







# How to use ChargePoint Electric Vehicle Stations

## Get the ChargePoint App

The easiest way to find available stations, start charging and get updates when your EV is fully charged.

-  **Find Available Stations**  
See which stations are available to charge your EV
-  **Start Charging**  
Just hold your phone by the card reader on the station
-  **Get Notified**  
Receive notifications when your car is done charging, or when a station opens ups
-  **See Station Pictures**  
Easily find stations with photos submitted by other drivers
-  **Read Driver Tips**  
Get helpful advice from other drivers about charging at a particular station
-  **Connect ChargePoint Home**  
Schedule charging, set reminders, get notifications and track usage



Get signed up here: <https://www.chargepoint.com/drivers/mobile/>

---

## DOA Electric Vehicle Charging Station Use Policy

### Policy

Electric vehicle charging stations are available within select parking facilities owned by the Department of Administration. Currently, there are EV charging stations at the Hill Farms State Office Building, Department of Agriculture, Trade & Consumer Protection Building, and Department of Revenue Building. Employees and visitors that pay to park at DOA facilities may use these stations to charge their hybrid/electric vehicles. This policy defines the valid use of electrical charging stations operated by the Department of Administration.

A fee of \$0.30 per kWhr will be assessed by the ChargePoint system for use of the charging station. A vehicle must be in paid status while parking.

Ways to be in paid status:

1. Display a parking lot, carpool, disabled or department parking permit. (Permit must be valid in the lot at time of station use.)
2. Pay on exit at the gate or pay stations located in the facility.
3. Pay on exit with a department issued validation.

Vehicle is limited to four (4) hours parking in the charging station stall between 6 a.m. and midnight. Charging of electric vehicles is limited to charging station stalls only.

### **Restrictions**

- Electric vehicle charging station stalls may be closed for special event parking, maintenance and construction.
- Parking in electrical charging station stalls is restricted to vehicles actively charging.
- The Department of Administration assumes no responsibility or liability for damage to vehicles using the electrical charging stations.
- Customers may not use electrical outlets in parking facilities for personal vehicle charging except those designated for use by electric vehicles.

### **Related References**

[Capitol Police Parking Rules and Procedures](#)  
[DOA-8124 DOA Parking Permit Application](#)