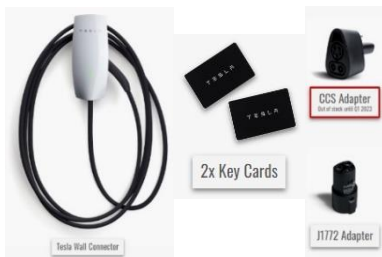


GSA Tesla Quick Guide

Setting Vehicles Up

Equipment included with the vehicle:

- 2 Keycards
- J1772 Adapter (To charge at non-Tesla stations)
- Tesla L2 Wall Connector
- WEX Card (For Maintenance Only)



Some equipment may not have arrived with your vehicle. It is on backorder, and your FSR will be in contact with you.

Operating Features

Tesla App functionality is currently unavailable. Please utilize the 2 keycards to operate this vehicle.

To **unlock the vehicle**, tap the keycard below the camera on the front driver side door.

Starting the Vehicle: Place the keycard in the center cup holders, press the brake, and put the vehicle in drive. Once in drive, you may remove the keycard.

Basic operating features are controlled within the touchscreen settings:

- Climate Controls
- Headlights
- Mirrors
- Etc.

Roadside Assistance

Within Business Hours (Mon - Fri 7AM to 8PM)

1. Call the MCC at 866-400-0411
2. Choose "Option 1" when prompted
3. Tell the MCC that you are requesting roadside assistance for a Tesla.
4. Have information below ready:
 1. VIN
 2. Exact current odometer reading
 3. Current Range of Vehicle

After-Hours

1. Contact the after-hours emergency toll free number, 866-WEX-4GSA.
2. A customer service representative will authorize any after-hours emergency services up to \$500.00.
3. On the next business day, contact the MCC or servicing Fleet Service Representative (FSR) to inform GSA Fleet of the vehicle location.

Charging

Tesla Superchargers

Access to Tesla Superchargers is included with GSA leased vehicles. Payment is automatically uploaded via GSA, so a WEX card is not necessary.

Idle Fees

Be aware of idle fees when charging at a Tesla Supercharger. Fees occur when at least 50% of the charging docks are utilized. To avoid idle fees, unplug your vehicle within 5 mins of it reaching maximum charge. Idle fees will be billed back to the customer.

ChargePoint Card

Guidance to utilize non-Tesla public charging stations can be found on the "[Electric Vehicle Charging Stations](#)" page of gsa.gov under the "Other Resources" menu.

Charging Levels

Level 1 Chargers

- 110/120V (Same as a standard household plug)
- Full charge in 40-50 hours

Level 2 Chargers

- 240V
- Full charge in 4-10 hours

Level 3 Chargers

- 480V
- Full charge in 20-60 minutes
- Tesla Superchargers and DC Fast Charger