If you are the Washington Gas customer submitting the application, the Terms and Conditions will appear. Read over them and click "I Agree."
- If you are a Service Provider submitting an application on behalf of the customer, the Terms and Conditions will be emailed to the customer upon application submission.

#### 5. Equipment Information

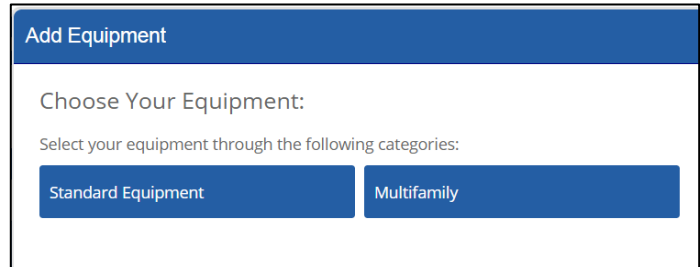
- Use your technical sheet to find your equipment category.
- Click "Add Equipment" and use the navigation tiles to find your equipment.
- Enter equipment specifications.
- You may enter multiple pieces of equipment in one application.

#### 6. Document Upload

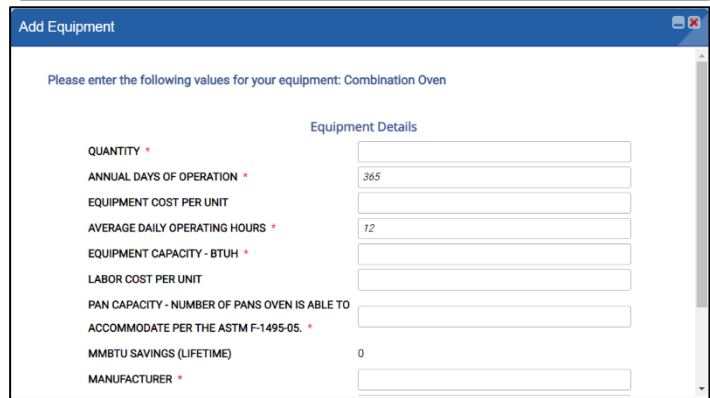
Upload any required documents, such as manufacturer spec sheets and customer-signed Terms and Conditions. Click "Complete Application" when you are ready to submit your application.

#### 7. Congratulations!

Your online application is complete and ready to be reviewed for pre-approval.



The screenshot shows a window titled "Add Equipment" with a blue header. Below the header, the text "Choose Your Equipment:" is displayed. Underneath, it says "Select your equipment through the following categories:". There are two blue buttons: "Standard Equipment" and "Multifamily".



The screenshot shows a window titled "Add Equipment" with a blue header. Below the header, it says "Please enter the following values for your equipment: Combination Oven". The form is titled "Equipment Details" and contains the following fields:

Field Name	Value
QUANTITY *	
ANNUAL DAYS OF OPERATION *	365
EQUIPMENT COST PER UNIT	
AVERAGE DAILY OPERATING HOURS *	12
EQUIPMENT CAPACITY - BTUH *	
LABOR COST PER UNIT	
PAN CAPACITY - NUMBER OF PANS OVEN IS ABLE TO ACCOMMODATE PER THE ASTM F-1495-05. *	
MMBTU SAVINGS (LIFETIME)	0
MANUFACTURER *	

**Questions? Contact Us:** 1-833-286-0860 or [WashGasBusiness@icf.com](mailto:WashGasBusiness@icf.com)



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