

# How to Upload RFID Card Authorization List Instruction Guide



## Uploading RFID Card Authorization List Instructions

### RFID Card Spec:

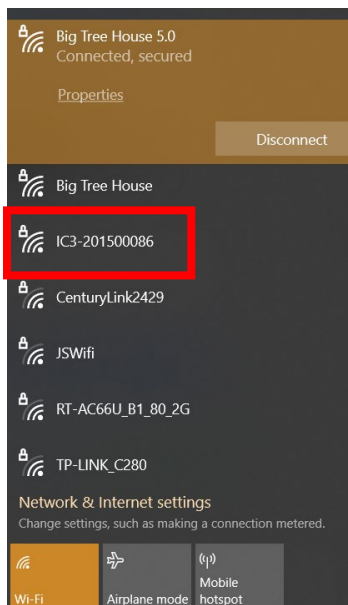
Frequency: 13.56 MHz/RF Protocol: ISO 14443A

<https://www.amazon.com/gp/product/B07Q1D7STV/?th=1>

1. Check to see if there is an Antenna Icon on the charging station (see picture below). If the Antenna Icon is not present refer to the “Equipment Required for Charger Without Antenna Icon” section and start at step 4.



2. Locate the EVO charger's SSID in the available nearby networks. It will begin with IC3-XXXXXXX (see example below).



3. The login credentials are as follows:  
SSID: IC3-XXXXXXX  
Password: XXXXXXXXX@IC3

Example of credentials (using picture from step 2):

SSID: IC3-201500086

Password: 201500086@IC3

3.1) Once connected to the network proceed to step 6.

### Equipment Required for Charger Without Antenna Icon:

**TORX L-Key Size 20**

[https://www.amazon.com/EKLIND-10807-TORX-star-L-Key/dp/B000186GWC/ref=sr\\_1\\_9?crd=23P3AW2KE4ZAG&dchild=1&keywords=eklind+torx+set&qid=1617403299&spre fix=torx+eklind%2Caps%2C186&sr=8-9](https://www.amazon.com/EKLIND-10807-TORX-star-L-Key/dp/B000186GWC/ref=sr_1_9?crd=23P3AW2KE4ZAG&dchild=1&keywords=eklind+torx+set&qid=1617403299&spre fix=torx+eklind%2Caps%2C186&sr=8-9)



### RJ-45 Cable (Ethernet Cable)

[https://www.amazon.com/Monoprice-Flexboot-Ethernet-Patch-Cable/dp/B00AJHC7BY/ref=sr\\_1\\_3?dchild=1&keywords=ethernet+cable+5%27&qid=1617403544&sr=8-3](https://www.amazon.com/Monoprice-Flexboot-Ethernet-Patch-Cable/dp/B00AJHC7BY/ref=sr_1_3?dchild=1&keywords=ethernet+cable+5%27&qid=1617403544&sr=8-3)



### Computer W/ RJ-45 Port (ethernet port) & Google Chrome

**Note: A USB to RJ-45 Adaptor Will Work.**

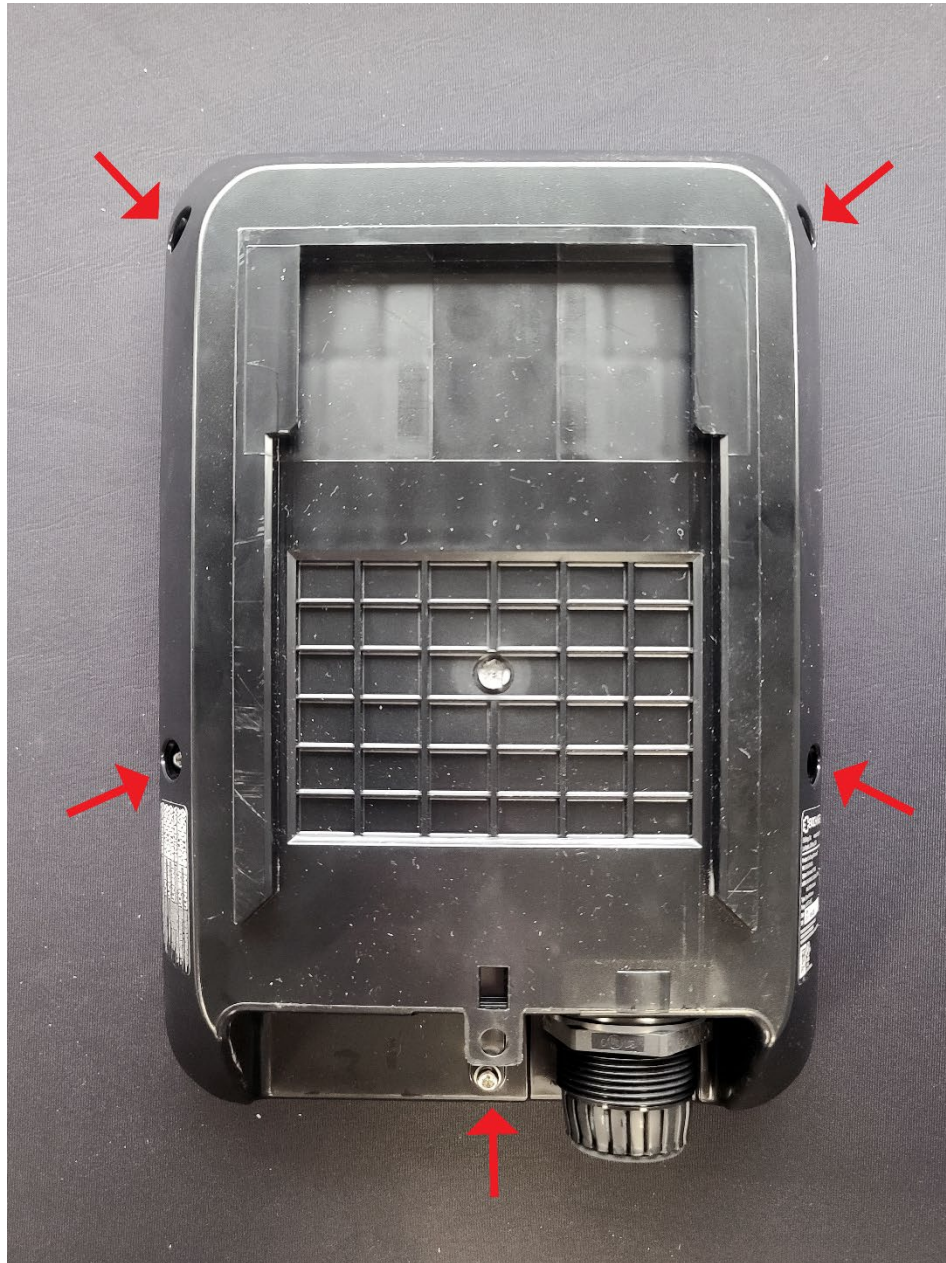
[https://www.amazon.com/Cable-Matters-Ethernet-Adapter-Supporting/dp/B00BBD7NFU/ref=sr\\_1\\_3?crd=38KA8H9914TR6&dchild=1&keywords=usb+to+rj45+adapter&qid=1617403842&sprefix=usb+to+rj+%2Caps%2C181&sr=8-3](https://www.amazon.com/Cable-Matters-Ethernet-Adapter-Supporting/dp/B00BBD7NFU/ref=sr_1_3?crd=38KA8H9914TR6&dchild=1&keywords=usb+to+rj45+adapter&qid=1617403842&sprefix=usb+to+rj+%2Caps%2C181&sr=8-3)



4. Remove the charger's cover by loosening the five screws located on the back of the charger. Use the **T20 L-Key**.

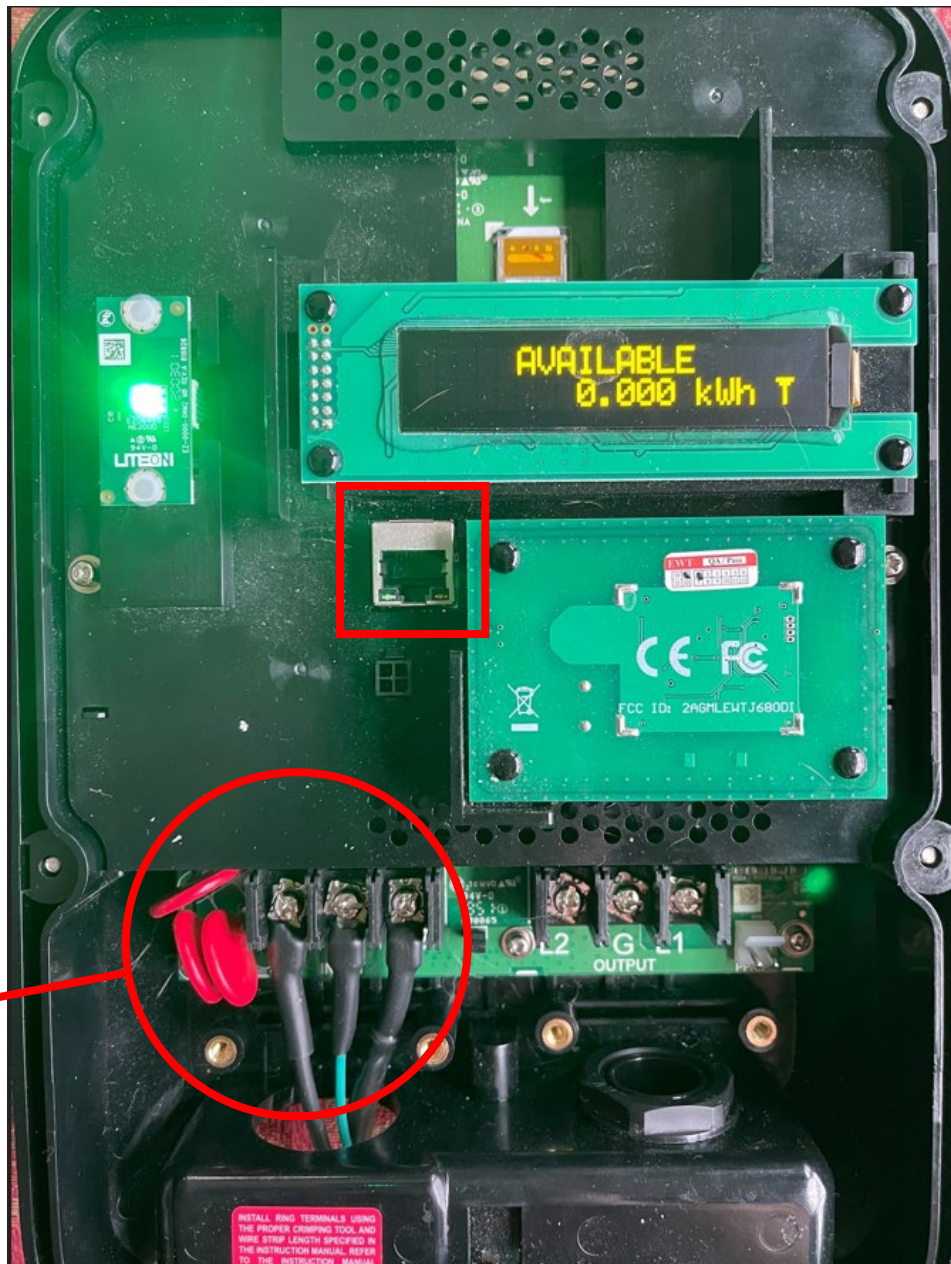


**WARNING: RISK OF ELECTRIC SHOCK. THE CHARGER NEEDS TO BE ON. ONCE THE COVER IS REMOVED THE INPUT POWER TERMINALS WILL BE EXPOSED IN THE LOWER LEFTHAND CORNER. USE CAUTION.**



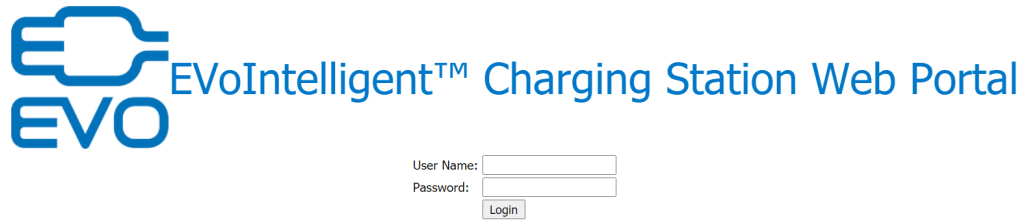
5. Connect the **Ethernet Cable** to the RJ-45 port on the Front of the charger. You will also need to connect the other end to the **Laptop**.





**WARNING: RISK OF  
ELECTRIC SHOCK**

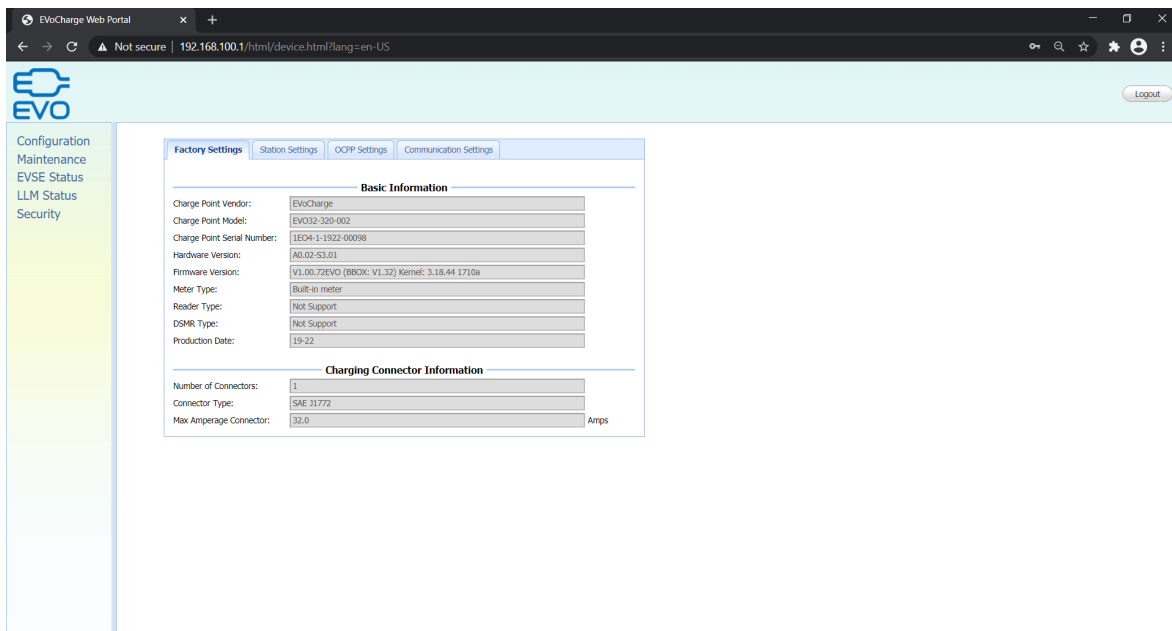
6. Open Google Chrome on the **Laptop**. In the address bar type **192.168.100.1**. This will take you to the charger's portal.



Step 4: Type in the Username and Password.

Username: **admin**

Password: **EVO32iEVSE**



- Click on the “**Station Settings**” Tab. Delete any characters in the “Plug and Charge ID” (Note: This field may already be blank). Then **click** “Apply”

← → ↻ Not secure | http://192.168.100.1/html/device.html?lang=en-US

**EVO**

Configuration  
Maintenance  
EVSE Status  
LLM Status  
Security

Factory Settings **Station Settings** OCPP Settings Communication Settings

**Warning Settings**

Temperature Low: -30 deg.C  
Temperature High: 88 deg.C  
Voltage Low: 80 VAC  
Voltage High: 270 VAC

Apply

**General Settings**

Output Power Type: AC  
Power Phase Connected: 1  
Max Amperage HW Setting: 32.0 Amps  
Max Amperage FW Setting: 32.0 Amps  
PWM Amperage: 0.00 Amps  
Real Amperage: 0.00 Amps  
Cold Load Pickup Max Delay: 720 Seconds  
**Plug and Charge ID:**  
Reservation Supported: Yes  
Resume Charge After Reboot: Off  
RFID Reader: On  
Ventilation Required: No  
Skip HeartBeat Message: Yes  
Latitude: Seconds  
Longitude:

Apply

- Click the “OCPP Settings” tab. Change the “AllowOfflineTxForUnknownId” to **No**. Scroll down to “LocalAuthorizeOffline” & LocalPreAuthorize.” Both of these settings need to be set to **Yes**. Then scroll all the way down, and **click** “Apply.”

← → ↻ Not secure | http://192.168.100.1/html/device.html?lang=en-US

**EVO**

Configuration  
Maintenance  
EVSE Status  
LLM Status  
Security

Factory Settings Station Settings **OCPP Settings** Communication Settings

**Remote Control Settings**

Remote Control Type\*:

**Service Settings**

Charge Point ID\*:

Protocol Name:

Central System URL\*:

Basic Auth ID\*:

Basic Auth Password\*:

FTP Server Username:

FTP Server Password:

Message Transport Layer:

Boot Notification Interval:  Seconds

Boot Notification Retries:

PDU Timeout:  Seconds

Download Firmware Interval:  Seconds

Download Firmware Retries:

Upload Diagnostic Interval:  Seconds

Upload Diagnostic Retries:

**OCPP1.6 Settings**

AllowOfflineTxForUnknownId:

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**EVO**

Configuration  
Maintenance  
EVSE Status  
LLM Status  
Security

Upload Diagnostic Retries:

**OCPP1.6 Settings**

AllowOfflineTxForUnknownId:

AuthorizationCacheEnabled:

AuthorizeRemoteTxRequests:

BlinkRepeat:  Times

ClockAlignedDataInterval:  Seconds

ConnectionTimeout:  Seconds

GetConfigurationMaxKeys:

HeartBeatInterval:  Seconds

LightIntensity:  %

LocalAuthorizeOffline:

**LocalPreAuthorize:**

MaxEnergyOnInvalidId:  Wh

MeterValuesAlignedData:

MeterValuesAlignedDataMaxLength:

MeterValuesSampledData:

MeterValuesSampledDataMaxLength:

MeterValueSampleInterval:  Seconds

MinimumStatusDuration:  Seconds

NumberOfConnectors:

ResetRetries:  Times

ConnectorPhaseRotation:

ConnectorPhaseRotationMaxLength:

StopTransactionOnEVSideDisconnect:

StopTransactionOnInvalidId:

StopTxnAlignedData:



← → ↻ Not secure | http://192.168.100.1/html/device.html?lang=en-US

**EVO**

Configuration  
Maintenance  
EVSE Status  
LLM Status  
Security

MeterValueSampleInterval:	900	Seconds
MinimumStatusDuration:	0	Seconds
NumberOfConnectors:	1	
ResetRetries:	0	Times
ConnectorPhaseRotation:	NotApplicable	
ConnectorPhaseRotationMaxLength:	1	
StopTransactionOnEVSideDisconnect:	Yes	
StopTransactionOnInvalidId:	Yes	
StopTxnAlignedData:	Energy.Active.Import.Register.Energy.Active.Import.Interval	
StopTxnAlignedDataMaxLength:	5	
StopTxnSampledData:	Energy.Active.Import.Register	
StopTxnSampledDataMaxLength:	4	
SupportedFeatureProfiles:	Core,Firmware Management,Local Auth List Management,Reservation,	
SupportedFeatureProfilesMaxLength:	6	
TransactionMessageAttempts:	10	Times
TransactionMessageRetryInterval:	10	Seconds
UnlockConnectorOnEVSideDisconnect:	No	
WebSocketPingInterval:	180	Seconds
LocalAuthListEnabled:	Yes	
LocalAuthListMaxLength:	1000	
SendLocalListMaxLength:	1000	
ReserveConnectorZeroSupported:	Yes	
ChargeProfileMaxStackLevel:	99	
ChargingScheduleAllowedChargingRateUnit:	Current,Power	
ChargingScheduleMaxPeriods:	32	
ConnectorSwitch3to1PhaseSupported:	No	
MaxChargingProfilesInstalled:	10	

6 ↓

7

9. Create a CSV file that is formatted the following way (see attached Auth List Example File as an example). Ensure the file is Saved As a CSV file Type.



Auth List  
Example.xlsm

A csv file is a plain text file which each line represent a RFID card info. The format of a card info is as follow:

*CARD\_IDTAG,EXPIRY\_DATE,PARENT\_CARD\_IDTAG,CARD\_STATUS*

CARD\_IDTAG: 8 ~ 20 character RFID card ID tag combined with alphabet or numbers.

EXPIRY\_DATE: The date at which idTag should be removed from the Authorization Cache.

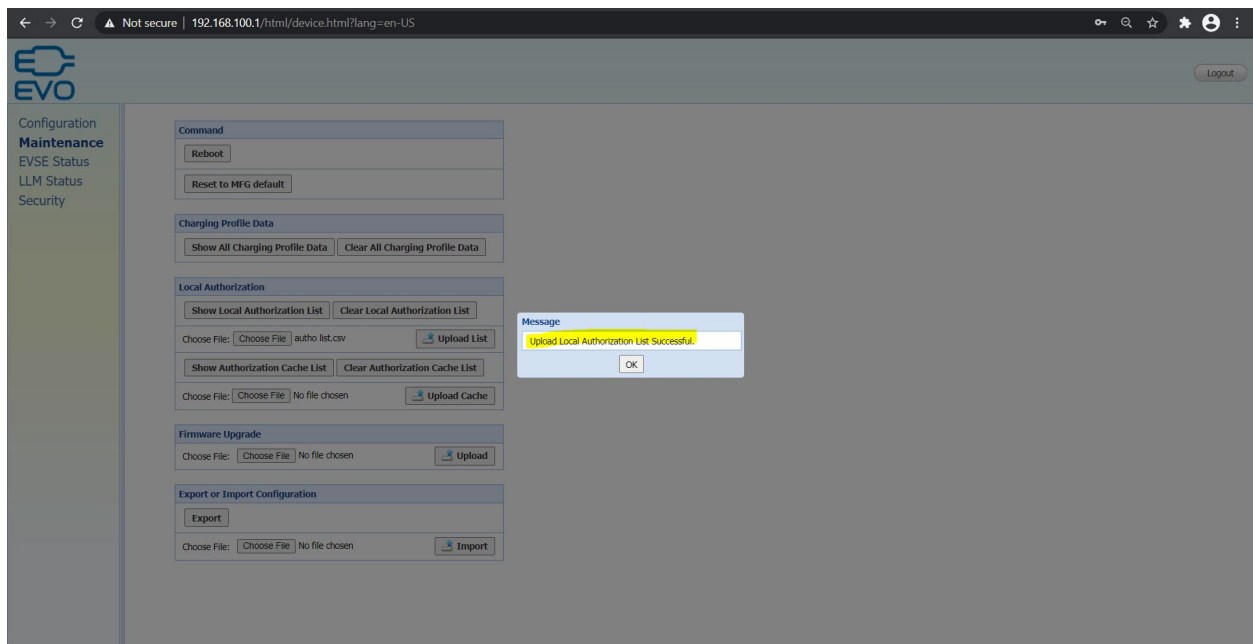
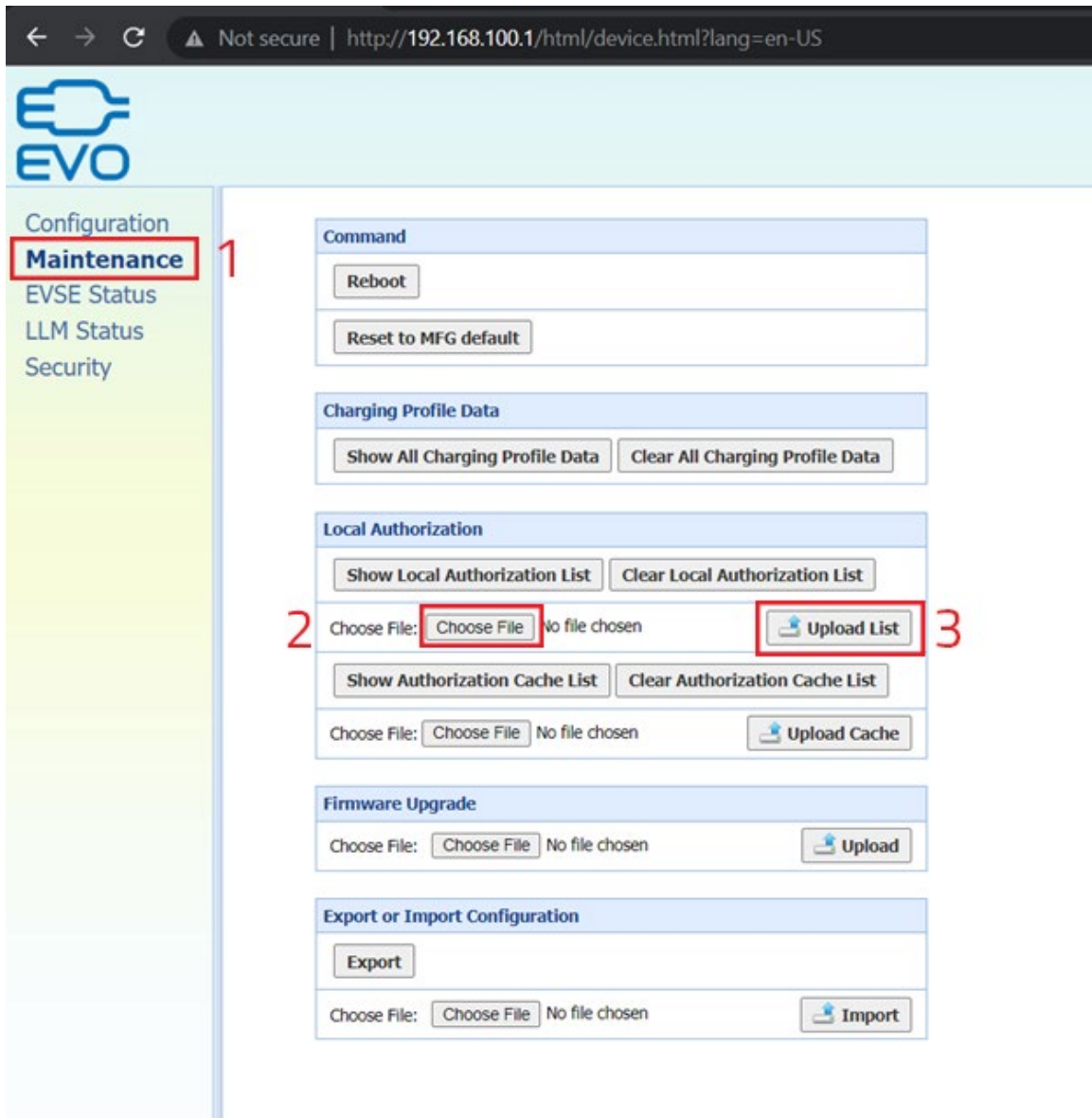
Format is *YYYY-MM-DDThh:mm:ss.ttt* which indicates a date in AD.

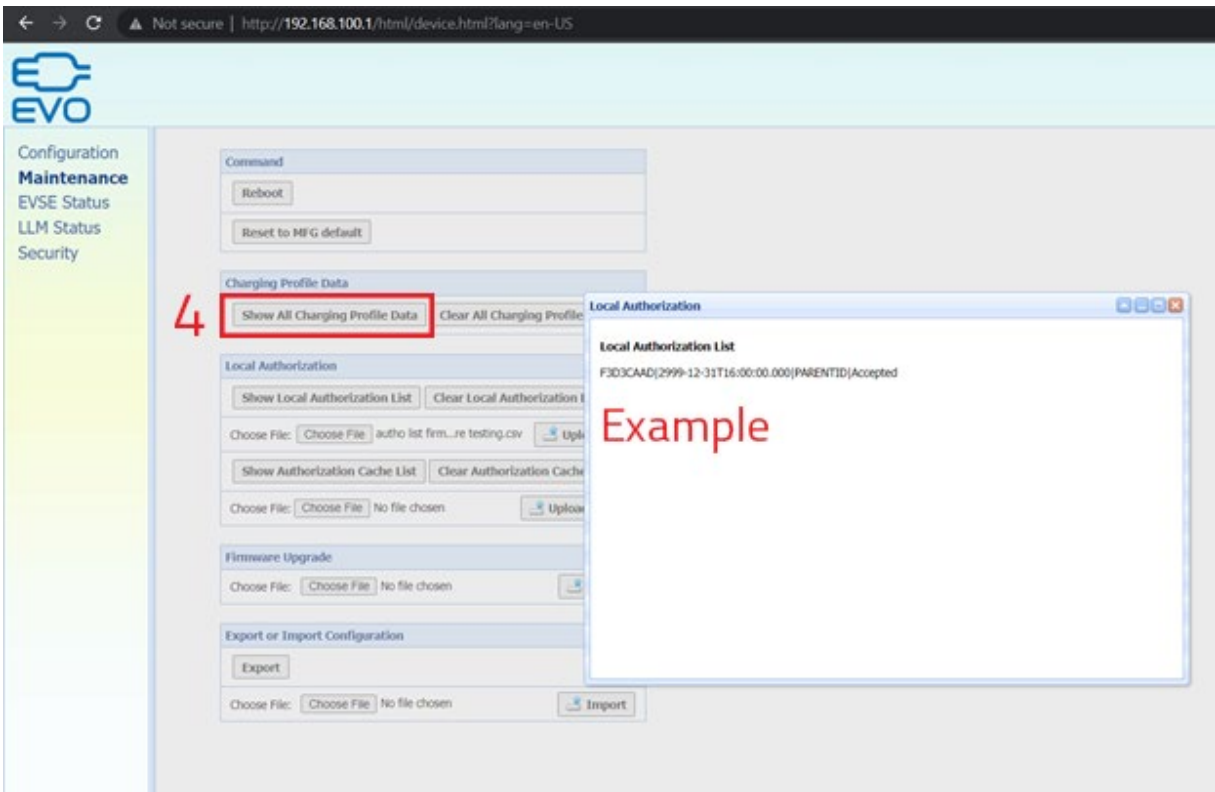
Example: 2019-12-31T16:00:00.000

PARENT\_CARD\_IDTAG: the parent-identifier of the card. The format is same as CARD\_IDTAG.

CARD\_STATUS: This contains whether the idTag has been accepted or not by the Central System. Valid options are **Accepted**, **Blocked**, **Expired** or **Invalid**. This string is case sensitive.

10. The next step is uploading the CSV file. Click on "Maintenance" on the left-hand column. Then click on "Choose File." This will allow you to search for the CSV. Once you have selected the CSV, you can click "Upload List." You will then see "Upload Local Authorization List Successful." Click "Show Local Authorization List" to confirm.





11. If the cover was removed, you may disconnect the **Ethernet Cable**. The cover can then be resecured to the charger (Note: ensure that the screws are tight to prevent water damage).