

Prescriptive Process Customer Guide

Jersey Central Power & Light's Energy Solutions for Business program helps commercial and industrial customers save energy and reduce utility costs with incentives to purchase and install energy efficient equipment for their facilities. Applications can be submitted by customers or Program Allies.

Online Application (OLA)

- ✓ Once the OLA has been submitted, an Adobe signature request email will be sent from echosign@echosign.com (Adobe Acrobat Sign)
- ✓ Please check your junk folder if you have not seen it in your inbox folder

Offer Letter/Approval (Pre-Approval vs Lookback)

PRE-APPROVAL PROCESS *(projects that have not been installed must be pre-inspected)*

- ✓ A pre-inspection will occur (may take up to 2 weeks)
- ✓ Next, the project Offer Acceptance Package will be sent via Adobe signature request
 - Adobe signature request will expire within 30 days
- ✓ Once signed, the customer will have 90 days to complete equipment installation

FINAL DOCUMENT APPROVAL *(once installation is complete and all equipment is operable)*

- ✓ In the portal, enter the installation date and submit a final material and labor invoice
- ✓ Next, an Adobe signature email request with final documents will be sent and include the following attachments
 - Letter of Attestation - used to validate the completion of the installation of equipment
 - Incentive Request Form - used to designate who the incentive payment should go to

LOOKBACK PROCESS *(available for equipment purchased, installed, and operable within 90 days of project completion)*

- ✓ Once the OLA has been submitted, the project Offer Acceptance Package will be sent via Adobe signature request
 - Offer Letter will expire within 15 days

Review & Sign

- ✓ Your Offer Acceptance Package includes:
 - Project summary
 - Offer Acceptance – signature required
 - Letter of Attestation – signature required
 - Incentive Request Form – signature required
 - Publicity Consent – optional signature
 - Program Terms & Conditions
- ✓ Use the arrows in the form to scroll to find all the required signature fields
- ✓ **Submitting Offer Letter Package** Once all required fields are completed, click **submit** at the end
- ✓ Once submitted you will receive an email with a PDF copy of your signed documents

If at any time you have questions or issues, please contact your PA, Case Manager or reach out to our team at Energy Save NJ via email (energysaveNJ@trccompanies.com) or give us a call at 866-JCPL-BIZ (866-527-5249).