



# PURCHASE ORDER TO FIRST CHARGE



# SHIPPING AND PHYSICAL INSTALLATION

Order is shipped, installed/powered up and SIM installation (if applicable)

1. Purchase Order
  - a. Stations and Hardware Shipped
  - b. SIM Card(s) Shipped or Pre-Installed in Charging Station
2. Physical Installation with Electric Contractor
  - a. Station Installed and Powered Up
3. Install SIM card
  - a. SIM installation documentation [HERE](#)
  - b. If ACDI assistance is needed, please let us know

# STATION OWNER FORMS AND REIMBURSEMENT

Gather Info for Site and Stations, Set up bank account reimbursement

These forms will gather the information necessary to set up the site and stations in the Admin Portal as well as set the customer up for reimbursement. This can be done prior to the station installation or in parallel, if deadlines have been established.

4. Fill out ACDI Energy Survey (will be provided in near future)
  - a. Bank Account reimbursement from EV Gateway.
    - i. There will be up to a 6% Payment Processing Transaction Fee included
5. Submit Nayax form (required only if a station was purchased with Nayax Credit card reader)
  - a. Bank Account reimbursement from Nayax
  - b. Nayax Serial Number required



# STATION COMMISSIONING AND CONFIGURATION

Update firmware on devices, configure stations in AES portal and AES portal walkthrough.

6. Connect station to Network
  - a. Setup Network Access
    - i. Verify communication to portal
    - ii. Connect to Wifi
    - iii. Hardwired
7. ACDI Energy Portal Configuration - to be completed by ACDI Engineer
  - a. Configure Site
  - b. Configure Stations
8. ACDI Energy Portal Walkthrough - finish device setup with Station Owner/Customer
  - a. Overview
  - b. Add additional site host users
  - c. Configure charging, parking, and costs.
  - d. Configure Driver groups
9. Ready to Charge!

For questions  
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