

EV PowerReady Batch Upload Job Aid

Purpose

This job aid provides participants a step-by-step guide on how to upload multiple projects in Con Edison's PowerReady Portal by using the PowerReady batch upload function. This is for use when you have three or more projects to submit.

Please also refer to this guide when an inputted value turns a cell red; this will help assess what may have been done incorrectly. Be aware copying and pasting values from another source into the cell may impact formatting, thereby causing the file to be rejected.

Checklist for Common Issues

- ✓ If you are doing more than 3 projects, you will need to **FIRST** select the third row from column A to BP, hover over the bottom right-hand corner of cell BP until you see a small square and then drag down to create new project rows. Only drag down to as many sites you plan to submit, no extra rows should be formatted.
- ✓ Column A and C MUST = "Yes" and Column B cannot = "Medium" or "Heavy", otherwise they are ineligible for the program.
- ✓ Make sure borough is accurate.
- ✓ Phone number (both on site host and developer) must be 10 digits only, no dashes, periods, or parenthesis.
- ✓ Every single cell in each row must be filled out except for AP-AZ. If there's nothing to fill out, enter "0" for numeric values or "None" for text values.
- ✓ If column BI is marked "Yes" then the rest of the row BJ-BM must be filled out as well otherwise put "0".
- ✓ Zip code can only be 5 digits.
- ✓ Do not put commas anywhere in spreadsheet.
- ✓ There cannot be "N/A" anywhere on the spreadsheet.
- ✓ Delete additional rows below last filled out row. You must select 10+ rows below the last line of data, right click on your mouse, and select delete.
- ✓ Make sure file is saved as "CSV" if its saved as "xls" or "xlsx" it will not upload!

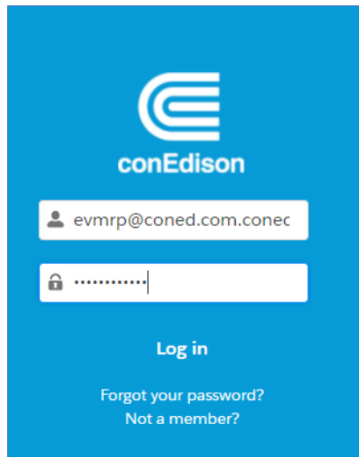
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Login to PowerReady Portal

1. Click [here](#) to Log into **PowerReady Portal**. You must be registered in order to log in.



Contact who logs in = Participant

- The Participant is the main project liaison and will receive the incentive check.
- Your information will automatically be populated upon application submission.
- You can email the team to change the Participant at EVMRP@coned.com

Note: Refer to [EV PowerReady Registration on how to register if you haven't already \(please note process can take up to 2 weeks\)](#).

EV Project Name	Stage	Substage	Borough
1 EVLD - [blurred]	[blurred]	[blurred]	Bronx
2 EVLD - [blurred]	[blurred]	[blurred]	Bronx
3 EVLD - [blurred]	[blurred]	[blurred]	Manh
4 EVLD - [blurred]	[blurred]	[blurred]	Queen
5 EVLD - [blurred]	[blurred]	[blurred]	Manh
6 EVLD - [blurred]	[blurred]	[blurred]	Brook
7 EVLD - [blurred]	[blurred]	[blurred]	Brook
8 EVLD - [blurred]	[blurred]	[blurred]	Brook
9 EVLD - [blurred]	[blurred]	[blurred]	Westc
10 EVLD - [blurred]	[blurred]	[blurred]	Westc
11 EVLD - [blurred]	[blurred]	[blurred]	Westc
12 EVLD - [blurred]	[blurred]	[blurred]	Westc

Apply for EV PowerReady

EV PowerReady Batch Upload

[Step-by-step EV PowerReady Application Process Overview](#)

- 1 - Eligibility:** Eligibility and incentive tiers determination.
- 2 - Engineering:** Service Determination Ruling. This stage typically takes approximately 30 days.
- 3 - Program Agreement:** Any amount owed to Con Edison for EDF or Accommodation and incentive offer determination. Program Agreement Execution.
- 4 - Construction:** Customer and utility-side constructions. Utility inspection.
- 5 - Verification:** Final documentation and site verification (through an on-site visit, a video visit or geo-tagged, time-stamped photos).
- 6 - Payment:** Approved incentive payment.

For more details, please navigate to the Guidelines tab.

My EV PowerReady Projects displays.

Note: If you do not see the "EV PowerReady Batch Upload" button, please email EVMRP@coned.com.

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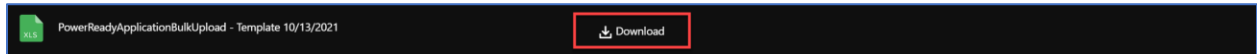
The EV PowerReady Batch Upload displays.

2. Click on **Download EV PowerReady Batch Template**.



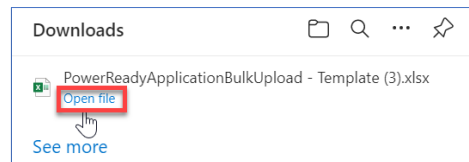
The Power Ready Application Bulk Upload – Template displays.

3. Click on **Download**.



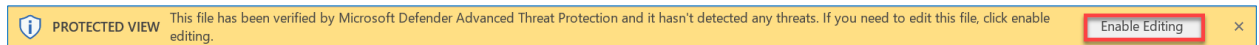
The Download window displays.

4. Click on **Open file**.



Note: In this example, the browser used to populate downloads window is Microsoft Edge. Various browser types such as (Safari, Chrome e.g.) may differ and appear at the bottom screen or upper right corner.

5. Within the **Excel** file, click the **Enable Editing** button.



Before getting started copy and paste Row 7, Columns A-BP, for as many lines as there are sites that you are submitting. For e.g., if you have 20 sites you will copy from Row 7 and paste in Rows 8-24. This will not only maintain formatting, but it will copy dropdowns and error identification logic (i.e., red cells for incorrect inputs).

1	Save as CSV UTF-8 prior to uploading in EV PowerReady																			
2			General Information										3							
4			Your project must meet all three criteria to be eligible: 1) Connected to the Con Edison grid 2) Include light duty vehicles 3) certify that you are applying to the PowerReady program.										The Site Host must be the company or entity that owns the property where the chargers will be installed. Typically this is the existing Con Edison customer at this location. If you are a developer leasing parking spaces, please include the landlord as the Site Host.							
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Will this site be connected to the Con Edison grid?	What type of vehicles will use the chargers at your site?	Are you applying to Con Edison's Light Duty PowerReady Program?	Site Host First Name	Site Host Last Name	Site Host Company	Site Host Address	Site Host City	Site Host State	Site Host Zip/Postal Code	Site Host Country	Site Host Borough	Site Host Email	Site Phone							
Yes	Light	Yes	Name					New York		United States										
Yes	Light	Yes						New York		United States										
Yes	Light	Yes						New York		United States										

General Information

Your project must meet all three criteria to be eligible:

- a. Connected to the Con Edison grid
- b. Include light duty vehicles
- c. Certify that you are applying to the PowerReady program

1. Will this site be connected to the Con Edison grid?

A	B	C
Save as CSV UTF-8 prior to uploading in EV PowerReady		
General Information		
Your project must meet all three criteria to be eligible: 1) Connected to the Con Edison grid 2) include light duty vehicles 3) certify that you are applying to the PowerReady program.		
1 Will this site be connected to the Con Edison grid?	2 What type of vehicles will use the chargers at your site?	3 Are you applying to Con Edison's Light Duty PowerReady Program?
a Yes	b Light	c Yes

- a. This column pre-populates **Yes**.

Note: By selecting No, the project will be ineligible to participate in the program.

2. What type of vehicles will use the charges at your site?

b. This column pre-populates **Light**.

Your project must meet all three criteria to be eligible: 1) Connected to the Con Edison grid 2) include light duty vehicles 3) certify that you are applying to the PowerReady program.

1	2	3
Will this site be connected to the Con Edison grid?	What type of vehicles will use the chargers at your site?	Are you applying to Con Edison's Light Duty PowerReady Program?
a Yes	b Light	c Yes

Note: Chargers that only support Medium and Heavy are ineligible to participate in the program. The program considers anything above 10,000 lbs gross to be medium/heavy duty.

3. Are you applying to Con Edison's Light Duty PowerReady Program?

Your project must meet all three criteria to be eligible: 1) Connected to the Con Edison grid 2) include light duty vehicles 3) certify that you are applying to the PowerReady program.

1	2	3
Will this site be connected to the Con Edison grid?	What type of vehicles will use the chargers at your site?	Are you applying to Con Edison's Light Duty PowerReady Program?
a Yes	b Light	c Yes

c. This column pre-populates **Yes**.

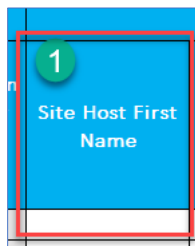
Note: By selecting No you will not be eligible for the program.

Site Host Information

The Site Host must be the company or entity that owns the property where the chargers will be installed. Typically, this is the existing Con Edison customer at this location. If you are a developer leasing parking spaces, please include the landlord as the Site Host.

Site Host Information										
The Site Host must be the company or entity that owns the property where the chargers will be installed. Typically this is the existing Con Edison customer at this location. If you are a developer leasing parking spaces, please include the landlord as the Site Host.										
Site Host First Name	Site Host Last Name	Site Host Company	Site Host Address	Site Host City	Site Host State	Site Host Zip/Postal Code	Site Host Country	Site Host Borough	Site Host Email	Site Host Phone
					New York		United States			
					New York		United States			
					New York		United States			

1. Enter **Site Host First Name**.



2. Enter **Site Host Last Name**.



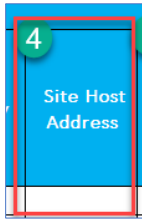
3. Enter **Site Host Company**.



4. Enter **Site Host Address**.

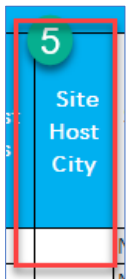
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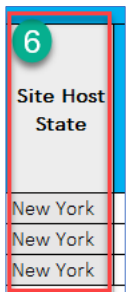


Note: Please do not separate a two-line address with a comma. As a reminder, putting a comma in any cell will cause the file to be rejected.

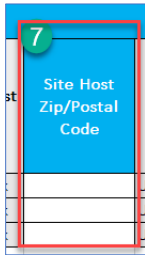
5. Enter **Site Host City**.



6. From **Site Host State**, this column pre-populates **New York**.




7. Enter **Site Host Zip/Postal Code**.

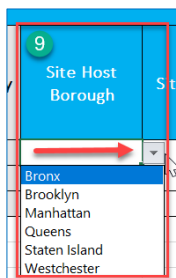


Note: Please enter 5 digits for the zip/postal code. Zip/Postal Codes must be 5 digits with no dashes or parenthesis (e.g., 12345)

8. From **Site Host Country**, this column pre-populates **USA**.



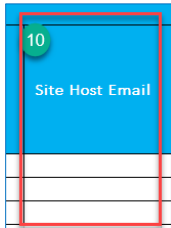
9. Select from the dropdown list the **Site Host Borough**.



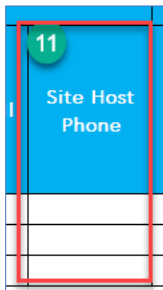
- Bronx
- Brooklyn
- Manhattan
- Queens
- Staten Island
- Westchester

Note: Any other input will cause the file to be rejected.

10. From **Site Host Email** enter the **Site Host Email** address.



11. Enter **Site Host Phone**.



Note: Phone numbers must be 10 digits with no dashes, periods, or parenthesis (e.g., 2121113333)

Contractor Information

Contractor who will be installing the chargers.

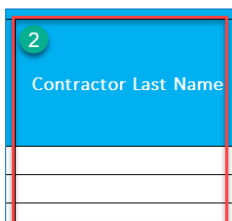
O	P	Q	R	S	T	U	V	X	Y
Contractor Information									
Contractor who will be installing the chargers									
Contractor First Name	Contractor Last Name	Contractor Company	Contractor Address	Contractor City	Contractor State	Contractor Zip/Postal Code	Contractor Country	Contractor Email	Contractor Phone
					New York		United States		
					New York		United States		
					New York		United States		

1. Enter **Contractor First Name**.



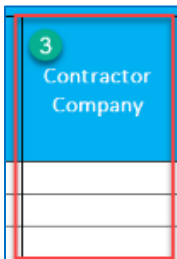
A diagram of a data entry cell. The top portion is a blue header with a green circle containing the number '1' in the top-left corner. The text 'Contractor First Name' is centered in the blue header. Below the header are three white rows, each with a thin red border on the left and right sides.

2. Enter **Contractor Last Name**.




A diagram of a data entry cell. The top portion is a blue header with a green circle containing the number '2' in the top-left corner. The text 'Contractor Last Name' is centered in the blue header. Below the header are three white rows, each with a thin red border on the left and right sides.

3. Enter **Contractor Company**.



A diagram of a data entry cell. The top portion is a blue header with a green circle containing the number '3' in the top-left corner. The text 'Contractor Company' is centered in the blue header. Below the header are three white rows, each with a thin red border on the left and right sides.

4. Enter **Contractor Address**.



A diagram of a data entry cell. The top portion is a blue header with a green circle containing the number '4' in the top-left corner. The text 'Contractor Address' is centered in the blue header. Below the header are three white rows, each with a thin red border on the left and right sides.

Note: Please do not separate a two-line address with a comma. As a reminder, putting a comma in any cell will cause the file to be rejected.

5. Enter **Contractor City**




A screenshot of a form field with a blue header containing a green circle with the number 5 and the text "Contractor City". Below the header are three empty white input rows.

6. From **Contractor State**, this column pre-populates **New York**



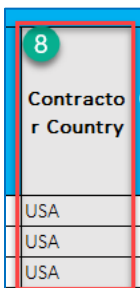
A screenshot of a dropdown menu with a grey header containing a green circle with the number 6 and the text "Contractor State". The dropdown list shows three options, all of which are "New York".

7. Enter **Contractor Zip/Postal Code**



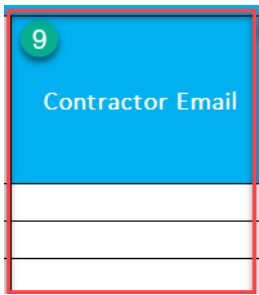
A screenshot of a form field with a blue header containing a green circle with the number 7 and the text "Contractor Zip/Postal Code". Below the header are three empty white input rows.

8. From **Contractor Country**, this column pre-populates **United States**



A screenshot of a dropdown menu with a grey header containing a green circle with the number 8 and the text "Contractor Country". The dropdown list shows three options, all of which are "USA".

9. From **Contractor Email**, enter **email address**



A screenshot of a form titled "Contractor Email". The title is in a blue box with a green circle containing the number "9" in the top-left corner. Below the title are three empty white input fields, each separated by a horizontal line. The entire form is enclosed in a red border.

10. Enter **Contractor Phone**



A screenshot of a form titled "Contractor Phone". The title is in a blue box with a green circle containing the number "10" in the top-left corner. Below the title are three empty white input fields, each separated by a horizontal line. The entire form is enclosed in a red border.

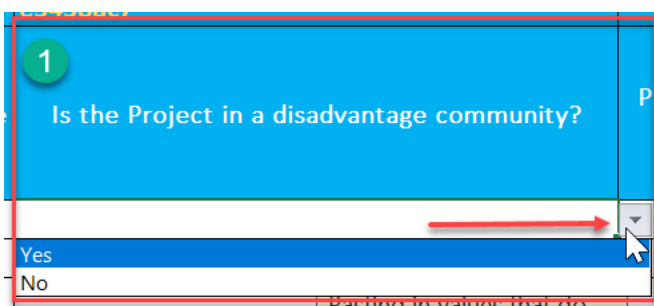
Note: Phone numbers must be 10 digits with no dashes, periods, or parenthesis (e.g., 2121113333)

DAC

Check the DAC locations by typing in your Site Host Address into the [Con Edison Load Capacity Maps](#).

Z
DAC
Check the DAC locations by typing in your Site Host address into the Con Edison load capacity maps here: https://coned.maps.arcgis.com/apps/MapSeries/index.html?appid=edce09020bba4f999c06c462e5458ac7
Is the Project in a disadvantage community?

1. Based on your check in the [Con Edison Load Capacity Maps](#), select from the dropdown “Yes” or “No”, to answer **Is the Project in a disadvantage community?**



1
Is the Project in a disadvantage community?

Yes
No

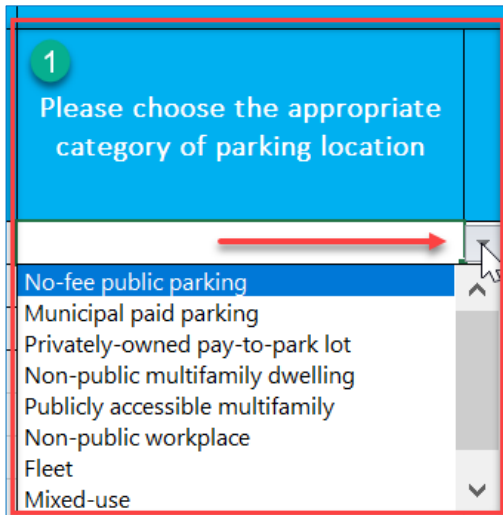
Pasting in values that do

Parking Information

Choose the most appropriate categories for your site. If you have questions on which category applies, please email EVMRP@coned.com

AA	AB	AC	AD
Parking Information			
Choose the most appropriate categories for your site. If you have questions on what category applies, please email us at EVMRP@coned.com .			
Please choose the appropriate category of parking location	Please describe parking location	Please enter the appropriate facility type	Please choose the type of parking structure

1. Please choose the appropriate category of parking location from the dropdown:



- No-fee public parking
- Municipal paid parking
- Privately-owned pay-to park
- Non-public multifamily dwelling
- Publicly accessible multifamily
- Non-public workplace
- Fleet
- Mixed-use
- Other

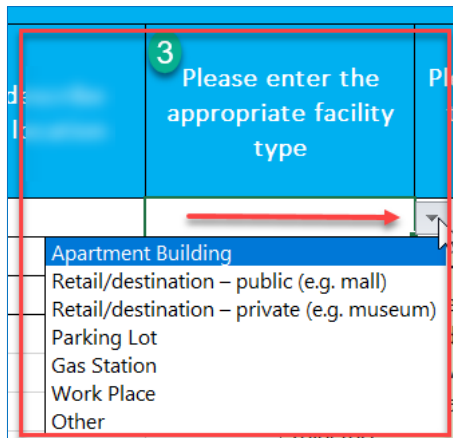
- Refer to [PDF directions of how to submit a new application in the PowerReady Program Portal](#) Defined Parking Information, section.

2. Please **describe parking location**, for example, for fleet, type in "taxi charging."



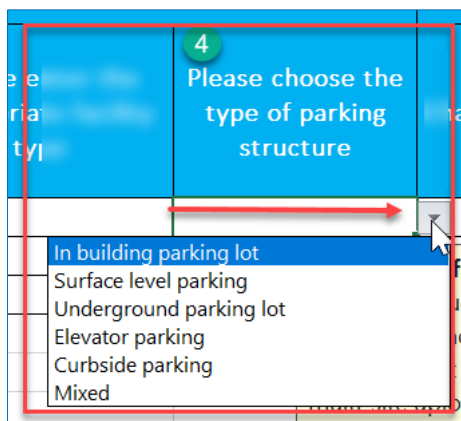
Note: If Fleet, Mixed-Use, or Other is selected as **category of parking location** please describe here. If none of these 3 options are selected input "none"

3. Please **enter the appropriate facility type** from the dropdown:



- Apartment Building
- Retail/destination – public (e.g., mall)
- Retail/destination – private (e.g., museum)
- Parking Lot
- Gas Station
- Work Place
- Other

4. Please **choose the type of parking structure** from the dropdown:



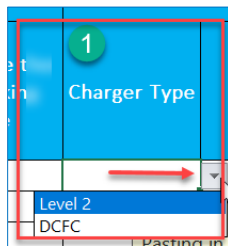
- In building parking lot
- Surface level parking
- Underground parking lot
- Elevator parking
- Curbside parking
- Mixed

Charger Information

Enter in information for one charger make/model in this section. Additional chargers can be added in the next section. You must have at least 2 plugs to be eligible for PowerReady.

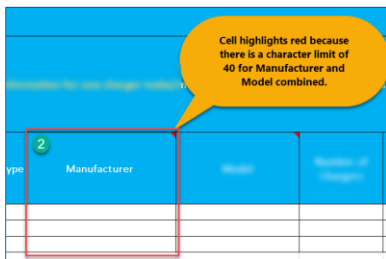
AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
Charger Information										
Enter in information for one charger make/model in this section. Additional chargers can be added in the next section. You must have at least 2 plugs to be eligible for PowerReady.										
Charger Type	Manufacturer	Model	Number of Chargers	Number of Plugs Per Charger	kW Capacity per Charger	How many SAE J Plugs are there on each L2 charger?	How many non-SAE J Plugs are there on each L2 charger?	How many CCS Plugs are there on each DCFC charger?	How many non-CCS Plugs are there on each DCFC charger?	Do the plugs discharge simultaneously?

1. Select **Charger Type** from the dropdown list:



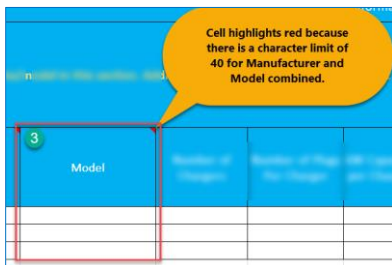
- Level 2
- DCFC

2. Enter ***Manufacturer**

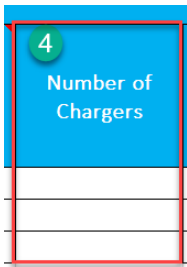


Note: Cell highlights red because there is a character limit of 40 for Manufacturer and Model.

3. Enter ***Model**

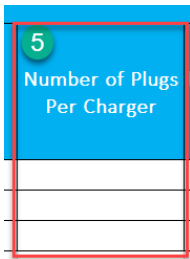


4. Enter **Number of Chargers**



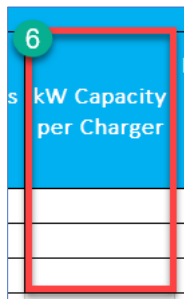
4
Number of
Chargers

5. Enter **Number of Plugs Per Charger**. (1 or 2)



5
Number of Plugs
Per Charger

6. Enter **kW Capacity per Charger**.

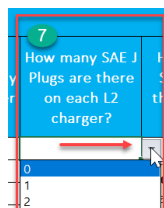


6
s kW Capacity
per Charger

Note: Digits Only. Please input the kW amount without adding “kW” to the end. This column only accepts numbers.

7. **If Level 2**, select from the dropdown: **How many SAE J Plugs are there on each L2 charger aka non-proprietary plugs?**

- 0
- 1
- 2

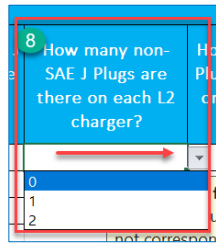


7
How many SAE J
Plugs are there
on each L2
charger?

0
1
2

8. **If Level 2**, select from the dropdown: **How many non-SAE J Plugs are there on each L2 charger aka proprietary plugs?**

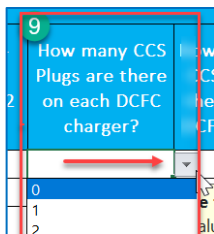
- 0
- 1
- 2



Note: Cells in step 7 and 8 will turn red if the value is greater than the amount entered in step 5.

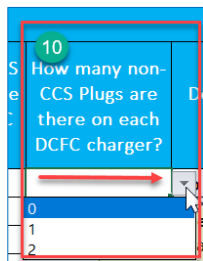
9. **If DCFC**, select from the dropdown: **How many CCS Plugs are there on each DCFC charger aka non-proprietary plugs?**

- 0
- 1
- 2



10. **If DCFC**, select from the dropdown: **How many non-CCS Plugs are there on each DCFC charger aka proprietary plugs?**

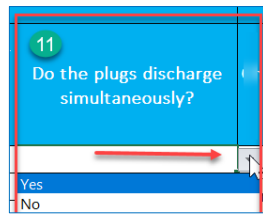
- 0
- 1
- 2



Note: Cells in step 9 and 10 will turn red if the value is greater than the amount entered in step 5.

11. Select from the dropdown: **Do the plugs discharge simultaneously?**

- Yes
- No



Charger Information (Optional)

If you have more than one charger type at this location, ([Repeat Steps 1-11](#)) on columns AP through AZ. Otherwise, leave these cells blank and proceed to the next section.

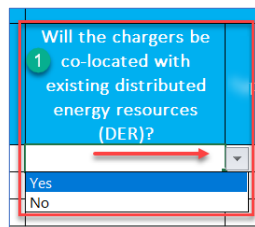
Existing Distributed Energy Resources (DER)

Please enter in information about any existing DER at the charging site.

BA	BB	BC	BD
Existing DER			
Please enter in information about any existing DER at the charging site.			
Will the chargers be co-located with existing distributed energy resources (DER)?	Type of existing DER	Other distributed energy resource description	kW Capacity of existing DER (Numerals only)

1. Select from the dropdown list: **Will the chargers be co-located with existing distributed energy resources (DER)?**

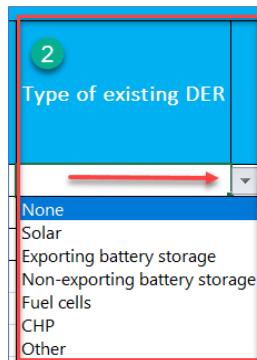
- Yes
- No



A screenshot of a dropdown menu. The title is "Will the chargers be co-located with existing distributed energy resources (DER)?". The menu is open, showing two options: "Yes" and "No". A red box highlights the dropdown area, and a green circle with the number "1" is in the top left corner.

2. Select from the dropdown list: **Type of existing DER**

- None
- Solar
- Exporting battery storage
- Non-exporting battery storage
- Fuel Cells
- CHP
- Other



A screenshot of a dropdown menu. The title is "Type of existing DER". The menu is open, showing several options: "None", "Solar", "Exporting battery storage", "Non-exporting battery storage", "Fuel cells", "CHP", and "Other". A red box highlights the dropdown area, and a green circle with the number "2" is in the top left corner.

3. Enter **Other distributed energy resource description**. In this example, we typed in "None". Field must be filled or it will cause an error.

3 Other distributed energy resource description
None

Note: Do not type in "N/A" as this will cause an error in the spreadsheet.

4. Enter **kW Capacity of existing DER** (Numerals only).

4 kW Capacity of existing DER (Numerals only)

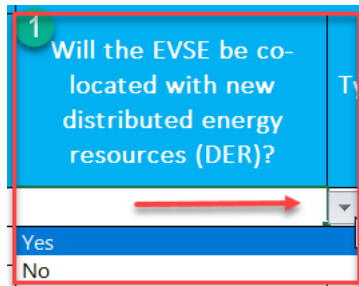
New DER

Let us know if you are installing new DERs with your charging station. This information will help us streamline your engineering review and incentive calculations.

BE	BF	BG	BH
New DER			
Let us know if you are also installing new DERs with your charging station. This information will help us streamline your engineering review and incentive calculations.			
Will the EVSE be co-located with new distributed energy resources (DER)?	Type of new DER	Other distributed energy resource description 2	kW Capacity of new DER (Numerals only)

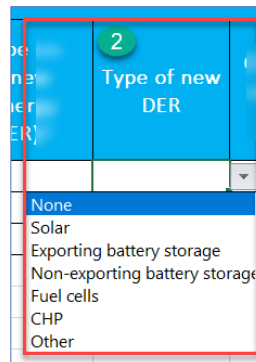
1. Select from the dropdown list: **Will the EVSE be co-located with new distributed energy resources (DER)?**

- Yes
- No



2. Select from the dropdown list: **Type of new DER**

- None
- Solar
- Exporting battery storage
- Non-exporting battery storage
- Fuel cells
- CHP
- Other



3. Enter **Other distributed energy resource description 2**.

3 Other distributed energy resource description 2

4. Enter **kW Capacity of new DER** (Numerals only).

4 kW Capacity of new DER (Numerals only)

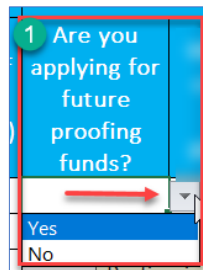
Future Proofing

This section must be completed. If you have no future proofing plans, select no in the first column and input zeros for the rest.

BI	BJ	BK	BL	BM
Future Proofing				
This section must be completed. If no future proofing plans, select no in the first column and input zeroes for the rest.				
Are you applying for future proofing funds?	How many L2 chargers are you future proofing for?	Future proofing total additional L2 kW capacity	How many DCFC chargers are you future proofing for?	Future proofing total additional DCFC kW capacity

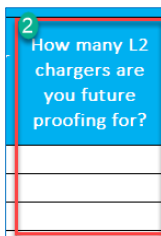
1. Select from the dropdown list, **Are you applying for future proofing funds?**

- Yes
- No



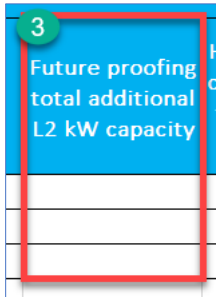
Note: Select Value from List. Pasting in values that do not correspond to the dropdown list will cause multi-site upload to be rejected.

2. Enter, **How many L2 chargers are you future proofing for?**



Note: Digits only. Please input only numbers.

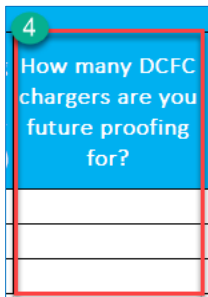
3. Enter **Future proofing total additional L2 KW capacity?**



Future proofing total additional L2 kW capacity

Note: Please input the kW amount without adding "kW" to the end. This column only accepts numbers.

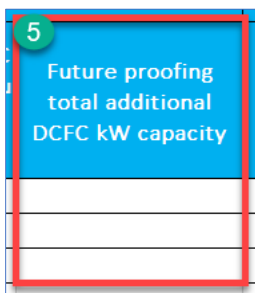
4. Enter **How many DCFC chargers are you future proofing for?**



How many DCFC chargers are you future proofing for?

Note: Digits only. This column accepts only numbers.

5. Enter **Future proofing total additional DCFC kW capacity.**

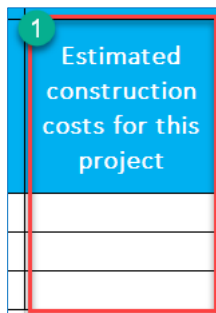


Future proofing total additional DCFC kW capacity

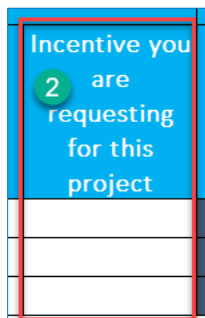
Incentive

BN	BO
Incentive	
Estimated construction costs for this project	Incentive you are requesting for this project

1. Enter **Estimated construction costs for this project**.

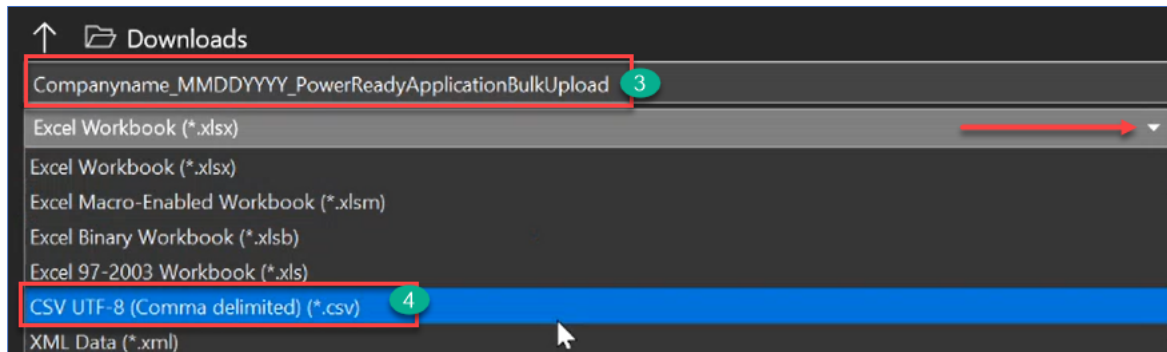


2. Enter **Incentive you are requesting for this project**.



Save Power Ready Bulk Upload Excel File

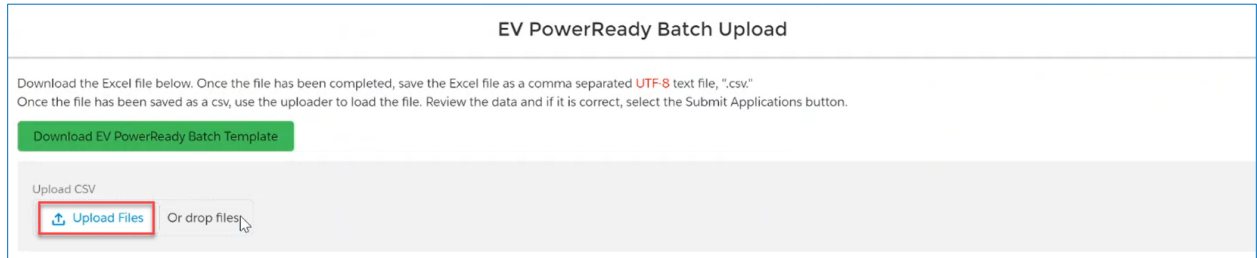
1. Click 
2. Click 
3. Enter **Companyname_MMDDYYYY_PowerReadyApplicationBulkUpload**



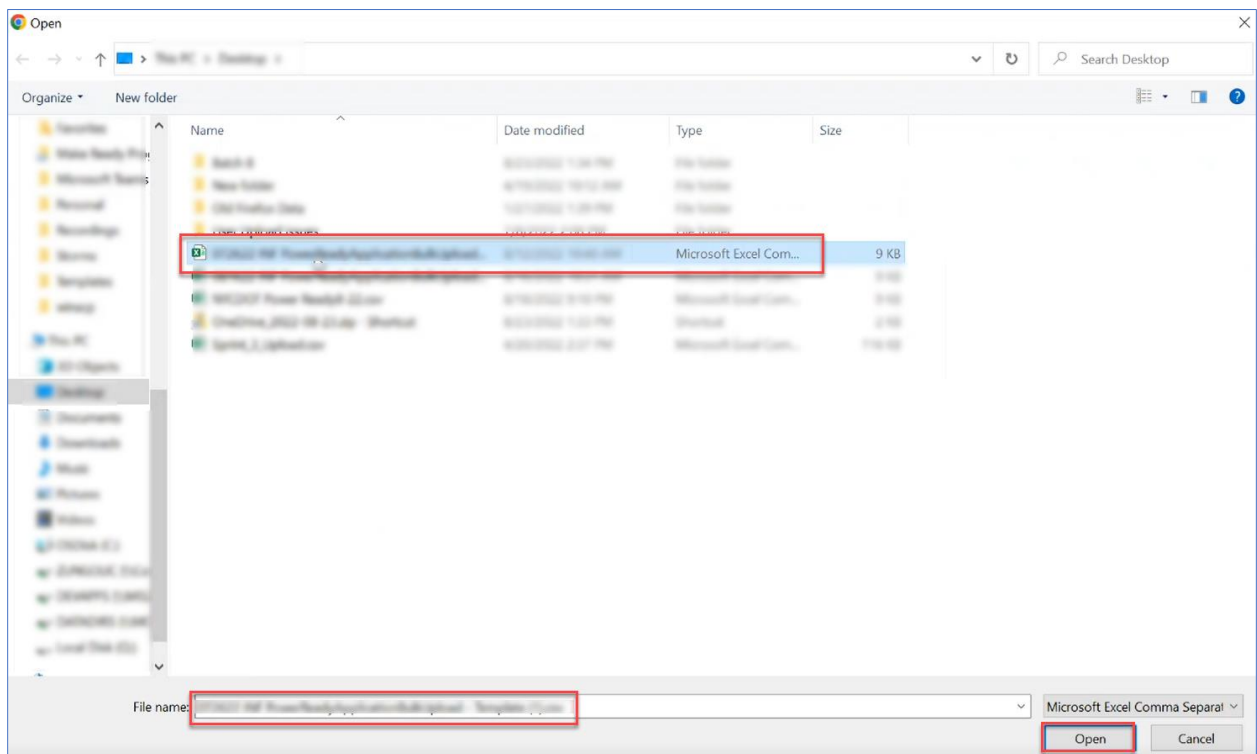
4. From the Excel Workbook file select **CSV UTF-8 (Comma delimited) (*.csv)**

Upload File to Submit Application

1. Click on **EV PowerReady Batch Upload**

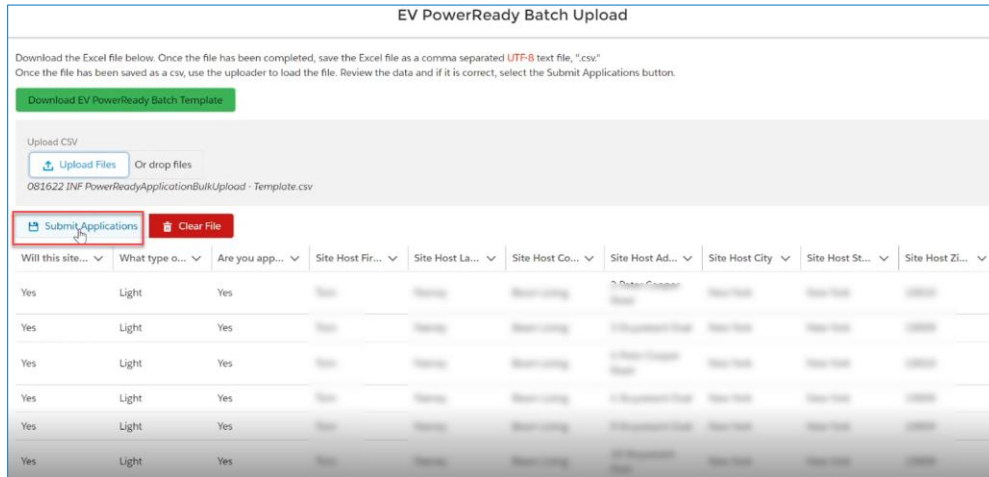


2. Click on **Upload Files** or **drop files**.
3. Next, **select the file to upload**, then click **Open**.

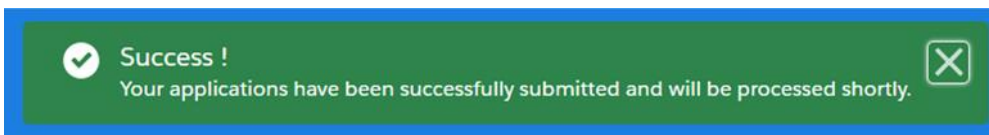


The EV PowerReady Batch Upload window displays.

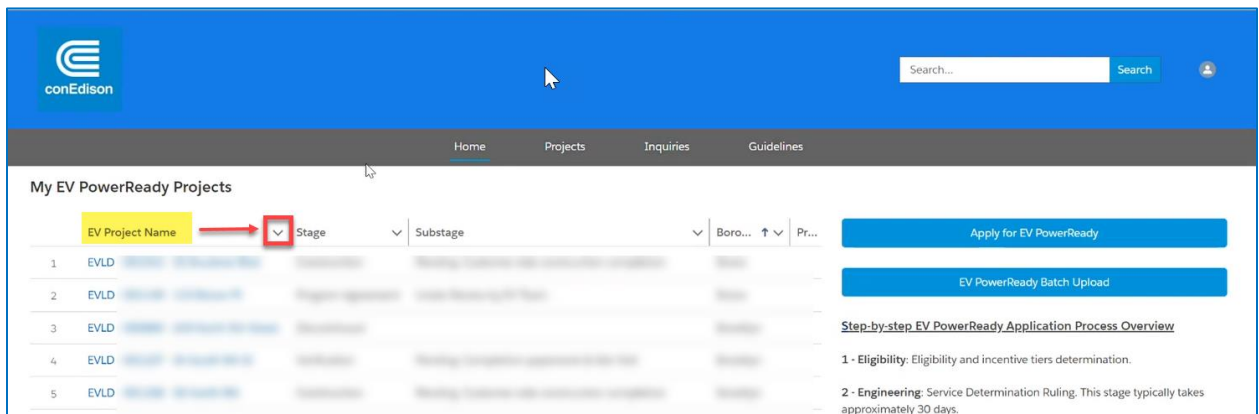
- Once data shows below file upload section, click **Submit Applications**.




The Success message populates.



My EV PowerReady Projects Home Page displays.



- From **EV Project Name** section, click on  to sort projects in descending order

- This allows you to default descending projects that correspond to newly uploaded projects addresses and project ID.
- If the addresses of your multi-site projects do not display first in the list descending order wait approximately 15 minutes.
- If you still do not see your projects, please contact EVMRP@coned.com

October 5, 2022

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Note: Alternatively, a customer may receive this message with a list of errors. Please first [refer to checklist](#) for common issues to troubleshoot on your own. If the issue is not obvious, please email EVMRP@coned.com should you receive the message below, and a member of the team will support you in submitting your application.

PowerReady Application submission failed. Please check error(s) below:

End of job aid.