

How to Create a New EV Application (Steps 6-8)

EV Make-Ready – Massachusetts

November 23, 2023



How to Create a New EV Application - Massachusetts



Learning Objectives

This module outlines the steps for creating and submitting a new EV application for the Massachusetts region.

The **intended audience** for this module is as follows:

- EV TRADE PARTNER

By the end of this module, users will be able to:

- Create and submit a new EV application for the Massachusetts region
- Identify and validate the customer's Site Account Information
- Enter the following details in the EV Application:
 - Charging station equipment information
 - Third-party funding (if applicable)
 - Cost and payment information
- Attach supporting documents to the application

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

The **Charging Station Equipment** screen will appear. This screen allows users to enter the details of the equipment that will be installed at this location.

Steps

- EV Make-Ready Program - Identify Site Account
- Required Information
- Electric Power Requirements
- Charging Station Site
- Project Contacts
- Create Project Contact
- Charging Station Equipment**

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Charging Station Equipment

What equipment will be installed at this location? Only equipment eligible for the EV Make-Ready program is available for selection. To add an additional charger type, click "Add Charger" below.

*Charger Type

Level 2

DCFC

Add all of the chargers you plan to use

[Cancel](#) | [Save for later](#)

[Previous](#) [Next](#)

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

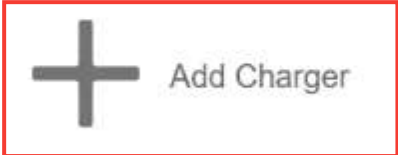
Upon selecting the **Charger Type**, the **Add Charger** button will become available.

***Charger Type**

Level 2

DCFC

Add all of the chargers you plan to use

A button with a plus sign icon and the text "Add Charger".

6.2 Click the **Add Charger** button to add a charger.

Cancel | Save for later

Previous | **Next**

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

After selecting **Add Charger** in Step 6.2, additional fields will appear. Users will need to enter and save the charger details here.

Note that only chargers eligible for the EV Make-Ready Program will be available for selection. If the user enters any other charger (Manufacturer / Model Number, etc.), it will need approval from the Program Manager. Users can add as many different chargers or models as they plan on installing.

Note: If there are multiple chargers with different access levels, for example, one is private and another public, users must create separate applications for public and private chargers.

*Charger Type

Level 2

DCFC

Add all of the chargers you plan to use

* Manufacturer	* Model Number
<input type="text"/>	<input type="text"/>
* Number of Stations	Number of Ports
<input type="text" value="0"/>	<input type="text" value="0"/>
Maximum Charging Rate of Ports (kW)	Site Load (KW)
<input type="text" value="0"/>	<input type="text" value="0"/>
* Network Provider	* Plug/Port Type
<input type="text"/>	<input type="text"/>
* Demand Management Software Enabled?	Is this a Bidirectional Charger?
<input type="radio"/> Yes	<input type="text"/>
<input type="radio"/> No	
* Will there be any Distributed Generation or Storage connected to the Charging Station?	
<input type="radio"/> Yes	
<input type="radio"/> No	

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

* Manufacturer
ChargePoint

* Model Number
CT4000

* Number of Stations
5

Number of Ports
10

Maximum Charging Rate of Ports (kW)
7.2

Site Load (KW)
70

* Network Provider
ChargePoint

J1772

* Demand Management Software Enabled?
 Yes
 No

* What is the modified site load?
70

Is this a Bidirectional Charger?
No

* Will there be any Distributed Generation or Storage connected to the Charging Station?
 Yes
 No

Cancel Save

6.3 Enter the **Manufacturer**, in this example, type **ChargePoint**.

i The **Manufacturer** field is a type-ahead field, which means, it will show a list of matching values to select as text is entered in this field.

The available values displayed in the **Manufacturer** field will depend on the **Charger Type (Level 2 or DCFC)** selected in Step 6.1

* Manufacturer

ChargePo

ChargePoint

0

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

* Manufacturer
ChargePoint

* Model Number
CT4000

* Number of Stations
5

Number of Ports
10

Maximum Charge (kW)
7.2

6.4 Enter the **Model Number**, in this example, type **CT4000**.

* Network Provider
ChargePoint

* Plug/Port Type
J1772

* Demand Management Software Enabled?
 Yes
 No

* What is the modified site load?
70

Is this a Bidirectional Charger?
No

* Will there be any Distributed Generation or Storage connected to the Charging Station?
 Yes
 No

Cancel Save



The **Model Number** field is also a type-ahead field. The user can start typing and then select the required value instead of typing through to the end. The value in the **Model Number** field will depend on the **Manufacturer** field.

* Model Number

CT4

CT4000

0

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

* Manufacturer	ChargePoint	* Model Number	CT4000
* Number of Stations	5	Number of Ports	10
Maximum Charging Rate of Ports (kW)	7.2	Site Load (KW)	72
* Network Provider	ChargePoint	* Plug/Port Type	J1772
* Demand Management Software Enabled?	<input checked="" type="radio"/> Yes <input type="radio"/> No	* What is the modified site load?	70
Is this a Bidirectional Charger?	No		
* Will there be any Distributed Generation or Storage connected to the Charging Station?	<input checked="" type="radio"/> Yes <input type="radio"/> No		

6.5 Enter the Number of Stations.

Cancel Save

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

A The **Number of Ports** field will auto-populate based on the **Model Number** and **Number of Stations**.

B The **Maximum Charging Rate of Ports (kW)** field will also auto-populate based on the **Model Number**.

i Each model has a certain number of ports (1, 2, etc.).

The **# of ports in a model** multiplied by the **# of stations** is the value of the **Number of Ports** field.

* Manufacturer	ChargePoint	* Model Number	CT4000 A
* Number of Stations	5	Number of Ports	10
Maximum Charging Rate of Ports (kW)	7.2	Site Load (KW)	72
* Network Provider	ChargePoint B	* Plug/Port Type	J1772
* Demand Management Software Enabled?	<input checked="" type="radio"/> Yes <input type="radio"/> No	* What is the modified site load?	70
Is this a Bidirectional Charger?	No		
* Will there be any Distributed Generation or Storage connected to the Charging Station?	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Cancel Save

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

C The **Site Load (kW)** field will also be auto-populated. The value will be calculated as: **(Number of Ports) x (Maximum Charging Rate of Ports (kW))**.

D The **Network Provider** field is a type-ahead field. Values in this field will be dependent on the **Model Number** field.

If the user does not use any suggested value and enters **Other** as the Network Provider, an additional field, **Other Provider** will appear, which they need to fill in.

* Manufacturer ChargePoint	* Model Number CT4000
* Number of Stations 5	Number of Ports 10 C
Maximum Charging Rate of Ports (kW) 7.2 D	Site Load (KW) 72
* Network Provider ChargePoint	* Plug/Port Type J1772
* Demand Management Software Enabled? <input checked="" type="radio"/> Yes <input type="radio"/> No	* What is the modified site load? 70
Is this a Bidirectional Charger? No	
* Will there be any Distributed Generation or Storage connected to the Charging Station? <input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

* Manufacturer	ChargePoint	* Model Number	CT4000
* Number of Stations	5	Number of Ports	10
Maximum Charging Rate of Ports (kW)	7.2	Site Load (KW)	72
* Network Provider	ChargePoint	* Plug/Port Type	J1772
* Demand Management Software Enabled?	<input checked="" type="radio"/> Yes <input type="radio"/> No	* What is the modified site load?	70
Is this a Bidirectional Charger?	No		
* Will there be any Distributed Generation or Storage connected to 1	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Cancel Save

6.6

Enter the **Network Provider** and the **Plug/Port Type**.

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

6.7 If Demand Management Software is Enabled for this Charging Station, select **Yes**.

Otherwise, select **No**.

6.8 If Demand Management Software is Enabled, a new field appears to enter the **Modified Site Load** for this Charging Station.

* Model Number
CT4000

Number of Ports
10

Site Load (KW)
72

* Network Provider
ChargePoint

* Plug/Port Type
J1772

* Demand Management Software Enabled?
 Yes
 No

* What is the modified site load?
70

Is this a Bidirectional Charger?
No

* Will there be any Distributed Generation or Storage connected to the Charging Station?
 Yes
 No

i **Note:** The **Modified Site Load** will be lower than the original **Site Load (KW)** calculated in **Step 6.5**. In this example, the original **Site Load (KW)** is 72, whereas the **Modified Site Load** is 70.

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

* Manufacturer ChargePoint	* Model Number CT4000
* Number of Stations 5	Number of Ports 10
Maximum Charging Rate of Ports (kW) 7.2	Site Load (KW) 72
* Network Provider ChargePoint	* Plug/Port Type J1772
* Demand Management Software Enabled? <input checked="" type="radio"/> Yes <input type="radio"/> No	* What is the modified site load? 70
Is this a Bidirectional Charger? No	
* Will there be any Distributed Generation or Storage connected to the Charging Station? <input checked="" type="radio"/> Yes <input type="radio"/> No	

i The **Is this a Bidirectional Charger?** field will also auto-populate based on the **Model Number**. In this example, it is **“No”**.

If the value in this field is populated as **Yes**, another mandatory field, **“Please provide a detailed description of any Distributed Generation or Storage associated with these Charging Stations”**, will appear on the screen where the user will need to enter an appropriate description.

* What is the modified site load? 30	Is this a Bidirectional Charger? Yes
* Please provide a detailed description of any Distributed Generation or Storage associated with these Charging Stations. Proposing installation of 1-MW solar/2-MWh storage with charging stations	

6.9 Indicate if there will be any Distributed Generation or Storage connected to the Charging Station.

Cancel

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

* Manufacturer	ChargePoint	* Model Number	CT4000
* Number of Stations	5	Number of Ports	10
Maximum Charging Rate of Ports (kW)	7.2	Site Load (KW)	72
* Network Provider	ChargePoint	* Plug/Port Type	J1772
* Demand Management Software Enabled?	<input checked="" type="radio"/> Yes <input type="radio"/> No	* What is the modified site load?	70
Is this a Bidirectional Charger?	No		
* Will there be any Distributed Generation or Storage connected to the Charging Station?	<input checked="" type="radio"/> Yes <input type="radio"/> No		

6.10 In this example, click **Save**.


i Users can save the charger details by clicking **Save** or remove the details by clicking **Cancel** in the section.

Cancel Save

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

A The charger details will be saved and will appear as a collapsed tab showing the lightning and gear icon and the Model Number.

- Users can click the tab to view the details. Users can also delete these details by clicking the  icon.

B Users can add as many chargers from different manufacturers or models as they plan on installing by clicking the **Add Charger** button again. The **Charger Type**, however, must remain the same throughout the application.

- For example, only **Level 2 Chargers** can be added to this application moving forward.
- To add a **DCFC Charger Type**, users must create a separate EV application.

Charging Station Equipment


What equipment will be installed at this location? Only equipment eligible for the EV Make-Ready program is available for selection. To add an additional charger type, click "Add Charger" below.

*Charger Type

Level 2

DCFC

Add all of the chargers you plan to use


CT4000
✕


+
Add Charger
B

Cancel Save for later Previous **Next**

Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - MA

A The charger details will be saved and will appear as a collapsed tab showing the lightning and gear icon and the Model Number.

- Users can click the tab to view the details. Users can also delete these details by clicking the  icon.

B Users can add as many chargers from different manufacturers or models as they plan on installing by clicking the **Add Charger** button again. The **Charger Type**, however, must remain the same throughout the application.

- For example, only **Level 2 Chargers** can be added to this application moving forward.
- To add a **DCFC Charger Type**, users must create a separate EV application.

Charging Station Equipment


What equipment will be installed at this location? Only equipment eligible for the EV Make-Ready program is available for selection. To add an additional charger type, click "Add Charger" below.

*Charger Type

Level 2

DCFC

Add all of the chargers you plan to use


CT4000
✕

+
Add Charger
B

Cancel
Save for later

Previous
Next

6.11 Click **Next** to continue.

Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - MA

The **Estimated Project Costs** screen will appear. Here, the user can enter the details of the project cost and third-party funding.

Steps

- EV Make-Ready Program - Identify Site Account
- Required Information
- Electric Power Requirements
- Charging Station Site
- Project Contacts
- Create Project Contact
- Charging Station Equipment
- Estimated Project Costs**

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Estimated Project Costs

Project Cost

- * Customer Make-Ready Infrastructure Cost (Eligible Cost Only)
\$ 25,000.00
- * Proposed Charging Station and other EVSE Costs
\$ 30,000.00
- * New Service Civil Work Cost
\$ 10,000.00

Third-Party Funding

* Will you be applying for third-party (non-National Grid) funding? ⓘ

Yes

7.1 Type appropriate amounts in the **Customer Make-Ready Infrastructure Cost, Proposed Charging Station and other EVSE Costs, and New Service Civil Work Cost** fields.

In this example, **\$25,000.00, \$30,000.00, and \$10,000,** respectively.

Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - MA

Third-Party Funding

* Will you be applying for third-party (non-National Grid) funding? ⓘ

- Yes
 No



Add Third-Party Funding



If users select **Yes** for third-party funding, they will need to enter the third-party funding details. They can click the **Add Third-Party Funding** button to add the details.

Attachments

Please Include:

- Project Estimate (required)

Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - MA

Third-Party Funding

* Will you be applying for third-party (non-National Grid) funding? ⓘ

Yes
 No

* What is the source of your third-party funding?
MassEVIP ▼

* What is the estimated amount of funding from this ...
\$ 20,000.00

* Date of Application
2023-10-18 📅

* Nature of Funding
Utility Infrastructure ▼

* Does the external additional funding cover any costs not covered by National Grid's rebates?
 Yes
 No

* What are the additional costs covered?
\$ 20,000.00

* What is the total amount of additional costs?
\$ 20,000.00

Cancel Save




After selecting the **Add Third-Party Funding** button, users will need to enter the following details:

- **“What is the source of your third-party funding?”**
- **“What is the estimated amount of funding from this source?”**
- **Date of Application**
- **Nature of Funding**
- **“Does the external additional funding cover any costs not covered by National Grid’s rebates?”**
- **“What are the additional costs covered?”**
- **“What is the total amount of additional costs?”**

Once complete, they will need to **Save** the details.

Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - MA

The third-party funding details will be saved and will appear as a collapsed tab showing the money bag icon, the funding source, and the amount. Users can click the tab to view the details. Users can also delete these details by clicking the  icon.

* New Service Civil Work Cost



\$ 10,000.00


Third-Party Funding

* Will you be applying for third-party (non-National Grid) funding? ⓘ

Yes

No

 MassEVIP
\$ 20,000.00 

 Add Third-Party Funding

Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - MA

* Proposed Charging Station and other EVSE Costs

\$ 30,000.00

Material/Labor Breakdown

* New Service Civil Work Cost

\$ 10,000.00

Third-Party Funding

* Will you be applying for third-party (non-National Grid) funding? ⓘ

Yes

No

* Please explain why you did not apply for third party fu...

We have under 15 employees, and so we are not eligible for MassEVIP funding specifically.

* Is this project eligible for additional funding?

Yes

No

Attachments

Please Include:

- Project Estimate (required)

[View Project Estimate Template](#)

7.2 Select the appropriate radio option for the “**Will you be applying for third-party (non-National Grid) funding?**” question. In this example, select **No**.

Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - MA

Upon selecting **No**, a new field “**Please explain why you did not apply for third party funding**” and a new question, “**Is this project eligible for additional funding?**” will appear.

*** Proposed Charging Station and other EVSE Costs**

*** New Service Civil Work Cost**

Third-Party Funding

*** Will you be applying for third-party (non-National Grid) funding?** ⓘ

Yes

No

*** Please explain why you did not apply for third party fu...**

Attachments

Please Include:

- Project Estimate (required)

[View Project Estimate Template](#)

Material/Labor Breakdown

*** Is this project eligible for additional funding?**

Yes

No

7.3 In the “**Please explain why you did not apply for third party funding**” field, add a reason for not applying for the third-party funding.

7.4 Select the appropriate option for the “**Is this project eligible for additional funding?**” question. In this example, select **No**.

Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - MA

Users also need to upload a Project Estimate (and Third-party Funding Approval Letter, if applicable). To download the project estimate template, users can click the **View Project Estimate Template** link.

It is mandatory to attach the project estimate document to the application. If the user does not attach any documents before proceeding, they will receive an error message and the application will not move further.



Note that the maximum size per file is 10 MB. The supported files types are .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .gif, .jpg, and .png.

Attachments

Please Include:

- Project Estimate (required)

[View Project Estimate Template](#)

- Third-party Funding Approval Letter (if available)

* Attach Documents



Upload Files

Or drop files

XYZ_MA_Project Estimate.xlsx

Maximum upload size per file: 10 MB (supported files: .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .gif, .jpg, .png)

Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - MA

Attachments


Please Include:

- Project Estimate (required)

[View Project Estimate Template](#)

- Third-party Funding Approval Letter (if available)

* Attach Documents

 Upload Files

Or drop files

XYZ_MA_Project Estimate.xlsx

Maximum upload size per file: 10 MB (supported files: .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .gif, .jpg, .png)

Cancel

Save for later

7.5

Click the **Upload Files** button or drag and drop the project estimate and the third-party funding approval letter (if available) in the **Or drop files** area.

7.6

Click **Review** to continue.

Previous

Review

Step 8: Review and Submission

HOW TO CREATE A NEW EV APPLICATION - MA

- A** A summary screen will appear with the completed application. Users can now review and confirm the details in each section. Note that a **Clean Energy Application** number is generated that will appear at the top-left part of the screen.
- B** Underneath, users can view their application highlights such as **Billing Account Number**, **Program Name**, **Application Type**, and **Jurisdiction**.

nationalgrid Minakshi Chaudhary
Easy EVs INC

Home EV Home Page Application

A Clean Energy Application CE-0000003209

Submit Application Cancel Application

B

Billing Account Number	Program Name	Application Type	Jurisdiction	Incentive Amount
3766000161	EV Make-Ready Program - Massachusetts	Simple	Massachusetts	

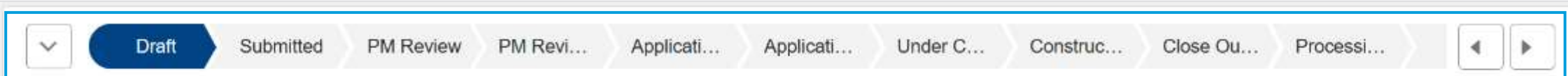
> Draft Submitted PM Review PM Revi... Applicati... Applicati... Under C... Construc... Close Ou... Processi... < >

Step 8: Review and Submission

HOW TO CREATE A NEW EV APPLICATION - MA

- C** Below the highlights, users will find a status path which indicates the progress of the application. At this stage, the application has a **Draft** status.
- D** The **Details** section below the status path will show the details including **Created By**, **Submitted Date** (currently empty as the application has not been submitted yet), **Customer Name**, **Legacy Application Number** (empty as it is a new application), **Billing Account Number**, and **Service Address Zip Code**.

C



Guidance for Success

Application is saved but not submitted, click on the "Submit" button at the top right of the page to submit the application.

D

Created By Minakshi Chaudhary	Submitted Date _____
Customer Name XYZ MA INC	Legacy Application Number _____
Billing Account Number 3766000161	Service Address Zip Code 02368-6314

Files (2)

- Project Estimate
Nov 23, 2023 • 28KB • xlsx
- XYZGroup Site Drawings
Nov 23, 2023 • 663KB • jpg

Step 8: Review and Submission

HOW TO CREATE A NEW EV APPLICATION - MA

E The **Files** section will display all files the user has attached to the application.

F If users want to attach additional files, they can click the drop-down arrow in the **Files** section and then select the **Add Files** option.

Created By Minakshi Chaudhary	Submitted Date
Customer Name XYZ MA INC	Legacy Application Number
Billing Account Number 3766000161	Service Address Zip Code 02368-6314

E

Files (2)

Add Files

F

Project Estimate
Nov 23, 2023 • 28KB • xlsx

XYZGroup Site Drawings
Nov 23, 2023 • 663KB • jpg

View All

Electric Power

▾ Requirements

Step 8: Review and Submission


HOW TO CREATE A NEW EV APPLICATION - MA

G Individual sections below the **Details** section will show all the fields with the information the user added during each step in the application. Users can click the **Edit** button in each section to make any changes to the section, if needed.

Electric Power

▼ Requirements

Is there a Work Request Number? Yes	Work Request Number 30123456
Power Source Type 208V Three Phase	Power Source Location Pole# 434
Electric Panel Type Existing	Electric Panel Location Electric Panel outside in front of the building
Additional Requirements 23KV service 3 phase	Fleet Advisory Services? Yes

G
 Edit

Step 8: Review and Submission

HOW TO CREATE A NEW EV APPLICATION - MA

8.1 To submit the application, click the **Submit Application** button.

i Users can still cancel the application at this stage by clicking the **Cancel Application** button.

nationalgrid

Home EV Home Page Ap

Clean Energy Application CE-0000003209

Billing Account Number	Program Name	Application Type	Jurisdiction	Incentive Amount
3766000161	EV Make-Ready Program - Massachusetts	Simple	Massachusetts	

▼ Draft Submitted PM Review PM Revi... Applicati... Applicati... Under C... Construc... Close Ou... Processi...

Guidance for Success

Application is saved but not submitted, click on the "Submit" button at the top right of the page to submit the application.

Step 8: Review and Submission

HOW TO CREATE A NEW EV APPLICATION - MA

The screenshot displays the National Grid Clean Energy Portal interface. At the top left is the 'nationalgrid' logo. A dark blue navigation bar contains 'Home' and 'Applications' links. In the top right corner, there is a user profile icon and the text 'CE EV QA Partner Co...' and 'CE EV QA Partner A...'. A central message box states 'Application has been successfully submitted for review!'. A 'Finish' button is located in the bottom right corner of the main content area.

i A message will appear that the application has been successfully submitted for review.

Application has been successfully submitted for review!

Finish

- 8.2** Click the **Finish** button to return to the Clean Energy Portal Home Page.

Clean Energy Portal Home Page

HOW TO CREATE A NEW EV APPLICATION - MA

Users are taken back to the Clean Energy Portal homepage. They can view their application under the **In Progress** section in the **Application** tab.

Next, the application will be reviewed by the National Grid EV Analyst and Program Manager.

Home EV Home Page Application						
Q Search						
Application Number	Legacy Application Number	Customer Name	Billing Account Number	City, State	Charger Type	
▼ In Progress						
CE-0000003209		XYZ MA INC	3766000161	RANDOLPH, MA	Level 2	
CE-0000003196		XYZ MA INC	3766000161	RANDOLPH, MA	DCFC	
CE-0000001380		MA Chargers	ABC Chargers MA	NANTUCKET, MA	Level 2	
CE-0000001359	EV-178271	XYZ MA INC	3766000161	RANDOLPH, MA	DCFC	
CE-0000001357	EV-179728	XYZ MA INC	3766000161	RANDOLPH, MA	Level 2	

End of Procedure