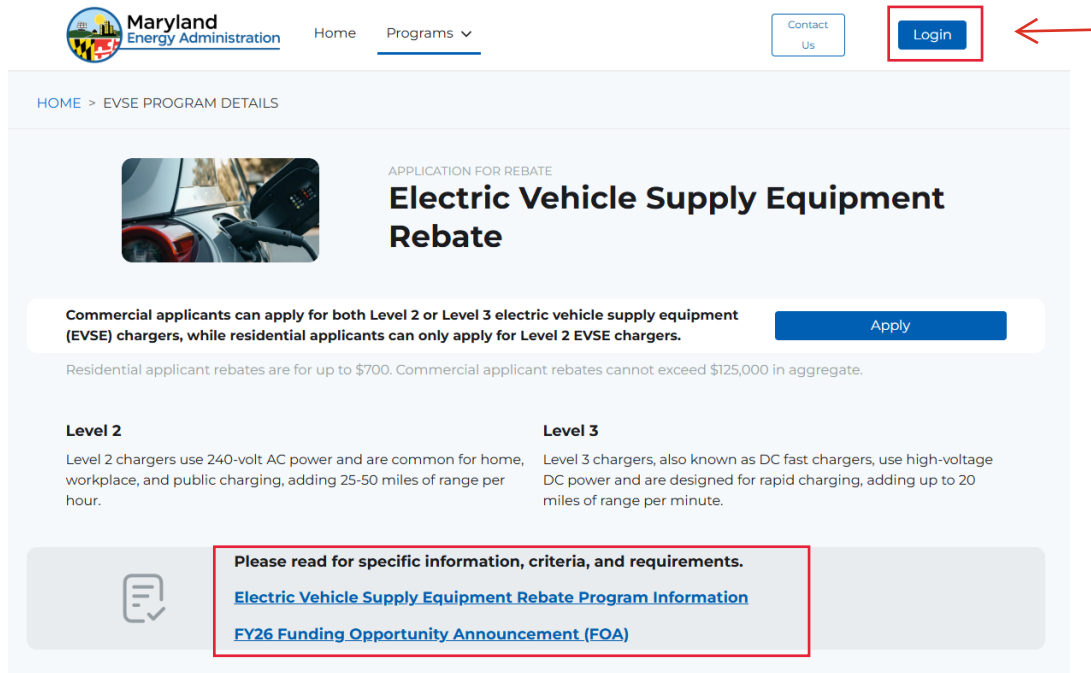


# Commercial EVSE Application Guide

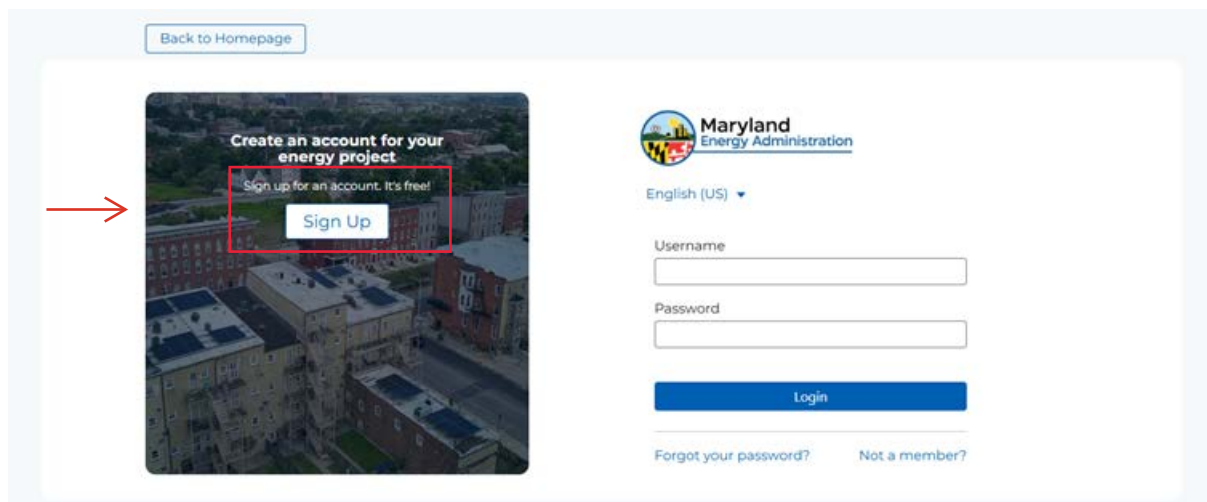
## Getting Started: Navigation and Account Creation

1) You are able to create an account or login to an existing account by clicking on the login button at the top right corner of the home page.



2) You are able to view the Funding Opportunity Announcement on the home page as well. This document has the details of the program and all requirements.

3) Once on the login page you will be able to login to your existing account, or you are able to create an account by clicking on the sign up button.



4) After clicking the sign up option you will be able to fill out the information needed to create your account.

**Tips:** Use your full legal name (no middle initials are necessary). We recommend using your primary residence as the address, and you will be able to add a different mailing address directly on your application later in the process.

**Maryland Energy Administration** Home Programs [Contact Us](#) [Login](#)

[Back to Sign In](#)

## Create your account

**What role best fits you?**

**Resident**  
A homeowner or tenant applying for a program.

**Organization**  
A company or property management applying for a program.

**Contractor**  
A contractor applying on behalf of a resident or company.

**Your information**

First Name:  Last Name:

Phone Number:

**Address**

Street Line 1:

Suite / Apt / Bldg:

City:  State:

Postal Code:  Country:

**Create a password**

Email:

Password:

Retype Password:

[Agree & Sign Up](#)

5) After filling out and checking your account information, click agree & sign up at the bottom of the page. Once you have created your account you will be sent back to the home page where you can begin your application.

6) We recommend reviewing the "What do I need?" list on the home page to be sure you have all of the documents ready for your submission.

```
graph TD; A[What should I expect?] --> B[Apply for a Residential or Commercial rebate]; B --> C[Provide equipment and installation details]; C --> D[Upload receipts and invoices including proof of installation]; D --> E[Submit and await approval in 60-90 days];
```

## Application Process: Creation, Review, and Submission

7) The first step in the application process is to select if your application will be for the residential or commercial program. For this guide we will show the process for a commercial application.

**What type of property is the installation for?**

**Residential**

**Commercial**


Next

8) Once you select the commercial option you will begin the process of creating your application


9) You will be prompted to first select if you will be applying as the organization or the contractor. Then you will need to fill out your information.

**Tips:** You are able to auto-fill the fields using your account information. Make sure to use your full legal name. All fields with the red asterisks (\*) are required fields. Your information will be kept secure.

## Which party is completing this application today?



Organization



Contractor

### Organization/Contractor Information

Make sure that the information provided matches your IRS W-9 form.

Use My Account Info

\*Company Name

ABC Company

\*First Name

Brad

\*Last Name

Smith

\*EIN #

123456789

Phone Number


(999) 111-2222

\*Email

company@email.com

Previous

Next



Maryland  
Energy Administration

9) Next you will be prompted to enter a mailing address. This is the address the awarded rebate will be sent to. You are able to auto fill the fields with your account information, use the search bar to find and auto fill your address information, or simply fill in the fields.

A progress bar at the top shows the current step is selected. The title is "What is the mailing address for ?". Below it, instructions state: "Your mailing address is where payment will be delivered to. The Installation address may be different than your mailing address. Make sure that the information provided matches your IRS W-9 form." A blue button labeled "Use My Account Info" is highlighted with a red box. Below this is a search bar with the text "Search for your address" and a magnifying glass icon, containing the address "1800 Washington Blvd ste 755, Baltimore, MD 21230, USA". Below the search bar are three input fields: "\* Mailing Address" with "1800 Washington Boulevard", "Suite / Apt / Bldg" with "755", and three fields for "\* City" (Baltimore), "\* State" (MD), and "\* Zip Code" (21230). At the bottom right, "Previous" and "Next" buttons are highlighted with a red box.

10) Next you will be prompted to enter the installation address, this is the address where the EV chargers were installed. You can auto fill with the information from your mailing address, but the mailing and installation addresses do not need to match.

A progress bar at the top shows the current step is selected. The title is "What is the address where the installation took place?". Below it, a note states: "If you have multiple installation addresses, you will need to complete a separate application for each installation address." A blue button labeled "Use Mailing Address" is highlighted with a red box. Below this is a search bar with the text "Search for your Address" and a magnifying glass icon, containing the placeholder "1234 Street Address List City State Zip code". Below the search bar are three input fields: "\* Street Address" with "What Street", "Suite / Apt / Bldg" with "if applicable", and three fields for "\* City" (what town), "\* State" (MD), and "\* Zip Code" (12345). At the bottom right, "Previous" and "Next" buttons are highlighted with a red box.

11) Next you will be prompted to enter the details of the installation and equipment.

Progress bar: 8 steps, 5th step active.

## Please provide the details of the installed equipment.

All Electric Vehicle Supply Equipment must be installed at the same address for a single application. If you have installed equipment at multiple addresses, please fill out one application for each address.

Level 2 or 3 equipment for commercial applicants. We do not accept used or previously owned equipment.

Don't include tax or additional credit charges.

Total Installation Costs

\$ 500.00

☐ Waive Install Cost Part of Rebate

Vehicle/Equipment Details

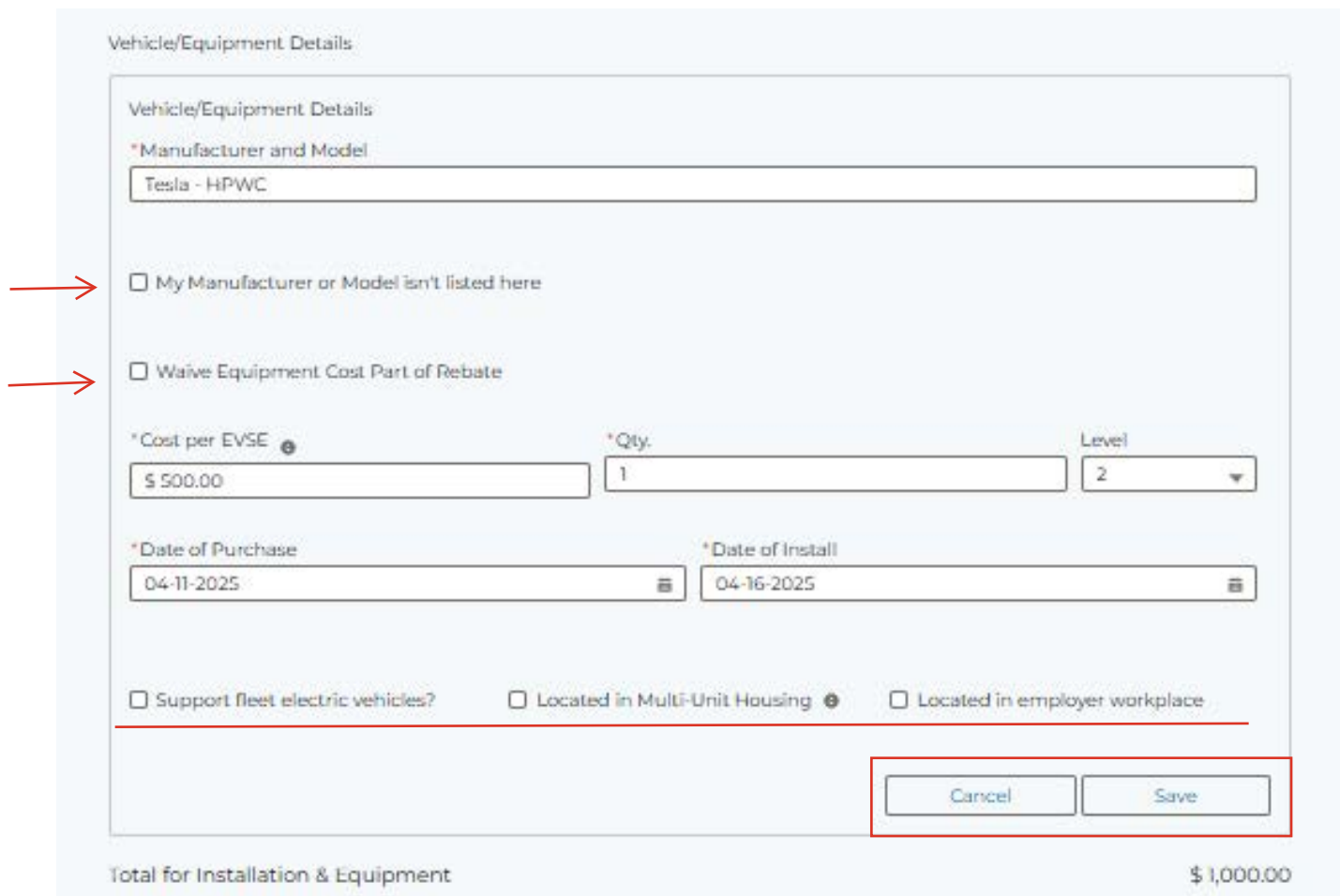
+ New

Total for Installation & Equipment \$ 500.00

Previous Next

- You can enter the equipment and installation costs or choose to waive one of these costs if you don't wish to include them in your rebate.
- To enter the equipment details click on "New" to create a new entry.
- Once you begin the equipment entry you will be able to enter the make and model of the equipment, either using the drop down menu or by choosing to enter it manually.

- We will need the cost per EVSE, quantity, level, and the date of purchase and install. If applicable, you are able to select the location of the chargers.



Vehicle/Equipment Details

Vehicle/Equipment Details

\*Manufacturer and Model

Tesla - HPWC

☐ My Manufacturer or Model isn't listed here

☐ Waive Equipment Cost Part of Rebate

\*Cost per EVSE

\*Qty.

Level

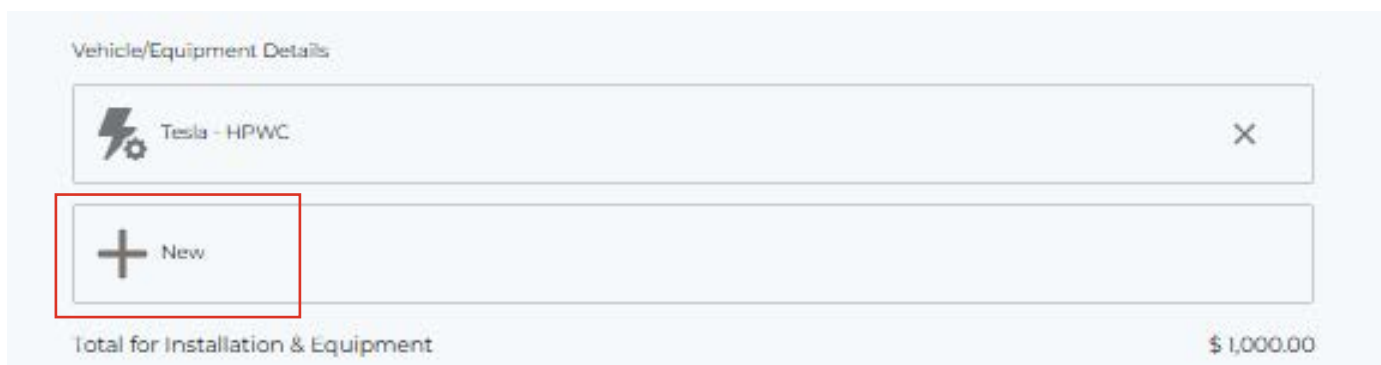
\*Date of Purchase

\*Date of Install


☐ Support fleet electric vehicles? ☐ Located in Multi-Unit Housing ☐ Located in employer workplace

Total for Installation & Equipment \$ 1,000.00

- Once you save the equipment entry you are able to create another entry for any other make or models of equipment you have installed.



Vehicle/Equipment Details

 Tesla - HPWC

New

Total for Installation & Equipment \$ 1,000.00



12) Next you will upload your supporting documents.

**Please upload documented proof of your installation and equipment.**

Proof of purchase and installation is required to approve your application and provide you with a rebate.

Highly recommend compressing your files before uploading them.  
Preferred formats are jpeg, png and pdf.

**W-9**  
Upload your W-9 with information that matches your application.

\*Upload W9  
Upload Files Or drop files

Preferred formats are jpeg, png and pdf.

**Photos of Equipment Installed**  
Upload photos of the equipment mounted, displaying the installation and plugged in to the vehicle.

\*Upload photos  
Upload Files Or drop files

→ Installed Equipment Example

**Paid Invoices**  
Upload paid invoices displaying a line item for each individual price and quantity for both the equipment and installation. Make sure your invoices show proof of payment made.

\*Upload Invoices  
Upload Files Or drop files

→ Invoice Example

**Receipts**  
Upload receipts displaying a line item for each individual price and quantity for both the equipment and installation.

\*Upload Receipts  
Upload Files Or drop files

→ Receipt Example

Previous Next

- We recommend the file types jpeg, png, and pdf.

- You are able to see examples of the document types we need by clicking the drop down underneath each document type.



13) Next you will be prompted to accept the Applicant Terms and Agreement and to add your signature to your application.

- Type your full name and add the date at the bottom before proceeding to reviewing your application information.

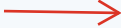
### Apply your signature

Applicant Terms & Agreement

**Upon submitting this application, I affirm the following:**

1. I have reviewed the Funding Opportunity Announcement and the terms and conditions of the program.
2. I am submitting this application on my own behalf, or I am authorized to submit the application on behalf of the applicant.
3. To the best of my knowledge, all information provided in this application is complete, accurate, true, and compliant with the terms and conditions of the program.

\* ☐ I have read and agree to the Applicant Terms & Agreement



Clear

Signature is required

Signature Agreement

**By checking this box, I confirm that I have signed above. I understand my application may be rejected if I do not sign.**

\* ☐ I have confirmed I completed my signature

\*Type your full name

\*Date

Previous

Next

14) The final step before submitting your application is to review the information you have entered. You will be shown a list of all of the information that will be submitted, and at the bottom you will be able to select submit.

- Once submitted you will receive a confirmation email with a unique application ID number.

Invoice(s)

Receipt(s)

[S: c SAMPLE - Installed Equipment Invoice.pdf]

[S: d SAMPLE - Invoice Example.pdf]

By clicking Submit Application, you have reviewed the accuracy of your application and understand that your application will be reviewed in the order it was received. Not all applicants are guaranteed to receive a rebate from this program.

Previous

Submit