

# EvoCharge Network Site Owner Quick Start Guide

Account setup has been completed and a temporary password is in your welcome email. If you have not purchased a EvoCharge Network subscription, please contact us at [evochargesupport@phillipsandtemro.com](mailto:evochargesupport@phillipsandtemro.com)

1. Log in to [portal.evocharge.com](http://portal.evocharge.com)
2. Complete setup process of site owner account

*Note: If you have a Tier 3 subscription follow the additional step to set up a Stripe account, this will require bank account information to complete setup. When setup is complete, press submit so the information can be verified and linked to your account.*

3. Select the "Site Management" tab and create your site that the chargers will be connected. Each site requires its own subscription levels for the charging stations. Fill in all the requested information and then select "Save".

4. Select the "Technician Management" tab from the menu and create an account.

*Option: change the Technician Account's password, if desired.*

5. Provide the Technician login credentials, Site Name, and Technician Quick Start Guide to the installer. Once the chargers are linked to your specific site, you will have the ability to manage them through [portal.evocharge.com](http://portal.evocharge.com).

Still have questions? Email us at [evochargesupport@phillipsandtemro.com](mailto:evochargesupport@phillipsandtemro.com).