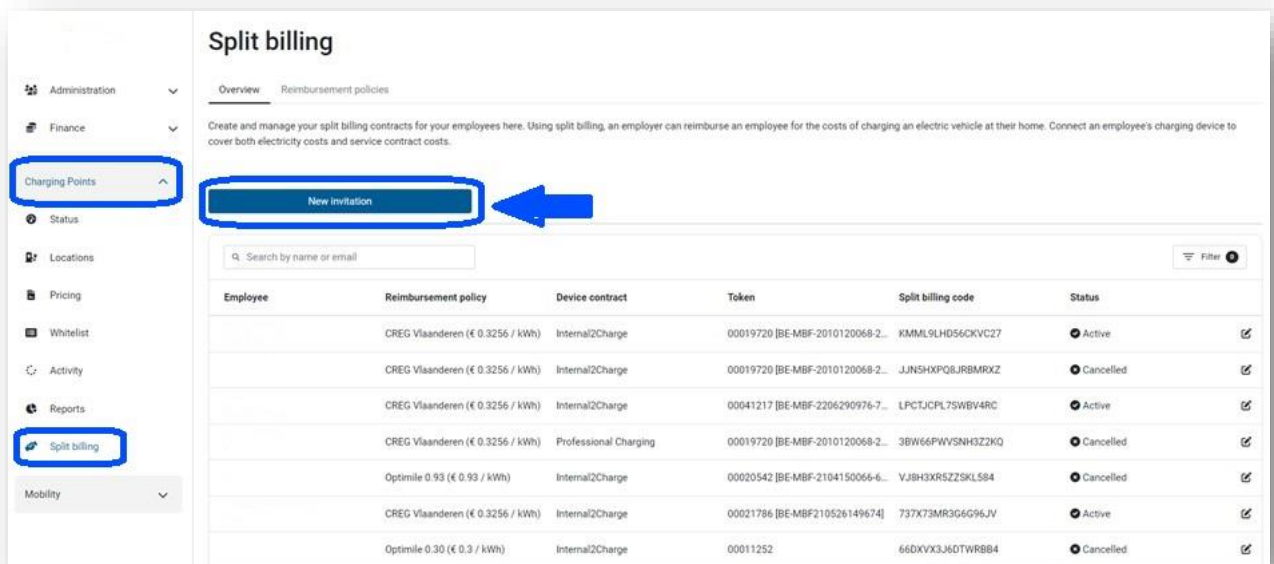


How to activate a split billing contract

1. Log in to your company account at <https://my.mobiflow.be/sp/customer> with your email address and password. In the left-hand column, click *Charging Points* > *Split Billing* and then 'New invitation'.



Split billing

Overview Reimbursement policies

Create and manage your split billing contracts for your employees here. Using split billing, an employer can reimburse an employee for the costs of charging an electric vehicle at their home. Connect an employee's charging device to cover both electricity costs and service contract costs.

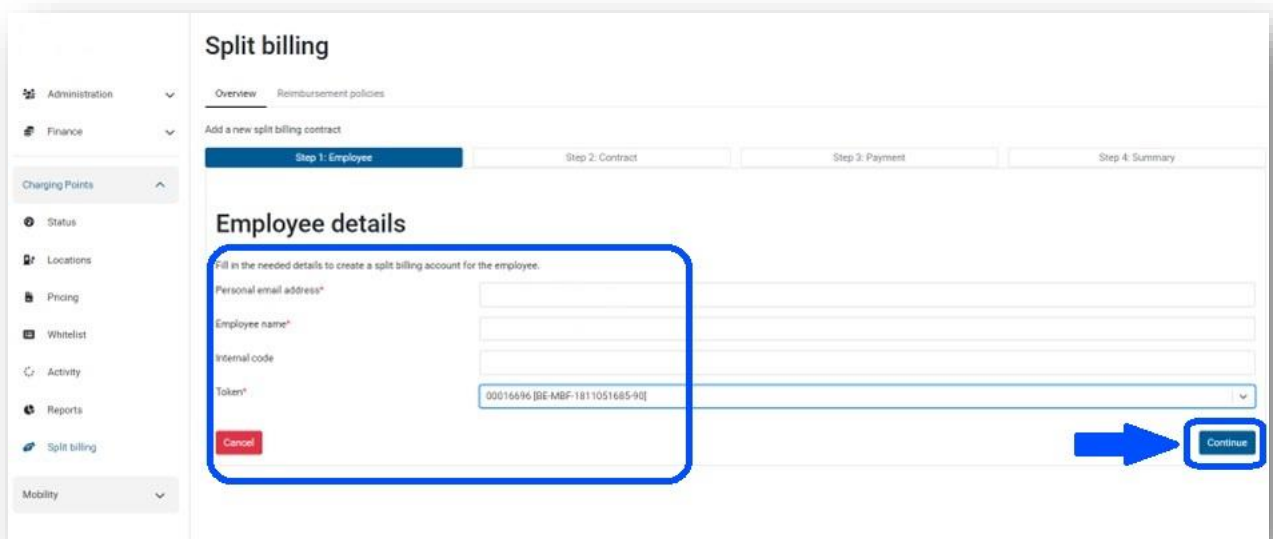
Charging Points

New invitation

Search by name or email

| Employee | Reimbursement policy | Device contract | Token | Split billing code | Status |
|----------|----------------------------------|-----------------------|----------------------------------|--------------------|-----------|
| | CREG Vlaanderen (€ 0.3256 / kWh) | Internal2Charge | 00019720 [BE-MBF-2010120068-2... | KMML9LHD56CKVCZ7 | Active |
| | CREG Vlaanderen (€ 0.3256 / kWh) | Internal2Charge | 00019720 [BE-MBF-2010120068-2... | JJN5HXPO8JRBMRXZ | Cancelled |
| | CREG Vlaanderen (€ 0.3256 / kWh) | Internal2Charge | 00041217 [BE-MBF-2206290976-7... | LPCTJCL75WBV4RC | Active |
| | CREG Vlaanderen (€ 0.3256 / kWh) | Professional Charging | 00019720 [BE-MBF-2010120068-2... | 3BW66FWVSNH3ZKQ | Cancelled |
| | Optimile 0.93 (€ 0.93 / kWh) | Internal2Charge | 00020542 [BE-MBF-2104150066-6... | VJ8H3XR5ZZSKL584 | Cancelled |
| | CREG Vlaanderen (€ 0.3256 / kWh) | Internal2Charge | 00021786 [BE-MBF210526149674] | 737X73MR3G4G96JV | Active |
| | Optimile 0.30 (€ 0.3 / kWh) | Internal2Charge | 00011252 | 66DXVX3J6DTWR8B4 | Cancelled |

2. Fill in all employee details, select the charging card number and click 'Continue'. Please note, always use the employee's PERSONAL e-mail address (private account).



Split billing

Overview Reimbursement policies

Add a new split billing contract

Step 1: Employee Step 2: Contract Step 3: Payment Step 4: Summary

Employee details

Fill in the needed details to create a split billing account for the employee.

Personal email address*

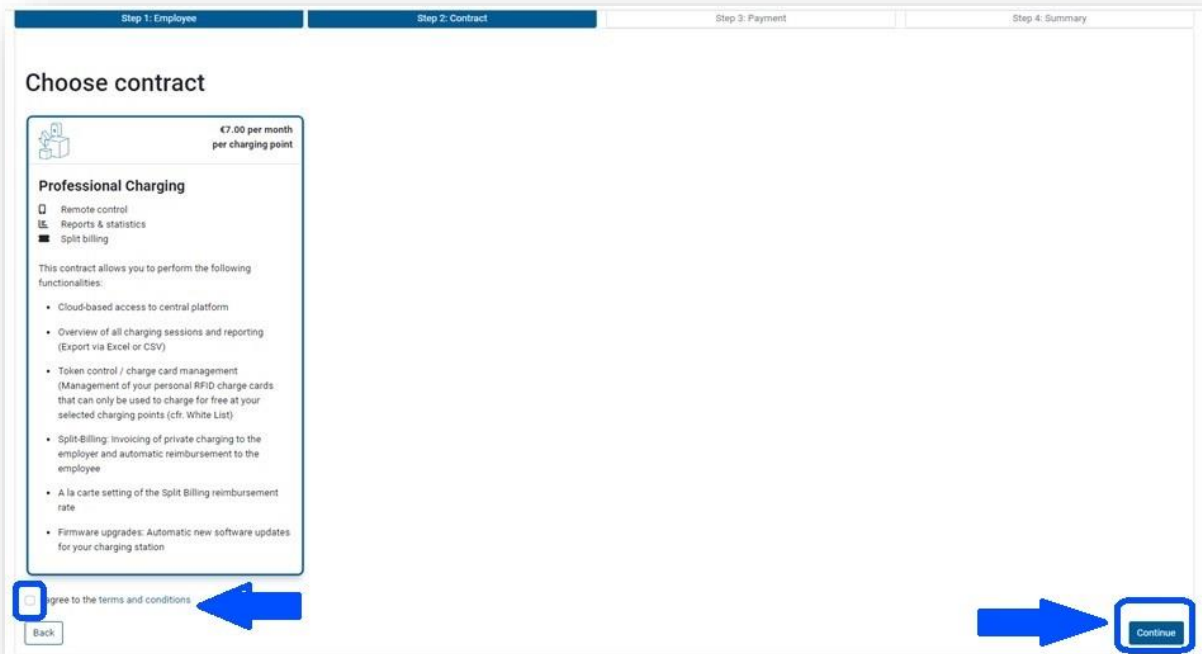
Employee name*

Internal code

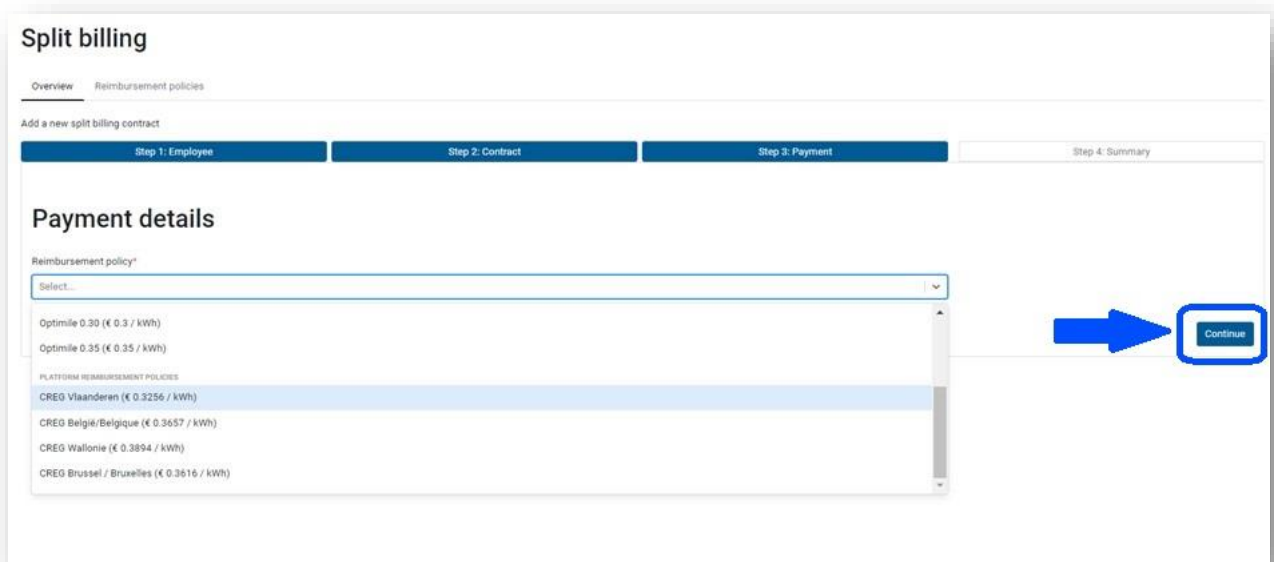
Token* 00016696 [BE-MBF-1811051685-90]

Cancel Continue

3. Select the 'Professional Charging' contract of €7.00/month/charge point and accept the general terms and conditions. Click 'Continue'.



4. Select a reimbursement policy (amount €/kWh reimbursed to the employee for the home charging sessions of his/her company car). Then click 'Continue'.



5. Check all the details and then click 'Confirm'. The employee will receive an e-mail inviting them to accept their Split Billing code and activate the contract.

Split billing

[Overview](#) [Reimbursement policies](#)

Create and manage your split billing contracts for your employees here. Using split billing, an employer can reimburse an employee for the costs of charging an electric vehicle at their home. Connect an employee's charging device to cover both electricity costs and service contract costs.

New invitation

Filter

| Employee | Reimbursement policy | Device contract | Token | Split billing code | Status | |
|-------------------|----------------------------------|-----------------------|---------------------------------|--------------------|---------|-------------------|
| Giovanni De Tandt | CREG Vlaanderen (€ 0.3256 / kWh) | Professional Charging | 00016696 [BE-MBF-1811051685-90] | W76C6K55VNNHF6RD | Pending | ✎ |

Showing 1 out of 1

[Export excel](#)