

APPLICATIONS MADE EASY

FROM POTOMAC EDISON'S ENERGY SOLUTIONS FOR BUSINESS PROGRAM

BEFORE YOU APPLY

Choose Your Upgrade

View all the energy efficiency incentives available for your business and choose where to save first.



Document Checklist

To make things easy, gather any documents you may need beforehand, including your:

- Potomac Edison bill within 90 days of submitting the application
- Signed and dated W-9 within 2 years of receiving incentive payment
- Completed measure calculator(s)
- Spec sheet(s)
- Cost estimates

Some incentives may require geo-tagged photos or an in-person inspection.

WHEN YOU'RE READY

Visit Our Online Portal

Log in as a customer or Program Ally, or register as a new user at <https://cr101.secure.force.com/energysavemd>.



Apply and Submit

Select **New Rebate Application** and follow the prompts to fill out your information. When you're finished, review your application then click submit!

Wait for Approval

Our program team will review your application in about 15 business days. You will receive a notification on the portal if a correction is needed or when you've been pre-approved.



Accept Your Offer

Once pre-approved, go to the **Offers** tab to accept your incentive! Offers may be cancelled if not accepted within 30 days of date of the pre-approval.

Submit for Payment

When your upgrade is complete, go to your **Payment Requests** and upload your post-construction documents, including your Incentive Request Form if needed, and Letter of Attestation.



That's it! You'll start saving energy right away and receive your check in the mail within 4 to 6 weeks.

For everything you need to get started, visit energysavemd-business.com or call 855-801-5803.