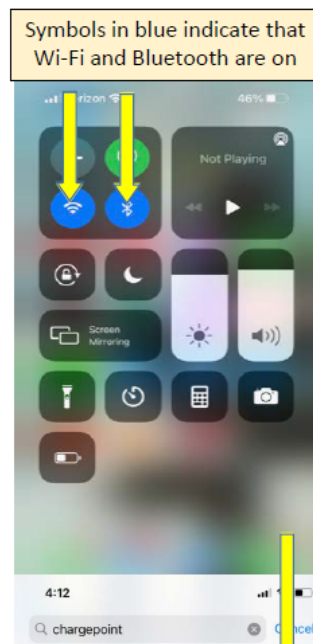


PART 1: Connecting Your EV Charging Station to Your Driver Account on the ChargePoint Cloud Via the Mobile App

- **Step 1:** Using your iPhone, iPad, or Android device, make sure your Bluetooth & Wi-Fi turned on



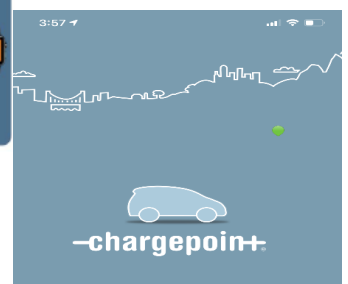
- **Step 2:** From the App Store, download the ChargePoint App to your Smart Device



- **Step 3:** Open the ChargePoint App and log in

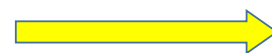
~ or ~

create an account if you haven't done so already



Sign Up

Click LOG IN

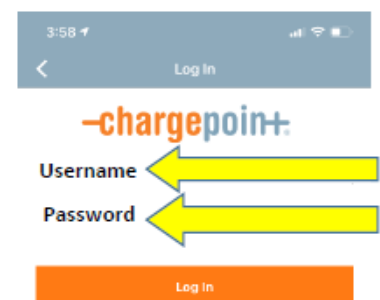


Already a member?

Log In

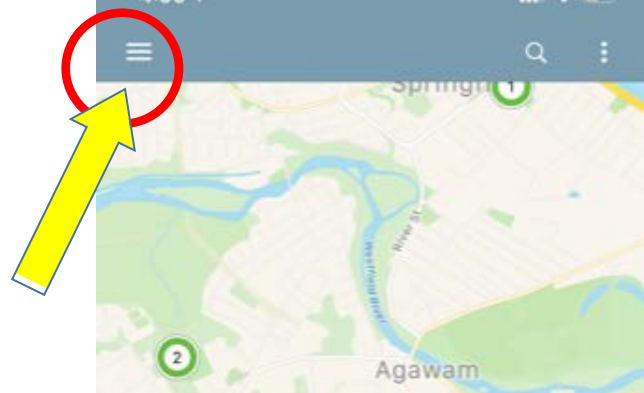
Skip

- **Step 4:** Enter your username and password (this is the same username and password you use to log in from your computer). Then, click log in



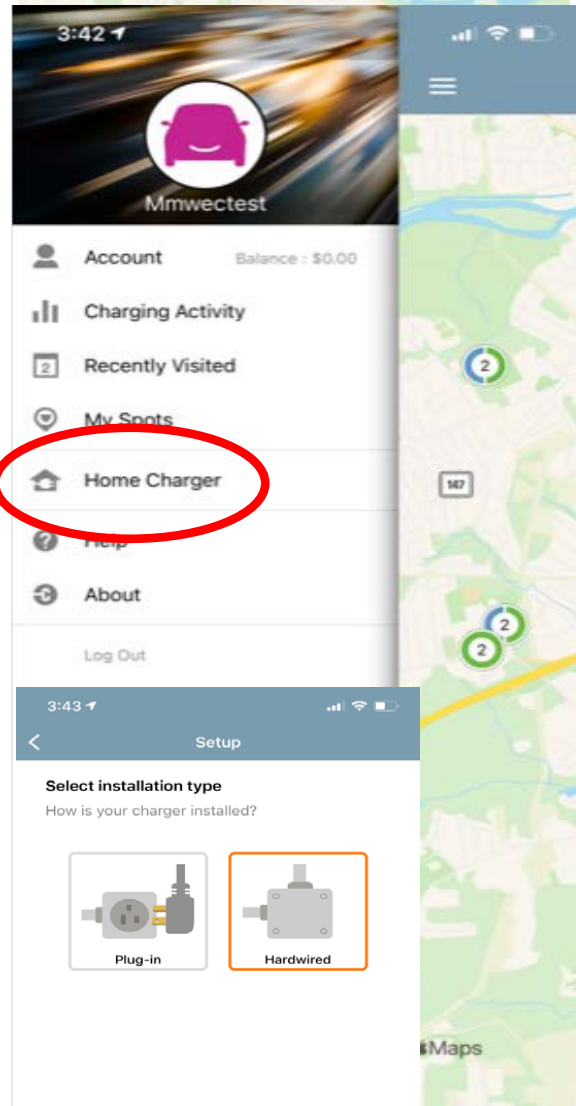
[I Forgot My Password](#)

- **Step 5:** Once you are logged in, it will bring you to a page that looks like this
- Click the icon with 3 vertical lines

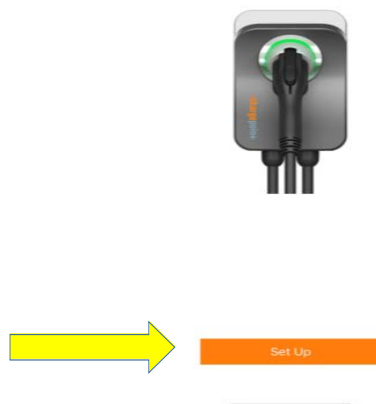


- **Step 6:** With your Smart Device in hand, you must go out and stand next to your EV Charger

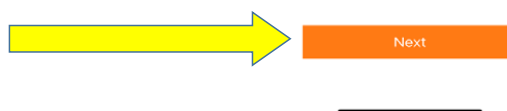
- **Step 7:** Now that you are at the main menu, click Home Charger



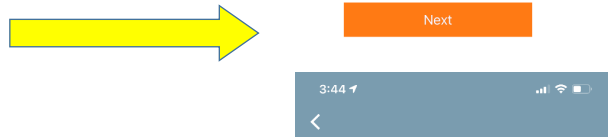
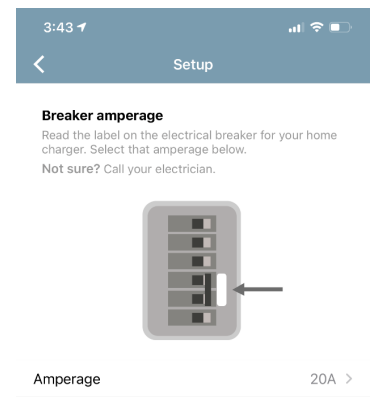
- **Step 8:** Select Set Up



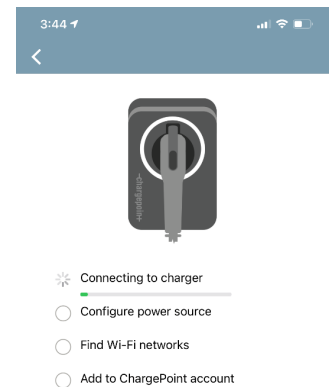
- **Step 9:** Click the picture indicating whether your charger is plug in or hard wired. Then click Next



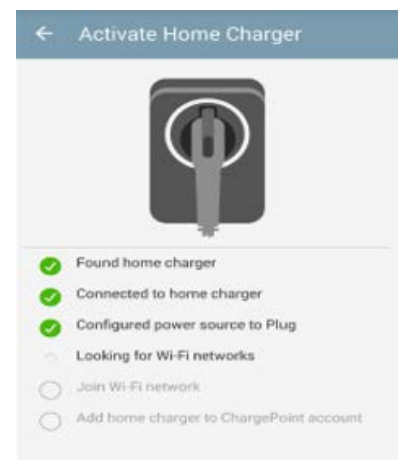
- **Step 10:** Select the amperage of your EV Charger. Then click Next



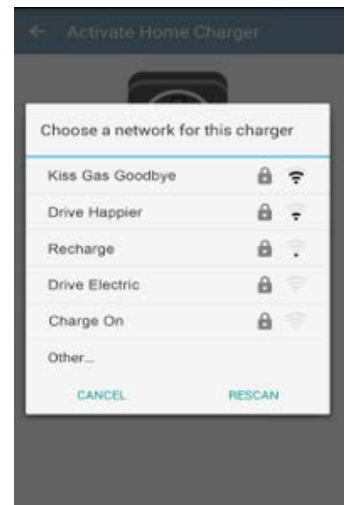
- **Step 11:** Once the EV Charger connects, the Next button will turn orange. Then click Next



- The screen will then look like this



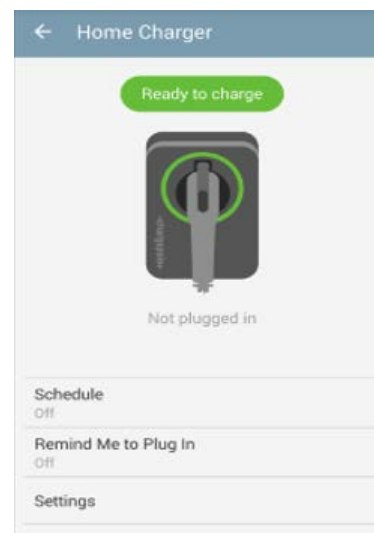
- **Step 12:** Tap the network name of your Wi-Fi network



- The screen will then look like this



- **Step 13:** Once you have reached this screen, your EV Charger is connected to the driver account on the mobile app.



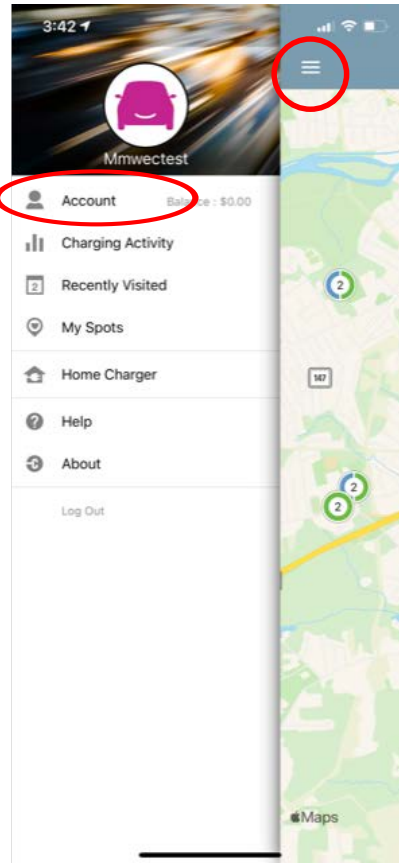
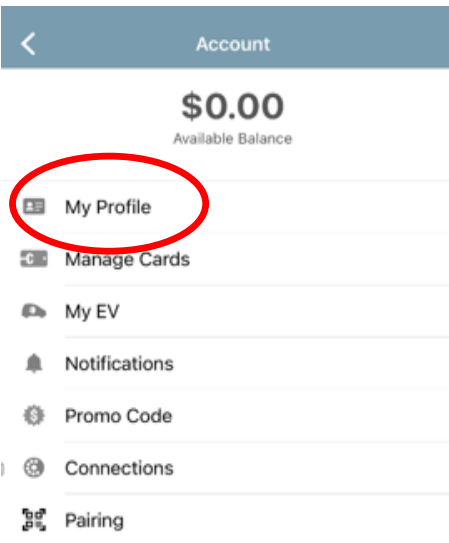
Next, you must join the HELPS EV Charging Program to allow your light department to have access to your EV Charger via the ChargePoint network.

PART 2: Joining Your Light Department's Scheduled EV Charging Program

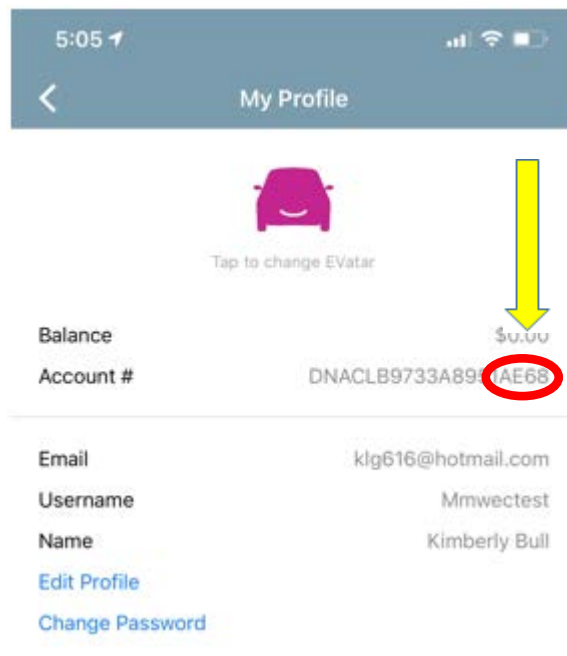
- **Step 14:** Go back to the main screen and click the icon with 3 vertical lines

- Select Account

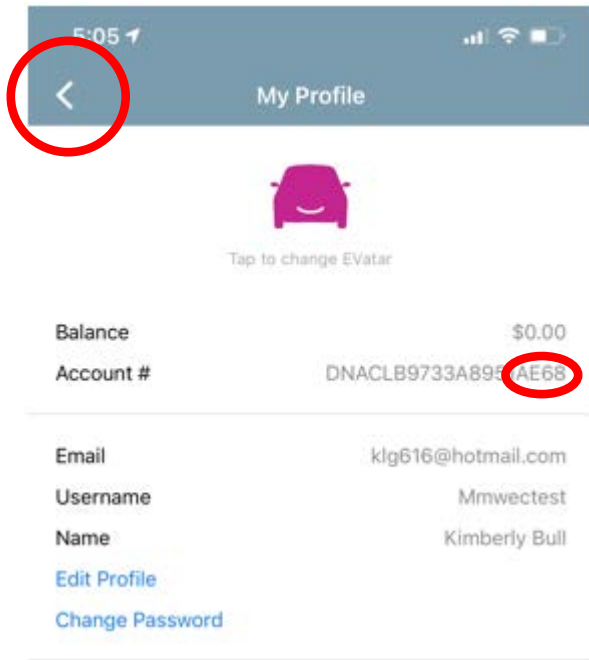
- **Step 15:** Select My Profile



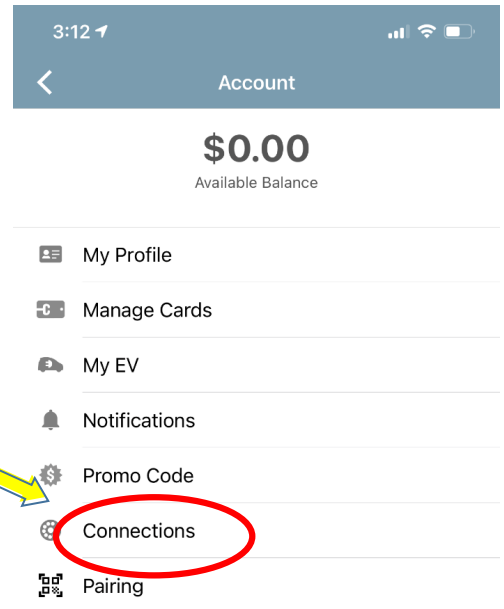
- **Step 16:** Write down the last 4 digits of your account number, as you will need them later in this set up process



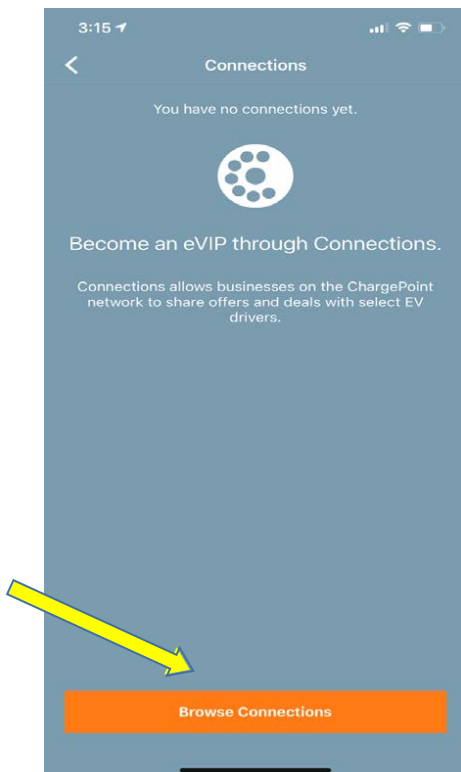
- **Step 17:** Click back arrow



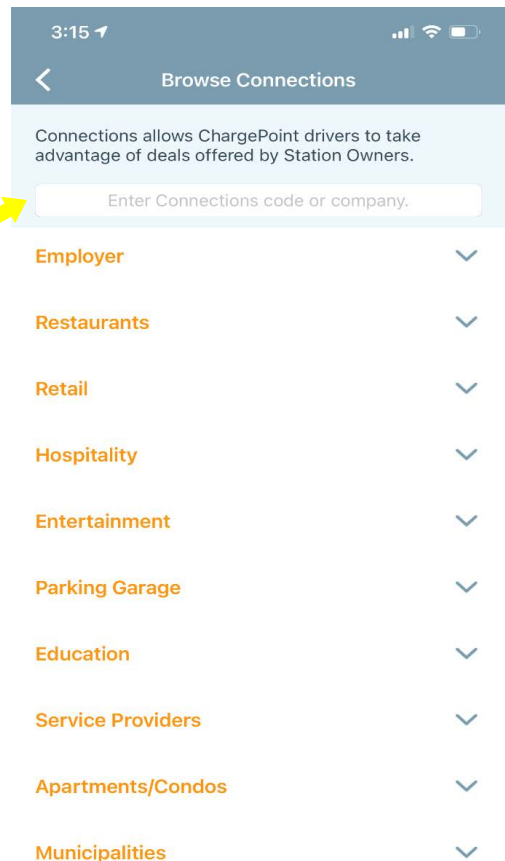
- **Step 18:** Click Connections



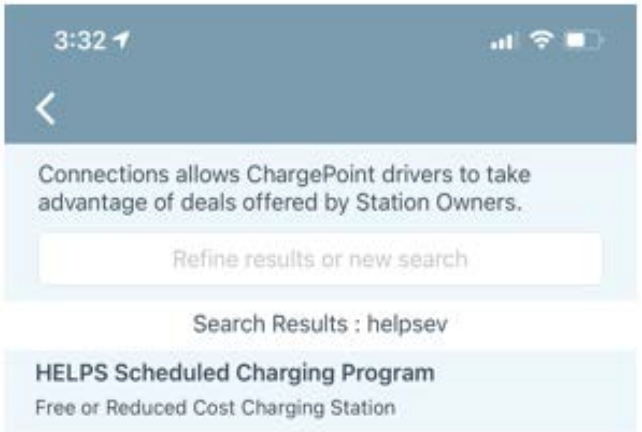

- **Step 19:** Select Browse Connections



- **Step 20:** Type helpsev into search field



- **Step 21:** Tap
HELPS Scheduled Charger Program



3:32

<

Connections allows ChargePoint drivers to take advantage of deals offered by Station Owners.

Refine results or new search

Search Results : helpsev

HELPS Scheduled Charging Program

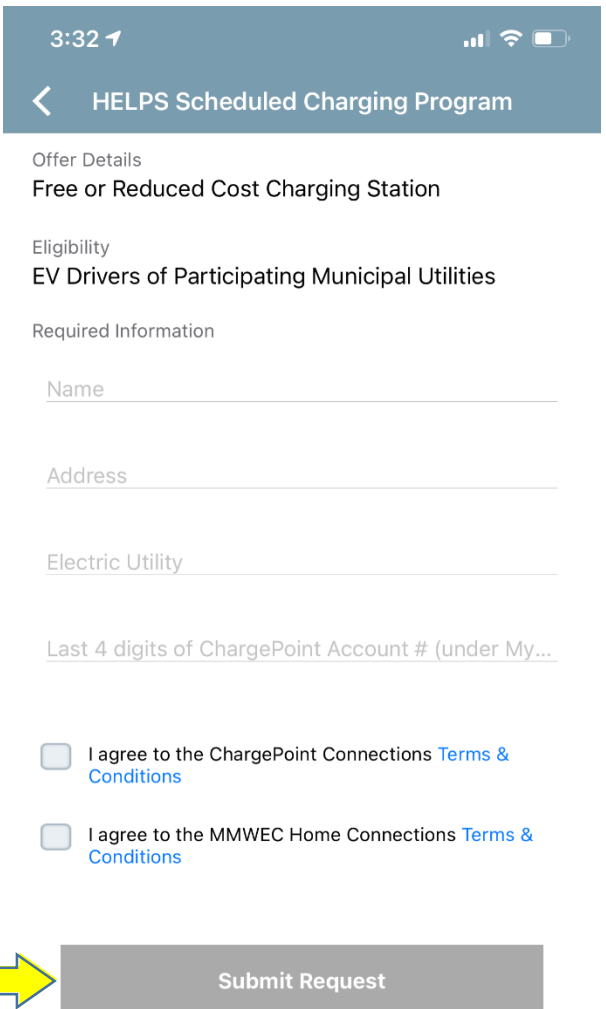

Free or Reduced Cost Charging Station

- **Step 22:** Enter Info

- Enter Name
- Enter Address
- Enter Utility Name
- Enter last 4 digits of your ChargePoint account
- Check both boxes

- Then, click Submit

- This completes the set up process.
If you have any questions, please email EV@mmwec.org or call (413) 308-1311.



3:32

< HELPS Scheduled Charging Program

Offer Details
Free or Reduced Cost Charging Station

Eligibility
EV Drivers of Participating Municipal Utilities

Required Information

Name

Address

Electric Utility

Last 4 digits of ChargePoint Account # (under My...

☐ I agree to the ChargePoint Connections [Terms & Conditions](#)

☐ I agree to the MMWEC Home Connections [Terms & Conditions](#)

Submit Request