

Customer Instructions for EV Charging

Step 1 – Download the Monta App

Download the Monta App

Icon:



Play store link:

https://play.google.com/store/apps/details?id=com.montaapp.monta&hl=en_GB&gl=US&pli=1

Apple store link:

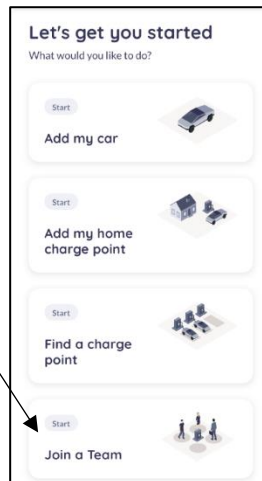
<https://apps.apple.com/us/app/monta-ev-charging/id1535789146>

Step 2 – Create an Account

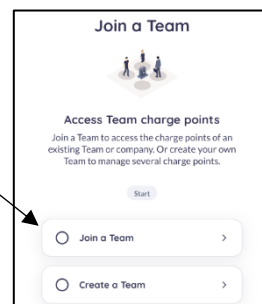
Open the app once it has downloaded and select 'Create New Account'. Follow the steps on screen to create your new account and when complete select 'I'm ready' and follow the steps and stop at 'Let's get you started' screen.

Step 3 – Join a Team

a. Select 'Join a Team'



b. Select 'Join a team' again



- c. Enter team code: **ricoh-cb-2998**
- d. Enter your first name
- e. Enter your surname with your Company name in brackets
- f. Select 'request to join'

Join a Team
Enter the join code from the Team to request membership

Team join code
E.g. 55AK592NAS

First name
Enter first name

Last name
Last name

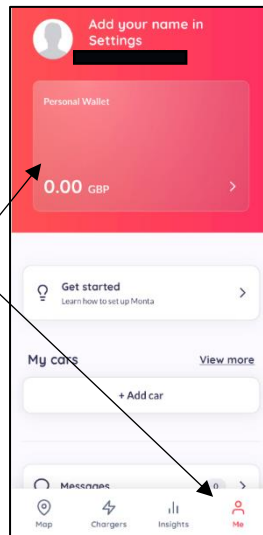
Add note (optional)
E.g. your address or company email

0/200

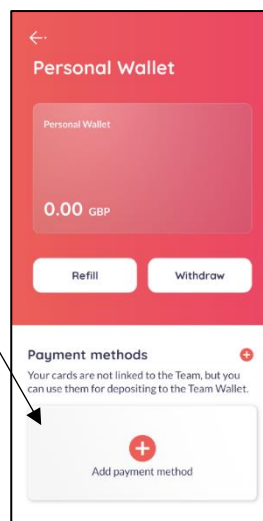
Request to join

Step 4 – Add Payment Method

- a. Select 'me' screen
- b. Click on 'Personal Wallet'

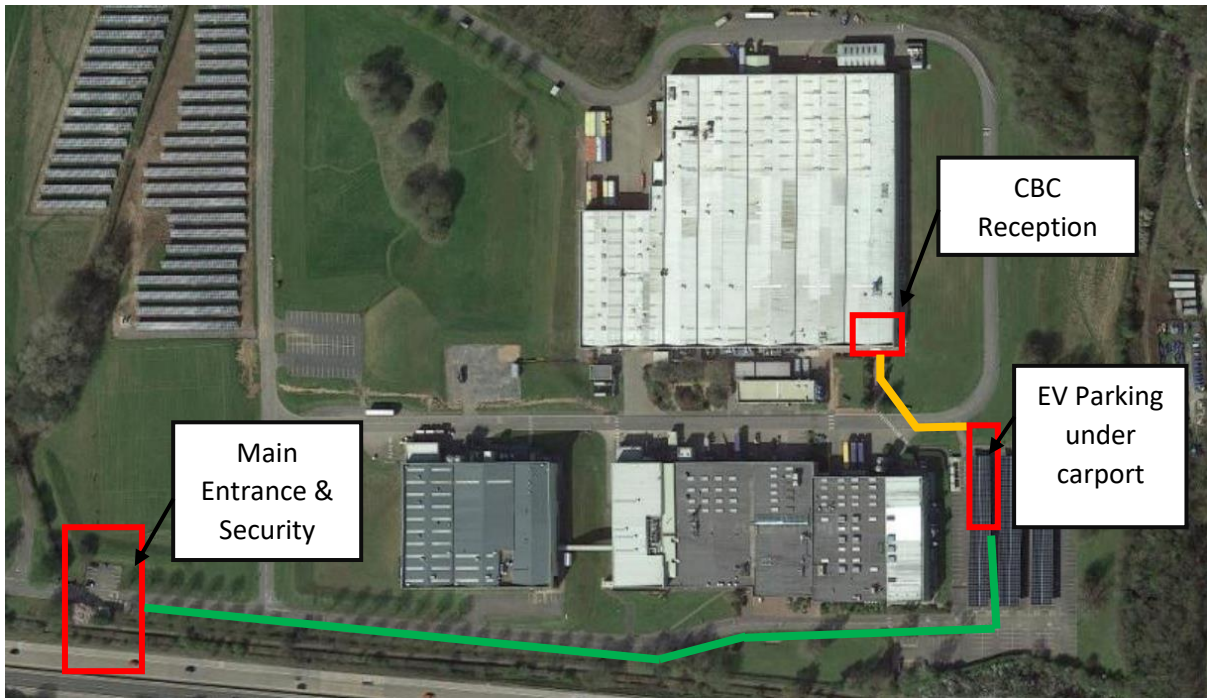


- c. Select 'Add payment method'
- d. Follow steps to add a card



Step 5 – Upon Arrival select parking bay

There are 4 EV charging points in the reserved CEC parking spaces located as shown in the below map.



Please park in a free EV Charging bay and plug in your car. Charging **WILL NOT** start as the charging point will be disabled.

Take note of the number on the EV Point.

Please report to CBC Reception to finish the process.