Activate your ChargePass card today! mychargepoint.net

To use the attached ChargePass™ card at any ChargePoint Networked Charging Station, you must first activate your ChargePass card:
1. go to www.mychargepoint.net
2. click “Activate ChargePass Card”
3. follow the instructions

If you have any problems activating or using your ChargePass card, call the Customer Service number printed on the card.

From your ChargePass account you can set SMS and email alerts for:
* Vehicle Fully Charged
* Plug-Out Detection
* Ground Fault Detection (GFCl Trip)
* Over-Current Detection

Your ChargePass account will collect all usage history for your public charging with:
* Start and End times
* Energy (kWh) used
* Greenhouse Gases Saved
* Occupied Time
* Location

Welcome to the ChargePoint Network. Your ChargePass card is enclosed.


Need to find an available charging station to charge your new electric vehicle? It’s easy and fast from any browser or smart phone.

Simply go to:
mychargepoint.net

and click Find Stations, or download the ChargePoint iPhone or Blackberry apps for your smart phone.
Look for the ChargePass logo

Tap your new ChargePass™ card against the reader symbol on any charging station displaying the ChargePass logo:

IMPORTANT! You must use the same ChargePass card to start and stop a charging session.

If you see a ChargePoint charging station without the reader symbol, for example a home charging station, you won’t need to use your ChargePass card.

Two Types of Charging

Level 1: Plug your own charging cord into the standard 120 V outlet located behind the station’s locking door.

Level 2: Plug the station’s SAE J1772™ connector into your vehicle to charge at 240 V.

Using your ChargePass card to charge your electric vehicle

Level 1 Charging

Use this method to charge at 120 V by plugging your own charging cord into the charging station’s outlet.

To start a charging session:
1. Plug your charging cord into your electric vehicle.
2. Tap your ChargePass card on the station’s reader symbol.
   When your card is authorized, the station displays a message indicating the door is unlocked and you can insert the plug.
   IMPORTANT! Cords with clear or transparent plugs will not work.
3. Lift the door and plug your charging cord into the socket.
4. Push the door closed to lock in place.
   Charging begins when the door locks. The station displays a message indicating the vehicle is charging.

To stop a charging session:
1. Tap your ChargePass card on the station’s reader symbol.
   The station displays a message indicating the door is unlocked and you can remove the charging cord.
2. Remove your charging cord from the station’s socket.
3. Push the door closed to lock in place.
   REMEMBER! Remove your charging cord from your electric vehicle and take it with you.

Level 2 Charging

Use this method to charge at 240 V by plugging the station’s SAE J1772™ connector into your electric vehicle.

To start a charging session:
1. Tap your ChargePass card on the station’s reader symbol.
   When your card is authorized, the station displays a message indicating you can remove the connector from the holster and plug it into your electric vehicle.
2. Remove the charging station’s connector by pressing down on the button at the top of the handle while pulling the connector from its holster. Plug the connector into your electric vehicle.
   The station displays a message indicating the vehicle is charging.

To stop a charging session:
1. Tap your ChargePass card on the station’s reader symbol.
   The station displays a message indicating that charging has finished and to return the connector to its holster.
2. Return the station’s connector to its holster by pressing down on the button at the top of the handle while pulling the connector from your electric vehicle.
   The station displays the charging duration and cost (if any) of your charging session.