

# **Connecticut Electric Vehicle (EV) Charging Program (Commercial)**

## **Online Application Portal User Guide**

Beginning in 2024, The United Illuminating Company (UI) will accept applications via a new portal at [UI EV Program Portal Sign-in](#). The portal streamlines the application process by integrating with UI's internal CRM system, Salesforce. **UI will no longer accept fillable PDF applications.**

As a first step, an applicant must be set up as a new user of the portal. Please send an email to [BusinessEV@uinet.com](mailto:BusinessEV@uinet.com) requesting a username and temporary password. Within two business days you will receive an email which will contain your new username and a link to the application portal which will prompt you to create a new password. Please save the portal URL to your favorites for future use.

Once your account is set up, you will have the ability to submit new applications and review the status of each application as it progresses through the stages. We suggest applicants set up one account, even if multiple individuals in the organization will be submitting applications in the future. Your account will house all the applications submitted by a given organization for easy reference, retrieval, and "cloning" capabilities to efficiently create and submit applications moving forward.

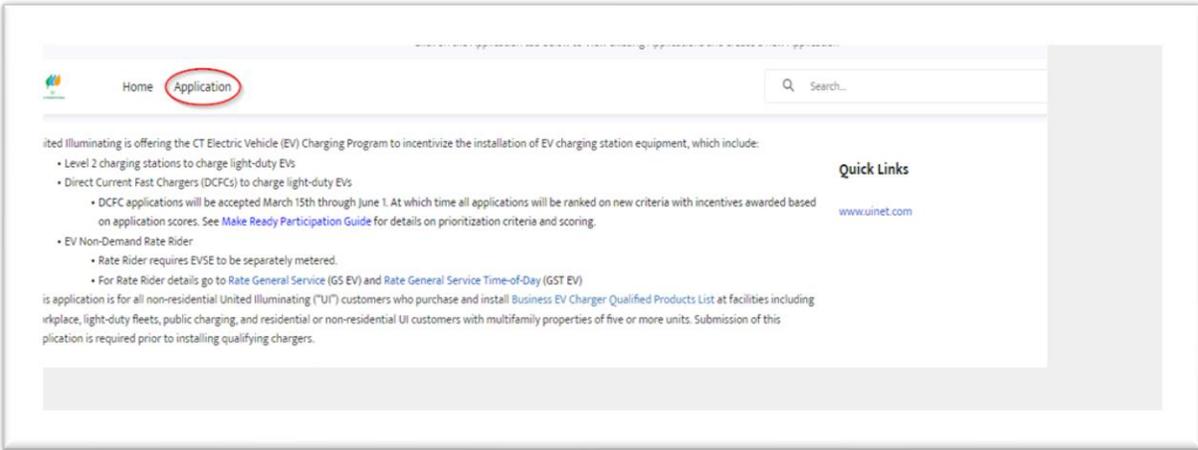
The application requires the following information:

- **General Information** – Application or project name, installation date and project status.
- **Applicant Information** – Customer, contractor, and property owner (if different from customer) and contact information.
- **Site Information** – The address of where the EV chargers will be installed, type of facility and number of site(s).
- **Project Details**– Site details, charger/network provider details and project costs for each site at the address.
- **Upload Files** – Documents required to complete application
- **Submit Application for Approval**
- **Sign Participant Agreement** – Following submitted application, applicant will receive email requiring electronic signature accepting program Terms & Conditions as well as assigning incentive payment to third party (if applicable).

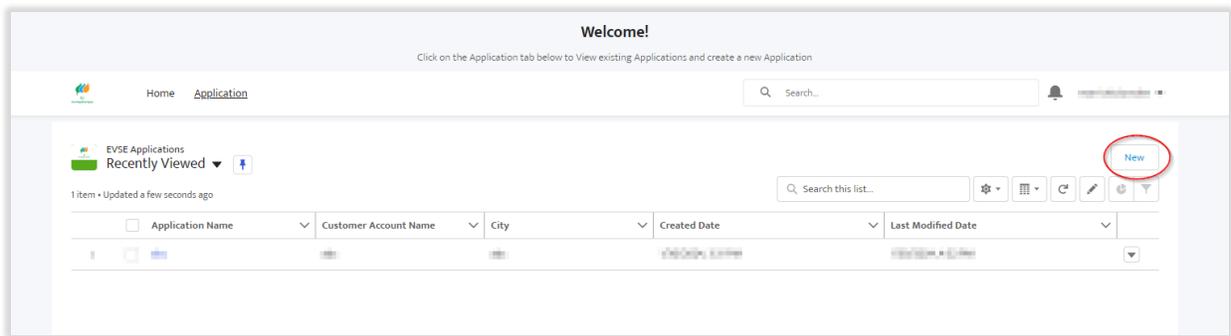
### **Create a New Application:**

Once you have created your new password you can sign into the portal which will bring you to the home page. The home page includes details of the EV charging station incentive program, incentive rebate amounts, application instructions and the process for requesting the incentive payment.

To begin entering an application, click on the "Application" button at top of page. See screen shot on next page.

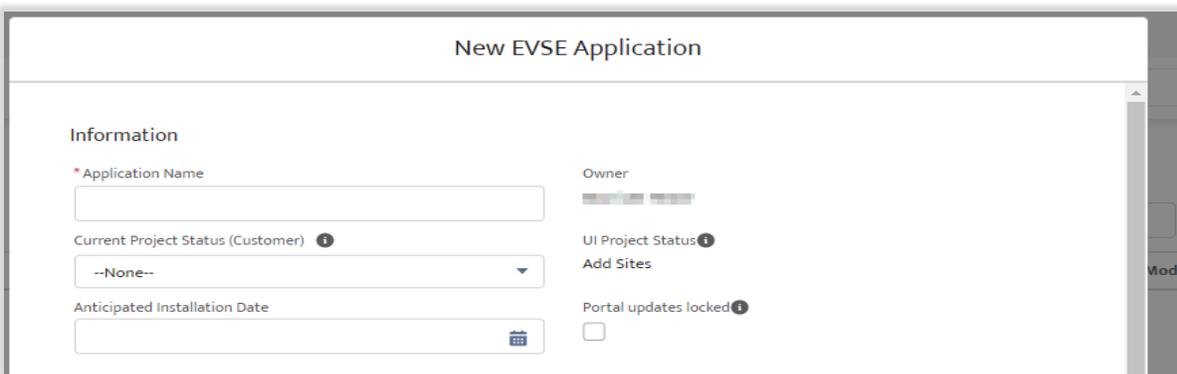


This will bring you to your “EVSE Applications” page which lists all applications you have submitted. To create a new application, click on the “New” button on top right of the page.



## Applicant Information

A window labeled “New EVSE Application” will open. Here you will enter application information including the “Application Name” unique to this application, current project status, and anticipated installation date.



Helpful hints throughout the portal:

- Red star (\*) appearing next to a field name: Indicates a required field
- Information symbol (i) appearing next to a field name: Click on the (i) to display the information required in this field.

Next, scroll down to “Application Information” section. The “Customer Account Name” is the name of business or entity responsible for the monthly electric bill which should match the name on the existing UI account. If you are requesting a new electric service, enter the business name or entity who will be responsible for the new electric service bill.

Please Note: If business or entity is not the owner of property (e.g., leases), provide the property owner’s name and contact information in all fields labeled “Property Owner.” In addition, a Letter of Authorization (LOA) signed by the property owner, giving permission to install the EV chargers on their property, is a required document when submitting the application. For LOA example, click on the “Upload Files” button on top right of the Application page or under the “Application Instructions” on the Home page of the portal.

Application Information

* Customer Account Name <i>i</i>	* Is Applicant Prop Owner of Site(s)? <i>i</i>
<input type="text"/>	--None--
* Primary Customer Contact (First name)	Property Owner (First name) <i>i</i>
<input type="text"/>	<input type="text"/>
* Primary Customer Contact (Last name)	Property Owner (Last name) <i>i</i>
<input type="text"/>	<input type="text"/>
* Customer Primary Contact Phone	Property Owner Phone <i>i</i>
<input type="text"/>	<input type="text"/>
* Customer Primary Contact Email	Property Owner Email <i>i</i>
<input type="text"/>	<input type="text"/>

Scroll down and enter contractor or installer company name and contact information for the individual managing this installation. In the “Payee Company Name” field enter the company name who is to receive the incentive payout.

* Contractor Company Name	* Payee Company Name <i>i</i>
<input type="text"/>	<input type="text"/>
* Contractor Contact Name <i>i</i>	
<input type="text"/>	
* Contractor Phone	
<input type="text"/>	
* Contractor Email	
<input type="text"/>	
* Contractor Address <i>i</i>	
<input type="text"/>	
* Contractor City	
<input type="text"/>	
* Contractor State	
CT	
* Contractor Zipcode	
<input type="text"/>	

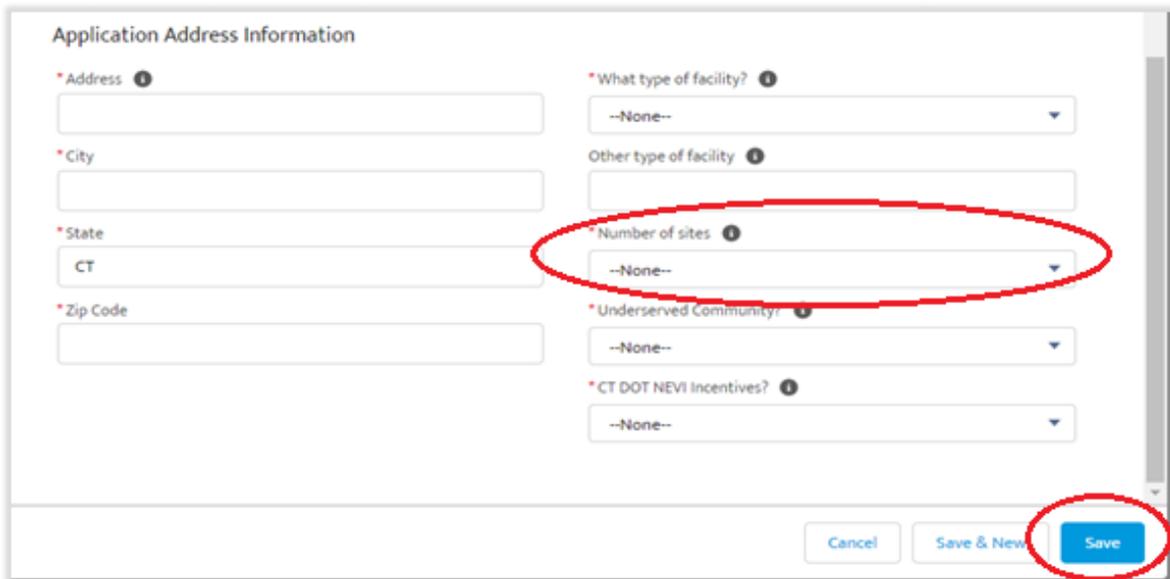
## Site Information

Scroll down to “Application Address Information” to enter the address information. Please Note: The address is the street address where you are installing the EVSE which must match service address listed on the UI bill.

Use drop-down menus to enter the type of facility, number of sites at this address, type of community (baseline or underserved), and if you are applying for NEVI incentives for this installation.

Please note: It is possible to have more than one “site” at an address to take advantage of multiple incentives. To qualify, each site must be located at clear and distinct locations, where each site’s EVSE are tapping into separate power sources (e.g., a main panel for site 1 and a sub-panel or new service for site 2). New infrastructure installed exclusively for EVSE cannot take advantage of multi-site incentives unless it is a new service. The “Number of sites” can be chosen from the drop-down box. See screen shot below.

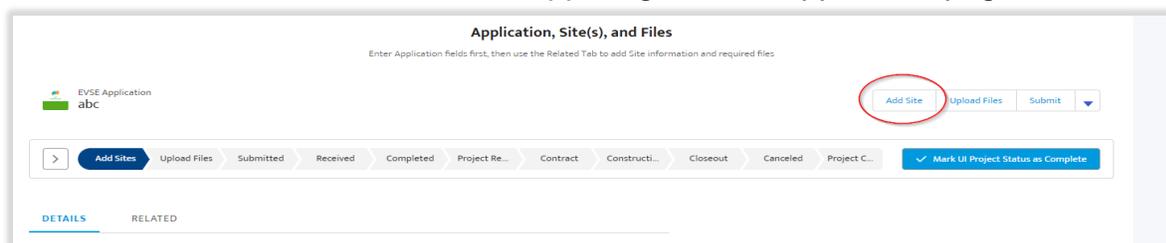
Once you complete all required fields click “Save” at the bottom right of the window.



The screenshot shows a form titled "Application Address Information". It has two columns of fields. The left column includes: "Address", "City", "State" (with "CT" selected), and "Zip Code". The right column includes: "What type of facility?" (dropdown menu with "--None--" selected), "Other type of facility", "Number of sites" (dropdown menu with "--None--" selected and circled in red), "Underserved Community?" (dropdown menu with "--None--" selected), and "CT DOT NEVI Incentives?" (dropdown menu with "--None--" selected). At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save" (circled in red).

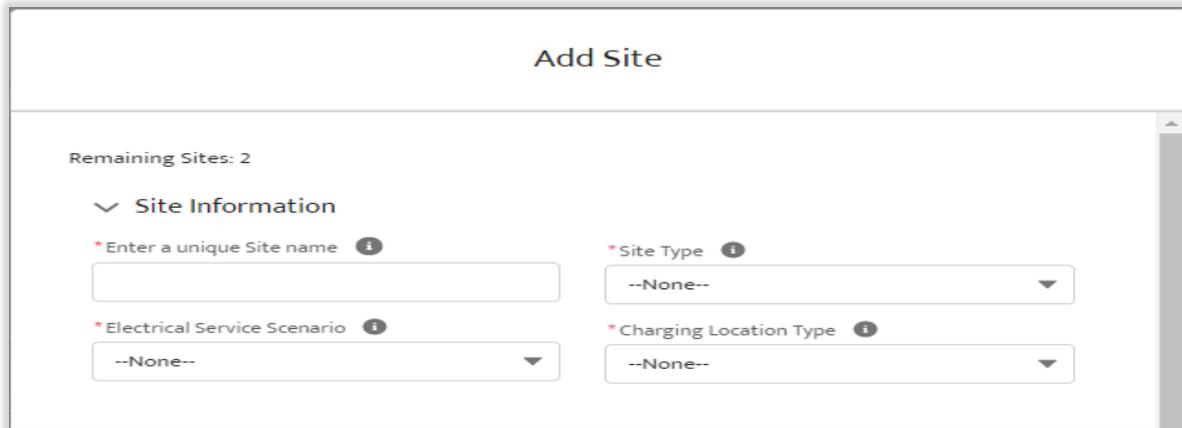
## Project Details

Next, click on the “Add Site” button in upper right of the Application page.



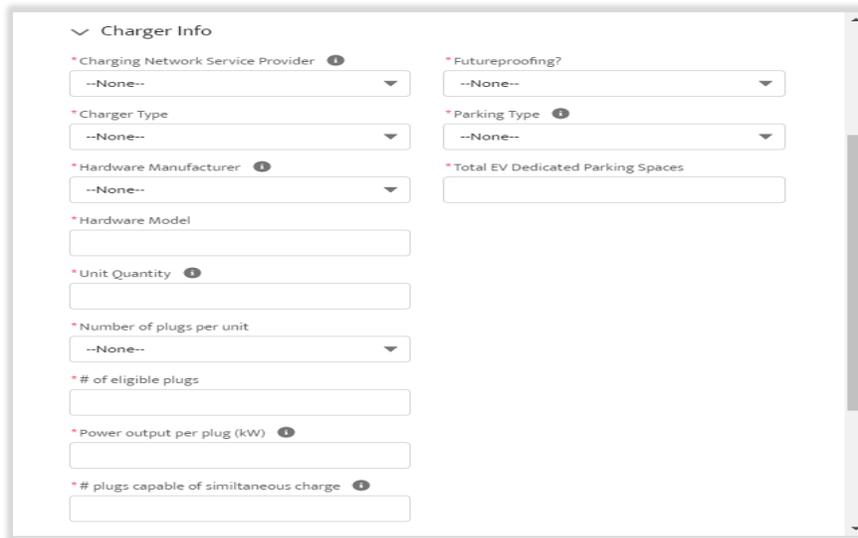
The screenshot shows a page titled "Application, Site(s), and Files". Below the title is a sub-header "EVSE Application abc". In the top right corner, there are three buttons: "Add Site" (circled in red), "Upload Files", and "Submit". Below these buttons is a horizontal navigation bar with several tabs: "Add Sites", "Upload Files", "Submitted", "Received", "Completed", "Project Re...", "Contract", "Constructi...", "Closeout", "Canceled", and "Project C...". At the bottom right of the navigation bar, there is a button "Mark UI Project Status as Complete".

The “Add Site” window will open. “Site Information” requires a unique site name (especially helpful if you are installing more than one site at this location). Using the drop-down menus choose Electrical Service Scenario, enter the existing UI account number if applicable, the Site Type and Charging Location Type.



The screenshot shows the "Add Site" window with a title bar. Below the title bar, it says "Remaining Sites: 2". Underneath is a section titled "Site Information" with a downward arrow. This section contains four required fields, each marked with an asterisk and an information icon: "Enter a unique Site name" (text input), "Site Type" (dropdown menu showing "--None--"), "Electrical Service Scenario" (dropdown menu showing "--None--"), and "Charging Location Type" (dropdown menu showing "--None--").

Next, enter all “Charger Info” details. You must complete all fields as (\*) indicates required fields. Note: “# of Eligible Plugs” is the number of plugs capable of simultaneous charging. Number of “EV Dedicated Parking Spaces” must equal the number of eligible plugs. If “yes” to futureproofing, enter the number of simultaneous plugs you are futureproofing.



The screenshot shows the "Charger Info" section of the "Add Site" window. It contains several required fields: "Charging Network Service Provider" (dropdown, "--None--"), "Charger Type" (dropdown, "--None--"), "Hardware Manufacturer" (dropdown, "--None--"), "Hardware Model" (text input), "Unit Quantity" (text input), "Number of plugs per unit" (dropdown, "--None--"), "# of eligible plugs" (text input), "Power output per plug (kW)" (text input), "# plugs capable of simultaneous charge" (text input), "Futureproofing?" (dropdown, "--None--"), "Parking Type" (dropdown, "--None--"), and "Total EV Dedicated Parking Spaces" (text input).

Scroll down to the “Project Costs” section and enter all eligible costs for this site.

Note: “Utility Side Make Ready Cost” are the costs for a service upgrade or new service quoted by UI. You must pay these costs prior to getting the service upgrade or new service installed. Utility Side Make Ready Costs are eligible costs incentivized in this program. If you have not received the UI quote, please enter a cost guesstimate on the application. When you receive the final quote from UI, please send it to the UI EV team at [BusinessEV@uinet.com](mailto:BusinessEV@uinet.com) and the costs will be adjusted accordingly on the Incentive Determination Letter. Once you have entered all site information, hit “Save” at bottom right of window.

Project Costs

Utility Side Make Ready Cost (if applicable) \* EVSE Cost ⓘ

\* Customer Side Make Ready Cost

Remaining sites to add (including this site): 2

**Save**

If you entered more than one site in the “Application Address Information” section of the application, you must add the additional site(s) by clicking on the “Add Site” button at top right of Application page each time you want to add a site.

**Application, Site(s), and Files**

Enter Application fields first, then use the Related Tab to add Site information and required files

EVSE Application abc **Add Site** Upload Files Submit

Add Sites
Upload Files
Submitted
Received
Completed
Project Re...
Contract
Constructi...
Closeout
Canceled
Project C...
Mark UI Project Status as Complete

DETAILS RELATED

The “Add Sites” window will open with an option to copy the info from Site 1 by checking the “Check to Copy” box or click “Next” to open a new window which requires entering all info (fields) for Site 2.

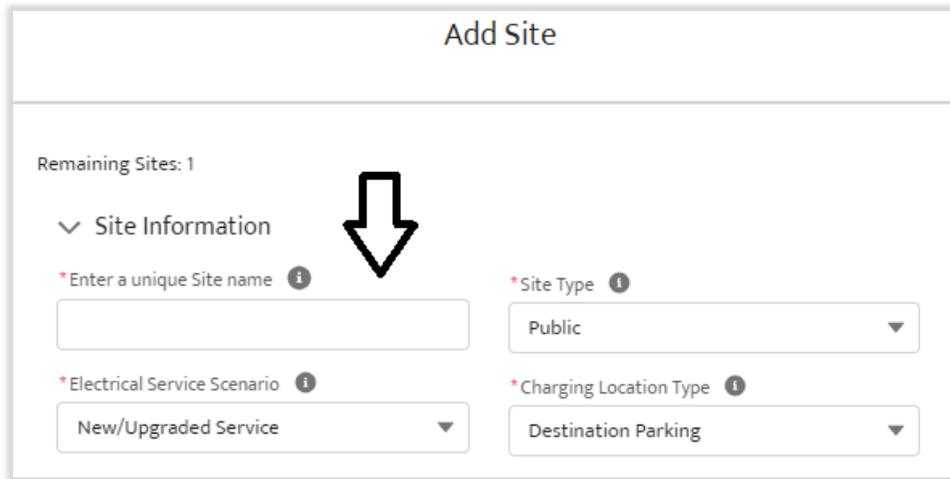
## Add Site

Do you want to copy the value from the last site created: Site 1 ?

Check to Copy

**Next**

If you checked the “Check to Copy” box, a new window opens which will have all fields copied from Site 1 except for the “Site Name” and “Projects Costs” fields. These fields will be blank and are the only required fields to be entered.



**Add Site**

Remaining Sites: 1

Site Information

\* Enter a unique Site name ⓘ

\* Site Type ⓘ

Public

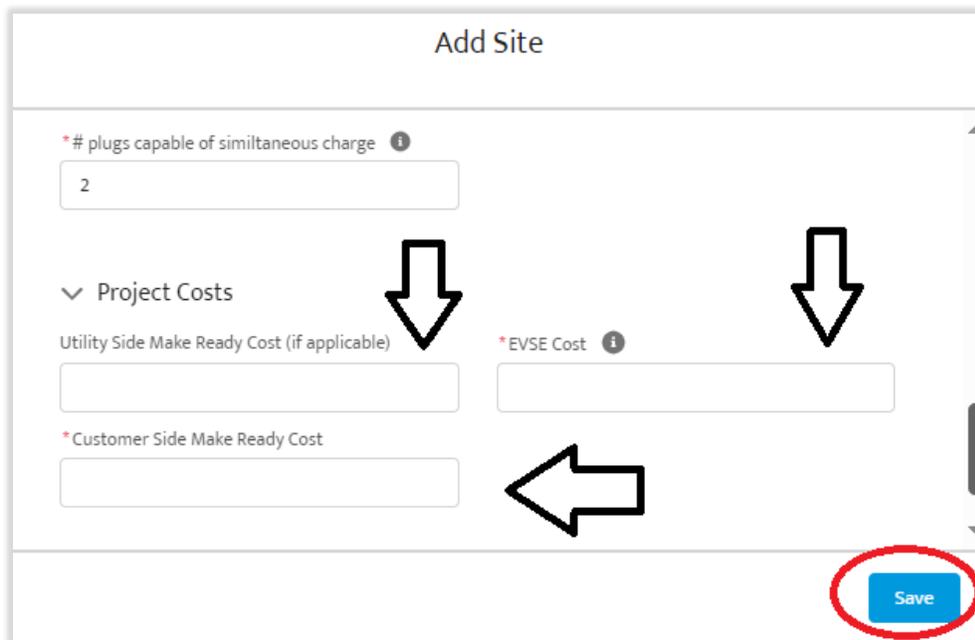
\* Electrical Service Scenario ⓘ

New/Upgraded Service

\* Charging Location Type ⓘ

Destination Parking

Please note: You can edit all other fields by over typing what was copied or by choosing a different choice from the drop-down boxes (if applicable). This comes in handy if only a few fields for Site 2 are different from the copied fields of Site 1. (e.g., Site Type, Charging Location Type, Electrical Service Scenario, Number of plugs, Parking Type, etc., etc.)



**Add Site**

\* # plugs capable of simultaneous charge ⓘ

2

Project Costs

Utility Side Make Ready Cost (if applicable)

\* EVSE Cost ⓘ

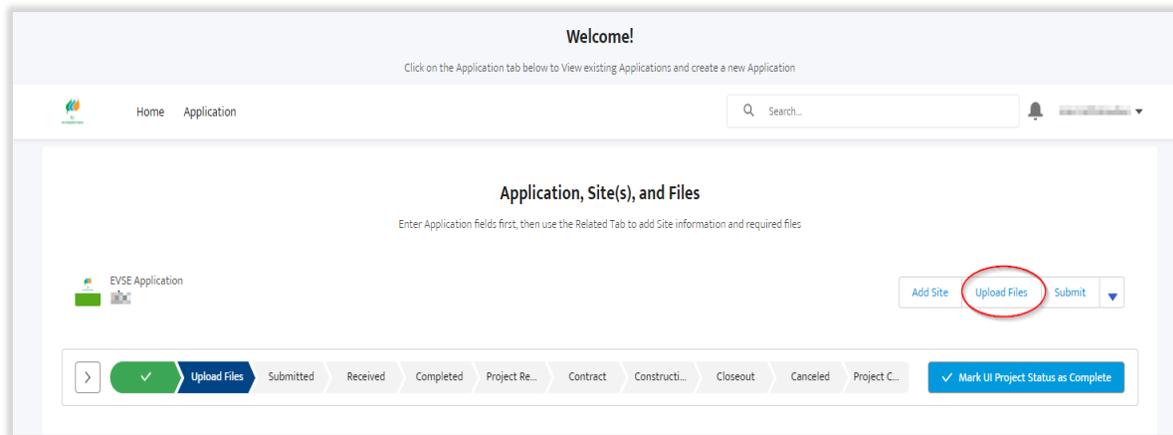
\* Customer Side Make Ready Cost

Save

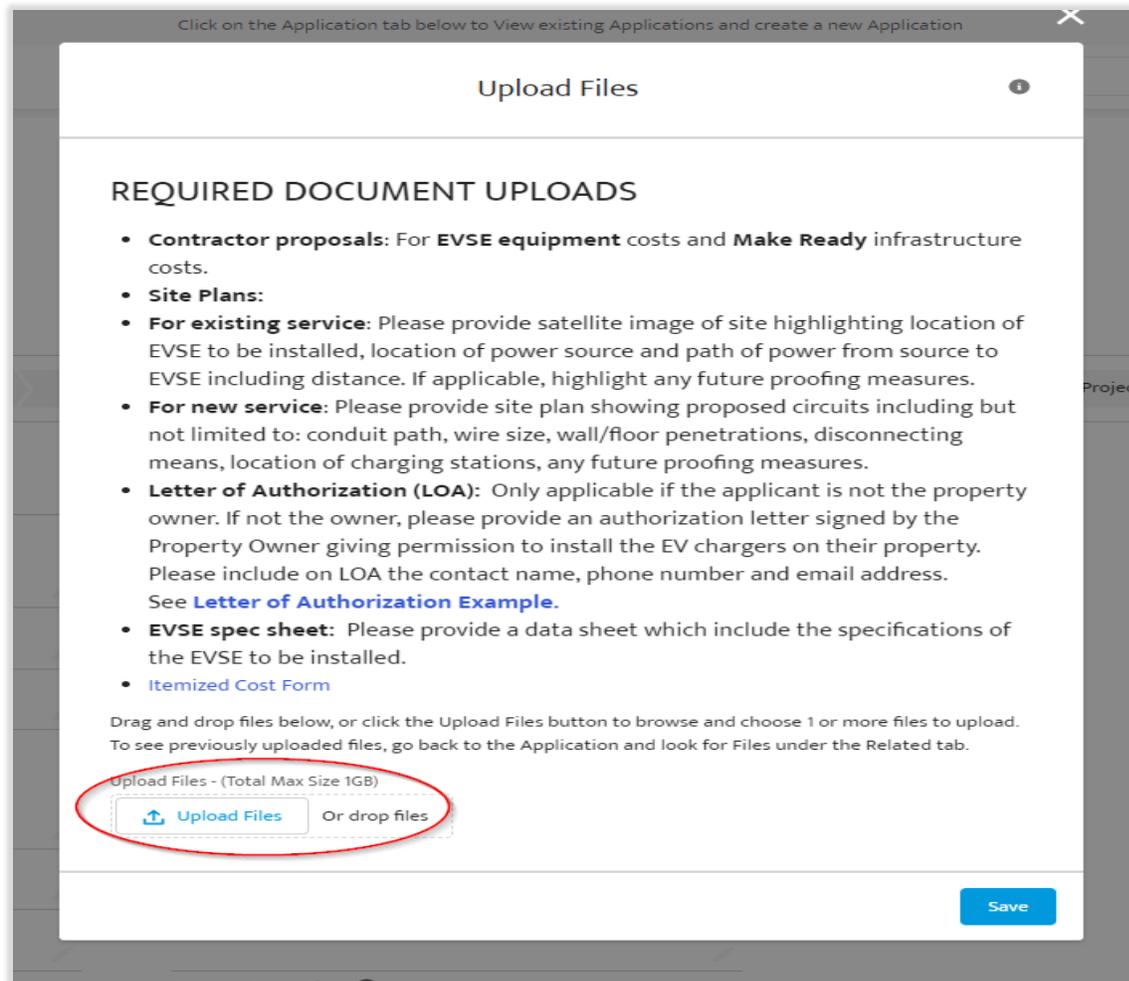
Once you have entered all fields for Site 2, click “Save”.  
If you need to add additional sites, click the “Add Sites” button at the top right of the Application page and repeat steps above.

## Upload Files

Next click the “Upload Files” button at upper right of application page.

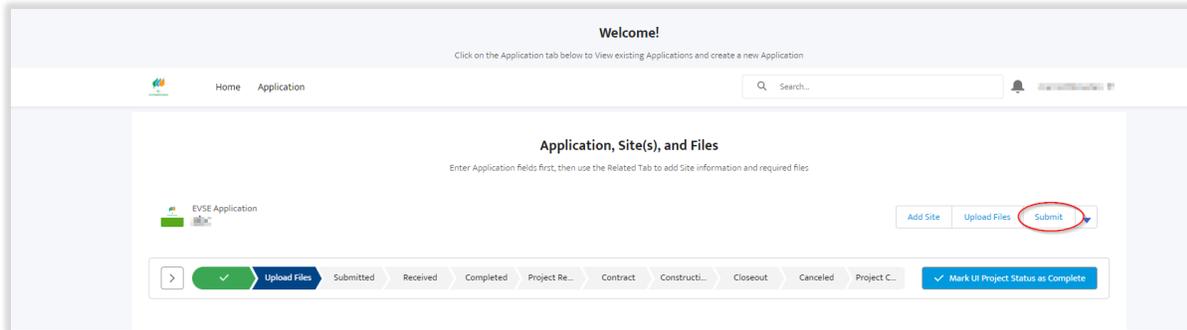


The “Upload Files” window will open listing all documents required to complete this application. Once required documents are uploaded, click “Save” at bottom of page.



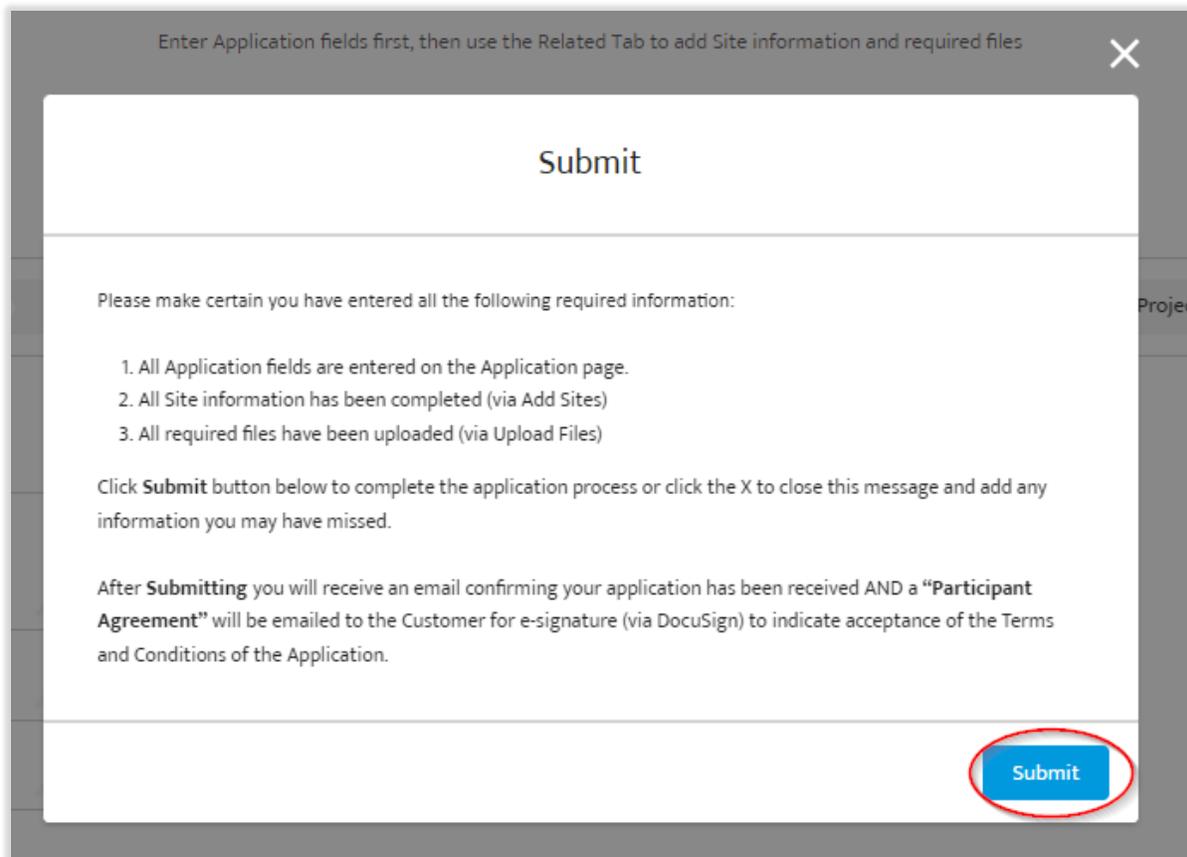
## Submit Application

Once you have entered all fields on the application, added all sites and uploaded the required documents, click the “Submit” button at top of application page.



A “Submit” window will open asking you to confirm all fields on the application are complete, all sites entered, and all required documents uploaded.

If complete, click the “Submit” button.



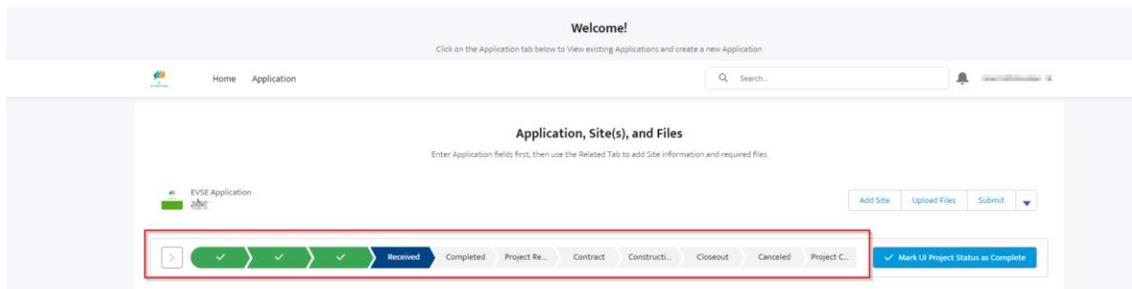
After you click “Submit” you will receive an email (within 15 minutes of submission) confirming successful submittal of the application. The UI Team will contact you via email if additional information is needed.

## Sign Participant Agreement

As a final step, the applicant is required to sign a “Participant Agreement” accepting the program Terms & Conditions and approving 3<sup>rd</sup> party payment if specified in the application. The Participant Agreement will be sent (within 5 business days of submission) to the applicant via DocuSign. Please note: An application is not complete until we receive the signed agreement.

## Application Progress

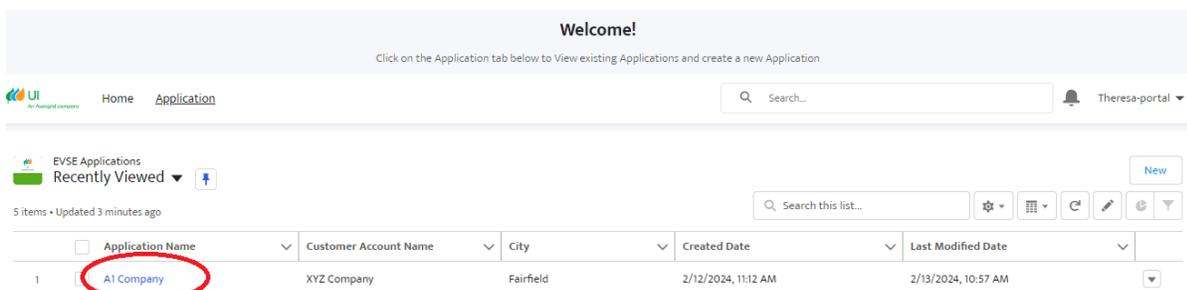
You can review the progress of an application by going into your account and clicking on the application. At the top of the application page is a status bar that highlights the current stage of the application from application submittal through project completion.



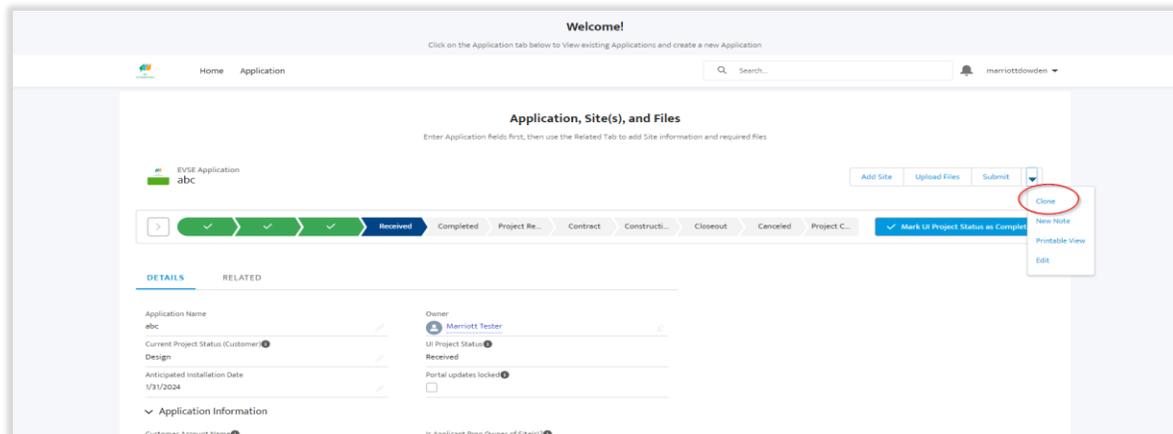
## Cloning Applications

For applicants who submit multiple projects, the portal provides the ability to copy (Clone) applications. This is especially helpful when the application details (fields) are consistent from application to application.

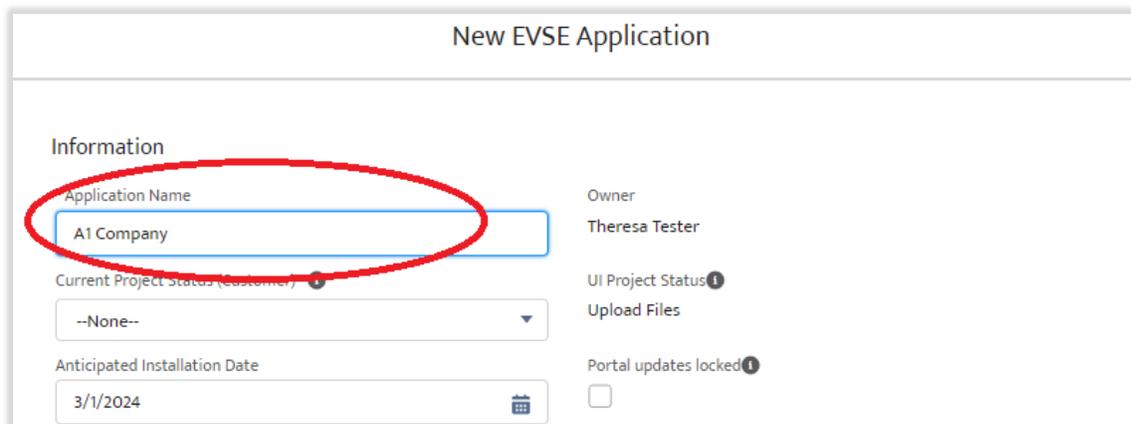
To clone an existing application, go to the Application page and click on the hyperlink of the application you would like to copy (aka Clone) which will bring you into the application details.



Next, click the drop-down arrow alongside the “submit” button at upper right of the application and select clone.



A “New EVSE Application” window will open. As all fields will be pre-populated with input from application you are cloning, be sure to edit the Application Name (see screen shot below) and all other fields unique to this application and continue as you would for a new application as described above.



The UI EV Team is excited to collaborate with you on your EV charger projects and we look forward to supporting you during the entire application and installation process.

Should you have any questions throughout the application process or need additional information, please contact us at [BusinessEV@uinet.com](mailto:BusinessEV@uinet.com). We will respond to your request within 2 business days.