How to – Setting up a ChargePoint “Connection” via the app (pg 1) or online (pg 2-3) (iPhone interface pictured)

**STEPS**
1. Open ChargePoint app
2. Tap the three parallel bars
3. Tap Account
4. Tap Connections
5. Tap Browse Connections
6. Type Buffcharge in the box and Tap Go
8. Tap University of Colorado
9. Input license plate number, check the terms and conditions box and tap Submit request

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2. Tap parallel bars
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5. Tap Browse Connections
6. Type Buffcharge
   Tap Go
7. Tap University...
8. Add license plate #
   Check Terms box
   Click Submit Request

Status should say pending.
How to set up a ChargePoint “Connection” online

Step 1. Go to www.chargepoint.com, SIGN UP for a membership or LOG IN

Step 2. On the home page, click on the Connections tab

Step 3. Enter connection code Buffcharge (case sensitive) and click Apply
Step 4. Click **Request** (You will need your license plate number)

Step 5. Enter your **license plate** associated with your CU Parking permit, read and agree to the terms and conditions, and if so, click **Submit Request**

Your request will be submitted and if you are eligible (a CU permit holder), your request will be approved. Note, approval may take 24-48 hours.