

How to activate a split billing contract

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

	Split billing	3					
Administration	Overview Reimburse	ement policies					
Finance	Create and manage your se cover both electricity costs	plit billing contracts for your employees here. Usin and service contract costs.	g split billing, an employer can n	eimburse an employee for the costs of chargi	ng an electric vehicle at their hon	ne. Connect an employee's	charging device to
ging Points							
Status							
Locations	Q. Search by name o	r email					₹ Filter O
Pricing	Employee	Reimbursement policy	Device contract	Token	Split billing code	Status	
Whitelist		CREG Vlaanderen (€ 0.3256 / kWh)	Internal/2Charge	00019720 [BE-MBF-2010120068-2	KMML9LHD56CKVC27	O Active	ß
Activity		CREG Vlaanderen (€ 0.3256 / kWh)	Internal2Charge	00019720 [BE-MBF-2010120068-2	JJN5HXPQ8JR8MRXZ	Cancelled	ß
Reports		CREG Vlaanderen (€ 0.3256 / KWh)	Internal2Charge	00041217 [BE-MBF-2206290976-7_	LPCTJCPL7SWBV4RC	Active	ß
Split billing		CREG Vlaanderen (€ 0.3256 / kWh)	Professional Charging	00019720 [BE-MBF-2010120068-2	3BW66PWV5NH3Z2KQ	• Cancelled	C
lity		Optimile 0.93 (€ 0.93 / kWh)	Internal2Charge	00020542 [BE-MBF-2104150066-6	VJ8H3XR5ZZSKL584	Cancelled	ß
		CREG Vlaanderen (€ 0.3256 / kWh)	Internal2Charge	00021786 [BE-MBF210526149674]	737X73MR3G6G96JV	O Active	Ľ
		Optimile 0.30 (€ 0.3 / kWh)	Internal2Charge	00011252	66DXVX3J6DTWR884	• Cancelled	S

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			
Administration	Add a new split billing contract			
Shanging Points	Step 1: Employee	Sitep 2: Contract	Step 3: Payment	Step 4: Summary
Status	Employee details			
Pricing	Fill in the needed details to create a split billing account for the Personal email address*	employee.		
Whitelist	Employee name ^k			
Activity	Token* 00	0016696 [BE-MBF-1811051685-90]		
Beports	Canoel			Continue
obility 🗸	<u> </u>			



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

Step 1: Employee	Step 2: Contract	Step 3: Payment	Step 4: Summary
noose contract			
(7.00 per month			
per charging point			
rofessional Charging			
Remote control			
Reports & statistics			
spirt billing			
his contract allows you to perform the following			
nctionalities:			
Cloud-based access to central platform			
 Overview of all charging sessions and reporting 			
(Export via Excel or CSV)			
 Token control / charge card management 			
(Management of your personal RFID charge cards			
that can only be used to charge for free at your relected charging points (cfr. White List)			
annene charging point (ch. mine car)			
 Split-Billing: Invoicing of private charging to the employer and automatic reimbursement to the 			
employee			
A la carte setting of the Split Billing reimbursement			
rate			
Firmware upgrades: Automatic new software updates			
for your charging station			
agree to the terms and conditions			
ck .			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'.

a new split billing contract			
Step 1: Employee	Step 2: Contract	Step 3: Payment	Step 4: Summary
Payment details			
Salact			
			and the second se
Optimile 0.30 (€ 0.3 / kWh)			Continue
Optimile 0.30 (€ 0.3 / kWh) Optimile 0.35 (€ 0.35 / kWh)			Continue
Optimile 0.30 (K 0.3.7 kWh) Optimile 0.35 (K 0.35 / kWh) PLATORIA REMARKSEMENT POLICIES			Continue
Optimile 0.30 (€ 0.37 / kWh) Optimile 0.35 (€ 0.35 / kWh) PLATOINI IRJANIJISSIANIT POLICIES CREO Vlaanderen (€ 0.3256 / kWh)			Continue
Optimile 0.30 (K 0.3 / KWh) Optimile 0.35 (K 0.35 / KWh) PLATIORM REMAINSMENT POLICIES CREG Vilaanderen (K 0.3256 / KWh) CREG Belgie/Belgique (K 0.3657 / KWh)			Continue
Optimile 0.33 (K 0.3 / KWh) Optimile 0.35 (K 0.35 / KWh) RLATIONA REMAINSEMENT FOLLOES CREG Vilaandeere (K 0.3256 / KWh) CREG Belgir/Ereligique (K 0.3657 / KWh) CREG Wallonie (K 0.3894 / KWh)			Continue

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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.

rview Reimbursement	policies					
e and manage your split billi ict costs.	ng contracts for your employees here. Using split bil	ing, an employer can reimburse an emp	loyee for the costs of charging an electric vehicle at	their home. Connect an employee's ch	arging device to cover both elect	ricity costs and service
New i	nvitation					Tetter O
mployee	Reimbursement policy	Device contract	Token	Split billing code	Status	
	CREG Vlaanderen (€ 0.3256 / kWh)	Professional Charging	00016696 [BE-MBF-1811051685-90]	W76C6K55VNNHF6RD	• Pending	ß
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