



# Electric Vehicle Etiquette

## Sign up for the Electric Vehicle DL

All users of the electric vehicle charging stations at Adobe are required to subscribe to the distribution list DL-Sea-EV Owners using the Identity and Access Management (IAM) Portal.

## Sign up to receive notifications

When signing up for your ChargePoint account, opt in to receive text or email notifications. The charging station will alert you when your car has completed charging or if the system encounters a problem.

## EV Spots for EVs

Internal combustion vehicles may not park in a spot designated for an electric vehicle, regardless of parking garage stall availability or frequency of the charging station use.

## No Nasty Notes

Electric car drivers should never leave nasty notes. Notes can be firm, but should be expressed in polite language.

## Charge Only When Necessary

Don't charge if you don't need to. Leave the spot free for another EV driver that might need the charge to safely complete his or her daily travels.

## Charge Up and Move On

Only occupy a charging spot while your car is being charged. As soon as the charging session is complete, be prepared to unplug and move your car as soon as possible, making way for a fellow EV driver.

## Don't Unplug

Do not unplug any car. This action will cause issues for other drivers, particularly with Waitlist. Waitlist allows the driver to report they've been unplugged so they don't lose their place in line; however the driver is inconvenienced.

## Safety First

Neatly wind the cord on its holder and tuck it in so people will not trip on any excess length or drive over it.

## ChargePoint Contact Information

If you are experiencing a problem at a ChargePoint station, please contact ChargePoint EV Driver Support at 1-888-758-4389 for immediate assistance. This number is displayed on the station.