

Steps to Continue a Pre-Approved Charge Ready NY Application

1. Log in to the NYSERDA Portal [here](#).
2. Select the project's name.
3. Click the Application Wizard button (this automatically takes you to Step 5. If it does not, manually click on the fifth check-mark.)

[Edit](#) [Submit for Approval](#) [Application Wizard](#)

Charge Ready NY 2.0



Installation Status (Step 5 of 9)

Please select "Yes" if any of the following statement(s) are true:

- Site location has changed
- Brand and/or model of charging station has changed
- More charging stations were installed than I received pre-approval for
- Fewer charging stations were installed than I received pre-approval for

Yes No

Click "No" (if applicable) then input the additional requested information that is populated.

5. After completing Step 5, save and continue to Step 6 and fill out the equipment information. Complete all required sections.
 - a. the Network ID is a unique identifier set by the network for the station
 - b. latitude and longitude coordinates must be to the **6th decimal place, unique, and accurate.**
 - c. select whether the port is in an assigned parking space or unassigned parking space.

Charge Ready NY



Charging Station Information (Step 5 of 8)

Enter details for each individual charging station.

Coordinates (latitude and longitude) must correlate to the exact location of the charging station. Be sure to include **at least six decimal places** in your coordinates. For example:

Latitude: +42.702954

Longitude: -73.857943

Enter the serial number for the specific charging equipment installed; it can be found on the equipment.

Enter the device's network ID number. The network ID is the unique identifier your network provider has given you for the specific charging equipment. For dual port stations, you may have two. If so, enter both.

6. After completing Step 6, save and continue, then upload all project documents in Step 7.

7. Step 8 is a review of all the submitted information and documents. Verify that it is correct before continuing to step 9.

8. Submit in Step 9 by certifying all statements on this page and then click the "Submit" button. Our team will review the submission within 10 business days and reach out if we need any further documents, corrections, or clarifications via email.