



Creating an Account

Step 1:

Scan the following QR Code with your mobile camera.



This link will automatically re-route you to the ChargePoint browser where you will be required to create or log in to an account. You will be asked to provide a payment method (Credit Card, PayPal, Apple Pay, Google Pay) when creating.

You will then be added to the Chesterford Research Park Driver Group.

Your addition to the group will then be approved.

<https://chargepoint.app.link/n7oPePkFXPb>

ChargePoint App

Step 2:

1. If you do not have the ChargePoint app. Scan this link to download the app from the app store



2. Log in with the same credentials you created.

Step 3:

Scan the following QR Code with your mobile camera.



This link will automatically re-route you to the ChargePoint app where you will be able to see the where the charge points are located

<https://chargepoint.app.link/n7oPePkFXPb>



Waitlist Guide

Step 1:

Open the app to locate the Chesterford Research Park stations and click the pin for the spot where you want to charge.

Step 2:

If all the stations are busy, select the grey join waitlist bar from map view. Then hit the orange 'Join Waitlist' button.

Step 3:

You'll automatically be added to the waitlist for all Chesterford Stations.

Step 4:

Make sure that you've turned on notifications to get an update when a station becomes available.

Step 5:

When you get an alert that a space is free, accept the spot (you have 5 minutes to accept) and it will be reserved for you. Only accept the spot if you're ready to move your car straight away because the spot will only be reserved for 15 minutes.

Step 6:

If you're busy, hit 'snooze' to let the next person have the spot and keep your place in the queue. You can choose how long you would like to snooze. Only 2 opportunities are given to snooze.

Items to note

- Charging available to park tenants and visitors 24 hours a day once added to the Tenant or visitor Driver Groups.
- **Turn Notifications on:** ChargePoint will send you automated reminders when your car is fully charged or your slot on the waitlist is available.
- Charged at **45p per kWh** including VAT
- Charging receipts can be found on the ChargePoint app should these be required.