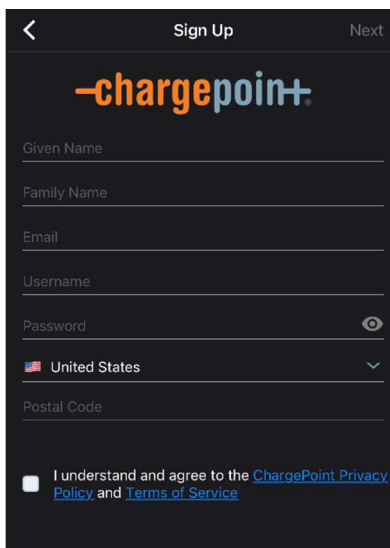
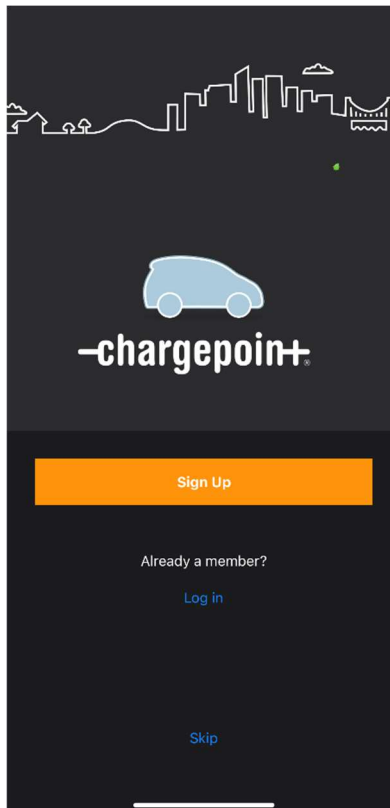
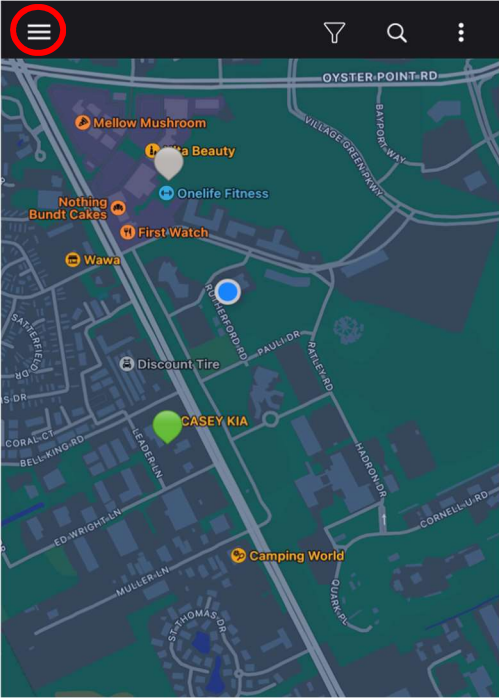


## Employee and User ChargePoint Registration Manual

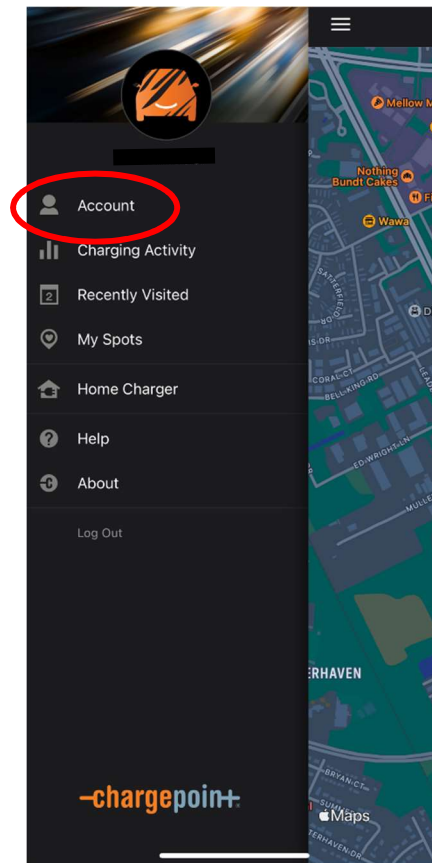
To utilize the on-site charging stations managed by ChargePoint, drivers will need to first download the ChargePoint mobile application onto their iOS or Android device. Once the mobile application is installed, sign in or create an account. Jefferson Lab recommends using a personal email address (not your JLab email) for registration. Charging at Jefferson Lab will not be available without an account.

The image shows the 'Sign Up' screen of the ChargePoint mobile application. At the top, there are navigation arrows and the text 'Sign Up' and 'Next'. The ChargePoint logo is prominently displayed. Below the logo, there are several input fields: 'Given Name', 'Family Name', 'Email', 'Username', 'Password' (with an eye icon for visibility), a country selector set to 'United States', and 'Postal Code'. At the bottom, there is a checkbox and the text 'I understand and agree to the [ChargePoint Privacy Policy](#) and [Terms of Service](#)'.

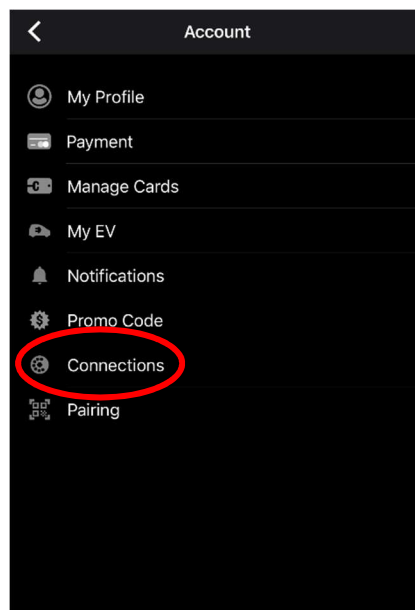
Once logged-in, a map showing your current location will appear. If at Jefferson Lab and logging in for the first time, no Jefferson Lab charging stations will be visible. To register for charging, select the three bars in the upper left corner of the application.



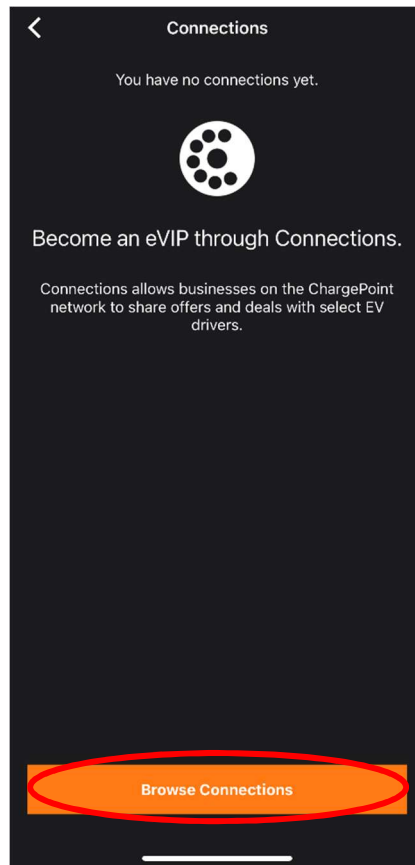
Next, select **Account**.



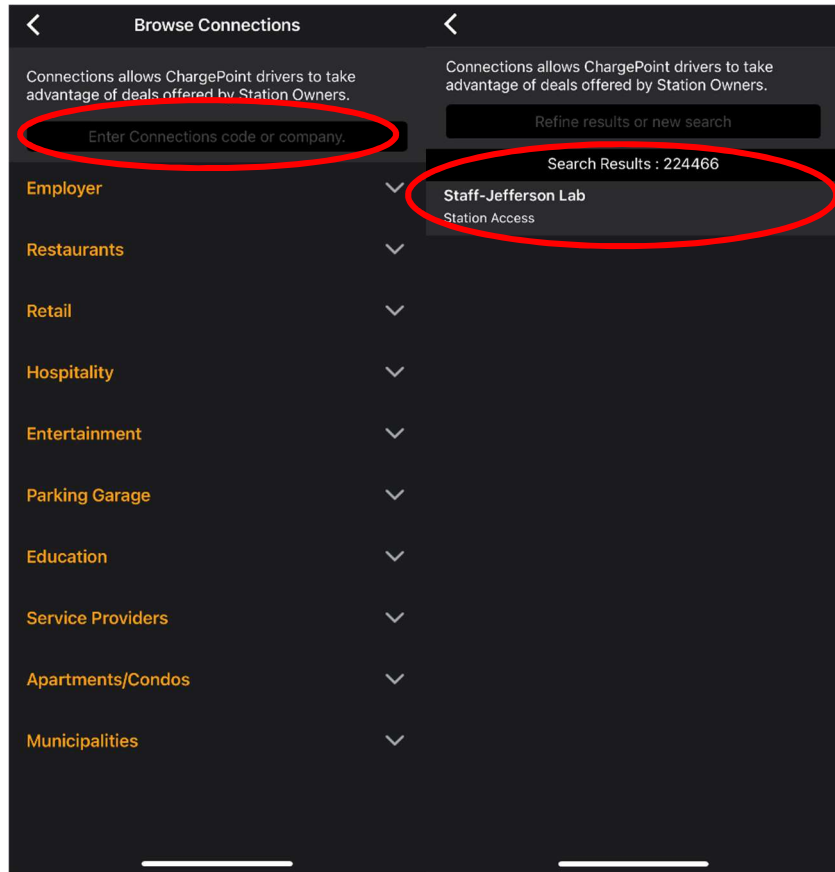
Then, select **Connections**.



On the **Connections** tab, select **Browse Connections** at the bottom of the screen.



On the **Browse Connections** tab, enter the employee and user connection code: **224466**. Select **Staff-Jefferson Lab Station Access**.



After selecting the connection type, enter your JLab Username in the **Required Information** field. Then, complete the registration request by selecting **Submit Request**.

Staff - Thomas Jefferson National Accele...

Benefit Details

Station Access

Eligibility

Employees and Users

Required Information

JLab Username

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

Submit Request

Once the registration request is complete, the request will automatically be sent to the Charging Station Administrator for approval. Once approval is granted, charging station users will be able to see Jefferson Lab charging stations on the ChargePoint map. Green stations are available for use and gray are unavailable. If no stations are available, select **Join Waitlist** to receive a notification when a station is available.

