

Atlas Quarterly Reporting Job Aide

Purpose

The EV PowerReady program has a quarterly reporting requirement. The Joint Utilities including Con Edison have selected Atlas to be the 3rd party data consultant. Atlas will reach out to Con Edison at the end of each month to request participant data to meet the PowerReady reporting requirements under the terms of the Program. This job aid provides a step-by-step guide on how to upload charging station information in PowerReady Portal.

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Login to PowerReady Portal

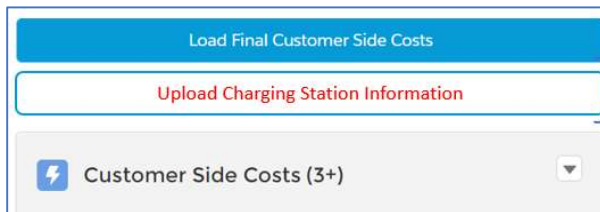
- Click [here](#) to log into PowerReady Portal. You must be registered to log in.

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

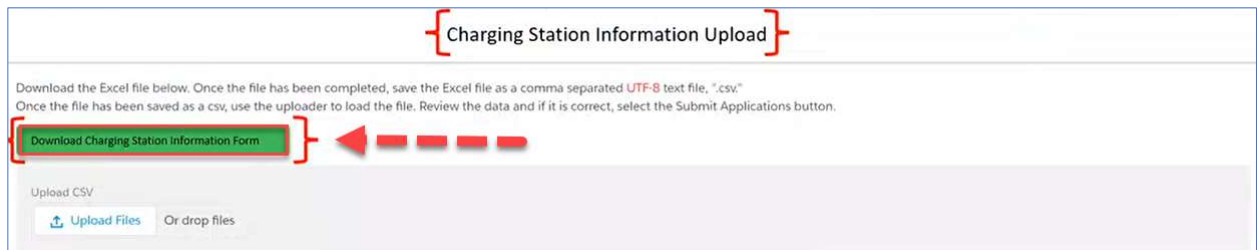
Charging Station Information Form

You should receive an email after completing customer side construction with instructions to upload charging station information.

1. Navigate to the project in your portal and click **Upload Charging Station Information**.



2. Next, click on **Download Charging Station Information Form**.

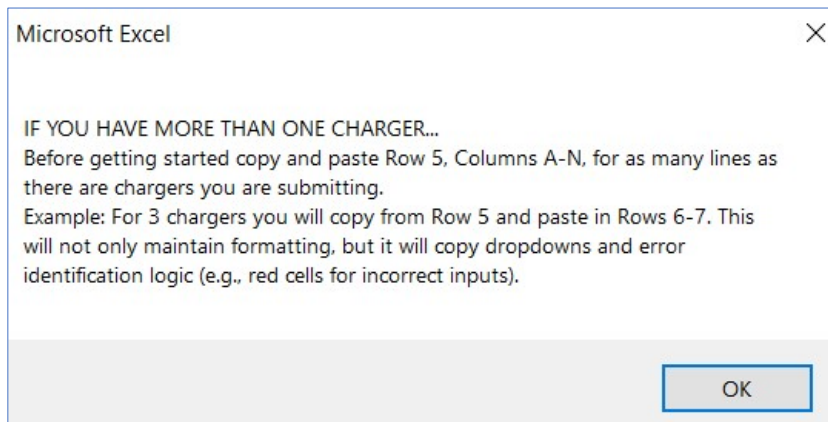


The Charging Station Information Upload Form displays.

3. Within the **Excel file**, click **Enable Content** button.



4. The following dialogue box appears when the user opens the Charging Station Information form excel file, as a reminder to copy down the number of charging stations, click **OK**.



Copy and paste Row 5, Columns A-N, for as many lines as there are chargers that you are submitting. For e.g., if you have 18 chargers you will copy from Row 5 and paste in Rows 6-23. This will not only maintain formatting, but it will copy dropdowns and error identification logic (i.e., red cells for incorrect inputs).

Save as CSV UTF-8 prior to uploading in EV PowerReady

Registration Data Worksheet


Please confirm the make/model and serial # of each station listed on the application as those that were installed or modified post application.
 A value in a Station Name cell (column A) means all subsequent cells in the corresponding row must have a value. Please delete unused rows. Please Input "None" if it doesn't have comments.

Station Name	Program	Type (DCFC or L2)	Number of Ports At Charging Station	Port type	Power Rating (max power charger can deliver in kW)	EV Network	Make (manufacturer)	Con Edison Account Number (15 Digits)	Serial Number	Station ID (per station)
									5	
									5	
									7	
									8	
									9	
									0	
									1	
									2	
									3	
									4	
									5	
									5	
									7	
									8	
									9	
									0	
									1	
									2	
									3	

Copy Row 5, Columns A-N, for as many lines as there are sites in this example if you have 18 sites you will copy from row 5, and paste 6-22

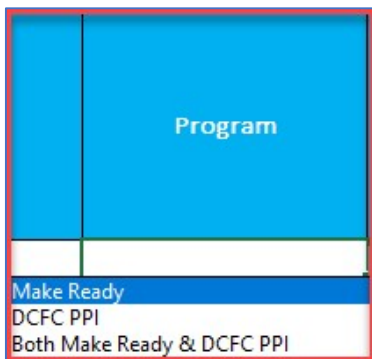
Before getting started confirm the make, model, and serial # of each station listed on the application as those that were installed or modified post application. If there is a value in a Station Name cell (column A), all subsequent cells in the corresponding row must have a value. Please note unused rows. If no comments, please input "None".

5. Enter the **Station Name**



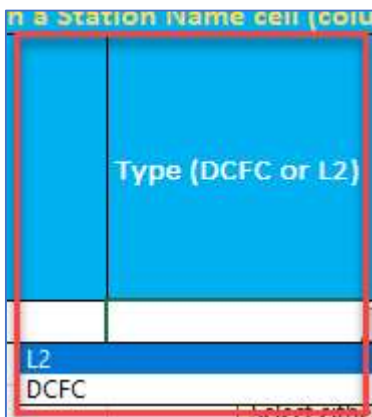
Note: Descriptive name of the station; this can be something as simple as adding a number per charger to the site name.

6. Select from the dropdown list **Program**, in this example **Make Ready** is selected.



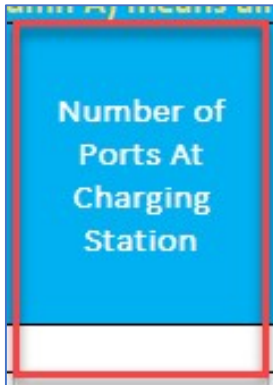
Note: Select the most applicable program for each station listed: Make Ready, DCFC PPI, or Both Make Ready & DCFC PPI.

7. Select from the dropdown list **Type (DCFC or L2)**, in this example **L2** is selected.



Note: Charger Type, select either DCFC, or L2.

8. Enter **Number of Ports At Charging Station**. This section asks for the number of plugs, 1 or 2.

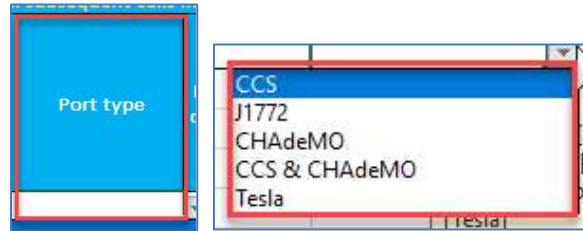


Number of Ports At Charging Station

Note: Number of distinct ports on the charging station.

9. Select from the dropdown list **Port type**.

- CCS
- J1772
- CHAdeMO
- CCS & CHAdeMO

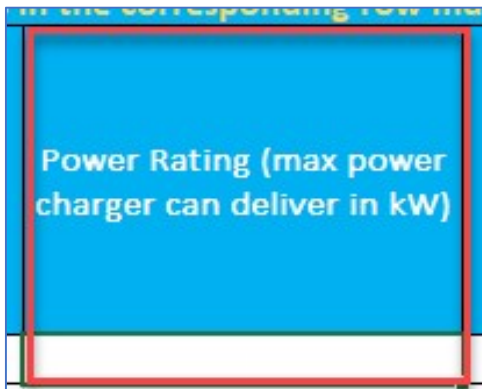


Port type

CCS
J1772
CHAdeMO
CCS & CHAdeMO
Tesla

Note: Select CCS, J1772, CHAdeMO, CCS & CHAMeMO, or Tesla.

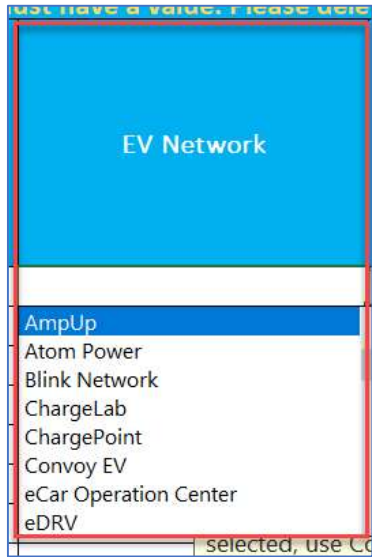
10. Enter **Power Rating (max power charger can deliver in kW)**



Power Rating (max power charger can deliver in kW)

Note: Maximum power this charger can deliver in kW; do not include units (i.e., 7.5 kW should be entered as 7.5).

11. Select from dropdown list **EV Network**



Amp Up	EVPassport Cloud Platform	Power Charge Pro Link Network
Atom Power	FLO Network	PowerFlex Systems
Blink Network	Greenslots SKY Networks	SemaConnect Network
ChargeLab	Greenspot	SKYCHARGER
ChargePoint	JuiceNet Enterprise	SWTCH Network
Convoy EV	Liberty HYDRA	Tesla
eCar Operation Center	Livingston EV Network	Unknown
eDRV	Loop EV Charging	Volta Charging
Electrify America	MyWallbox	Xeal
EV Connect Network	Noodoe Network	ZEFNet
EverCharge Network	OpConnect	Zevtron LLC
Evoke	ORCA Net	

Note: Select the EV network this station will operate on; If the network is not on the list, please select "Unknown" and write the network name in the "Comments" cell.

12. Select from dropdown list **Make (manufacturer)**

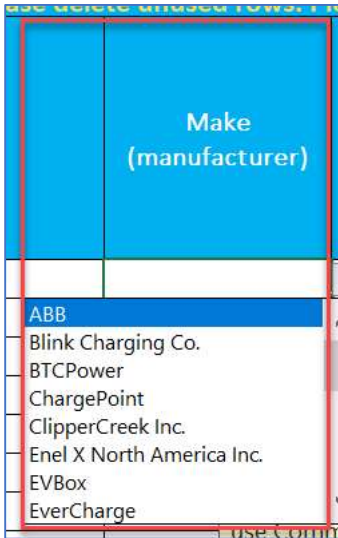
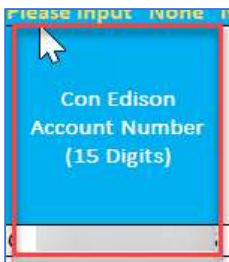


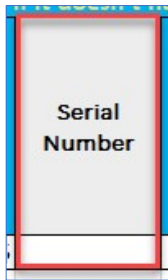
ABB	EV Box	JuiceBox
Blink Charging Co.	EverCharge	Livingston Energy Group
BTCPower	Fermata	PowerCharge
ChargePoint	FLO Services	Signet
ClipperCreek, Inc.	Greenlots	Tesla
Enel X North America, Inc.	JuiceBar	Tritium
Other	Wallbox	

Note: Select the station’s manufacturer; if the manufacturer is not included in the list, select “Other” and write the manufacturer name in the “Comments” cell.

13. Enter **Con Edison Account Number (15 digits)**

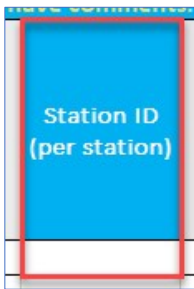


14. Enter **Serial Number**



Note: Station's serial number.

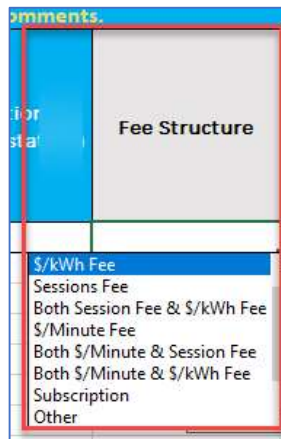
15. Enter **Station ID** (per station).



Note: Data ID to map the charging station to the charging use data. This is often assigned by the network and uniquely identifies the station; it may be the same as the serial number.

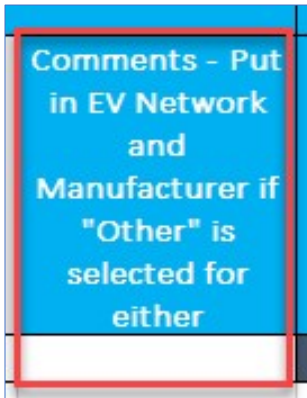
16. Select from dropdown list **Fee Structure**

- \$/kWh Fee
- Sessions Fee
- Both Session Fee & S/kWh Fee
- \$/Minute Fee
- Both S/Minute & Session Fee
- Both \$/Minute & \$/kWh Fee
- Subscription
- Other



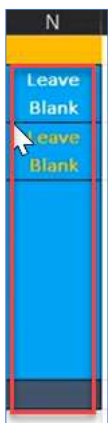
Note: Enter the structure of the station fee to the end customer. If the station uses a mixed structure, select the option that best fits the station.

17. Enter **Comments – Put in EV Network and Manufacturer if “Other” is selected for either**





Note: Optional field that can be used to include additional information about the station, if needed. Otherwise, enter “None.” – 1,000-character limit

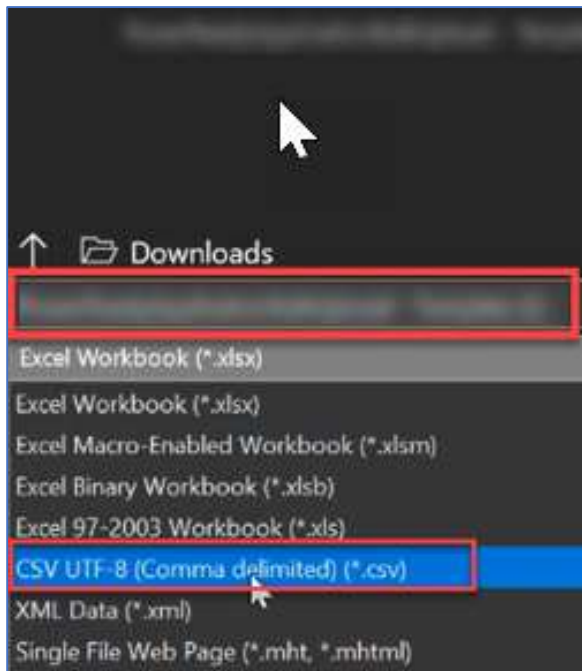
- Lastly, Column N – Leave Blank



The form is now complete.

Save Charging Station Information Form

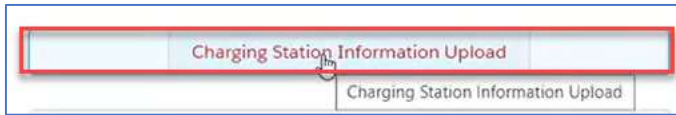
1. Click 
2. Click 
3. Enter the name of the file.



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

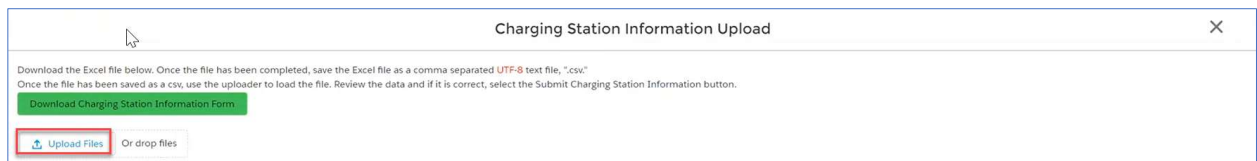
Upload File to Submit Charger Information Form

1. Click on **Charging Station Information Upload**

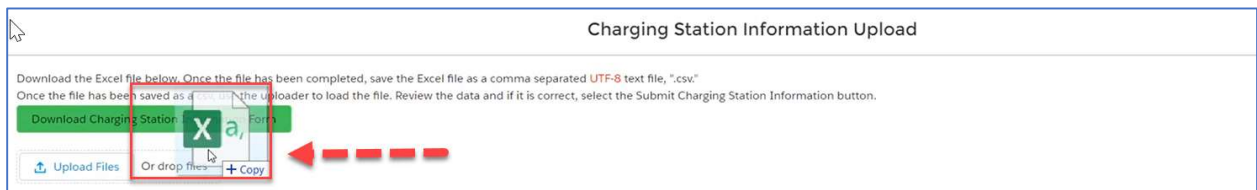


The Charging Station Information Upload window displays.

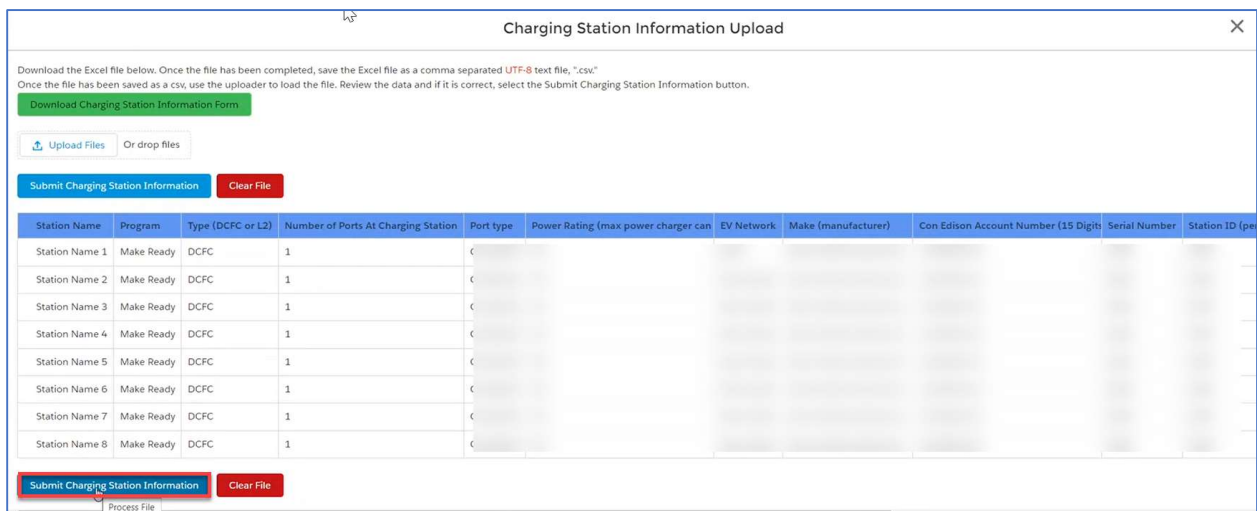
2. Click on  **Upload Files** or **drop files.**



Note: Below is an example of how to drop files.

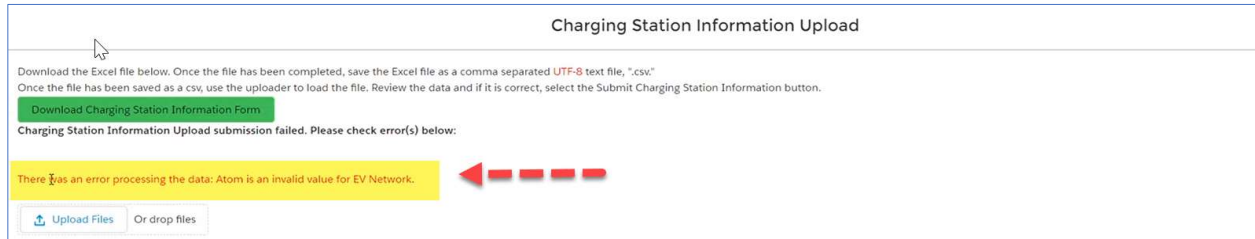


3. Next, select the file, then click on **Submit Charging Station Information.**



File Uploaded with Error Message

There is an error message with the reasoning: Review the error and resubmit the file.



The screenshot shows a web interface titled "Charging Station Information Upload". It includes instructions to download an Excel file and save it as a CSV. A green button labeled "Download Charging Station Information Form" is visible. Below this, a message states "Charging Station Information Upload submission failed. Please check error(s) below:". A yellow error box contains the text "There was an error processing the data: Atom is an invalid value for EV Network." A red dashed arrow points to this error message. At the bottom, there are two buttons: "Upload Files" and "Or drop files".

- The Charging Station Information Upload will appear again on the home page after the file has been submitted.



End of procedure.

Frequently Asked Questions (FAQs)

- **What if I can only provide partial data?**
Data will be considered incomplete; Con Edison is notified and reserves the right to take appropriate action.
- **What happens if I stop providing data from my chargers before the 5 years is up?**
Participant will be considered out of compliance with program requirements and Con Edison reserves the right to take appropriate action.
- **Does this have to be done for all my EV projects?**
Yes, all EV projects that receive an incentive under the PowerReady program are required to provide quarterly data under the terms of the signed program agreement; there are no exceptions.
- **How frequently do I need to provide data? For how long?**
Data reporting is required on a quarterly basis for five years.
- **How secure is my data?**
All data submitted to Atlas is aggregated, anonymized data. Con Edison is following the 15/15 rule to maintain data privacy. Data submissions are uploaded to a secure cloud that is password protected and adheres to rigorous security standards required of all Con Edison vendors.
- **Who is going to be able to see my data?**
By default, all data are aggregated and anonymized, however de-anonymized data can be made available upon request by the New York Public Service Commission which regulates utilities work and oversees the PowerReady program.