

How to Sign-up for a ChargePoint Account:

1. Browse to <https://na.chargepoint.com/signup/profile>. This will open the following website:




Sign Up

<input type="text" value="Given name"/>	<input type="text" value="Family name"/>
<input type="text" value="Email"/>	
<input type="text" value="Username"/>	
<small>This is also your community name</small>	
<input type="text" value="Password"/>	
<input type="text" value="Postal Code"/>	<input type="text" value="United States"/>

I agree to the [Privacy Policy](#) and [Terms of Service](#).

Next

2. Enter your given name (first name), family name (last name), email, desired username and password, and postal code (zip code). Brookhaven's postal code is 02421.
3. Check the box to agree to the Privacy Policy and Terms of Service.
4. Click 'Next'.
5. On the next screen, enter your cell phone number for ChargePoint to verify your account and click 'Send'.

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Verify Account

What's your number?

We'll send you a code to verify your account

Back

Send

6. Enter the code that was texted.



Verify Account

What's the code?

Enter the code we sent to +1 [REDACTED]

Back

Verify

[Send it again](#)

- The next screen will ask for your payment information. You must enter a payment method in order to use the ChargePoint system.

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Add payment

Get ready to charge

We'll load your ChargePoint account with \$10 the first time you use a station with a fee (set by the owner).

Credit Card

MM/YY

CVV

02421

OR

 **PayPal**

[I have a Promo Code](#)

Next

- Once a payment method has been added, click 'Next'.

9. Select what method you want to use to interact with the charging station: the ChargePoint app or apply to ChargePoint for a card.

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How do you want to charge?

- With the app**
Use the ChargePoint app to start charging.
- I will use a ChargePoint Card**

Back

Next

10. On the next screen, enter the appropriate make, model, year, and color for your car and click 'Next'.



What are you driving?

Tell us what you drive. We'll estimate range and cost of charging.

Back

Next

[I don't have an EV](#)

11. On the next screen, choose your preferred notification method for when your car has finished charging. You can choose text message, email, neither, or both.

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Notifications

How should we let you know when you are done charging?

Text

Email

Back

Next

12. On the last screen, click 'Send Text' to receive a text message to download the ChargePoint app.
13. You can now access your account through the ChargePoint app or by logging into the ChargePoint website at <https://na.chargepoint.com/home>.

Connecting your Account to the Brookhaven Location

Step 1: Download ChargePoint Mobile App to your smart phone.

Follow the provided instructions to create a Chargepoint account. You will be asked to provide payment method (Credit Card, PayPal, or Apple Pay) when creating a new account. **NOTE: All charges to your account will come from ChargePoint, not Brookhaven.**

Step 2: You will need Brookhaven's connection code: EV97571

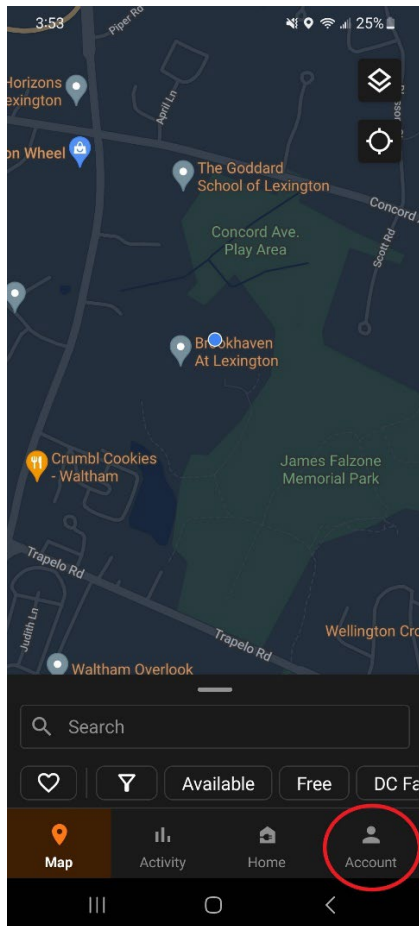
Step 3: Request a connection to the Brookhaven location using the Mobile App (see instructions on following pages). It may take 1-2 business days for your request to be approved.

Step 4: You will receive an email notification once the request has been approved.

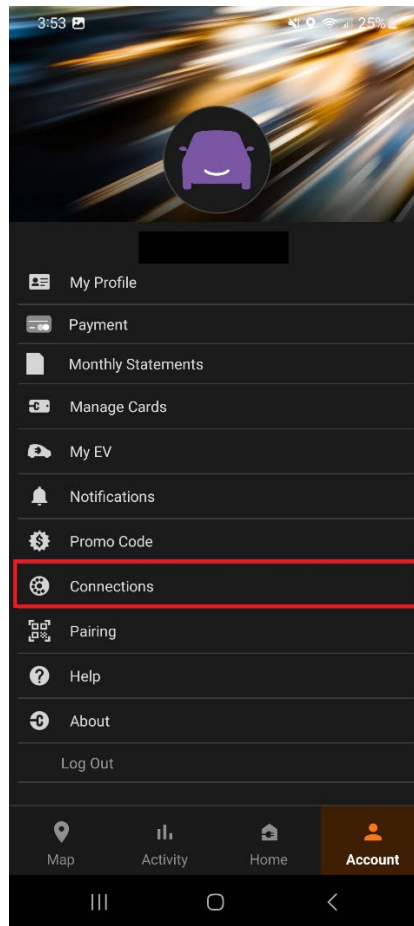
Step 5: Start charging using your mobile app.

How to Request a Connection

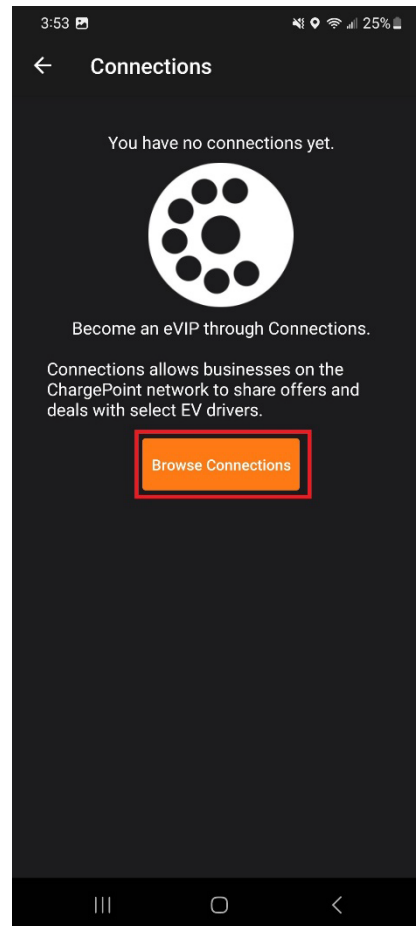
1. Tap 'Account'



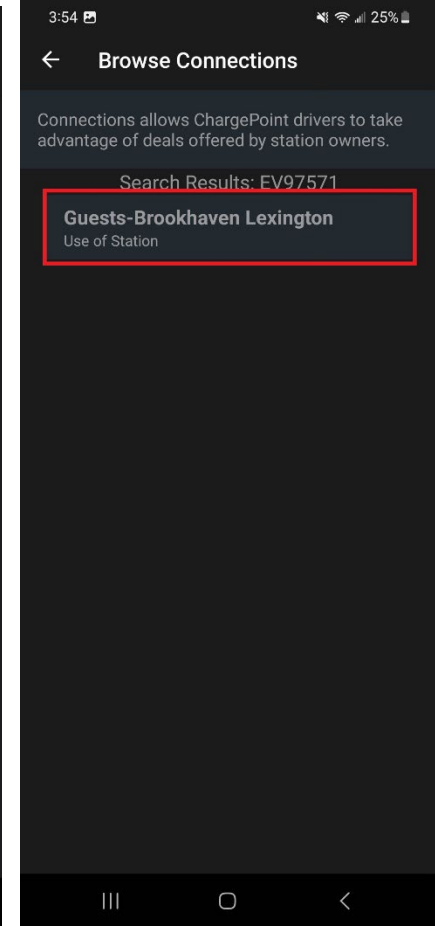
2. Select 'Connections'



3. 'Browse Connections'

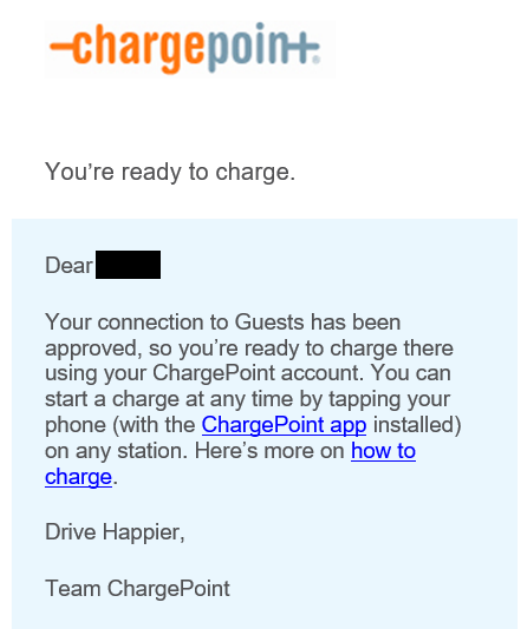
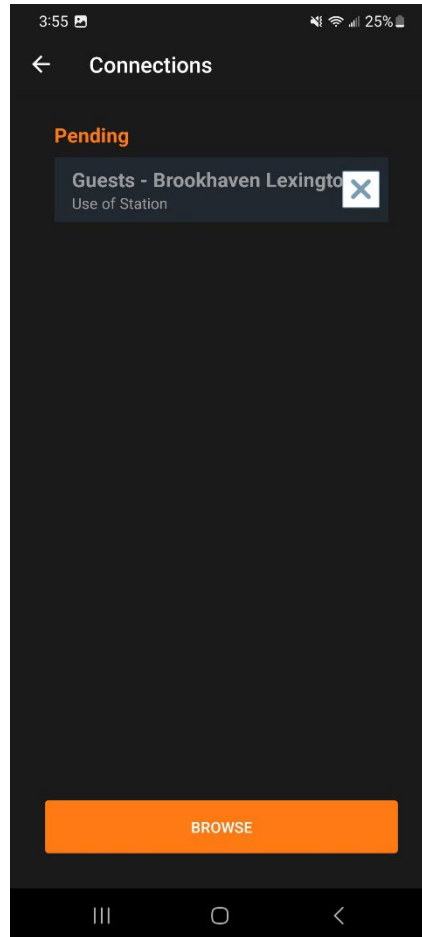
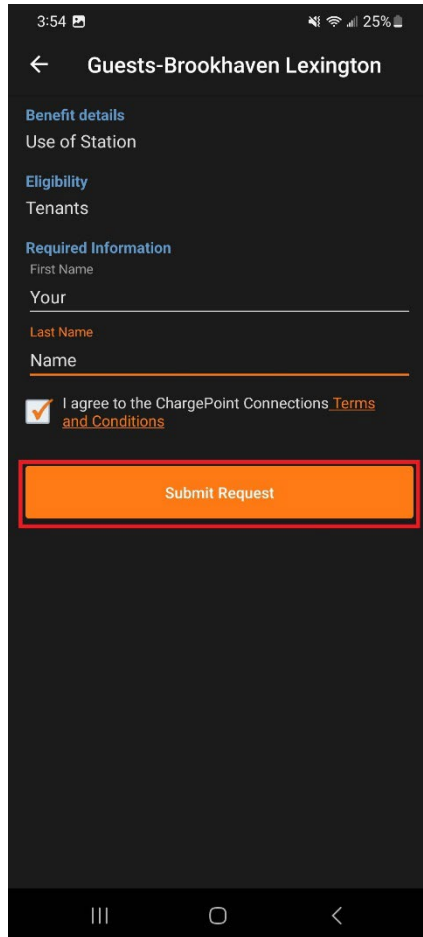


4. Enter "EV97571" and select Brookhaven



How to Request a Connection (Continued)

- 5. Enter the requested information
- 6. Your request will be approved within 1-2 business days
- 7. You'll receive an email once approved



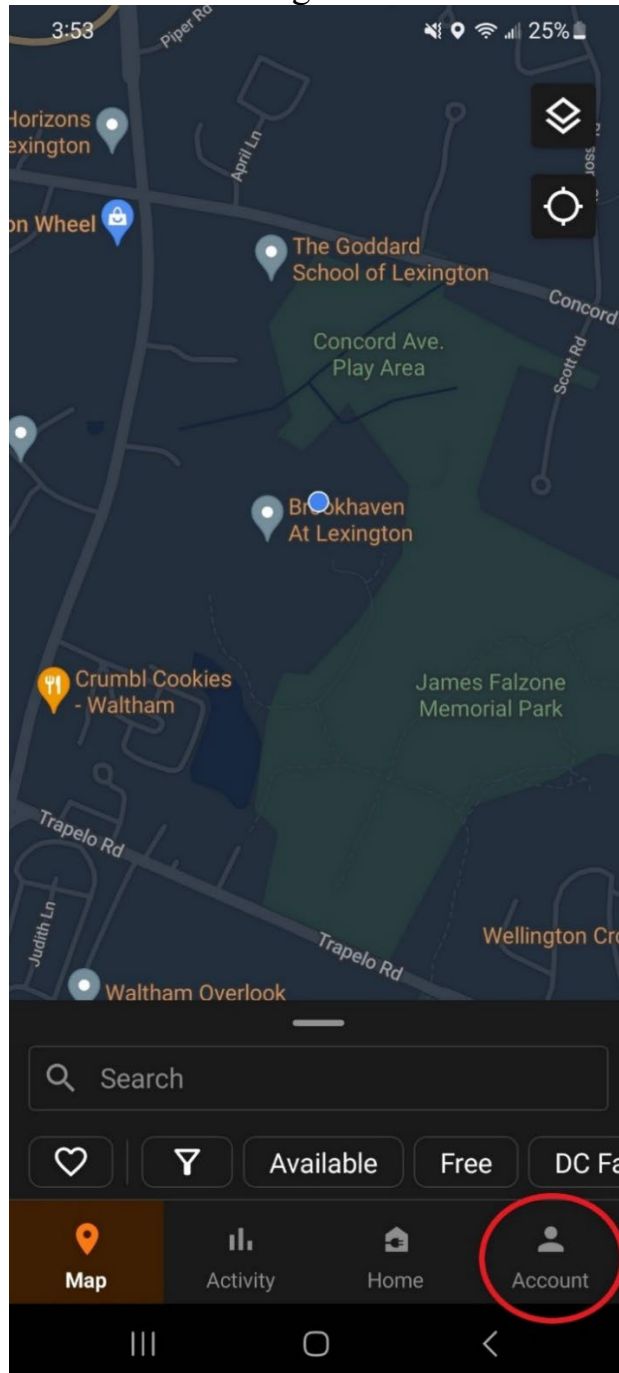
This is an auto-generated customer service email from ChargePoint, Inc. Do not reply to this message. If you have any questions, please contact [customer support](#).



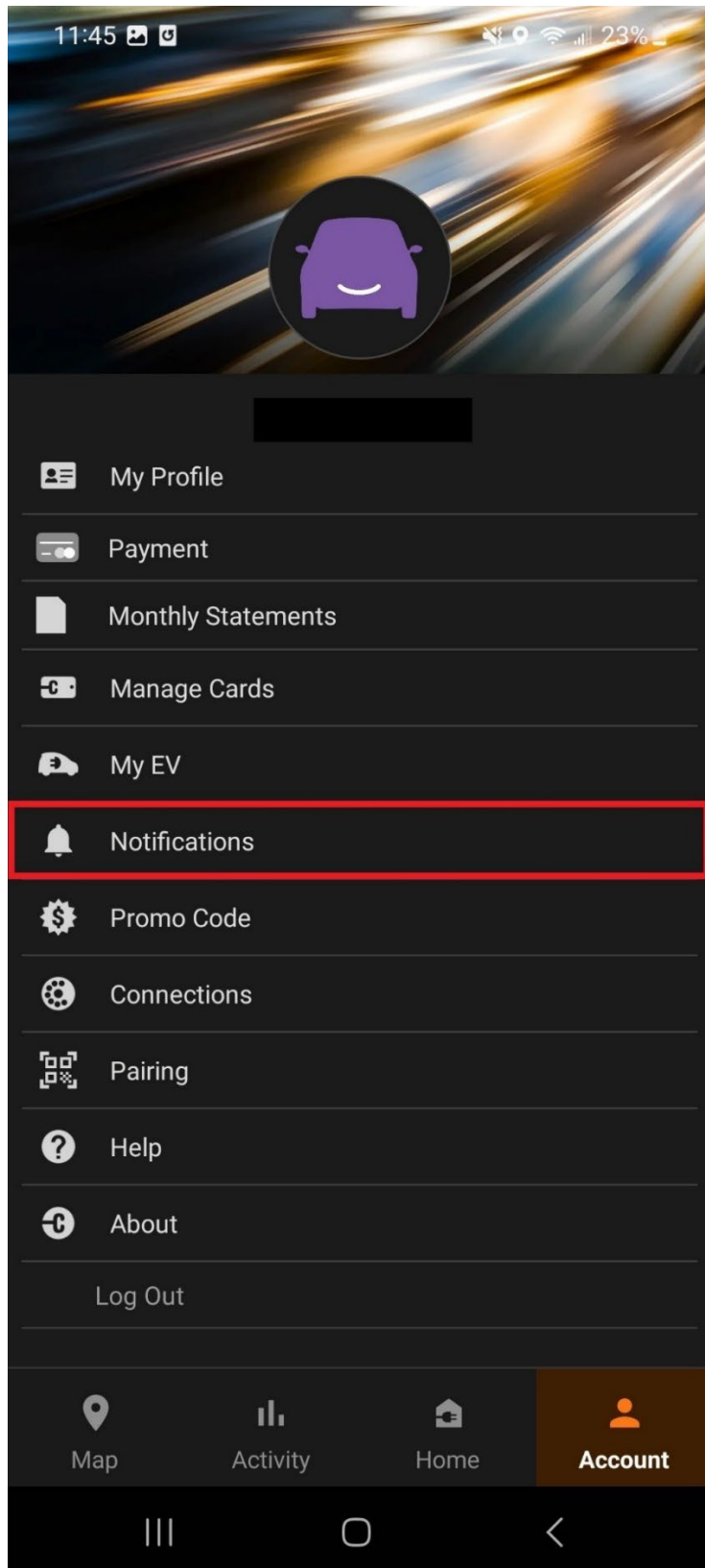
254 East Hacienda Avenue | Campbell, CA 95008 USA | © 2023 ChargePoint, Inc.

How You Will be Notified When Your Vehicle is Fully Charged:

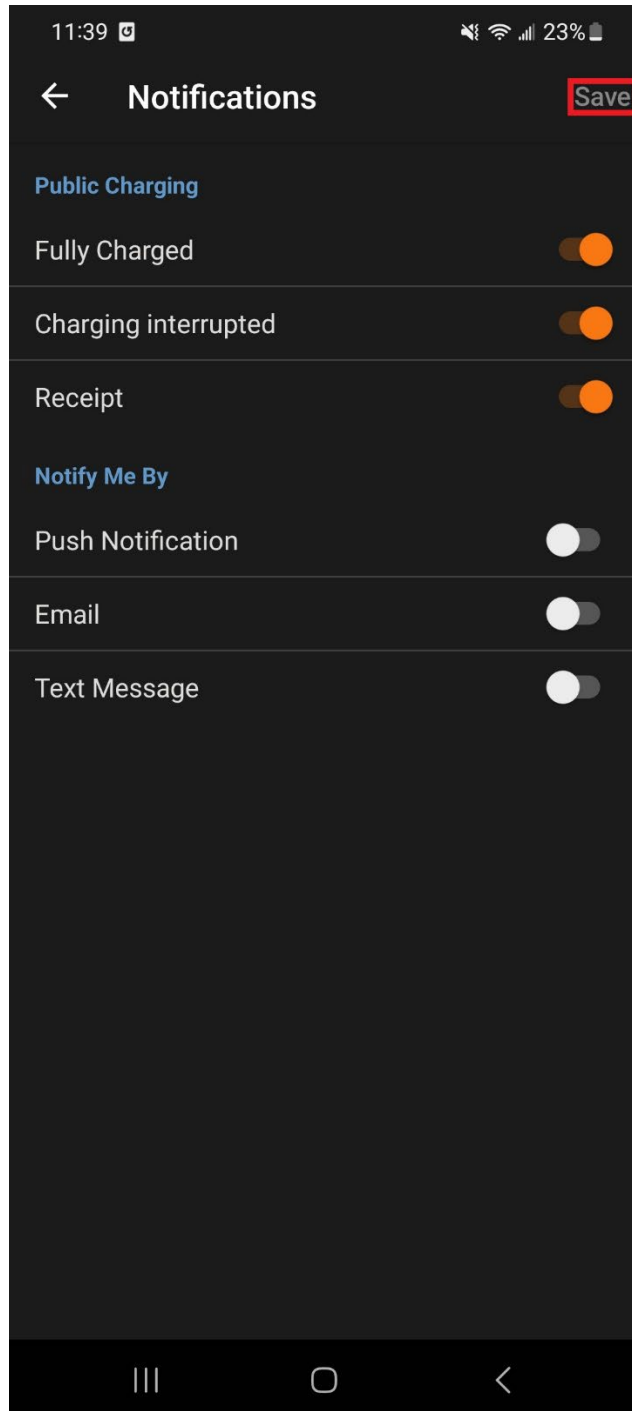
1. Open the ChargePoint app, and login if necessary.
2. Select 'Account' on the bottom right corner.



3. Select 'Notifications'.

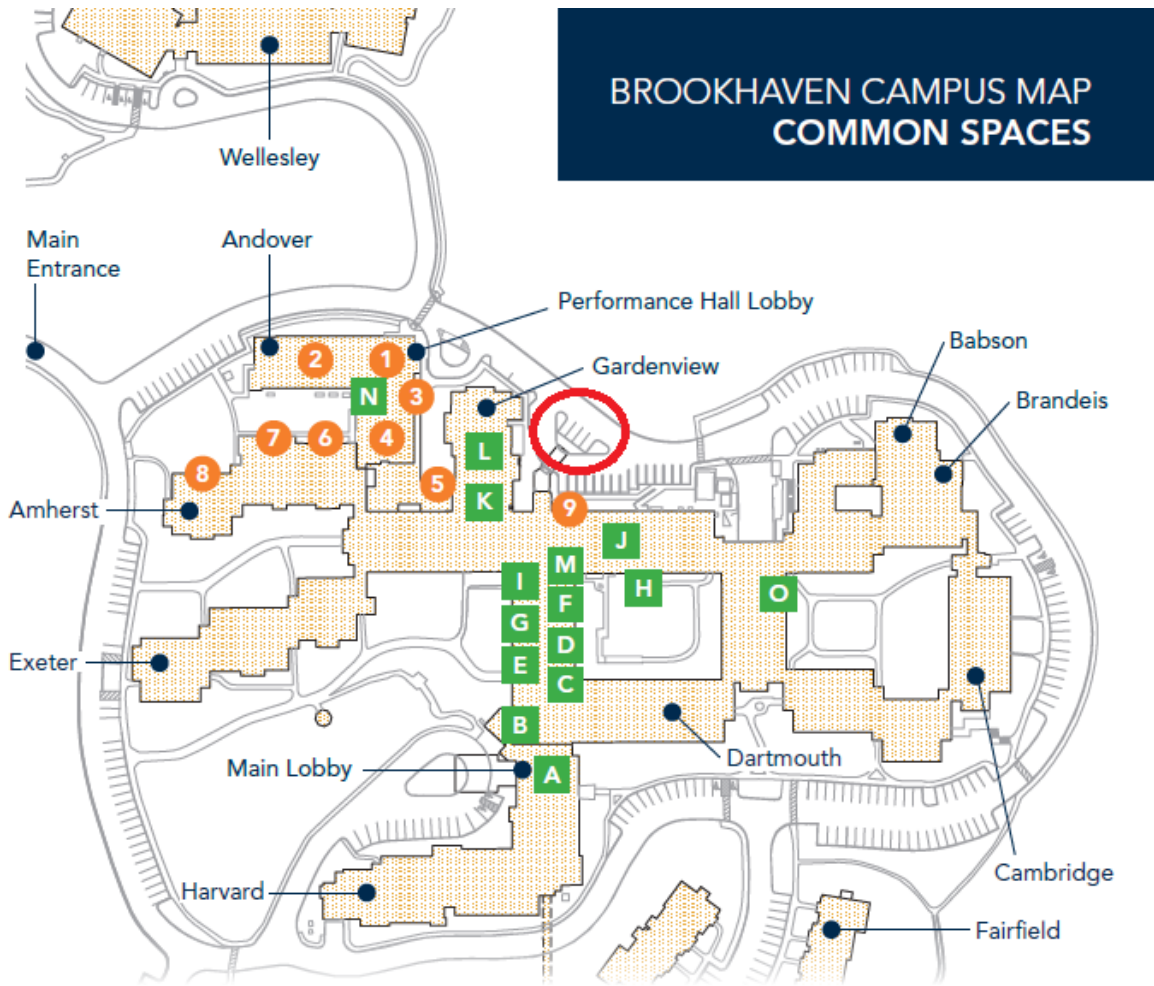


4. Modify the notification settings as desired and save. Enabling push notifications will allow notifications to appear on the device with the app installed. **NOTE: If 'Fully Charged' is not enabled, ChargePoint WILL NOT notify you when your car is completely charged.**



5. Tap 'Save'.

Resident Health Entrance ChargePoint Stations Location:



Level 1	
1	Performance Hall Lobby
2	Performance Hall
3	Loggia/Art Gallery
4	Pool
5	Garden Gallery
6	Art Studio
7	Learning Center
8	Salon & Spa at 1010
9	Resident Health

Level 2 (Main Level)	
A	Front Desk
B	Café
C	ATM
D	Country Store
E	Bistro
F	Library
G	Club Room
H	Greenhouse
I	Dining Lounge
J	Main Dining Room
K	Small Meeting Room
L	Large Meeting Room
M	Executive Offices
N	Fitness Center
O	Game Room

BROOKHAVEN
AT LEXINGTON

How to Obtain Support:

For general ChargePoint questions, and questions related to your ChargePoint account, please call ChargePoint's Toll Free Driver Assistance phone number: (888) 758-4389 (24 hours).

ChargePoint has also compiled a list of Frequently Asked Questions that can be accessed at <https://www.chargepoint.com/drivers/support-faq/>.

How You Will be Charged for Service:

ChargePoint functions on a credit system. The first time you use the Brookhaven location, or any location that charges a fee, ChargePoint will charge you \$10 and place it in your account. Station fees will be drawn against this balance.

During the first month of use, if your account balance falls below \$5, ChargePoint will automatically charge you an additional \$10.

After the first month of use, ChargePoint will calculate the average amount of service fees you pay per month, and when your account balance falls below \$5, ChargePoint will automatically charge you that amount.

As of February 2023, the service fee for the Brookhaven location is \$0.23 per Kilowatt-hour.