

Step by Step Guide for Contractor Enrollment Application

OVERVIEW

This document was created to guide you through the enrollment process for Potomac Edison's Energy Efficiency Financing Program. This program is available exclusively to contractors who plan to complete qualifying energy efficiency projects under Potomac Edison's Energy Solutions for Business Program.

To get started, go to pe.optimusfinancing.com. Scroll down to "How It Works for Contractors" section and click "register here" to get started.

You will then be prompted with a message asking whether you'd like to automatically save your work in case you are logged out of the page. Please select "Save My Progress," or choose "No" if you prefer not to.



OPTIMUS™
CONTRACTOR FINANCING MADE EASY

PotomacEdison® **EmPOWER MARYLAND**
A FirstEnergy Company

POWER UP Your Commercial Business with Low-Interest Financing
0% – 2.99%
financing for Potomac Edison Commercial & Industrial Maryland Customers.
Contact a Program Partner for details.

Apply Now

How It Works for Contractors

- 1** Get Registered as an **OPTIMUS-Approved Contractor** and get approved within hours. [register here](#)
- 2** **Provide a Project Proposal:** make sure what's proposed is eligible for rebates under [Potomac Edison's Energy Solutions for Business Program](#).
- 3** **Get Paid:** Contractors may receive up to 50% of the project cost upfront. Be sure to close out your energy rebate application (if applicable) to ensure you receive all eligible utility incentives once the project is complete.

It is recommended that you save your progress as you fill out this application. Would you like to automatically save progress?

Select "Yes" to automatically save your progress as you work to your current browser session. Select "No" if on a shared device.

No **Yes, save my progress**

For more information contact us at
potomacedisonfinancing@egia.org or call 844-655-9364

THE CONTRACTOR APPLICATION CONSISTS OF FOUR STEPS:

Step 1, enter all requested information for the primary contact, then click “Next.”

Step 1 of 4

Step 1

Primary Contact Information

The person completing this application should be the primary contact.

First Name	Last Name
Job Title	Email
Work Phone	Mobile Phone
Business Legal Name (Merchant)	Choose your business structure
# of Employees	Do you have a Website?

Next Save and Continue Later

Step 2 asks you to complete all business and owner information listed.

Please have your Federal Tax Identification Number, Contractor’s License number, and the owners’ Social Security numbers readily available, then click “Next.”

Step 2 of 4

Step 2

Business and Owner Information

Business Information

Type of Service / Product Business Offers	Doing Business As	
Federal Tax ID	Contractor License #	In Business Since
Annual Consumer Sales Revenue	Annual Consumer Finance Volume	Average Ticket

Street Address

City	PA	Zip/Postal Code	United States
------	----	-----------------	---------------

☐ Mailing address is different form above

Principal, Partner or Owner Information

(Please provide all owners who have at least 10% ownership or greater below.)

Owner 1 First Name	Owner 1 Last Name	
Owner 1 Email	Owner 1 Mobile Phone	
Owner 1 Job Title	Owner 1 Birthdate	
Owner 1 Social Security Number	Owner 1 % Ownership	Owner Since

Social Security Number will be used to verify company ownership Please enter a value between 1 and 100

Owner 1 Street Address

Owner 1 City	PA	Owner 1 Zip/Postal Code	United States
--------------	----	-------------------------	---------------

Previous Next Save and Continue Later

For more information contact us at
potomacedisonfinancing@egia.org or call **844-655-9364**

Step 3 will collect your manufacturer and distributor information, as well as your banking details for future payments.

Please have your bank routing number and account number ready, along with a copy of your voided check and W-9. Then click "Next."

Step 3 of 4

Step 3

Manufacturer & Distributor Information

Primary Brand Installed Secondary Brand Installed Primary Distributor/Supplier

Step 4

Bank Information

Name on Checking Account

789123456 123789456123 0025

Routing Number Account Number

Bank Routing Number Bank Account Number

Upload an image of a voided check (required)

Choose File No file chosen

W9 Upload (required)

Choose File No file chosen

Max. file size: 128 MB. Download W9 template here.

Previous Next Save and Continue Later

Step 4 is the Terms and Conditions section. Please read it carefully, check all applicable boxes, and then sign. Once completed, click "Submit."

Congratulations! You will receive your approval notification via email within 2-3 business days.

Step 4 of 4

Step 5

Terms & Conditions

☐ The customer or Account Holder named on this application ("we", "our", or "us") hereby authorizes Navitas Credit Corp., hereinafter called "Company", to initiate credit entries to the account named on this application. We further authorize the Company to initiate debit entries to the same account, not to exceed the amount deposited in error by the Company, and until we have been notified.

☐ By completing and signing this application, I am certifying the accuracy of the information contained herein and have such authority on behalf of the entity named in this application. I further authorize verification of my Company's credit and other references contained herein and to obtain credit reports on Company's principles if required.

Click to Sign

Previous Submit Application Save and Continue Later