

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, for example, account administrator, station manager, or analyst.

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 (15 character limit)	Station Address (street, city, state and zip)	Location Description (bldg. no., garage level, etc.)	MAC Address, Serial Number or ID* <i>how to find ID</i>	Associated Gateway (if applicable)
--------------------------------------	--	---	--	---------------------------------------

1				
---	--	--	--	--

2				
---	--	--	--	--

3				
---	--	--	--	--

4				
---	--	--	--	--

5				
---	--	--	--	--

6				
---	--	--	--	--

7				
---	--	--	--	--

8				
---	--	--	--	--

9				
---	--	--	--	--

10				
----	--	--	--	--

11				
----	--	--	--	--

12				
----	--	--	--	--

13				
----	--	--	--	--

14				
----	--	--	--	--

15				
----	--	--	--	--

16				
----	--	--	--	--

17				
----	--	--	--	--

18				
----	--	--	--	--

19				
----	--	--	--	--

20				
----	--	--	--	--

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 Org Name or ID:

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

Please select any combination of the below pricing models:

Per hour used: the driver pays per hour. This pricing model encourages drivers to move their vehicle after charging has been completed.

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

Desired Fee:

Per kWh used: the driver pays for the energy consumed on a per kWh basis. This pricing model bills for the energy consumed by the vehicle, but doesn't encourage drivers to move their vehicle after charging has been completed.

Recommended Range: \$0.15 - 0.35 per kWh

Desired Fee:

Graduated pricing: one price is charged during the first designated # of hours and another price is charged for every hour afterwards (NOTE: per kWh graduated pricing is not supported). 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 established time frame.

Recommended Range: \$0.00 per hour for first 4 hours, \$3.00 per hour thereafter

Desired Fee:

Note: For more advanced pricing options, including time of use or setting minimums and maximums. Once your stations are activated you can log into ChargePoint and update your stations' configuration settings at any time.

Access Control:

Station Usage:

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.

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

Comments / Questions