



Congratulations!

Your electric vehicle charging station has been successfully installed and pinpointed.

What do I do next?

Your station is now operational but needs to be activated. *

1. Have you created your chargepoint account?
 - a. You should have received an email from ChargePoint instructing you to set up your account.
 - b. If you have not received this email :
 - i. Please check your Inbox and Spam folder.
 - ii. If you cannot find the email then please contact ChargePoint support at 1-877-850-4562
2. Now that your account is set up please check that rights have been granted to PlugIn Stations Online. (please see Granting Rights on the next page)
3. Please notify us (PlugIn Stations Online) when rights have been granted by emailing info@pisoev.com.
4. We will then proceed with the activation of your station and notify you when that process is complete.
5. If you need assistance with things such as setting pricing policy etc please contact ChargePoint support at 1-877-850-4562

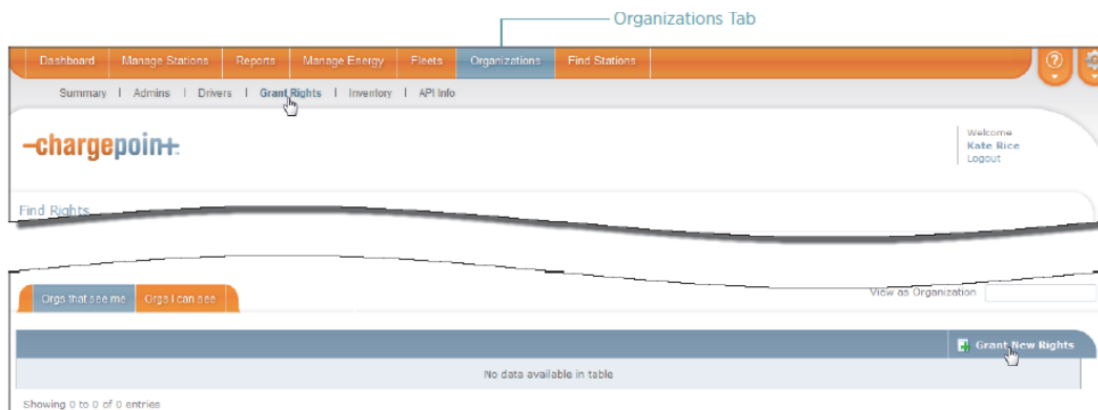
Thank you for working with PlugIn Stations Online.

* Until the station is activated you have 10 free grace sessions to test out your station and begin charging vehicles, however you cannot set any pricing during these 10 sessions., they will be free.

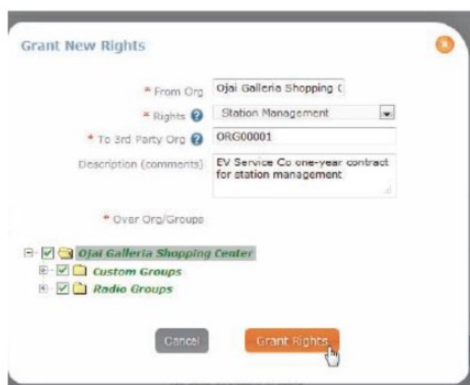
[Granting Rights to PlugIn Stations Online \(Org ID: 07057\)](#)

Watch the instructional video titled “**Allowing Third Parties to Manage Your Stations (Rights Granting).**” To access this video, log into ChargePoint and Choose **Videos and Manuals** from the Help menu.

1. Log into ChargePoint
2. Click on the **Organization** tab » click **Grant Rights** » click **Grant New Rights**.



3. You are now ready to complete the Grant New Rights form:
 - Enter the Org name, if it hasn't already been entered for you.
 - From the **Rights** dropdown list, choose:
 - a. **Network Management**
 - In the **To 3rd Party org** field, enter **ORG07057**
 - Enter a description that reminds you why you are granting these rights, It's a good idea to include the full name of the organization somewhere in the description field.
 - Select the stations to which you want to grant rights. You can select individual stations, groups of stations (radio groups or custom groups), or all your stations.
 - Click **Grant Rights**.



The screenshot shows the 'Grant New Rights' form. The form fields are:

- From Org:** Ojai Galleria Shopping C
- Rights:** Station Management
- To 3rd Party Org:** ORG00001
- Description (comments):** EV Service Co. one-year contract for station management
- Over Org/Groups:**
 - Ojai Galleria Shopping Center
 - Custom Groups
 - Radio Groups

 At the bottom of the form, there are two buttons: 'Cancel' and 'Grant Rights' (highlighted with a mouse cursor).