

Charging Stations Procedures

Summary:

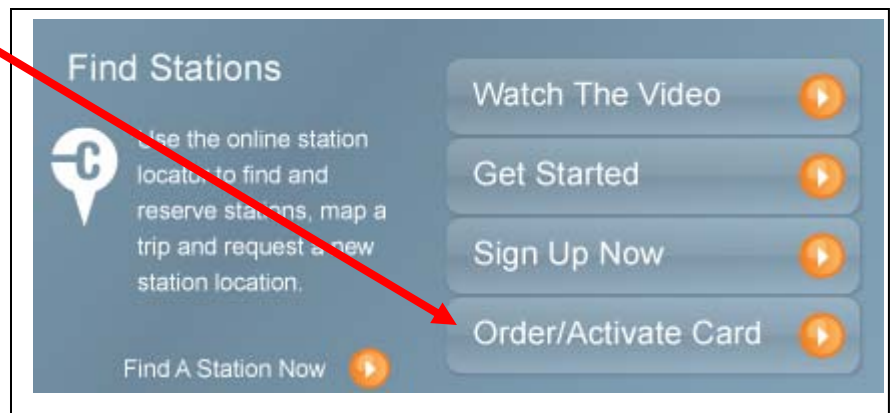
There are four charging stations available for community use. The cost of the charge stations are free, contingent upon grant funding. (As of November 13, 2012) This is expected to be for one year. If the grant funds are not awarded or used in its entirety, the rate will change to \$1.25 per hour for a maximum of 6 hours. After 6 hours, the charge station will shut off to allow use from other who would like to charge their vehicles.

Procedures:

1. Go to the Cashier's Office is SSV151 and obtain a "Charge Pass" also for free. If you already own a "Charge Pass", move to Step #7.

2. Go online to Charge Point: <http://www.chargepoint.com>

3. Click the Order/Activate Card button



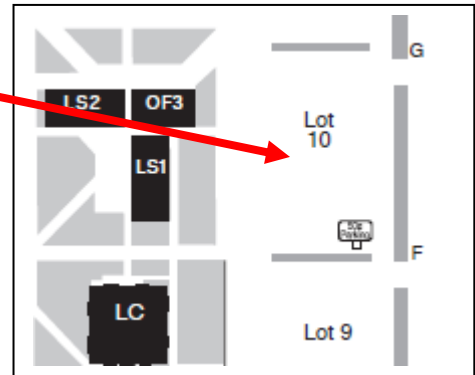
4. Click, New User, Sign Up button.



5. Read the terms and conditions, click the checkbox that says "I agree to the terms and conditions" and click next.

6. Fill out Steps 1, 2 & 3 to activate the card.

7. The charge stations are located in the solar panel parking lot 10, in between Avenue K & J-8 on 30th Street West.



8. Swipe your “charge pass” card over the dotted arch located on the station. The dotted arch should light up green and the screen should say that it is available for use. **Wait for this before attempting to remove the handle. After the dotted arch lights up green, remove the handle. You will not be able to remove the handle until authorization occurs.** Plug into your electric/hybrid vehicle and begin use. Use shall not exceed 6 hours in any one session to allow others to use the charging station.