



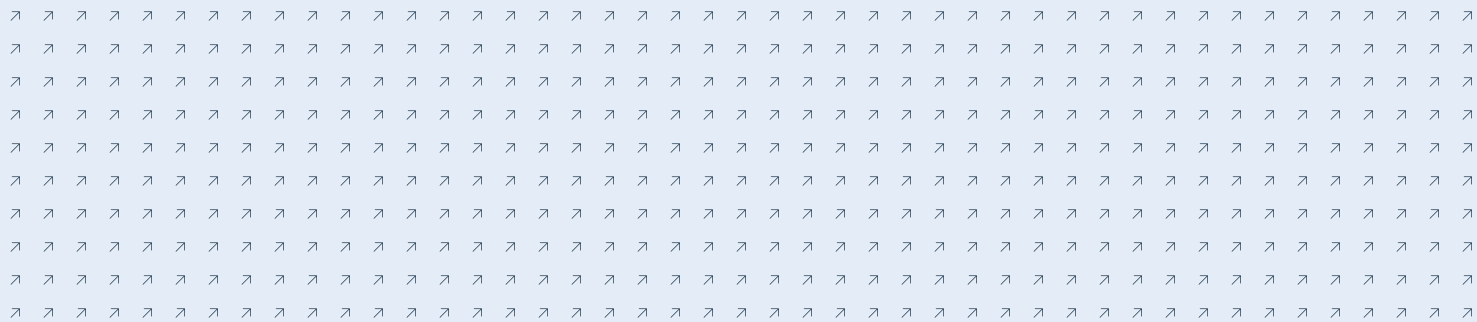
# EV Trade Ally Program *Application Guide*



# PSE&G EV Trade Ally Program Application Guide

Thank you for your interest in becoming a participating electrical contractor for PSE&G's Electric Vehicle Trade Ally Program. Before starting your application, please ensure you have the following documents:

- Copy of the **New Jersey Business Registration Certificate** for your company from the [New Jersey Division of Revenue website](#).
- Company's license(s)** (e.g., electrical business permit, electrical contractor license) applicable to the work your company will perform under the program.
- General liability certificate of insurance, employer's liability, and automobile insurance** with a minimum of \$2,000,000 coverage per occurrence or \$1,000,000 liability insurance plus \$1,000,000 of excess umbrella.
- Workers' compensation certificate of insurance**—\$1,000,000 required if your company has any employees.
- Three customer references.** Provide customer's full name and address, their phone number, and a brief description of work done in their home for each reference.
- Current alternate name form (d/b/a)** filed with the state of New Jersey, if applicable.

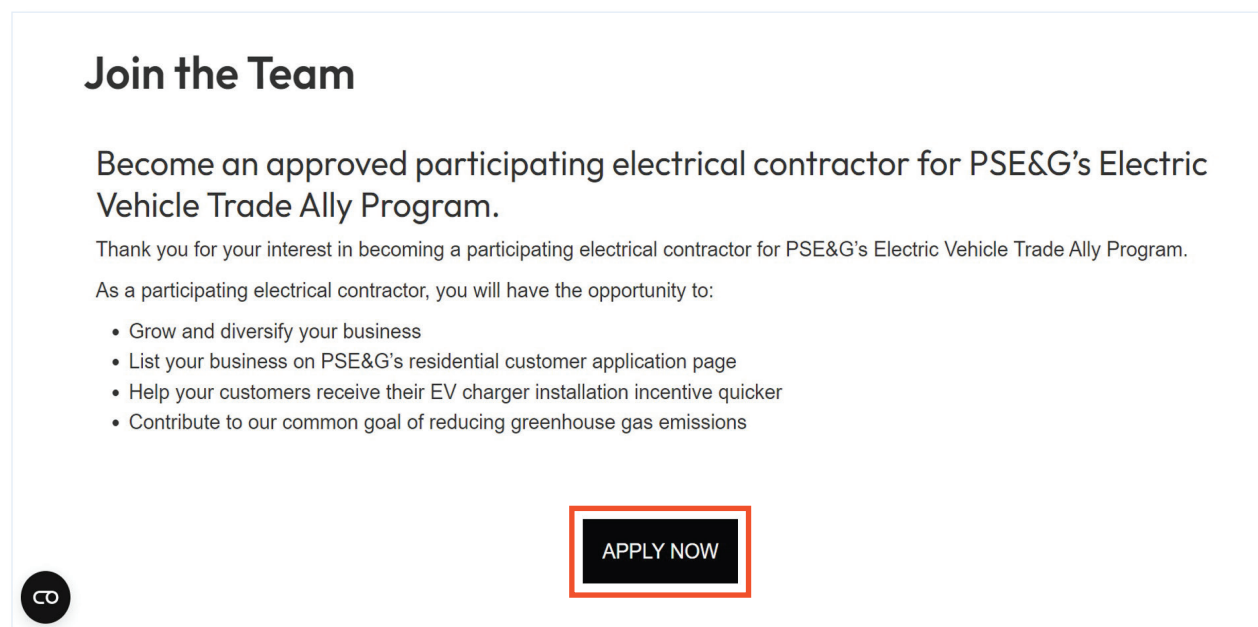


# Application process to become a participating electrical contractor.

After you've gathered the applicable documents, follow these steps to become a participating electrical contractor:

1. Visit the [Join the Team page](#) and click the **APPLY NOW** button at the bottom to initiate the application.

(After clicking this button, you will be directed to a new tab.)



**Join the Team**

Become an approved participating electrical contractor for PSE&G's Electric Vehicle Trade Ally Program.

Thank you for your interest in becoming a participating electrical contractor for PSE&G's Electric Vehicle Trade Ally Program.

As a participating electrical contractor, you will have the opportunity to:

- Grow and diversify your business
- List your business on PSE&G's residential customer application page
- Help your customers receive their EV charger installation incentive quicker
- Contribute to our common goal of reducing greenhouse gas emissions

**APPLY NOW**

2. When prompted, sign into your account.
  - If you have an existing account, please sign in using your existing username and password.
  - If you do not have an existing account, click **Create Account** to start your application.

3. After your account credentials are established, provide a point of contact and business details. Click **Continue** at the bottom of the page to proceed once complete.

## Contact Form

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### EV Trade Ally Contact Information

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Applicant (member of EV Installer Company)

Same as home/business information

Choose existing contact

-- SELECT --

First Name and Last Name or Company Name is Required

First Name

Address \*

4. When prompted, provide your business information. Click **Continue** at the bottom of the page to proceed once complete.

## Application Form

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### Company Information

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Business Name \*

Do you have an Alternate Name form (dba) filed with the State of New Jersey? \*

Yes

No

DBA Company Name

5. Select the **Participation Agreement** link to download and complete the PSE&G Participating Electrical Contractor Agreement. Upon completion, click **Continue** to proceed.
  - To avoid any interruption while completing your application, we recommend that users right-click the **Participation Agreement** link and open it in a new tab.
  - Please note that uploading a completed agreement is required for application submission.

## Participation Agreement

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### Participation Agreement

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To become a participating contractor, you will need to agree to the PSE&G Participating Electrical Contractor Agreement. **Download the Agreement by clicking the link below.**

[Participation Agreement](#)

Once you review the Agreement, print the document out and sign. Upload your signed documentation using our Document Uploader on the next following screen. You will be required to upload additional documentation to verify your business's eligibility.

Back
Continue
- OR -
Save & Complete Later

6. When prompted, upload all of the required documentation. Once you have uploaded all documents, click **Complete Application** at the bottom of the page.

## Document Upload

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### Document Uploader

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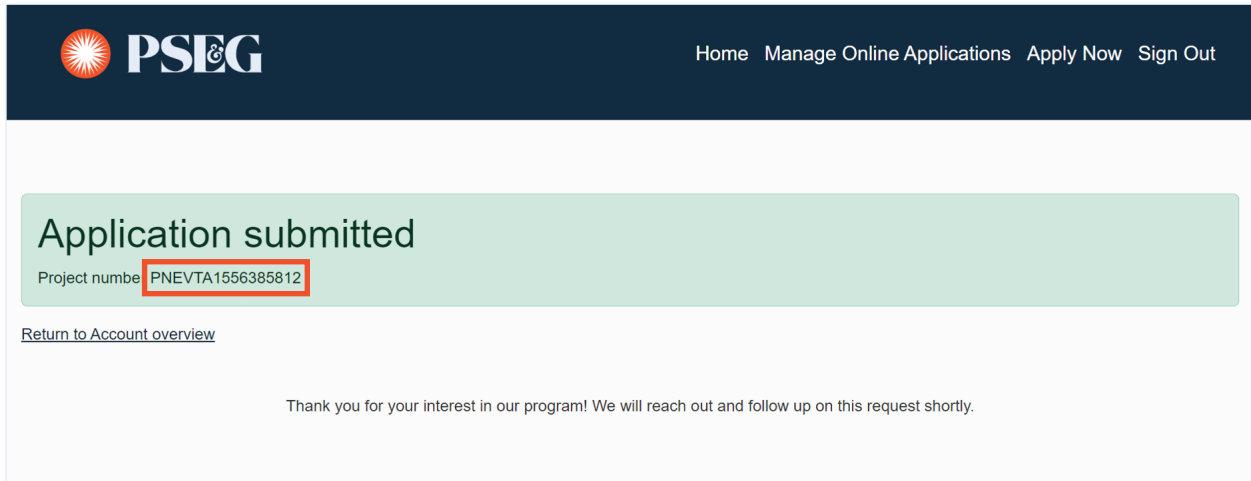
Use the fields below to upload your Participating Contractor Agreement and supporting documentation verifying your business's eligibility. Failure to submit this application and all the required documentation as one complete submittal will result in delays of approval.  
Only one file can be uploaded for each task. If you have more than one file per category, please combine into one PDF or zip file, or email PSEG-Electric.Vehicles@jcf.com.

The following items need action by you. Click each item to complete.

Document Upload New Jersey Division Of Revenue Registration	Document Upload Company's License(s)	Document Upload General Liability Certificate Of Insurance And Automobile Insurance
Document Upload Workers Compensation Certificate Of Insurance	Document Upload Three (3) Customer References	Document Upload Signed Participating Contractor Agreement

# What happens next?

Upon application submission, watch for the following message, which confirms your submission:



PSEG's qualification vendor will then review your application for completion and accuracy. You'll receive an email if any additional information or documentation is required.

All approved contractors will receive a confirmation email with their application number. The application number is unique to your company. This number will be required to view and access all future customer applications.

## Questions:

If you have any questions about your application or experience with the submission process, please contact [PSEG.EVProgram@icf.com](mailto:PSEG.EVProgram@icf.com). For additional program information, please refer to the [Electrician FAQs](#).



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