Connecting your Account to Charge at your Workplace

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

Follow the 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.

Step 2: You'll need a connection code from your Employer (Connection code: BNLChargepoint)

Contact your employer to get a ChargePoint connection code so you can access charging at your workplace. If your manager, Human Resources or Facilities department don't know the code, they need to log-in to the ChargePoint portal and find it there. If they are not sure how to do this, they can contact ChargePoint Support and ChargePoint will help them get access and show them how to use the Portal:
U.S. and Canada Toll Free: 1-877-850-4562
(Mon - Fri, 5 AM PST - 6 PM PST)

Step 3: Request a connection to your property using the Mobile App (see instructions on following pages)

Step 4: The designated company manager will need to approve your connection in the ChargePoint online portal.

Step 5: Charge using your mobile app (or network card once it arrives in the mail)

How to request a connection

1. Tap on menu icon

2. Select Account
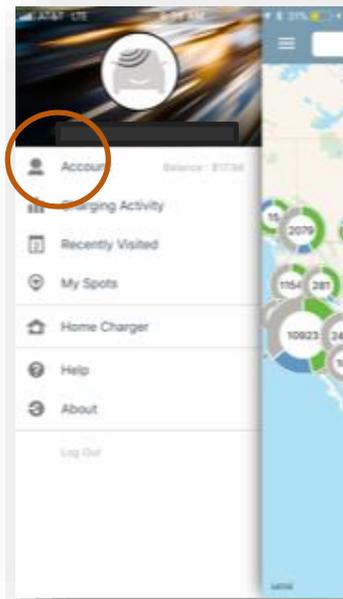
2. Select Connections

2. Select Browse

2
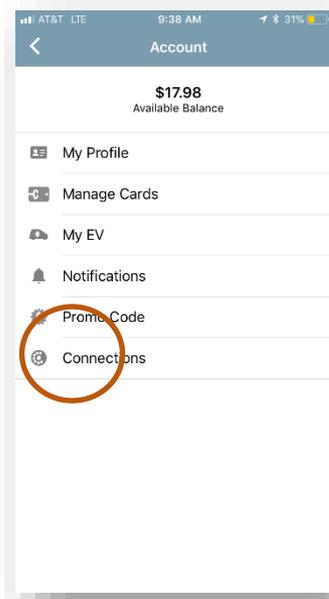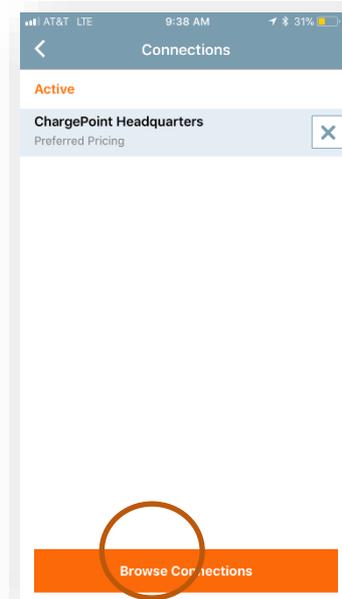
How to request a connection (continued)

5. Enter your Connection Code "BNLChargepoint"

6. Select your Workplace

7. Enter info requested (Employee ID, BNL email, License plate #)

8. You'll receive an email once your employer approves the connection.