FORT COLLINS UTILITIES · PEAK PARTNERS

Peak Partners EV Charger Program

Enrollment Process – ChargePoint Home Flex

Before you begin

Make sure your ChargePoint Home Flex is installed, powered, connected to the internet, and registered with your ChargePoint account. You will also need access to the email address associated with your Fort Collins Utilities electric account. **The same ChargePoint account must be used to complete the enrollment process.**

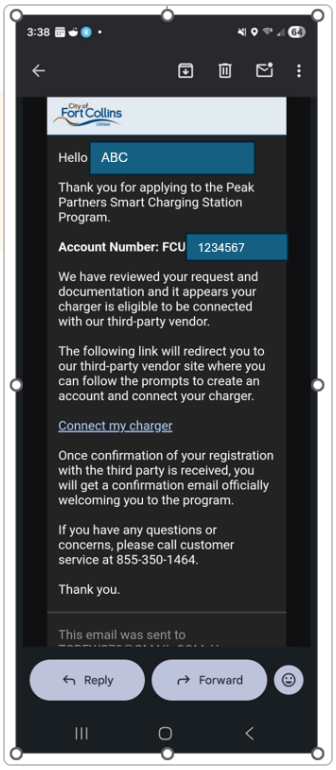
1 Call Peak Partners

Call Peak Partners at **855-350-1464** and let the representative know you want to enroll your ChargePoint Home Flex in the Peak Partners EV Charger Connect.

2 Look for the enrollment email

An enrollment email will be sent to the email address associated with your Fort Collins Utilities electric account.

> **Important:** Copy or write down the FCU “Program” Account Number shown in the email. It will look similar to **FCU0012345**. You will need this number during enrollment.



Example enrollment email.

3 Open the enrollment link

Click the **“Connect my charger”** link in the enrollment email and follow the prompts.

4 Sign in to the correct ChargePoint account

Open the enrollment link. When prompted, sign in using the same ChargePoint account that your ChargePoint Home Flex charger is registered to.

> **Important if enrolling from your phone:** Before clicking the enrollment link, make sure the ChargePoint app is installed and that you are already signed in to the same ChargePoint account associated with your Home Flex charger. The enrollment link may redirect you to the ChargePoint app to complete the process.

5 Enter the FCU Program Account Number

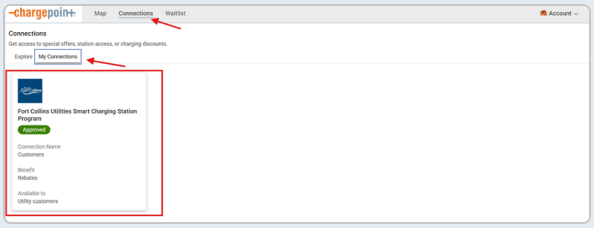
Enter the FCU Program Account Number from the enrollment email when prompted, then complete the authorization steps.

6 Confirm the connection

After enrollment is complete, confirm that the Fort Collins Utilities connection appears in your ChargePoint account.

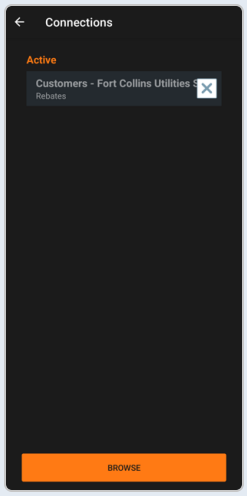
Using a web browser

Go to **Connections > My Connections** and look for the Fort Collins Utilities Smart Charging Station Program. The connection should show as approved/active.



Using the ChargePoint app

Open the ChargePoint app and go to **Account > Connections**. Confirm the Fort Collins Utilities connection appears under Active.



7 Enrollment complete

Once the connection is active, your enrollment is complete. Fort Collins Utilities/Itron will verify that your charger appears in the program platform.

Questions or enrollment issues? Call Peak Partners at **855-350-1464**.

Peak Partners is a Fort Collins Utilities program operated and facilitated by Itron.