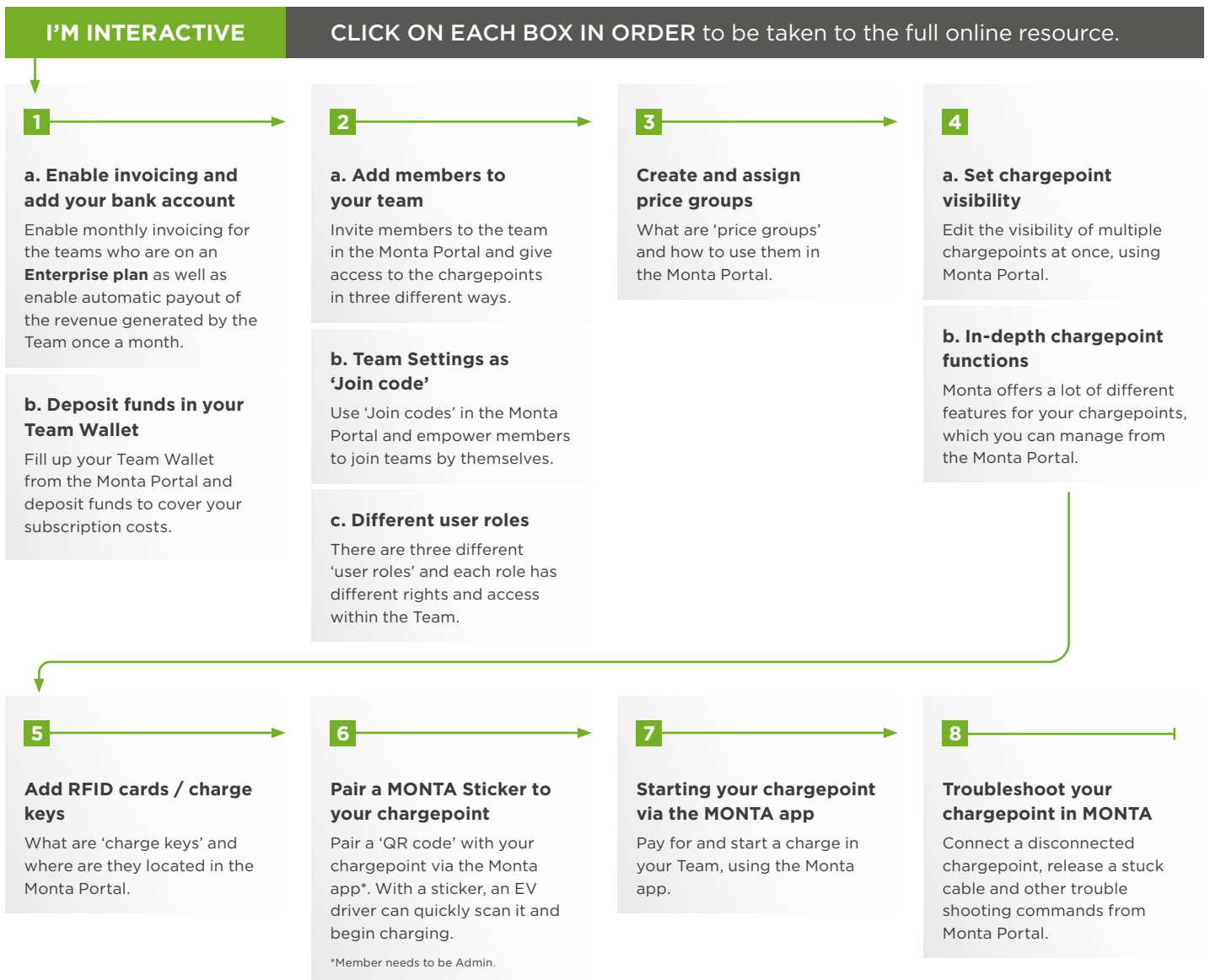ROLEC**EV**

Powered by

MONTA

MONTA BACK-OFFICE MANAGEMENT SUITE FOR ENTERPRISE TEAM PLANS

Please follow this step-by-step guide to configure, manage, and monitor your chargepoint.

I'M INTERACTIVE	CLICK ON EACH BOX IN ORDER to be taken to the full online resource.

1

a. Enable invoicing and add your bank account

Enable monthly invoicing for the teams who are on an **Enterprise plan** as well as enable automatic payout of the revenue generated by the Team once a month.

b. Deposit funds in your Team Wallet

Fill up your Team Wallet from the Monta Portal and deposit funds to cover your subscription costs.

2

a. Add members to your team

Invite members to the team in the Monta Portal and give access to the chargepoints in three different ways.

b. Team Settings as 'Join code'

Use 'Join codes' in the Monta Portal and empower members to join teams by themselves.

c. Different user roles

There are three different 'user roles' and each role has different rights and access within the Team.

3

Create and assign price groups

What are 'price groups' and how to use them in the Monta Portal.

4

a. Set chargepoint visibility

Edit the visibility of multiple chargepoints at once, using Monta Portal.

b. In-depth chargepoint functions

Monta offers a lot of different features for your chargepoints, which you can manage from the Monta Portal.

5

Add RFID cards / charge keys

What are 'charge keys' and where are they located in the Monta Portal.

6

Pair a MONTA Sticker to your chargepoint

Pair a 'QR code' with your chargepoint via the Monta app*. With a sticker, an EV driver can quickly scan it and begin charging.

*Member needs to be Admin.

7

Starting your chargepoint via the MONTA app

Pay for and start a charge in your Team, using the Monta app.

8

Troubleshoot your chargepoint in MONTA

Connect a disconnected chargepoint, release a stuck cable and other trouble shooting commands from Monta Portal.

Additional helpful MONTA resources

Academy
Access in the Monta Portal

Help Centre
monta.com/uk/help-center

Support
support@monta.com

Support (online chat or phone)
Access via the Monta App

Hardware support
e: technicalsupport@rolecserv.co.uk

Onboarding support
e: onboarding@rolecserv.co.uk