

*This guide applies only to projects under the Prescriptive, Midstream and/or Custom programs.*

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## Version History

Version 1.0	7/2/25	Revisions
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Introducing the new JCPL Core Incentives Workbook for Custom, Prescriptive and Midstream Projects.

The purpose of the Core Incentives Workbook is to be a one-stop shop for all JCPL Prescriptive, Custom, Midstream Instant Discount Lighting and Decarbonization programs. All incentives for these programs are going to be entered through this single Core Incentives Workbook and are submitted along with your online application.

By clicking on the table of contents using the CTRL key you can link directly to the area you need information in. If you do not find what you are looking for, contact the Program Team using the contact feature in the workbook or using the information provided below.

**Phone:** 866-527-5249

**Email:** [energysaveNJ@trccompanies.com](mailto:energysaveNJ@trccompanies.com)

You are encouraged to download the workbook prior to filling out the application online so that you are ready with the details needed to submit the application.

You can download the workbook on the JCPL Energy Save Portal or [download here](#) to fill out the details and then add it to the application as you submit for your incentive request.

Let us get started with some best practices!

## Best Practices and Helpful Hints


- Always download a new version of the [Core Incentives Workbook](#) from the JCPL site before beginning a new project application submission. This will ensure the latest updates are being utilized.
- Always save the workbook as you begin to add the details of the project. Save the workbook often or turn on autosave to ensure you do not lose your data.
- Name the workbook using project-specific details so you can easily identify which project the workbook is referencing. When you create the online application, you can put this name in the project name field.
- Save the workbook as a .xls or .xlsx (Excel extension) to upload to the application.
- The workbook has helpful hints imbedded throughout the workbook. As you enter data or need help entering data there will be hover over boxes that will pop up as shown in the image below.

Can't find your equipment? Select Custom.

Installation	Category	Proposed Equipment LED Measure	Quantity	Wattage PPE	Lumen
Space	DLC Linear Repl. Lamps	3' Replacement Lamp	1	30.0 W	1,500
Space	ENERGY STAR Int. Fixtures	LED Downlight Solid State Retrofit - 3000 Lumens or greater	1	30.0 W	4,000

Select Proposed LED Measure

If you want to change the "LED Measure" you must first delete the Existing Equipment "Type" selection. Then it will allow you to select a new "LED Measure".



- Incentive Guide links are embedded in the Core Incentives Workbook at the bottom of the Welcome Tab.

## Core Incentive Application

### Your savings start here.

JCP&L offers a wide range of incentives designed to help our business customers achieve energy savings by reducing the upfront cost of installations. Not only do you save money by receiving an incentive, you save every day after by reducing the amount of energy your company uses. This application will help you navigate the available incentives and calculate the estimated amount you can expect to receive for completing energy efficiency upgrades.

#### Eligibility

- Applicant must be a JCP&L electric and/or gas customer contributing to SBC on a non-residential rate schedule
- Project must result in a permanent reduction in kWh and/or therms attributable to JCP&L service
- Qualified equipment must meet or exceed energy efficiency requirements stated in the [Incentive Guide](#) and remain in place for five years or the life of the project
- Customers may work with any contractor of their choice, or select a qualified provider from the [Trade Ally List](#)

#### Prescriptive Incentives:



Upgrading old equipment is a smart start on your efficiency journey. Newer equipment is cheaper to operate, using less energy and reducing unplanned maintenance. Apply for incentives on a variety of energy-efficient equipment, including lighting, appliances, HVAC equipment, food service equipment, and more. [Download the Program Incentive Guide.](#)

Please Note: Prescriptive Incentive projects may be submitted up to 90 days after measure installation.

#### Custom Incentives:



The Custom Program offers incentives for the installation of energy efficiency equipment while allowing flexibility for innovation in custom energy-saving projects. Customers can select a comprehensive solution for energy-efficient products based on their individual facility needs. [Download the Program Incentive Guide.](#)

Please Note: Pre-approval prior to installation is required for all Custom Incentive applications.

#### Instant Discounts - Lighting:



Instant discounts are available for pre-qualified lighting products from participating distributors at a discounted (incentive) price. [Download the Program Incentive Guide.](#)

Choose "Instant Discount" as the application type under the lighting tab to get started.



#### Additional resources on the web



JCP&L Energy Efficiency Programs



Online Incentive Application



Prescriptive/Custom Program Brochure



Terms & Conditions



Trade Ally Resources



ENERGY STAR Certified Products



CEE Qualifying Products List



DLC Qualified Products List



AHJ Directory

## Where do I find the Workbook?

All program forms and the Core Incentives Workbook can be found on the [JCP&L Program Literature and Forms page](#). The above link is for you to download the most current version of the workbook.

## New Application Page

Login as either a Program Ally/Distributor or a customer. The workbook can be accessed from the "Application Portal". On the homepage after you login, click the start application button.

## Incentive Application Portal

Welcome, PA First Name PA Last Name

What would you like to do?

Program Documents

Select the Program Document to Download



### Create a new application

Get started on your energy efficiency journey by creating an application for equipment upgrades.

[Start Application](#)



### View my application dashboard

Easily access your applications, check status updates and submit your draft applications.

[My Applications](#)

### View News from the Program Team

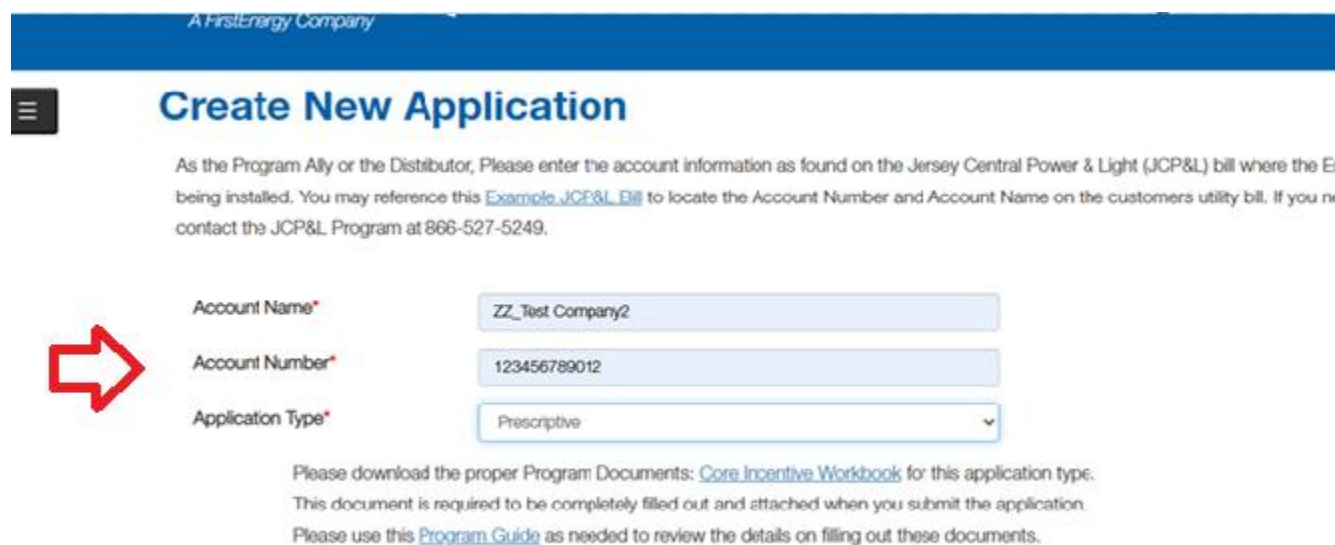
The program team will keep you informed with important news about each program.

[View All News](#)

## First Page of Application

On the first page of the application, you can download the Core Incentives Workbook with the accessible link.

The validation process for new applications is the same, always enter the name and account **exactly** as it appears on the bill.



A FirstEnergy Company

### Create New Application

As the Program Ally or the Distributor, Please enter the account information as found on the Jersey Central Power & Light (JCP&L) bill where the E being installed. You may reference this [Example JCP&L Bill](#) to locate the Account Number and Account Name on the customers utility bill. If you ne contact the JCP&L Program at 866-527-5249.

Account Name\*

Account Number\*

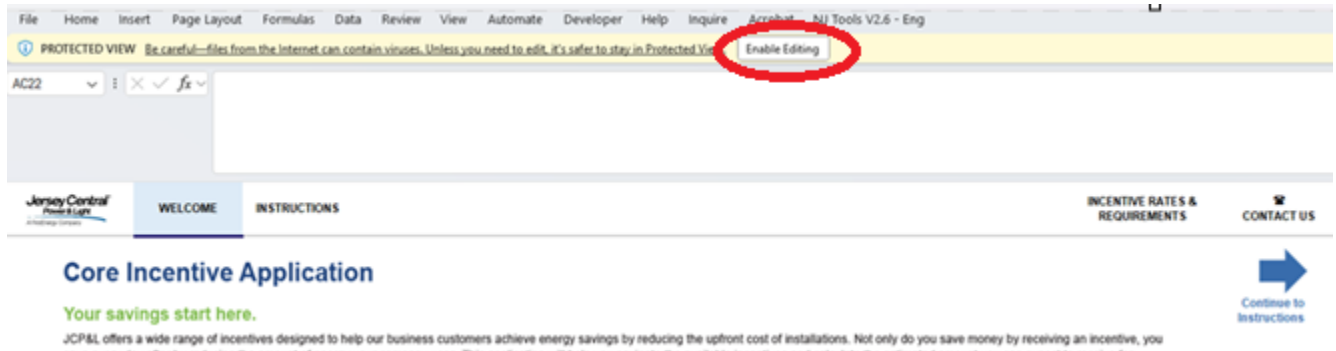
Application Type\*

Please download the proper Program Documents: [Core Incentive Workbook](#) for this application type. This document is required to be completely filled out and attached when you submit the application. Please use this [Program Guide](#) as needed to review the details on filling out these documents.

## How do I use the Workbook?

When clicking the link to the workbook it will download automatically to your computer. If you do not see the link on the screen, go to your local 'download' folder to retrieve the file. The workbook should automatically download into Excel on your computer. The first thing you should always do is 'Save the workbook to your local computer.' Some helpful hints are shown below.

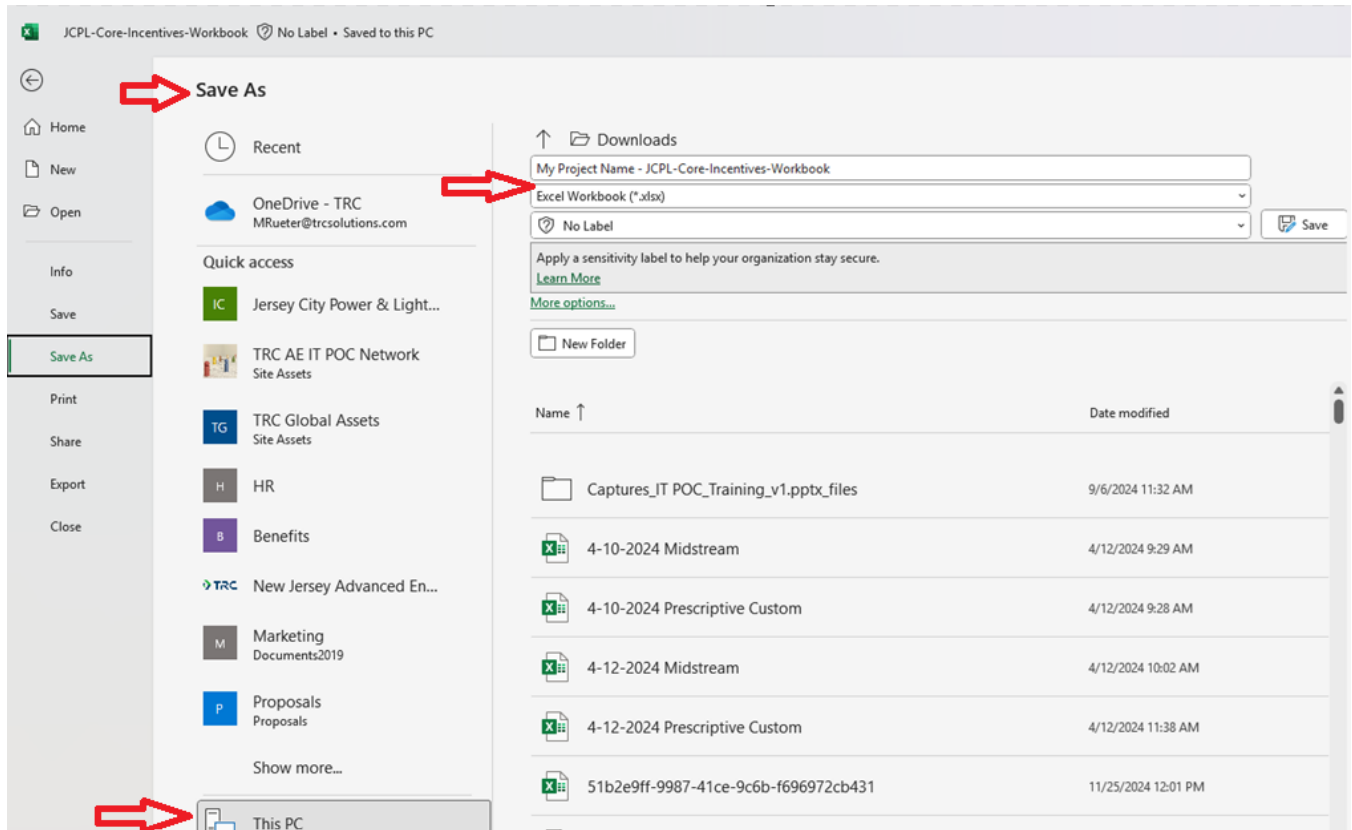
- **Ensure you always download the latest copy** of the Core Incentives Workbook before starting a new application, this will ensure you have the latest updates.
- **Ensure you have the Core Incentives Workbook Open in the Microsoft Excel Application** not in a Browser or another program like a common application used Microsoft Teams. This is best practice; not all features will work if it is not open in the Excel Application.
- **Enable Content:** Each time you open your Core Incentives Workbook it will require you to "Enable Content". By clicking the "Enable Editing" button like shown in the screenshot below you are allowing the workbook to utilize behind the scenes content to ensure program incentives are up to date.



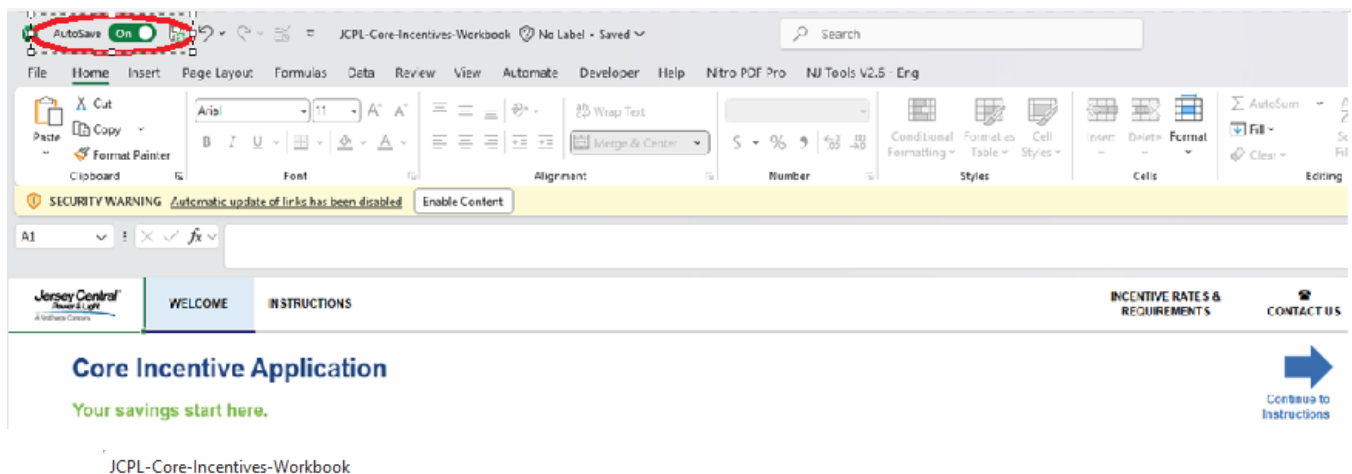
- **Trusted Document:** Some networks will require you to confirm that you want to make this a 'trusted document'. TRC ensures that the documents we share can be trusted and are not going to be harmful to your network. For further information visit [Trusted documents - Microsoft Support](#). If you check the box that is available 'Do not ask me again for network files' this will not be required to answer each time you open the Core Incentives Workbook.
- **Save your workbook.** After you save the Core Incentives Workbook to your computer using an easy to recognize name, you will be able to turn on autosave. This will reduce the likelihood of losing your progress.

Save the Core Incentives Workbook somewhere you can easily find it on your PC. Name the Core Incentives Workbook using a name that will allow you to easily identify what 'Project' this workbook is being created for. Example: Lighting Project XYZ - You should put this name on the Online Application as well.

The workbook should be saved with the extension 'Excel Workbook (\*.xlsx)



Once you click the SAVE button, turning on 'AutoSave' is recommended



## Save for Later

This is an important action. If the end user has not completed the WB before starting the application, they will likely be in the middle of the application and need to navigate away to finalize the WB details. In the application portal, you can select the Save for Later button.

The screenshot shows a navigation bar with tabs: Site & Company Details, Project Details (selected), Contact Info, Payee Info, Upload Docs, and Completion Checklist. Below the navigation bar is the 'Project Details' section. It includes a 'Project Name' field with the value 'Mel Test Pres Lighting 7/10/2025' and a note: 'Project Name is a way for the applicant to quickly identify the project.' There is a 'Comments' field with the text 'test' and a note: 'Please share any notes or comments about your application that provide additional context to assist the project reviewer.' Below the comments field are three radio button questions: 'Will project potentially be funded through JCP&L's C&I low-cost loan offering NEIE?' (Yes  No ) 'Is this a Lighting Project?' (Yes  No ) and 'Is the project already installed/completed?' (Yes  No ). There is also a date field for 'When was the project installed/completed?' with the value '06/10/2025'. At the bottom of the form are three buttons: 'Previous', 'Save For Later' (circled in red), and 'Next'. A note at the bottom of the form states: 'Do not forget all submissions must include a completed workbook using the most current version available. You can download the most current version [here](#). The workbook guide provides instructions for support. [Workbook Guide Link](#)'.

If you are in the Core Incentives Workbook and have turned on Auto save, you can exit and your progress will be available for this project the next time you open the workbook file for your project. If you have not turned on Auto save, please remember to save your workbook to your local machine, prior to exiting to save your progress.

## Filling out the Core Incentives Workbook

To navigate the workbook, use the blue arrows as well as the headers at the top of the workbook. Clicking through the Core Incentives Workbook and instructions is encouraged before starting the project application. An overview for filling out the workbook is shown below.

- Open the workbook in the Excel application. From the welcome screen click on the Instructions tab and click on the blue Start Arrow.
- The Core Incentives Workbook allows you to submit multiple technologies (equipment types) for one program in one project workbook. For example, you can submit Prescriptive lighting and Prescriptive HVAC measures in one workbook and project.

**Note:** Although you can submit multiple equipment types in one Core Incentives Workbook, you cannot submit one workbook that mixes *program* measures. For example, you cannot mix Prescriptive lighting measures with Custom HVAC measures.



Scroll Down!

## Instructions for Application

Scroll Down!



### 1

Start →

To begin your application, click on the start button.



Use the arrows to navigate between sections or click directly on a step to go straight to that section.

### 2



Complete the steps from left to right. The step you are currently filling out will be in dark blue text with a white box and the rest in dark blue text with a light blue box. Completed steps will be in white text with a dark blue box. Move on to the next step after completing all fields related to your project.

#### Equipment Input:

In the Equipment Input section, fill in your energy efficiency measures from left to right starting with line 1. Some information will automatically populate. If there is missing information it will be highlighted in blue as seen below

### 3

100%

Your application is complete and ready to submit when the progress meter in the upper right corner reads 100%

Hit Submission to complete your application!



After the blue Start arrow is selected, you will need to enter information on the Project Information tab. The applicant must enter information on the Project Location, Utility Account, Building and Project Description. All fields that are marked required or in blue highlights need information.

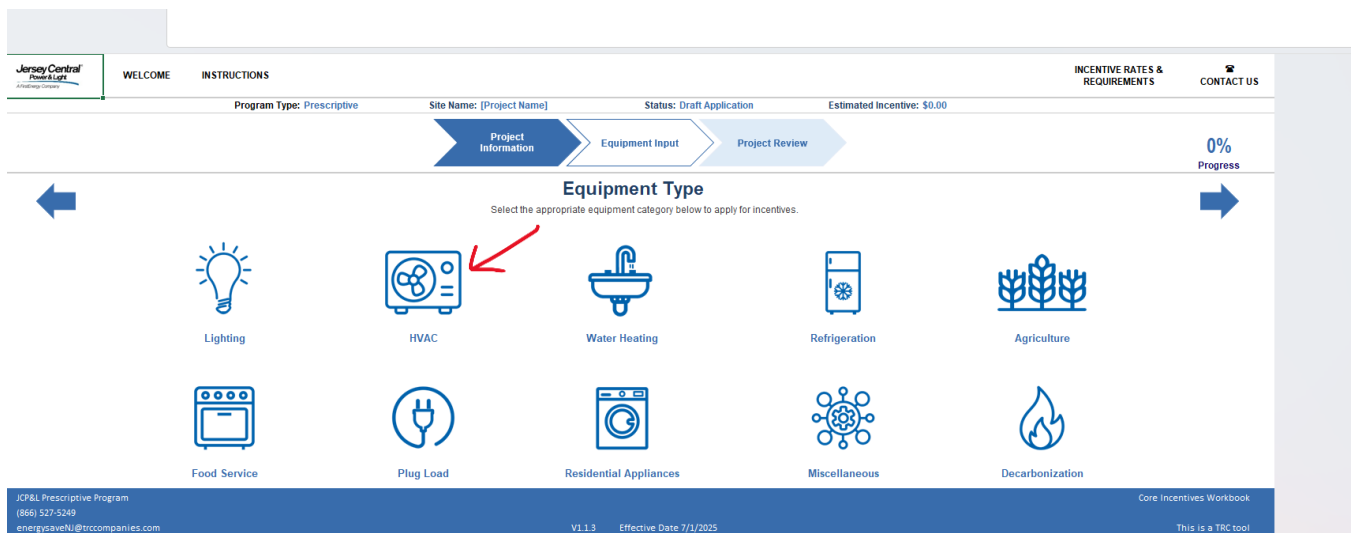
For the Project Description field, please include 1-2 brief sentences that explain what equipment is used in the project, where it is located, and any additional information that would be important for our team to know.

If at any point you haven't completed a required item, there will be a message that lets you know that you're missing the required information. The second screen snap shows the Application Type has not been selected.

Install Location	Proposed Equipment						New Sensor Measure			Existing Equipment		Total Lighting Cost		Total Sensor Cost		Total Cost	Estimated Incentive	Electric Savings	Natural Gas Savings
	Category	LED Measure	Quantity	Wattage PPE	Lumens	Manufacturer	Model	Sensor Quantity	Sensor Manuf	Sensor Mod	Type	Details	Material	Labor	Material				
1) test	DLC Fixtures & Retrofit kits	Low Bay LED -10,000-19,999 Lumens	1	64.9 W	10,000	test	test				T12	4 Lamp # Standard Lamp (Energy Efficient Magnet)	1	\$150.00	\$150.00				

Install Location	Category	Proposed Equipment	LED Measure	Quantity	Wattage	Lumens	Manufacturer	DLC Part No.	Model	New Sensor Measure	Sensor Quantity	Sensor Manuf	Sensor Mod	Existing Equipment	Details	Quantity	Total Lighting Cost	Total Sensor Cost	Total Cost	Estimated Incentive	Electric Savings	Natural Gas Savings
1) test	DLC Fixtures & Retrofit Kits	Low Bay LED - 10,000-19,999 Lumens		1	64.9 W	10,000			test					T12		1	\$150.00			Missing Inputs		

After filling out the Project Information, using either the blue arrow or by clicking the Equipment Tab you can advance to the next page of the Core Incentives Workbook.



- **Entering Equipment Type** [Select the appropriate equipment category to apply for incentives]. The user will click the correct equipment icon to enter the specific details project measures. The Measure Details page will be in a linear grid format for ease of entering multiple measures on the same application.
- The user should begin entering on the first line of the equipment details page from Left to Right, however no matter where they begin entering measure details the WB will account for COMPLETED measure per row.
- **\*\*As you fill in each field, please confirm that the information matches the product specification sheets and the invoice you will later include in your application.\*\***
- Fields marked as required for each equipment input (highlighted in blue), must have information added. If at any point information is missing in a required field, a message lets the user know that information is missing. For example, you have selected an HVAC item that has a capacity of 0 to 5.4 tons. If you try to input 10 tons, you will get an error telling you to go back and review your

equipment category and your inputs. Once you resolve the error, your savings and incentive estimates will populate.

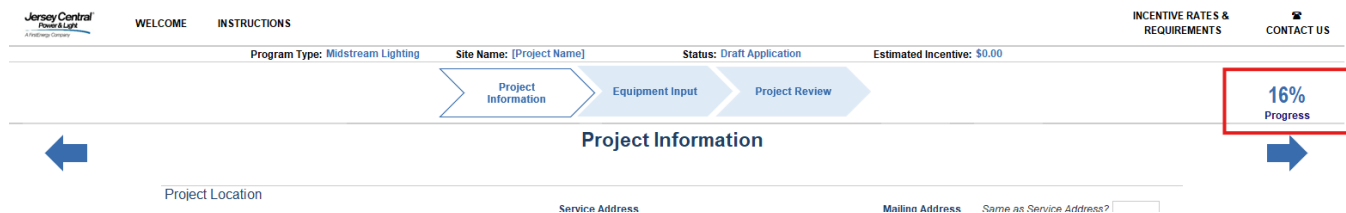
Total Cost	Estimated Incentive	Electric Savings	Natural Gas Savings
	Missing Inputs		

- In this workbook, you can submit one project for different equipment types by using the tabs at the top of the Equipment Input section. As previously mentioned, each application can contain various types of equipment, but they must all be eligible for the same program.
- Each column contains a helpful hint pop up to support you as you fill out each field. Please read these carefully to ensure that you are entering the correct information in each field.

**Note:** The “Install Location” field serves as a tool for the Inspection team and should clearly state where the equipment is located. The more specific you are, the more efficiently the application can be processed. If you have the same equipment in two different locations on site, it should be entered into two separate rows. The location also serves to confirm install agrees with the Primary Category as listed on the DLC or Energy Star listing.

### How to Know if Your Workbook is Complete

- You can easily track the Core Incentives Workbook progress through the Percent of Progress bar in the top right of the workbook. If you're unsure why your progress is lower than you expected, you can go to the Project Information tab to show you all your complete and incomplete sections.



- When the Core Incentives Workbook has been filled out with accurate and complete information entered, you will see a 100% on the Percent Progress bar.
- If you are ever unsure, or have questions on why the Progress Percent Bar is not at 100%, go to the Project Review tab to review information that may be incomplete.
- Once you've gotten to 100% and you're satisfied with all the measures that you have input, you go to the Submission Instructions tab, which will tell you what additional documentation is needed to submit your application.

Jersey Central Power & Light WELCOME INSTRUCTIONS INCENTIVE RATES & REQUIREMENTS

Program Type: Prescriptive Site Name: ZZ Test Company Status: Draft Application Estimated Incentive: \$150.00

Project Information Equipment Input Project Review

Lighting HVAC Water Heating Refrigeration Food Service Agriculture Plug Load Residential Appliances Miscellaneous Decarbonization

Can't find your equipment? Select Custom. Prescriptive Custom

Install Location	Category	Proposed Equipment	Quantity	Wattage	Lumens	Manufacturer	Model	New Sensor Measure	Sensor Quantity	Sensor Manuf	Existing Equipment	Quantity	Total Lighting Cost		Total Sensor Cost		Total Cost	Estimated Incentive	Electric Savings	
													Material	Labor	Material	Labor				
1) Office	DLC Linear Repl. Lamps	2' Replacement Lamp, Type C Only	5	25.0 W	1,500	XX	ABC	Future Level Control LLC, 20W, 149V, Existing Occupancy Controls	5	ABC	1234	1 Lamp 2' T8 Energy Efficient Lamp ELLE Low Power	5	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$3,000.00	\$150.00	No Future Savings
2)																				
3)																				
4)																				

Eligible Fixture Total: 0 Eligible Sensor Total: 5

## Project Review Summary Page

This page will list all the measures that are entered on this workbook and will be submitted with the application. Remember if it is not completed in the equipment details pages it will not show on the summary page to be included in your totals.

Project Review

Review the below information, if there is information missing use the links on the tracker above to update accordingly. Once progress is 100%, please use the "Submission Instructions" button for instructions on how to finish the application process.

100% Progress

Submission Instructions

View Incentive Report

Project Information	Incentive Summary
ZZ Test Company Commercial/Industrial	Prescriptive Category Line Items Estimated Incentive
123 Maple St 123 Maple St	Lighting 1 \$150.00
Anytown NJ 00741 Anytown NJ 00741	HVAC 0 \$0.00
ACE Service Electric	Water Heating 0 \$0.00
	Refrigeration 0 \$0.00
	Food Service 0 \$0.00
	Agriculture 0 \$0.00
	Plug Load 0 \$0.00
	Residential Appliances 0 \$0.00
	Miscellaneous 0 \$0.00
	Decarbonization 0 \$0.00
Building Type: Office - Small Building Ownership: Owner	Subtotal Category Line Items Estimated Incentive
Space Conditioning: Electric Cooling & Gas Heat No. Floors: 1	Lighting 0 \$0.00
Existing Water Heating Type: Natural Gas	HVAC 0 \$0.00
	Water Heating 0 \$0.00
	Refrigeration 0 \$0.00
	Food Service 0 \$0.00
	Agriculture 0 \$0.00
	Plug Load 0 \$0.00
	Residential Appliances 0 \$0.00
	Miscellaneous 0 \$0.00
	Decarbonization 0 \$0.00
	ESTIMATED INCENTIVE TOTAL: 1 \$150.00

## What will be entered on the Online Application from the workbook?

Once the user is complete with filling out the excel document "Core Incentives Workbook", they have saved it on their computer with an easy to remember name associating it to the application they are submitting.

Navigate to the Project Review page on the excel document by clicking on the Project Review Indicator.

This page will show the totals of the estimated incentives for each category. If you click the button named "View Incentive Report" you will have the total kWh and therms saved. If you wish to see further details for each category, you can go back to the Equipment Input tab.

Program Type: [Midstream Lighting](#) Site Name: [\[Project Name\]](#) Status: [Draft Application](#) Estimated Incentive: [\\$19.00](#)



## Project Review

Review the below information, if there is information missing use the links or the tracker above to update accordingly. Once progress is 100%, please use the "Submission Instructions" button for instructions on how to finish the application process.

[View Incentive Report >>](#)



Project Information		Incomplete	Update
<a href="#">Missing Site Name</a>	<a href="#">Missing Customer Type</a>		
<a href="#">Missing Service Address Info</a>	<a href="#">Missing Mailing Address Info</a>		

Incentive Summary		
Instant Discount Category	Line Items	Estimated Incentive
<a href="#">Instant Discount Lighting</a>	2	\$19.00
<a href="#">HVAC</a>	0	\$0.00
<a href="#">Water Heating</a>	0	\$0.00

## Finalizing Your Workbook

Ensure you review the workbook details and that your totals align with your inputs. Save the workbook using a name you will recognize when uploading to the online application.

Now you are ready to go online to start and submit your Core Incentives Project application.

The screenshot displays the 'Project Review' section of a Microsoft Excel workbook. At the top, a progress bar indicates 100% completion. Below this, a 'View Incentive Report' button is visible. The main content area is divided into two sections: 'Project Information' and 'Incentive Summary'.

**Project Information:**

ZZ Test Company	Commercial/Industrial
123 Maple St Anytown NJ 00741	123 Maple St Anytown NJ 00741
ACE Service Electric	
Building Type: Office - Small	Building Ownership: Owner
Space Conditioning: Electric Cooling & Gas Heat	No. Floors: 1
Existing Water Heating Type: Natural Gas	

**Incentive Summary:**

Prescriptive Category	Line Items	Estimated Incentive
Lighting	1	\$150.00
HVAC	0	\$0.00
Water Heating	0	\$0.00
Refrigeration	0	\$0.00
Food Service	0	\$0.00
Appliances	0	\$0.00
Plug Load	0	\$0.00
Residential Appliances	0	\$0.00
Manufacturing	0	\$0.00
Demolition	0	\$0.00
<b>System Category</b>	<b>Line Items</b>	<b>Estimated Incentive</b>
Lighting	0	\$0.00
HVAC	0	\$0.00
Water Heating	0	\$0.00
Refrigeration	0	\$0.00
Food Service	0	\$0.00
Appliances	0	\$0.00
Plug Load	0	\$0.00
Residential Appliances	0	\$0.00
Manufacturing	0	\$0.00
Demolition	0	\$0.00
<b>ESTIMATED INCENTIVE TOTAL:</b>	<b>1</b>	<b>\$150.00</b>

