



New Operational Procedures for In-Person Drop Off of SREC Documents

To better serve participants of the SREC Registration Program (SRP) we have established new policies and procedures for the hand delivery of program documents to the offices of program manager, Applied Energy Group, Inc. (AEG).

In-Person Drop-Off and Date Stamping

- *SRP paperwork may be hand-delivered to the AEG SRP Processing Team (see address below) during regular office hours, i.e., Monday through Friday between 8-4pm.*
- *After 4pm, program participants may use the document drop slot located to the left of AEG's office entry to deliver their paperwork.*
- *All submitted documents will be date-stamped as "Received".*
 - *Those delivered during regular office hours will be date-stamped upon receipt;*
 - *Those delivered via the drop slot after 4pm will be date-stamped on the following business day.*

Meetings with the SRP Processing Team

- *Since the SRP Processing Team is focused on processing the large volume of SRP Registrations and Final As-Built packets that have been submitted, they will not be available to assist or review any documents during the time of drop off.*
- *If you need to speak to a Processing Team representative to discuss your project, please submit an e-mail request for an in-person appointment to NJREINFO@appliedenergygroup.com and you will be contacted by a Processing Team member to schedule a mutually convenient date and time to meet.*

AEG Office Location

*Applied Energy Group, Inc.
317 George Street, Suite 520
New Brunswick, NJ 08901
732-246-5700*

Effective Date

October 14, 2016