


# Miami-Dade County ISD Parking Operations

## Guide for Utilization of Electric Vehicle (EV) Charging Stations

### Create an Account

1. To use the EV charging stations, you must have a **ChargePoint** (CP) account.
2. Create an account at <https://www.chargepoint.com/drivers/join/>
3. When setting up an account, a credit card must be utilized to pay for charging sessions (similar to a Sunpass account), request the free RFID card **and** make sure you enable text alert notifications.
4. Set up the ChargePoint app  on your phone.

### Charge an Electric Vehicle

1. Park your EV and open your charge port cap.
2. Open CP app and hit 'Start Charge' or tap your smart phone CP wallet app or tap your ChargePoint RFID card on the station and listen for the 'click' which unlocks connector.
3. After you hear a "click" lift Connector from holster by pushing button on the handle to lift it out.
4. Plug the connector into EV port to start charge. Make sure your EV indicator light is on.
5. Relax and go about your day. CP will send you (the EV owner) text alerts when battery is full so you can move your car. Make sure you have text alerts set up on your account.
6. When returning to your EV:
  - a. end session on app or by tapping phone or RFID card, **THEN**
  - b. unplug connector & put it back in the holster making sure connector locks!

***Now kindly move your car out of the EV charging space to make room for other EVs!***

**Courtesy rules!** This is a shared amenity so please be considerate to your fellow EV drivers in the building. The charging station software – text alerts, waitlist feature, etc. enable many EVs to easily share the amenity.

**Cost:** \$2.05/hour while charging. Once battery is full and after a 30-minute grace period, a charge of \$2.05/hour for idle time\* will be charged if the car is left blocking space. **\*Note:** Once car is fully charged, EV owner is sent series of texts alerts. **After 30 minutes**, idle time charges begin.

**WARNING:** It is illegal to park in an EV charging space unless you are charging an EV.  
***Violators are subject to towing.***

**Customer support:** First, follow onscreen guidance or this document. If an issue is still not resolved, call ChargePoint's 24-hour customer service line 888-758-4389.

Also refer to ChargePoint driver support: <https://www.chargepoint.com/drivers/support-faq/>