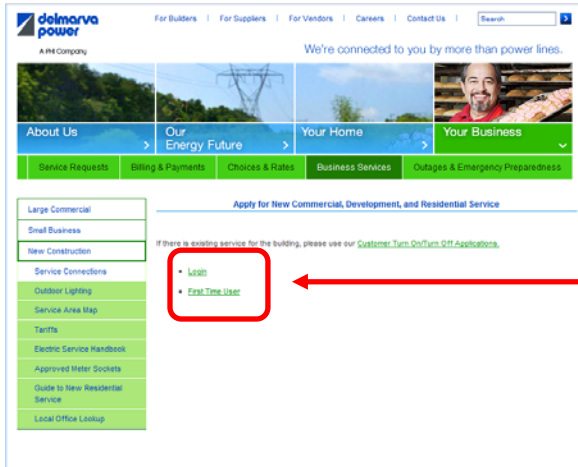


1. From your Internet browser go to [www.delmarva.com](http://www.delmarva.com) and click on the 'For Builders' link at the top of the page.



2. To create a new account click on 'First Time User' or click 'Login' to access your existing account.

3. Enter your contact information to create a new account.

**Create New User**

Please provide the following information to create your profile. This information is important and will be used when a New Service Application is submitted. You will be asked for your email address and password when you log in to the system.

\* = Required Field

Name: \*

Email Address: \*

Phone: \*

Alternate Phone:

Fax:

Address: \*

City: \*

State: \*

Zip: \*

Owner Type: \*

Please choose whether or not you would like to receive the following email notifications:

For each application you submit, we will send you the most recent status update for that application. If the status changes more than once in a day, we will only send you the status update once that day. Any requests submitted prior to 10/10/08 will not receive updates.

Reached Engineering: \*  Yes  No

Payment Received: \*  Yes  No

Electric Inspection Received: \*  Yes  No

Sent to Construction: \*  Yes  No

Project Complete: \*  Yes  No

Password: \*

Confirm Password: \*

Passwords can be up to 10 characters long

You will be able to change your information and password once your profile has been established.

4. Then select 'Yes' on each step of the process, if you wish to be notified via e-mail and enter your password.

5. To log into the On-Line application, enter your e-mail address and password.

### Service Application Main Menu

6. You can apply for new service, save your applications, submit applications for processing, check the status of your jobs, and even create easy to use custom templates for making applying on-line a snap.

7. A list of saved applications can be viewed, edited, printed, deleted or saved as a PDF.

Name	Entry Date	City	State	Delete
Joe Electrician - Quiet Ride Estates	11/15/2008	Middletown	DE	

Location	Entry Date	City	State	Delete
123 Main ST	11/15/2008	Newark	DE	
1001 Hush LN	11/15/2008	Middletown	DE	
1002 Hush LN	11/15/2008	Middletown	DE	
1003 Hush LN	11/15/2008	Middletown	DE	
1004 Hush LN	11/15/2008	Middletown	DE	
1005 Hush LN	11/15/2008	Middletown	DE	

Location	Entry Date	City	State	Delete
777 Purchase PL	11/15/2008	Wilmington	DE	

Template Name	Last Updated	Use Template	Edit Template	Delete Template
Subdivision Lots	11/15/2008	<input type="button" value="Use"/>	<input type="button" value="Edit"/>	
URD Subdivisions	11/15/2008	<input type="button" value="Use"/>	<input type="button" value="Edit"/>	
New Commercial	11/15/2008	<input type="button" value="Use"/>	<input type="button" value="Edit"/>	

8. Templates can be created to make applying for multiple new services easy, like when applying for a large number of lots in a subdivision.