

# OnRamp

## ChargePoint® Networking

### Pinpointing a Station

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This document describes the steps to add a charging station to the ChargePoint network. Pinpointing requires one person and about 30 minutes to complete.

### You Will Need

- A smartphone with a camera
- Valid ChargePoint installer account credentials



**Important:** You must be a licensed electrician and complete online training to become a ChargePoint certified installer. **If you do not complete installation training, you cannot access the ChargePoint Network to complete pinpointing and station setup.**

To complete online training and become a certified installer, refer to ChargePoint University at: [chargepoint.com/installers](https://chargepoint.com/installers) or [chargepoint.com/eu/installers](https://chargepoint.com/eu/installers)

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**DANGER: RISK OF SHOCK.** If the manufacturer's guide requires de-energizing or opening the cabinet, disconnect the power to the station at the service panel. Follow standard practice and local code to de-energize the applicable circuit and lock out/tag out the disconnect before proceeding. Use a multimeter to test that power is off. Keep power off for this circuit until the cabinet is secured and the work scope is completed. **FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN SERIOUS INJURY OR LOSS OF LIFE.**

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### Getting Started

1. Once you are onsite, take a photo of the station before making any changes.
2. Identify the CP-ONRAMP-ACTIVATION-STICKER on a station cover panel, usually near the manufacturer type plate.

CP-ONRAMP-ACTIVATION-STICKER



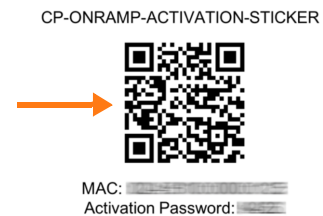
MAC:   
Activation Password:

## Pinpoint the Station

1. Enter the MAC address and activation password printed on the activation label.

### If your smartphone has QR scanning:

- a. Activate your phone camera or a QR Code scanning app.
- b. Point the camera at the QR code on the activation sticker. You are automatically redirected to the installer pinpointing page.
- c. Log into the ChargePoint installer site using your ChargePoint installer login.
- d. Confirm the MAC address and activation password are automatically entered and correct.



### If your smartphone does not have QR scanning:

- a. Using your smartphone, navigate to [o.chargepoint.com](https://o.chargepoint.com).
- b. Log into the ChargePoint installer site using your installer login.
- c. Enter the MAC address and activation password printed on the activation label.



2. Give the ChargePoint site permission to access your location. Your GPS coordinates are required to complete the pinpointing process.
3. If prompted, confirm that you are installing a new charging station.
4. Select the station manufacturer and model shown on the manufacturer type plate. Ensure the image of the equipment shown on the app matches the station.
5. Enter the serial number shown on the manufacturer type plate.



**Important:** Verify the station serial number before proceeding. It cannot be changed after completing the configuration.

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6. Begin entering the address of the charging station. Select the address from the list of valid addresses.
7. Drag the map to place the pin in the exact parking space for this charging station.
8. Enter additional station details that would help a driver find it, such as parking lot name, building name, floor, and parking restrictions, if applicable.
9. Take a photo in landscape orientation of the charging station and its surroundings, to help drivers find the station. Follow onscreen guidance from your camera app to upload a photo.

## Verify the Station Configuration

1. If the station was powered off, secure the cabinet and re-energize it according to manufacturer instructions.
2. For stations with a screen, verify the ChargePoint logo is visible on the screen.
3. For stations with a screen, navigate the UI to verify the MAC address displays and matches the one on the OnRamp Activation Sticker.
4. Call ChargePoint Support to verify the station networking is correct and complete. Support phone numbers are available at [chargepoint.com/support](https://chargepoint.com/support).





[chargepoint.com/support](https://chargepoint.com/support)

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