

# Welcome to ChargePoint

Let's get you up and running with ChargePoint. Please complete the steps below to establish your organization's ChargePoint stations on the ChargePoint network.

1. An email with a link to create your Network Manager account has been sent. See [Set up Your Network Account](#) for guidance on how to complete the setup.
2. Complete the form below and send it back to us as an attachment to this email. Please note that the station information is required for each unit installed.

**Name of Installation Company**

**Your Company / Organization Name**

**Primary Contact**

**Note:** Primary Contact is the individual to be set up with a Network Manager account. This person can add others as organization administrators and define their roles (e.g., account administrator, station manager, analyst, etc.).

Name

Business Title

Office Phone

Email Address

Street Address

City, State, Zip

**Company Category**

Please select your organization's category and subcategory.

☐ Workplace

☐ Retail

☐ Education

☐ Hospitality

☐ Multifamily Commercial

☐ Fleet

☐ Parks and Recreation

☐ Parking

☐ Healthcare

☐ Single Family Residential

☐ Municipal

☐ Government (Federal/State)

|    | Station Name<br>(15 character limit) | Station Address<br>(street, city, state, zip) | Location Description<br>(bldg. no., garage level,<br>etc.) | MAC Address,<br>Serial No., or ID*<br>(* <a href="#">how to find ID</a> ) | Associated<br>Gateway<br>(if applicable) |
|----|--------------------------------------|---|--|---|--|
| 1  |                                      |   |  |   |  |
| 2  |                                      |   |  |   |  |
| 3  |                                      |   |  |   |  |
| 4  |                                      |   |  |   |  |
| 5  |                                      |   |  |   |  |
| 6  |                                      |   |  |   |  |
| 7  |                                      |   |  |   |  |
| 8  |                                      |   |  |   |  |
| 9  |                                      |   |  |   |  |
| 10 |                                      |   |  |   |  |
| 11 |                                      |   |  |   |  |
| 12 |                                      |   |  |   |  |
| 13 |                                      |   |  |   |  |
| 14 |                                      |   |  |   |  |
| 15 |                                      |   |  |   |  |
| 16 |                                      |   |  |   |  |
| 17 |                                      |   |  |   |  |
| 18 |                                      |   |  |   |  |
| 19 |                                      |   |  |   |  |
| 20 |                                      |   |  |   |  |

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# Station Configuration

If you already have stations up and running on your Org, would you like to apply the same configuration, pricing rules, and access policies?

☐ Yes    ☐ No

Is there a parent Org that needs to be able to view the data or manage these stations?

If so, provide parent organization name or ID:

## How would you like to bill your drivers for charging their EVs?

Please select any combination of the below pricing models.

- ☐ **Graduated pricing:** One price is charged during the first designated number of hours and another price is charged for every hour afterward. This pricing model offers EV charging as an incentive and also encourages utilization of the station as drivers are motivated to move their vehicles after a certain time. Compatible with station parking, per kWh graduated pricing is not supported.

Recommended: \$0.00 per hour for first four hours, \$3.00 per hour thereafter

Desired Fee:

- ☐ **Per kWh used:** The driver pays for the energy consumed per kWh basis. This pricing model doesn't encourage drivers to move their vehicle after charging has been completed.

Recommended range: \$0.15 - \$0.35 per kWh

Desired Fee:

- ☐ **Per hour used:** The driver pays a flat fee for time spent plugged in, regardless of energy consumed.

Recommended range: \$1.00 - \$3.00 per hour

Desired Fee:

**Note:** More advanced pricing models including setting minimums or maximums are possible. Once your stations are activated, you can log into ChargePoint and update your station's configuration settings at any time.

## Access Control

Please select who can access the stations.

- ☐ **Unrestricted:** Station is available and visible to the public on the ChargePoint map.
- ☐ **Restricted:** Station use is restricted to drivers who have been granted access by the host via ChargePoint Connections.

**Note:** [ChargePoint Connections](#) is a feature that allows drivers to request access to restricted stations or special pricing, via their driver account. Your organization (i.e., company) logo is required to create a connection - it can be in PNG, JPG, or GIF format.

- ☐ **Just Charge:** For non-customer facing stations only, station requires no session initiation, not visible on the ChargePoint map.

## Waitlist

Please select if you would like to enable waitlist.

- ☐ **Enable Waitlist:** Waitlist enables drivers to get in virtual line for a station when it's already in use.

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## Comments / Questions