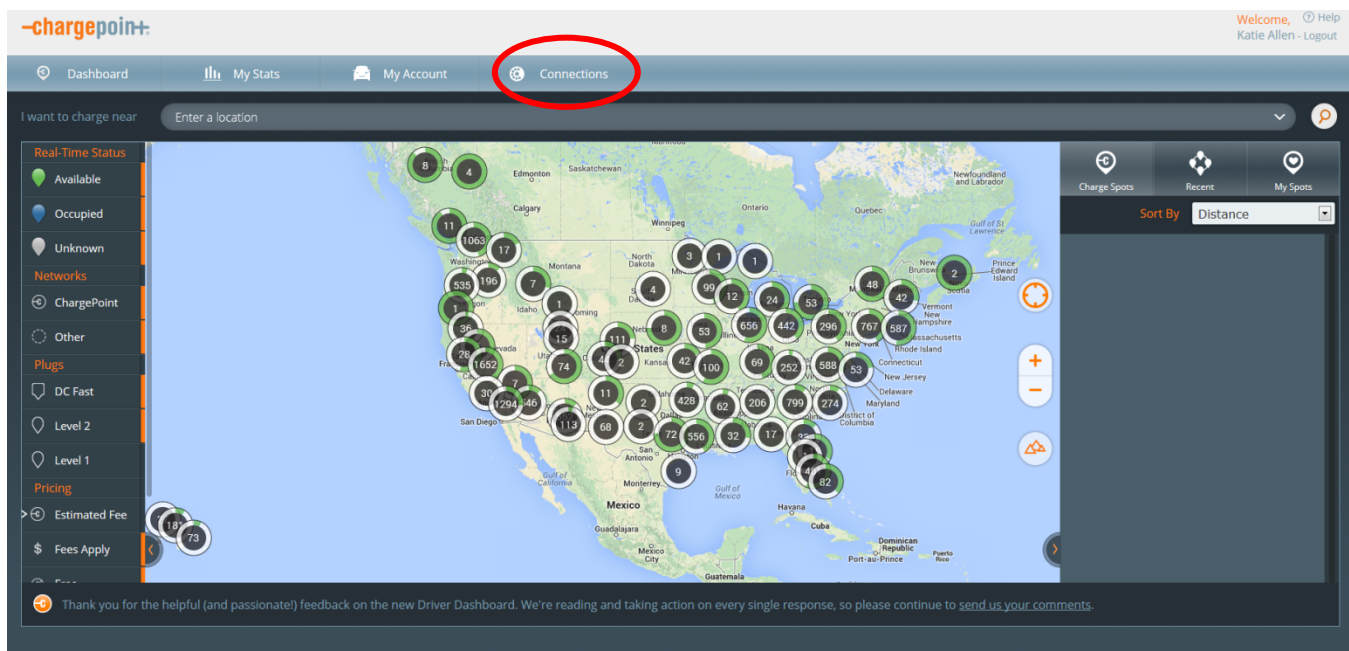


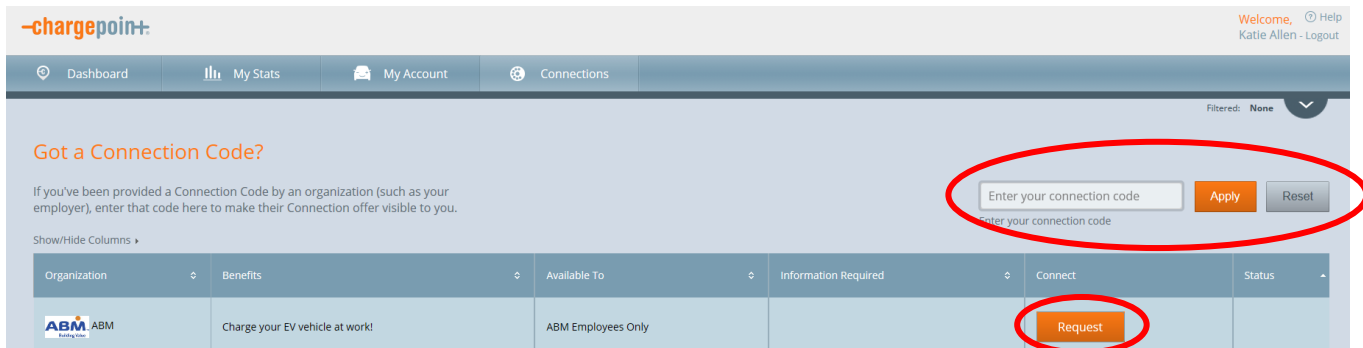
Connection Instructions for EV Driver

1. Go to <https://na.chargepoint.com/register>
Select your user/password and enter your contact information. Please keep in mind, if you have a 'Station Owner' account you will need to use an alternate email to sign up your ChargePass card.
2. You will have to input your credit card information; you will not incur a charge on your credit card statement unless you use a paid station.
3. You will need to login to your new ChargePoint account. This account will create your personalized user portal where you can keep track of all your charging activities, payments, gas savings and greenhouse gas savings. In addition, you can set your account up to send you an email or text message when your charging activities are completed or when for some reason, the charging has stopped. Log in to the account with your user name and password. You can log-in from the top right of www.chargepoint.com Once you have logged in, click on the titled Connections where you can sign up to use the charging stations.



- At the top right of the Connections screen, you will see a place to enter a Connection code. The confidential connection code is **UFCWTRUSTEV** (this is case sensitive) and click Apply. Request to be connected to the right of the table. A window will pop-up and you will have to agree and click submit.

Once you are approved, you will be able to utilize the charging stations. To verify if you have been approved you can search for the connections offer **UFCWTRUSTEV** and it should say “connected”



- For information about how to use the charging station, click on the video at the beginning of the ChargePoint home page. The link is: <https://www.chargepoint.com/chargingonthego-video.php>
- If you have any questions about the use of the charging station, feel free to call the following 24 x 7 technical support hotline: 1-888-758-4389