



An Exelon Company

## BGE ENERGY STAR New Homes: Home Registration & Submission Instructions Using Ekotrope

The following steps are required to successfully register and submit a home:

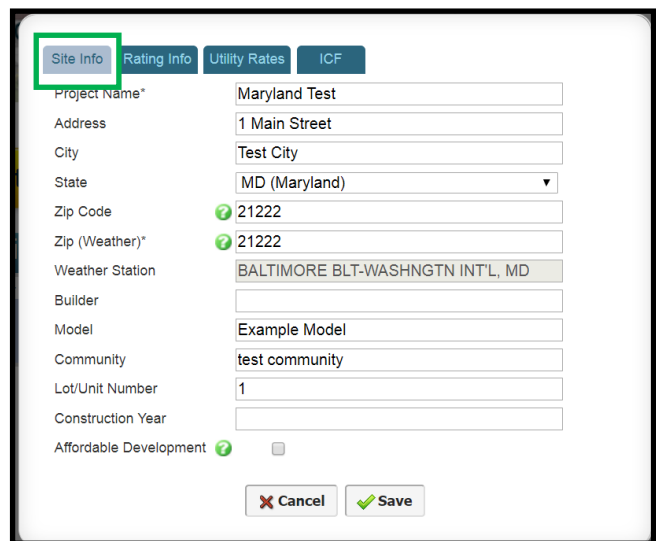
Log into Ekotrope at [app.Ekotrope.com](http://app.Ekotrope.com)\*

A. Start a *New Project*, copy an existing project model, or select *Import from REM/Rate* button

B. Select **Project Info** button 

C. Complete **Site Info** tab fields including:

- Project Name
- Address (street #, name, city, zip)
- State
- Zip (Weather)
- Model
- Community
- Lot Number



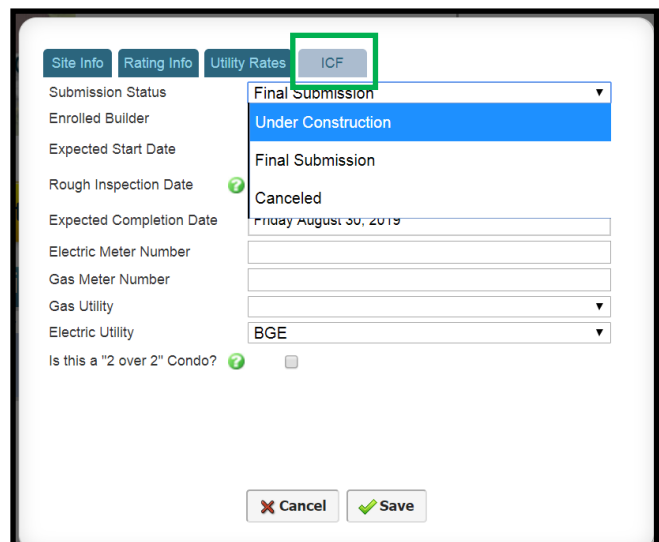
D. Complete **ICF** tab fields including:

- Submission Status: Under Construction
- Enrolled Builder
- Expected start date
- Rough inspection date
- Expected completion date
- Electric Utility

D. Register home by hovering over *Submit Project* dropdown and selecting *Maryland Rebate Program*

Registering a project will allow the utilities to ensure funding is available for all projects in a program year

\*Please contact Alex Emond if you do not have Ekotrope login credentials



## 2. Complete Energy Model & Confirm Home Type

Make sure all inputs are correct and test results are recorded accurately.

Residence (home) types in Ekotrope correspond to the following rebate tiers for Maryland programs:

| Ekotrope Residence Type                          | MD Program Rebate Tier      | Rebate Amount |
|--|-----------------------------|---------------|
| Single Family Detached                           | Single-Family Detached Home | \$1,250       |
| Townhouse, end unit                              | Townhouse or Duplex         | \$750         |
| Townhouse, inside unit                           | Townhouse or Duplex         | \$750         |
| Apartment, end unit                              | Mutlifamily Unit            | \$400         |
| Apartment, inside unit                           | Multifamily Unit            | \$400         |
| Duplex, single unit                              | Townhouse or Duplex         | \$750         |
| Apartment, end unit + 2 over 2 box selected**    | Two-on-Two Condo            | \$550         |
| Apartment, inside unit + 2 over 2 box selected** | Two-on-Two Condo            | \$550         |

## 3. Submit the Home for Rebate

A. Select *Project Info* button

B. Update *ICF* tab fields including:

- Submission Status: Final Submission
- Electric Meter Number

C. Submit home by hovering over *Submit Project* drop-down and selecting *Maryland Rebate Program*

Automatic QA checks are performed when a project is submitted.

**Individual Submissions:** The QA check summary will appear prior to final submission:

**Batch Submissions:** An email will be sent detailing the results of the submission.

\*\**Apartment, inside unit* or *Apartment, end unit* must be selected as the residence type in *General Info* for 2 over 2 condo rebate to apply

### Warnings

When project inputs fall out of expected ranges, or selections change between registration and final submission, a warning will appear. Warnings should be reviewed and addressed, but will can also be ignored if the user determines the input is correct. Warnings will still allow a project to be submitted for rebate.

### Failures

When project inputs do not meet certain requirements, or are missing completely, a failure will appear. Failures must be reviewed and addressed. A failure will not allow a project to be submitted for rebate until fixed.



An Exelon Company

## BGE ENERGY STAR New Homes: Smart Thermostat Submission

Smart thermostats are created in Ekotrope using the following steps:

- In the Ekotrope model, select the “Mechanical” tab
- Scroll down to the bottom of the page to the section “Climate Control”
- Select “Smart (WiFi)” as the thermostat type
- Input the make, model and serial number
- For additional thermostats, select the “+”

The screenshot shows the 'Climate Control' section of the Ekotrope software. It features a '+', a dropdown menu for 'Thermostat Type' set to 'Smart (WiFi)', and input fields for 'Make and Model' and 'Serial Number'. Below these are several action buttons: 'Cancel', 'Save', 'Save & Close', 'Rotate 45 Deg.' (two instances), 'Mirror E-W', 'Mirror N-S', and 'Find Worst Orientation'. At the bottom, there is a footer with copyright information, version number, and a 'Contact Support' link.