

# Create account and enter basic data - instructions for users

Would you like to use Eponet's billing solution?

This page describes the individual steps for creating your own account on the Eponet portal ([portal.eponet.ch](http://portal.eponet.ch)).

It describes account functions, how to add prepaid credit to your account, how to manage your RFID card(s) and how to withdraw your balance.

## Welcome to the Eponet portal!

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Create an account (free registration)

Please create your Eponet account with your email address by registering for free. You can register on the Eponet portal.

Please use the same email address that your administration or charging station operator/machine operator uses to communicate with you. If you use a different email address, please inform the operator, as they will invite you via email. If they do not know your account email address, you cannot be invited to your charging station/machine.

All information on how to create or delete an account or change your password is described in the Account Functions chapter of the book "The Eponet Portal".

## Top up balance / deposit money / withdraw money / minimum balance

In order to charge your vehicle or start a machine, you must have sufficient funds in your account. Under Settings > Finances, you can deposit money into your account free of charge via QR code payment slip.

All information on how to deposit and withdraw money, as well as the minimum balance, is described in the [Finance chapter](#) of the book "The Eponet Portal".

**As soon as your balance falls below CHF 50, for example CHF 49.80, you will no longer be able to start a charging process. So make sure you top up your balance in good time. The minimum balance for machine billing is lower (e.g. CHF 2 for washing machines).**

## Order RFID card(s) or RFID badge and add them to your account

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Everything you need to know about RFID cards/badges, how to order them from Eponet, add them to your account and manage them is described in [the chapter on RFID cards](#) in the book "The Eponet Portal".

## Get invited by the charging station operator/machine operator

After you have created your own account, deposited money and stored one or more Eponet RFID cards, you still need to be "invited" and accept this invitation.

Ask your provider/administrator to invite you to the charging station(s) or machine(s) using your email address. You will then receive an email informing you that you have a notification in your account.

The notification will tell you whether you are now ready to use the service or whether you still need to accept the invitation and share your RFID card(s).

## Charging without being invited – at Eponet charging stations with Eponet QR code

### Tip

If you have created an account, your balance is over CHF 50 and you have registered an RFID card, you can charge at any Eponet charging station that has been approved for "public charging" at the QR code price. You can recognise these charging stations by the Eponet QR code.

## Conclusion / Checklist

Want to make sure you've done everything right and can use your RFID card to charge your car or pay for machines? We've put together a quick checklist for you:

1. Have you created an account and topped up your balance? Please check under Settings > Finances to see if your balance is sufficient.
2. Have you added your RFID card(s) to your account and already been invited, or is your card shared? Please check in your account under RFID cards > shared to see if you can see your charging station and prices there. This function is described in the [chapter on RFID management](#).

If these points have been fulfilled, the onboarding process has been successfully completed.

## Use the Eponet Go app

You can log in to the [Eponet Go app](#) with the same account login details (your email address and password) and use it for many functions.

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