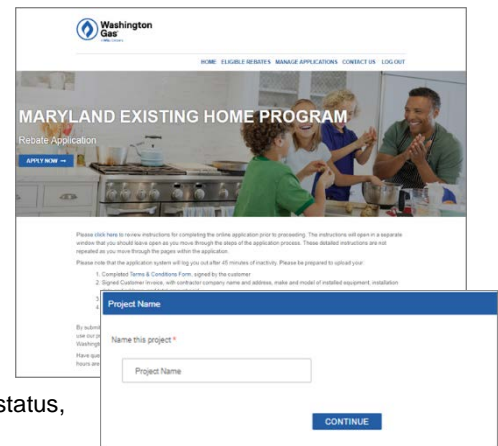


Are you a participating contractor in the EmPOWER Contractor Network and applying for a rebate with the Washington Gas Maryland Existing Home Program? Follow these steps to ensure your application is processed efficiently. Not yet a participating contractor in the EmPOWER Contractor Network? Please apply [here](#).

1. Getting Started

- Rebate applications can be submitted through the Existing Home Rebate Application Portal: <http://wgexistinghome.programprocessing.com>
- Have the following required information before starting the application:
 - Completed [Terms & Conditions](#) Form, signed by customer
 - Signed Customer Invoice, with contractor company name and address; manufacturer, model, and serial number of installed equipment; installation date and address; and total amount paid
 - A recent Washington Gas bill (optional)
 - Completed [Payment Release Authorization Form](#) signed by customer (if applicable)
- Select “Begin Application” at the bottom of the landing page to start your application.
- Next, name your rebate application so you can easily track the application status, especially if you plan on submitting more than one rebate.



Note: You can use the same user name and password for the Rebate Application Portal and the Contractor Application Portal.

2. Customer Contact Detail

- Enter customer information and information about where the equipment was installed.
- Provide customer email address and the 12-digit Washington Gas account number. If the customer doesn't have an email address, enter yours.

3. Application Point of Contact

- Enter contact information for the person we should contact regarding this application.

4. Contractor Information

- Select your company name from the Contractor search box.
- If you do not see your company name listed on the dropdown menu, call us at 1-833-286-0860.

5. Payment Option

- Ensure the customer identifies who will receive the rebate on the Terms & Conditions form.
- In this box, select who will receive the rebate payment:

- **Participating Contractor:** if you offered the rebate as an instant discount on the installation invoice, to receive payment, the invoice must identify Washington Gas as the source of the rebate (ex. **Washington Gas MD Existing Home Program Rebate or WG Existing Home Rebate**).

Payment Option

* Indicates the field is required

Please indicate who will be receiving the rebate. *

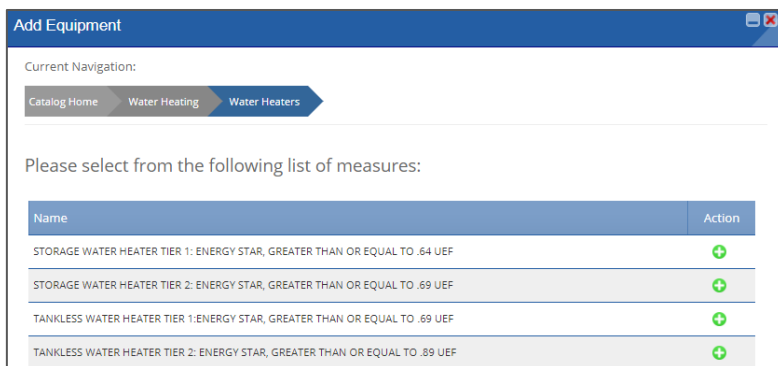
-Select-

If you selected Customer's Installation Address, proceed to the next section. If you selected Customer's Mailing Address, please complete the fields below. If you selected Participating Contractor, make sure the rebate amount is shown as a credit listed on a separate line item on the customer invoice. If you selected Landlord/Other, the customer must complete the Payment Release Authorization form.

- **Customer's Installation Address:** if you select this option, we will send the rebate to the installation address you provided earlier. You can move on to the next section.
- **Customer's Mailing Address:** if the rebate is being mailed to the customer's mailing address, complete the fields below.
- **Landlord/Other:** If the rebate is to be mailed to a third party other than the participating contractor or the customer, the customer must complete the [Payment Release Authorization Form](#) on the back of the Terms & Conditions Form.

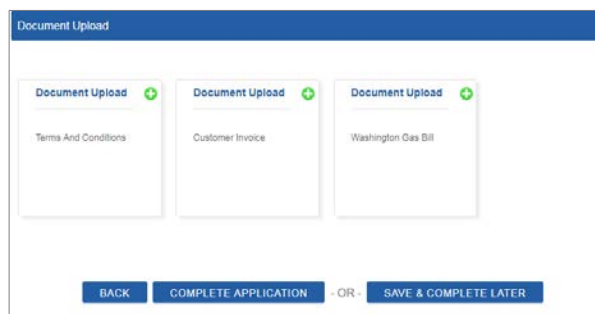
6. Equipment Information

- When applying for more than one equipment on one application, **enter each equipment separately.**
- Select the type of equipment you are applying for: Appliances, Home Heating, or Water Heating.
- Select the type and tier of equipment that was installed.
- Provide the following required fields:
 - Efficiency Level (AFUE, BTUH, or UEF)
 - Date Installed
 - Manufacturer
 - Model
 - Serial Number
 - AHRI Number



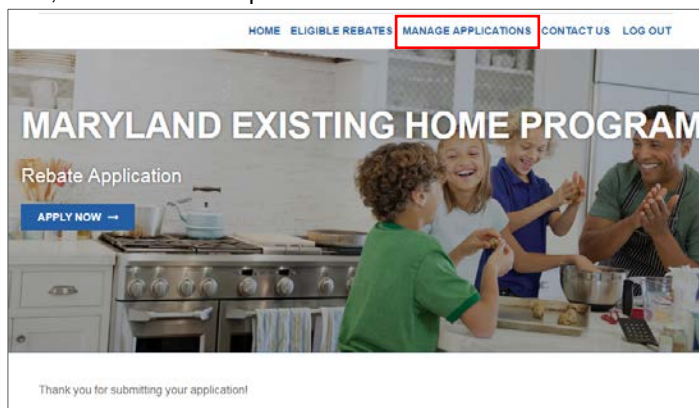
6. Document Upload

- After you accept the Terms & Conditions of the rebate application, please select if you will be uploading the customer's Washington Gas bill. This is an optional document which we will use if we have difficulty validating the customer's eligibility as a Washington Gas customer.
- You will then be asked to upload required documentation:
 - Completed [Terms & Conditions](#) Form, signed by customer
 - Signed Customer Invoice, with contractor company name and address; manufacturer, model, and serial number of installed equipment; installation date and address; and total amount paid
 - A recent Washington Gas bill (optional)
 - Completed [Payment Release Authorization Form](#) signed by customer (if applicable)
- Select "Complete Application." If you do not have the required supporting documentation, you can select "Save & Complete Later."



6. Tracking Your Rebate Application

- To check on the status of your rebate application(s), log in and click the "Manage Applications" link at the top of the page.
- Once an application has been submitted, it will take approximately 6-8 weeks for the rebate payment to be issued.



EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. Click [here](#) to learn more about EmPOWER Maryland.