



HOW TO USE



FIRST-TIME SETUP

1. Download and install the PowerFlex app on your smartphone.



2. Launch the app and tap “Tap here to sign up!” to create your account.

NOTE: Drivers who use access-controlled charging stations (such as workplace chargers) must use their organizational email address.



3. Enter the Year, Make and Model of your primary EV. (See figure 1). This information will help PowerFlex optimize charging based on your vehicle's specifications, and will be saved for future charging sessions. You can add additional vehicles from Settings > My Vehicles.

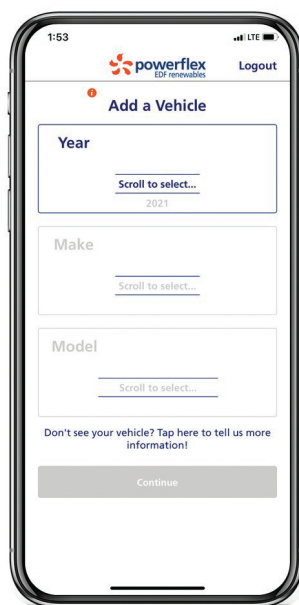


Figure 1

FIRST-TIME SETUP

4. charging session. You can update these settings Set your charging preferences for your typical later if your needs change. (See figure 2.)



5. Tap the gear icon at the lower right of the screen to reach the Settings page, and tap the banner that says “Please verify your email address.” (See figure 3.)

A code will be emailed to you to confirm your address in the app. If you don’t receive it after a few minutes, check your spam folder.

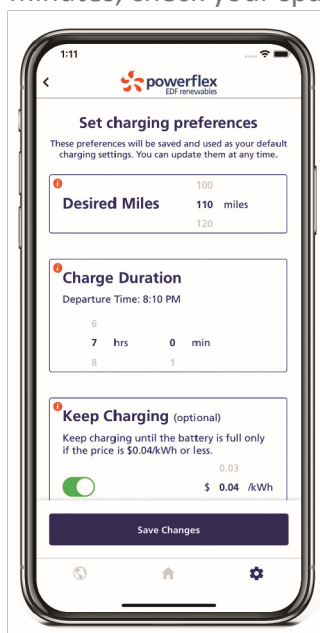


Figure 2

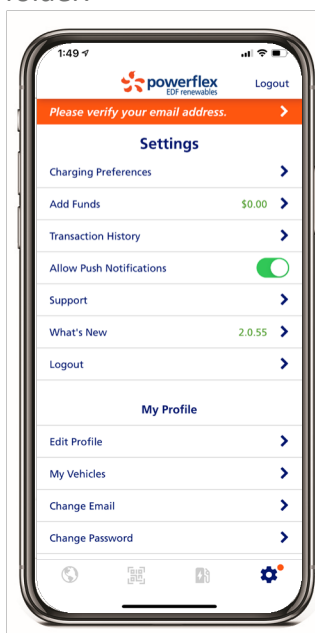


Figure 3

IMPORTANT: You must confirm your email before your first charging session.



ADDING FUNDS

STANDARD PAYMENT METHOD

1. Tap on the gear icon at the lower right of the screen. (See figure 4.)
2. Tap on Add Funds. (See figure 4.)
3. Enter an amount to add to your mobile wallet, choose a payment method and tap “Submit”.
Tap “Done” to return the Settings page.
(See figure 5.)

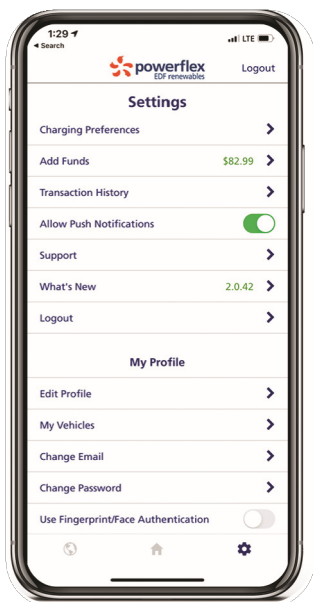


Figure 4

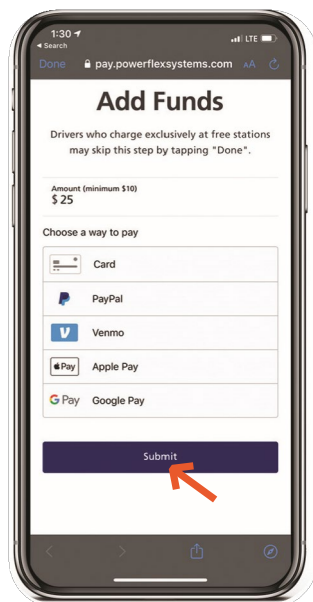
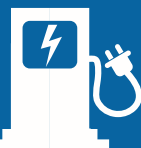


Figure 5

CHARGING YOUR CAR

1. Launch the PowerFlex app. From the Scanning Screen, verify the car selected is the car you wish to charge, then scan the QR code on the station.



(If your camera is not functioning, you can enter the QR code manually from this screen). (See figure 6.) **2.** Connect your vehicle to the charging station.

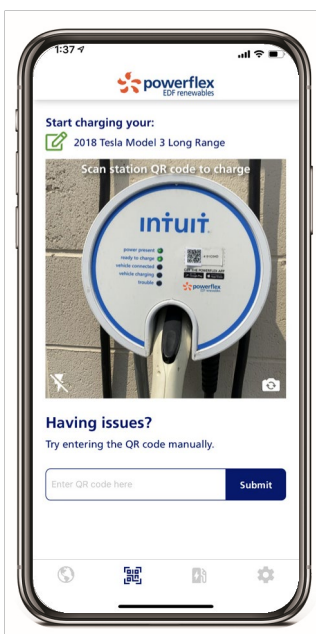



Figure 6



CHARGING YOUR CAR

1. Tap the **CHARGE** button in the top right corner of the screen.

2. Tap the **CHARGE** button in the top right corner of the screen.

3. Next, your charging session status screen will appear and charging will begin. (See figure 7.) Tap the Settings Adjustment icon  if you wish to adjust your charging settings from your previously saved preferences.

4. To end your charging session, simply unplug your vehicle.

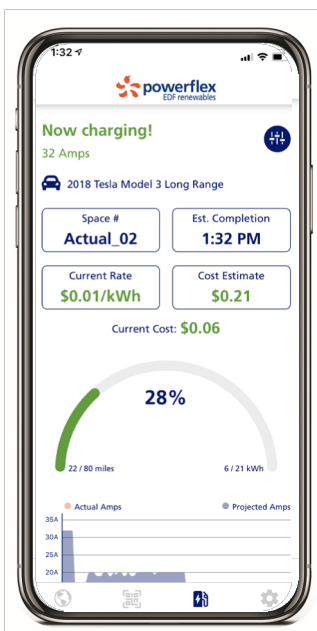


Figure 7

FLEET CHARGING

1. To charge a fleet vehicle, you must be signed into your PowerFlex account with your employee email.



When you're ready to charge the fleet vehicle,

2. make sure Fleet Mode switch is toggled ON (green).
(See figure 8.) NOTE: Drivers who only charge fleet vehicles will not see a Fleet Mode switch.

3. Next, scan the QR codes on both the vehicle you wish to charge *and* the charging station you will be using.

You may scan them in either order. The app will inform you of each successful scan. (See figure 9.)

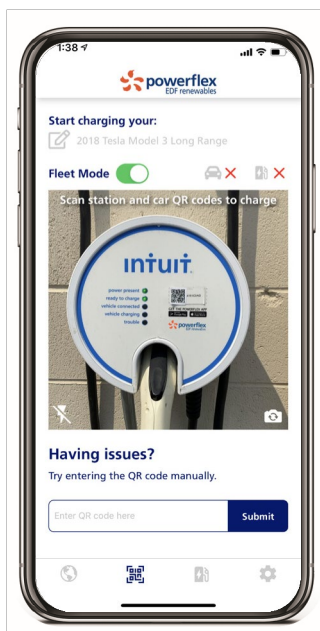


Figure 8

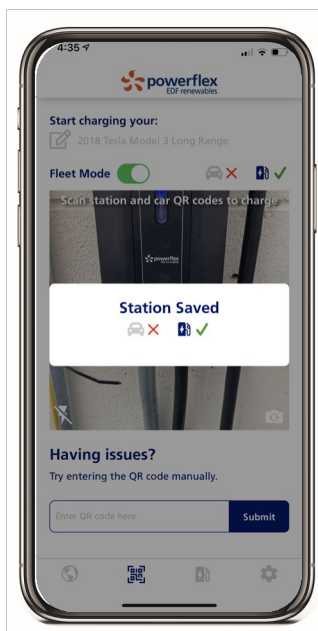


Figure 9

FLEET CHARGING

4. Your charge session will begin. To end your session, simply unplug your vehicle and return the charging handle to the station.



IMPORTANT: It is not necessary to use the “Add a Vehicle” feature to add any fleet vehicles to the app. PowerFlex will automatically acquire all necessary vehicle info from the scan of the vehicle’s QR code.

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