



EV CHARGER PROGRAM APPLICATION STEPS

- Call 1-413-308-1311 to speak with an EV Program analyst with any Questions.
 - Or: email questions to ev@mmwec.org
- Click [here](#) to download the Residential EV Scheduled Charging Program Agreement
 - Read, complete, and sign the Residential EV Scheduled Charging Program Agreement. It will be submitted later in the process.
- For EV's You will need to provide three documents to complete the enrollment form. PHEV's will need to provide four documents:
 1. Proof of Vehicle Ownership (Please provide a copy of the vehicle's registration as the proof of vehicle ownership.)
 2. A signed copy of the Residential EV Scheduled Charging Program Agreement
 3. A recent copy of your Chicopee Electric Light Bill
 4. **(PHEV only)** – Copy of receipt for purchase of [ChargePoint compatible level 2 charger](#)
- Complete the online enrollment form by clicking [here](#), selecting the proper enrollment tab, and supplying all required information
 - Or: Compile all required information and e-mail to ev@mmwec.org
- Following approval of your application, you will be able to schedule an electrician for charger installation at your home. You will need to hire an electrician, at your expense, to install the level 2 Charger.
 - For EV's:
 - Have your electrician pick up your free EV charger from CEL at 725 Front Street.
 - For PHEV's:
 - You will need to purchase your own [ChargePoint level 2 compatible charger](#).
- Once installed, connect the charger to a home Wi-Fi system (responsibility of the customer, not CEL) and register the charger as part of the MuniHELPS EV Charging Program through the ChargePoint Connections App. Instructions for registration are included with the charger
- Monthly credits and one-time rebate will be started/issued after charger is registered and is communicating with the MuniHELPS EV Charging Program.
- Please be advised that some Tesla owners have reported issues after charger curtailment events due to certain Tesla settings that reduce charging when power fluctuations are detected or when the car is plugged in without power detected. If you experience this issue, please let us know via e-mail at ev@mmwec.org.