POWER YOUR DRIVE ON THE GO

SDGE
A *Sempra Energy* utility®

DRIVER ENROLLMENT INSTRUCTIONS

1 Create/Login

Create a New ChargePoint Account or login to your existing ChargePoint Account.

2 Connect

Contact your site administrator to obtain your 8-digit Site ID # / Connection Code. The Site ID # is required to proceed.

3 Charge

Use your Smart Phone, ChargePoint App or ChargePoint card to activate a charging station session.

CHARGEPOINT® ACCOUNT SETUP

NEW CHARGEPOINT CUSTOMER

1. Visit **www.chargepoint.com** and click "Sign Up" in the top right corner.

2. Follow the prompts to create your new ChargePoint account.

3. Click "Connections" on the top banner bar.

4. Enter your 8 digit Site ID# when prompted to "Enter your connection code" and click "Apply."

5. Click "Request" and enter your workplace email address. Agree to the ChargePoint terms and conditions and submit request.

6. Download the ChargePoint app from your app store and start charging!

EXISTING CHARGEPOINT CUSTOMER

1. Log-in to your ChargePoint Account.

2. Click on "Connections" located on the top banner bar.

3. Enter your 8 digit Site ID# when prompted to "Enter your connection code" and click "Apply."

4. Click "Request" and enter your workplace email address.

5. Agree to the terms and conditions and submit request.

6. Use your ChargePoint App or ChargePoint Card to access and start charging!

HOW TO USE THE CHARGERS

1. **Tap in.** First, make sure you enable NFC (near field communication) in your ChargePoint account through the app. Then simply tap the orange "Start Charge" button on the app.

2. **Lift the connector.** Push the button on the connector to lift it out of the holster.

3. **Plug in and Check in.** Plug the connector into your electric vehicle and make sure that you are charging (there are often indicator lights on the dashboard to confirm you car is charging).

4. **Tap out.** When you get back to your electric vehicle, tap your phone or card on the station to end your session.

5. **Unplug**. Unplug the connector and return it to the holster.

Click here to watch a video on how to charge your car

DriverSupport (ChargePoint)
1-888-758-4389
Support@ChargePoint.com

Site Host Support (ChargePoint)
1-877-850-4562
Support@ChargePoint.com

Damaged Charging Station (SDG&E)
1-800-411-7343

For more information visit: *sdge.com/pyd*

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