

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 and New Business Construction projects, visit wgcommercial-eb.programprocessing.com
- For Custom Business Solutions projects, visit 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

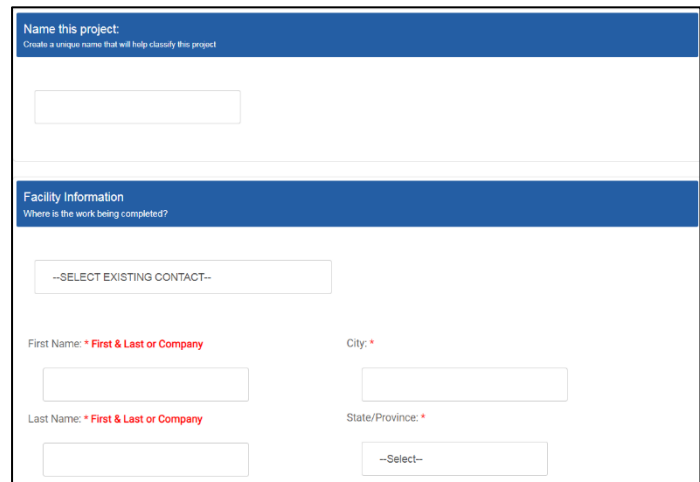


Note: if you are a new user, you will be prompted to create an account. You will need to input your name, email address, and create a password. If you are a returning user, click “Log in.”

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.



The screenshot shows a portion of the application form. The 'Name this project' section has a text input field with the instruction 'Create a unique name that will help classify this project'. The 'Facility Information' section asks 'Where is the work being completed?' and includes a dropdown menu for selecting an existing contact. Below this, there are input fields for 'First Name' and 'City', and 'Last Name' and 'State/Province'. The 'Additional contact information' section is partially visible at the bottom.

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

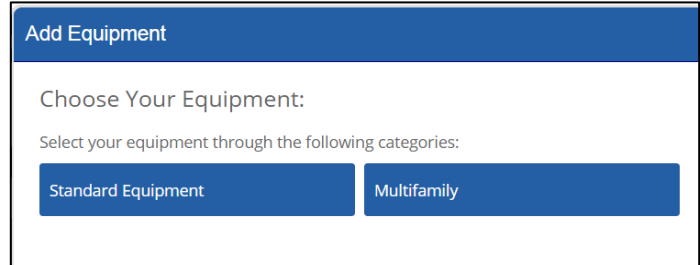
- Use your technical sheet to find your equipment category.
- Click "Add Equipment" and use the navigation tiles to find your equipment.
- Enter equipment specifications.
- You may enter multiple pieces of equipment in one application.

6. Document Upload

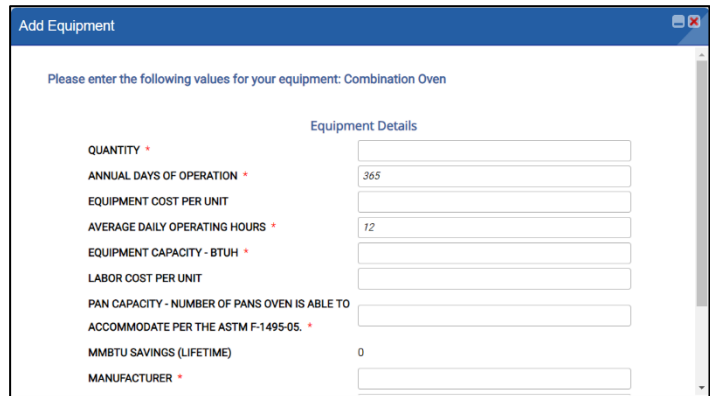
Upload any required documents, such as manufacturer spec sheets and customer-signed Terms and Conditions. Click "Complete Application" when you are ready to submit your application.

7. Congratulations!

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



The screenshot shows a web interface titled "Add Equipment". Below the title, it says "Choose Your Equipment:". Underneath, there is a prompt: "Select your equipment through the following categories:". There are two blue buttons: "Standard Equipment" and "Multifamily".



The screenshot shows a web interface titled "Add Equipment" with a subtitle "Please enter the following values for your equipment: Combination Oven". It features a table for "Equipment Details" with 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



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