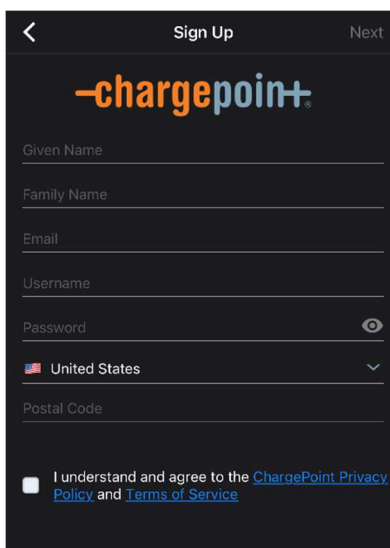
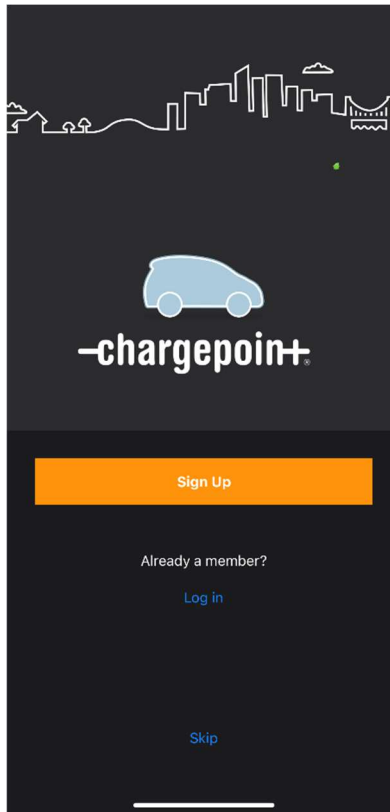
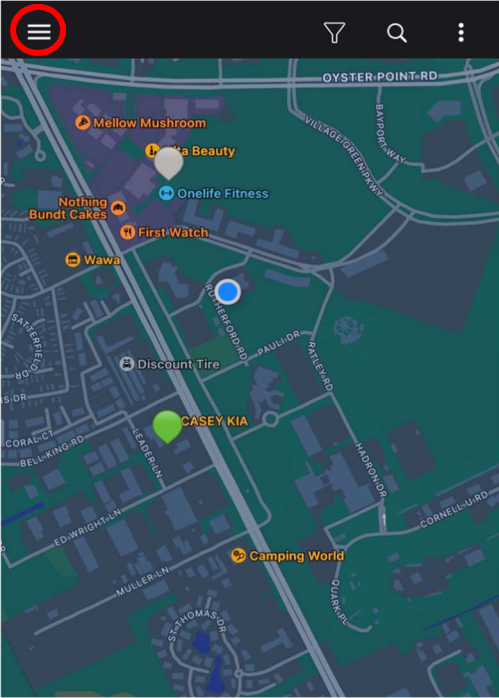


## Visitor ChargePoint Registration Manual

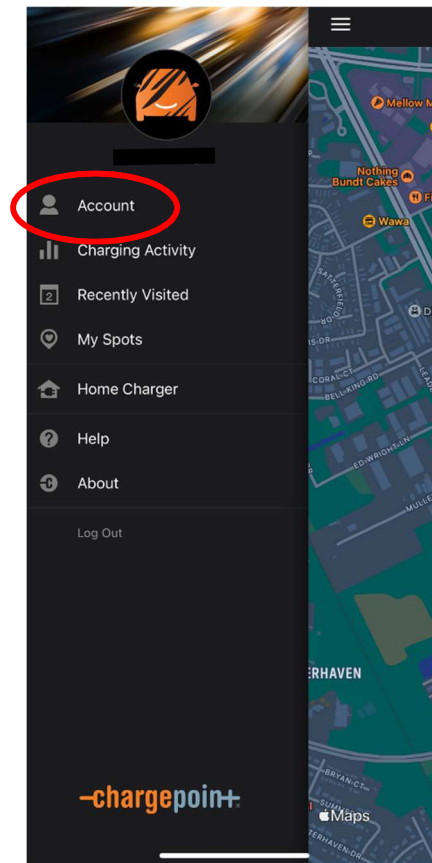
To utilize the on-site charging stations managed by ChargePoint, drivers will need to first download the ChargePoint mobile application onto their iOS or Android device. Once the mobile application is installed, sign in or create an account. Charging at Jefferson Lab will not be available without an account.

The image shows the sign-up form within the ChargePoint mobile application. At the top, there is a navigation bar with a back arrow on the left, the text "Sign Up" in the center, and a "Next" button on the right. Below the navigation bar is the ChargePoint logo. The form consists of several input fields: "Given Name", "Family Name", "Email", "Username", "Password" (with an eye icon for toggling visibility), "United States" (with a dropdown arrow and a small US flag icon), and "Postal Code". At the bottom of the form, there is a checkbox followed by the text "I understand and agree to the [ChargePoint Privacy Policy](#) and [Terms of Service](#)".

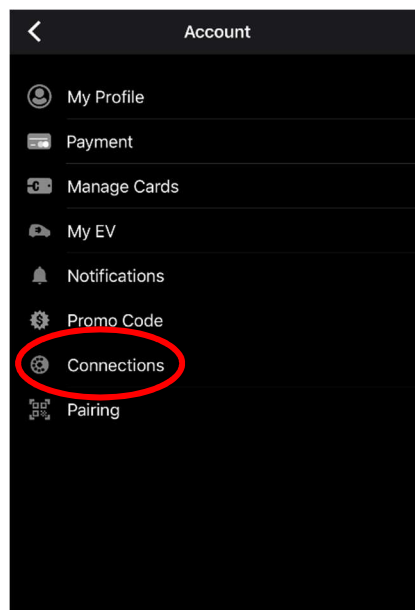
Once logged-in, a map showing your current location will appear. If at Jefferson Lab and logging in for the first time, no Jefferson Lab charging stations will be visible. To register for charging, select the three bars in the upper left corner of the application.



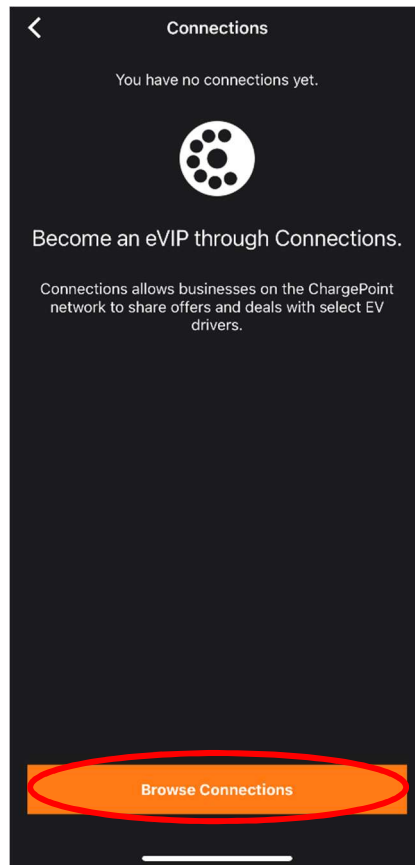
Next, select **Account**.



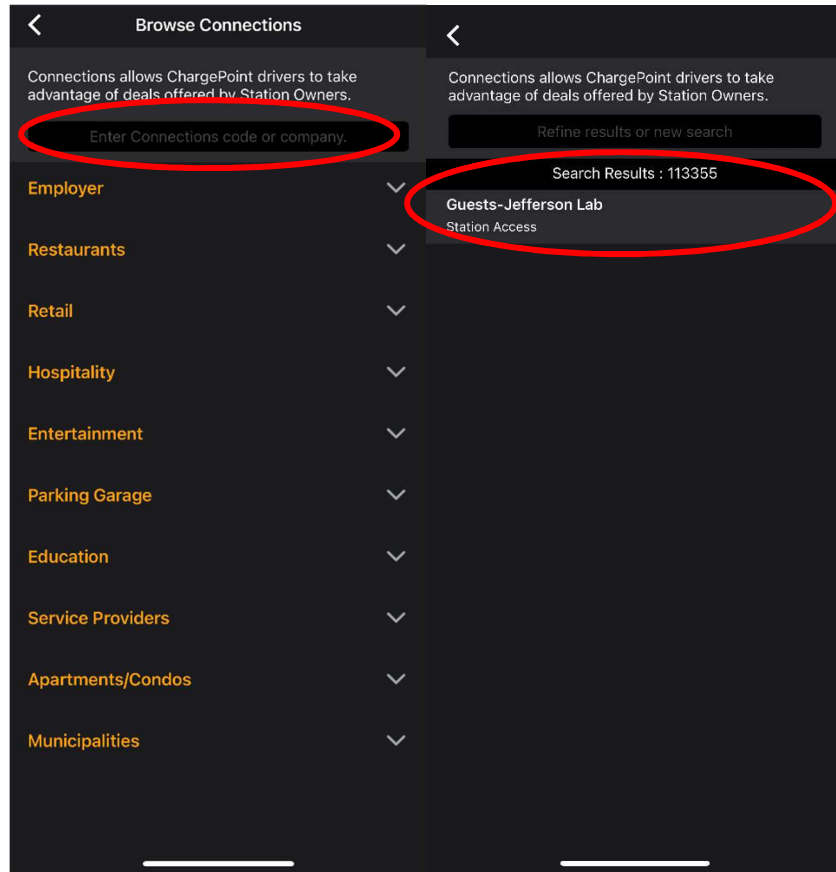
Then, select **Connections**.



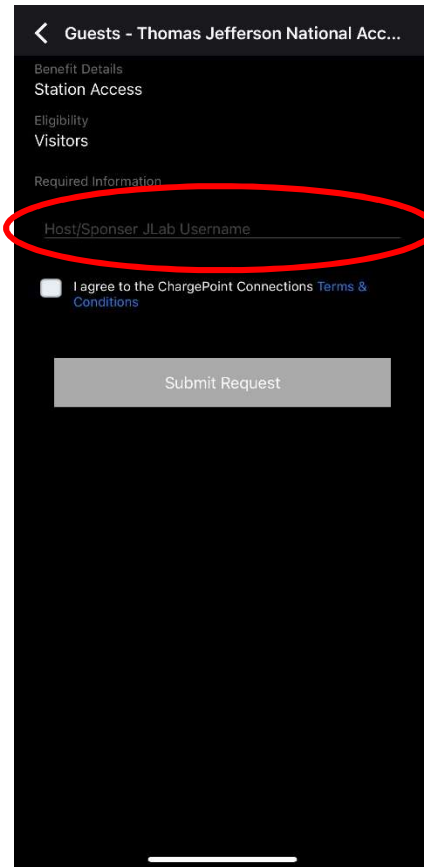
On the **Connections** tab, select **Browse Connections** at the bottom of the screen.



On the **Browse Connections** tab, enter the visitor connection code: **113355**. Select **Guest-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**.



The image shows a mobile application interface for a registration process. At the top, there is a back arrow and the text "Guests - Thomas Jefferson National Acc...". Below this, a list of menu items includes "Benefit Details", "Station Access", "Eligibility", "Visitors", and "Required Information". The "Required Information" section is highlighted with a red circle and contains a text input field labeled "Host/Sponsor JLab Username". Below the input field, there is a checkbox labeled "I agree to the ChargePoint Connections [Terms & Conditions](#)". At the bottom of the screen, there is a grey button labeled "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.

