

Next Steps to Access The MET EV Charging Stations

Thank you for driving electric and congratulations! You are almost ready to get access to The MET stations and start charging your vehicle! Here are the next steps we need you to do:

- I. **Activate** your ChargePoint card. If you do not have a ChargePoint card you may request one from Megan or Colleen in the Management Office in 575 Anton, Suite 350. If you already have an activated ChargePoint account, please proceed to Part II.
- II. **Notifications.** Set up your account so that you receive email and text messages from the ChargePoint Network when your vehicle is fully charged. See the instructions in Part II. If you have already set up these notifications on your ChargePoint account, then you do not have to go through this step, please proceed to Part III.
- III. **Connections.** The MET EV charging stations are for tenant employee use only – all other drivers will be prevented from using them. Set up your account so that you can get access to these stations. See the instructions below in Part III, use connection code: **TheMETEVs**.

That's it. After completing the above three steps you will have access to The MET EV Charge Stations!

What follows is a detailed description of how to complete each of the above three steps.

I. Activate Your Card (if you already have an activated ChargePoint card then you do not need to go through this step)

1. Go to www.chargepoint.com
2. Click on the "Activate Cards" link near the bottom of the page.
3. Follow the instructions for "New to ChargePoint?"
4. Click on "sign up".
5. Enter the information requested and follow instructions.

II. Set Up Notifications on your account

1. Login into your ChargePoint account at: <https://na.chargepoint.com/home>.
2. Click "My Account", and scroll to the bottom of the page.
3. Click the pencil button to edit, and click in the boxes to be notified by email and text message for the two marked events: the "fully charged" notice, and the "no longer charging due to an interruption" notice. See next page. Click Save.

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Your ChargePoint Notifications

	Text	Email
When your car is fully charged	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When your car is no longer charging due to an interruption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When the power to your car is reduced	<input type="checkbox"/>	<input type="checkbox"/>
For charging station reservation status and reminders	<input type="checkbox"/>	<input type="checkbox"/>

III. Connections

This section will explain how to use your ChargePoint account to connect to The MET stations.

1. Login into your ChargePoint account at: <https://na.chargepoint.com/home>.
2. Click "Connections", you should see the screen shot below.

The screenshot shows the ChargePoint web interface. At the top, there's a navigation bar with 'Dashboard', 'My Stats', 'My Account', and 'Connections'. Below this, there's a section titled 'Got a Connection Code?' with a text input field containing 'TheMETEV4' and 'Apply' and 'Reset' buttons. Below the form is a table of existing connections.

Organization	Benefits	Available To	Information Required	Connect	Status
5670 Wishire	Access to EV Charging	All Tenant Employees at 5670 Wishire Blvd.	Employer:	Disconnect	Approved
Activision	Access to charging stations	Employees Only		Disconnect	Approved
Arena Corporate Center	Access to Station	Approved Building Tenants		Disconnect	Approved
Broadcom	Access to EV charging	Approved BRCM Employees	Broadcom Employee Badge#	Disconnect	Approved
CSU Fullerton	Complimentary EV charging	Campus Community EV drivers	Campus Wide ID#:	Disconnect	Approved
Environmental Nature	Free charging at ENC station	ENC ChargePoint Cards only		Disconnect	Approved

3. Enter in the Connection Code field: TheMETEVs
4. Click "Apply".
5. You should see The MET offer appear (see next page)

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Welcome, Ryan Grady - Logout

Dashboard My Stats My Account Connections

Filtered: None

Got a Connection Code?

If you've been provided a Connection Code by an organization (such as your employer), enter that code here to make their Connection offer visible to you.

TheMETEVs

Enter your connection code

Show/Hide Columns

Organization	Benefits	Available To	Information Required	Connect	Status
McCarthy Cook - The MET	Access to EV Charging	All Tenant Employees	Company Name:	<input type="button" value="Request"/>	

6. Click on the “Request” button.

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Welcome, Ryan Grady - Logout

Dashboard My Stats My Account Connections

Filtered: None

Got a Connection Code?

If you've been provided a Connection Code by an organization (such as your employer), enter that code here to make their Connection offer visible to you.

Show/Hide Columns

Organization	Benefits	Available To	Information Required	Connect	Status
McCarthy Cook - The MET	Access to EV Charging	All Tenant Employees	Company Name:	<input type="button" value="Request"/>	

Request Connection

MCCARTHY • COOK
RELATIONSHIP DRIVEN EXPERIENCE

Available to
All Tenant Employees

Benefits
Access to EV Charging

Company Name:
Charge Harbor LLC

I agree to the ChargePoint Connections Terms and Conditions

7. A dialogue box will appear, review and accept Connections Terms and Conditions, and click “Submit Request”.
8. You have now requested a connection to The MET EV charging stations! The ChargePoint Network will advise you when your request has been accepted.