Con Edison SmartCharge Commercial Program

How to Submit a New Project in the SmartCharge Commercial Portal
Contact us: **dl-sccapplications@coned.com**

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SmartCharge Commercial Portal New Project Checklist

Mandatory:

- **Participant Information:**(first name, last name, phone number)

- **Company Information:**(company name, address, city, zip code)

- **Site Validation Information:**(zip code, address)

- **Site Host Information:** (first name, last name, company name, email, phone number)

- **Charging Equipment Information:** (# of chargers, charger type, manufacturer, model, nameplate capacity)

If you have questions, email us at dl-sccapplications@coned.com

Required Document:

Proof of Charger Ownership (upload one of the following)

- Lease agreement
- Ownership agreement
- Operating agreement
- Any document that shows that you own/operate the chargers

Proof of Load Limiting Hardware (upload one of the following)

- Cut Sheet
- Receipt of invoice
- Photo of hardware/ panel
- One line diagram w/ load limiting hardware highlighted

Application & Data Management Authorization (Only required if you are filling out the application on the owner/operator's behalf)

Login to SmartCharge Commercial Portal

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Account & Billing | Services & Outages | Save Energy Money

Log In

Email Address

Password   SHOW

☐ Remember me

Log In

REGISTER
RESET MY PASSWORD
STEAM CUSTOMER?

Con Edison's account services and customer-specific information are solely intended for use by the customer who is the account holder or the customer's authorized agent. Any unauthorized entry or use of Con Edison's My Account system is prohibited. Violators will be prosecuted.

Report trouble with your electric service or to check on the status of a previously reported electric service problem.

For gas emergencies, call 911 or 1-800-752-6633 immediately. DO NOT send an email.

Contacts who logs in = Site Host/ Operator

- **The Site Host/ Operator is the main project liaison and will receive the incentive payout.**
- **Your information will automatically be populated upon application submission.**
- **You can email the team to change the Site Host/ Operator at dl-sccapplications@coned.com**

Application Form: Participant Information

After logging in, the portal will prompt you to input participant & company information.

Participant Information

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

The participant is the owner of the charging equipment and the person who will be primarily accessing this account.

Participant is the owner of the charging equipment/ the person who will be primarily accessing this account

First Name
John

Last Name
Doe

Require Information:
First name, Last Name, Phone number

Phone Number
3475857763

Phone numbers must be 10 digits with NO spaces, dashes, or other symbols

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Application Form: Company Information

Company Information

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Company Name
John's Property Management

Address
4 Irving Place

City
New York

Zip Code
10003

Require Information: Company name, Address, City, Zip Code

Continue

Click on Start Application for SmartCharge Commercial

Application Form: Site Validation

Site Address Validation

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Site Address

Enter the site address where your chargers are located.

ZIP Code
10003

Address
4 Irving Place

Find Address

You will be prompted to valid the site address. Required Information: Zip code, Address

Site address is the location of the EV project.

Upon successful site validation, click on the identified site to go to the next step.

Application Form: Site Host Information

Site Host Information

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Site Host Contact

Enter the name of the site owner.

☐ Same as participant

First Name
Jane

Last Name
Doe

Company Name (Optional)
Jane 123

Email (Optional)
janedoe@coned.com

Phone Number (Optional)
3475857763

You will be prompted to enter the site host Information.
Required Information:
first name, last name
Optional Information:
company name, email, phone number

Site Host/operator is an individual or entity responsible for managing the location.
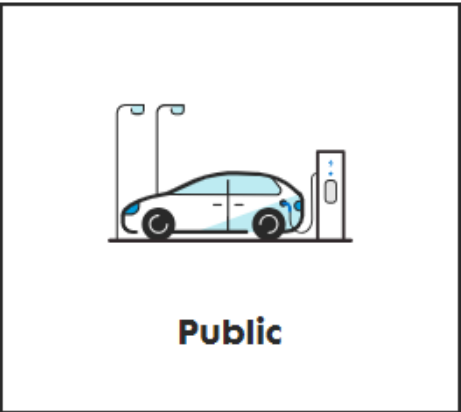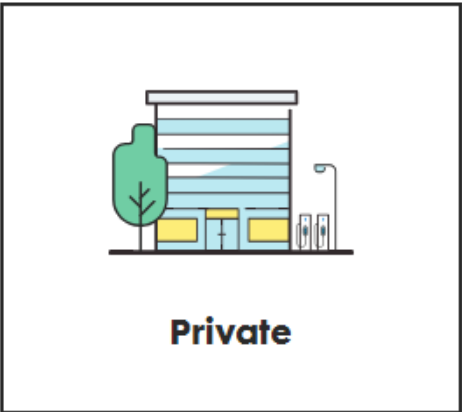
Scroll to the next set of required information.

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Application Form: Site Accessibility and Use

Site Accessibility and Use

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

What is the accessibility of your site?

If access is restricted by a fence, gate, or other obstruction, then your site may be private.

Private

Public

Select the site accessibility option: public or private

If access is restricted by any obstruction, then the site may be private.

Scroll to the next set of required information.

Application Form: Parking Location Category

Parking Location Category

Please select the category that best describes your parking location.

Transit

Commercial

Public Parking

Not listed above

Parking Location Category

Fleet ⌄

If your parking location category is fleet, mixed use, or other, please describe it.

Parking Lot Description

This is a private fleet hub for a IT system cyber expert company

Select which Parking Location Category that describe your parking site

If you do not see your parking location category, please select the "Not Listed Above" Button and select the other category drop down

Scroll to the next set of required information.

Application Form: Selecting the Appropriate Facility Type

End Use

Please select the appropriate facility type.

End Use ∧

Select the appropriate facility type for your site

Scroll to the next set of required information.

Application Form: Parking Location Category

Network Provider Information

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Who is your Electric Vehicle Service Provider (EVSP)?

Which provider supplies your EV charging data?

Network Provider
Other ⌄

If your network provider is other, please enter it.

Other Network Provider
EV Con Edison

Select the Network Provider Information.

Network Provider Information- Electric Vehicle Service Provider (e.g., ChargePoint)

Scroll to the next set of required information.

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Application Form: Charging Equipment & Load Information

Charging Equipment and Load Information

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Charging Equipment

(+) Add Chargers

10x DCFC   DELETE   EDIT

Manufacturer   Model
Volta Charging LLC   **V4 DCFC Charger**

Standard Plugs   Non-Standard Plugs   Nameplate Capacity (kW)
2   **1**   **1000 kW**

Select "add chargers" and enter your charger information.

Definitions:
Nameplate Capacity: total kw of the charger site
Standard Plugs: connector type that is commonly used to charger most electric vehicle types
Non- Standard Plug: connector type that only charge one type of electric vehicle

Number of Standard Plugs and Number of Non- Standard plugs per charger can only be 1 or 2

Scroll to the next set of required information.

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Application Form: Fee Structure & Proof of Ownership

Fee Structure

Select the customer fee structure. If the station uses a mixed structure, select the option that best fits the station.

Fee Structure

Proof of Charger Ownership or Operating Agreement.

Upload proof of ownership or operating agreement for participating chargers.

Drag and drop files here

OR SELECT FROM YOUR COMPUTER

Files supported: DOC, DOCX, PDF
Maximum size: 10MB

Select the Fee Structure(customer's fee structure used by the site host)

Definition of Fee Structure

$/kWH Fee: cost per kwh of electricity
Session Fee: cost for a period
Free: no cost
Subscription: recurring charge for a specific period
$/Minute fee: cost per minute of service

Please upload Proof of Charger Ownership or Operating Agreement (slide 20 will have further details)

Scroll to the next set of required information.

Application Form: Site Technology

Site Technology

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Do you have a dedicated EV meter?

Is the meter providing service only to your chargers? If yes, then you most likely have an EV dedicated meter.

⦿ Yes   ◯ No

EV Meter Number and Account Number

Provide at least one.

EV Meter Number
12345678

Account Number

Enter if you have a dedicated EV meter- which is a meter that provides service to the chargers only.
If you select no, but plan to install a dedicated charger, it's optional to enter your MC-ID number

Please provide either the EV Meter Number or the Account Number for EV project.

Scroll to the next set of required information.

Application Form: Load Limiting Hardware

Do you have a load limiting hardware device on site?

Select yes if you have a load cell, fuse, circuit breaker, or any other device on site that physically limits the amount of power that can be drawn.

◯ Yes   ◯ No

Select YES if your site has any physically device that limits the amount of power that can be drawn.

Scroll to the next set of required information.

Application Form: Attach Application and Data Management Authorization

Attachments

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Application and Data Management Authorization

(Optional)

Upload if you are completing this application on behalf of the charger owner/operator.

> Drag and drop files here
>
> **OR SELECT FROM YOUR COMPUTER**
>
> Files supported: DOC, DOCX, PDF, CSV, XLS, XLSX
> Maximum size: 10MB

Please upload Application and Data Management Authorization
(slide 20 will have further details)

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Application Form: Submit Program

Attachments

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Application and Data Management Authorization

(Optional)

Upload if you are completing this application on behalf of the charger owner/operator.

Drag and drop files here

OR SELECT FROM YOUR COMPUTER

Files supported: DOC, DOCX, PDF, CSV, XLS, XLSX
Maximum size: 10MB

Click on "Submit" button to submit the SmartCharge Commercial application.

Submit

Congratulation: You have Submitted your Application!

Sites

Start Application

Search Sites

Substage: **All**

SITE ID	SITE ADDRESS	SUBMITTED ON	APPROVED ON	STAGE	SUBSTAGE	ACTION
EVSCC-000043	4 Irving Place	1/16/2024	-	Eligibility	Eligibility Under Review by EV Team	→📄

You can review your submitted applications in the site window in the SmartCharge Commercial portal.

Additional Documents required with Application Submittal

You will need to email the following documents to **dl-sccapplications@coned.com.**

Examples of Proof of Charger Ownership	**Examples of Proof of Load Limiting Hardware**	**Application & Data Management Authorization(if you are not the charger owner /operator)**
• Lease agreement • Ownership agreement • Operating agreement • Insurance document that shows applicant name and lists chargers • Any document that shows that you own/operate the chargers *If the above documents do not have the charger model and kW on it, you will need additional supporting documentation that shows number of chargers, charger model, and charger kW such as photos.*	• Cut sheet • Receipt or invoice • Photo of hardware/panel • One line diagram with the load limiting hardware highlighted	• If you are not the charger owner/operator you will be required to submit a signed Application and Management Authorization from the Site Host.

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Customer Name:
Customer Company Name (if applicable):
Customer Address:
City, State, Zip Code:
Account Number or Meter Number:
Date (MM/DD/YYYY):

ATTN:
SmartCharge Commercial Team
Consolidated Edison Company of New York
4 Irving Place, New York, NY 10003

To Whom It May Concern:

I, _____, hereby authorize _____
Customer Name and Company Name (if applicable)   Developer/Contractor/Consultant Name & Company Name

(hereinafter referred to as "Authorized Agent") to act on my behalf on all matters pertaining to the

application process and ongoing program requirements of the SmartCharge Commercial Program (the

"Program").