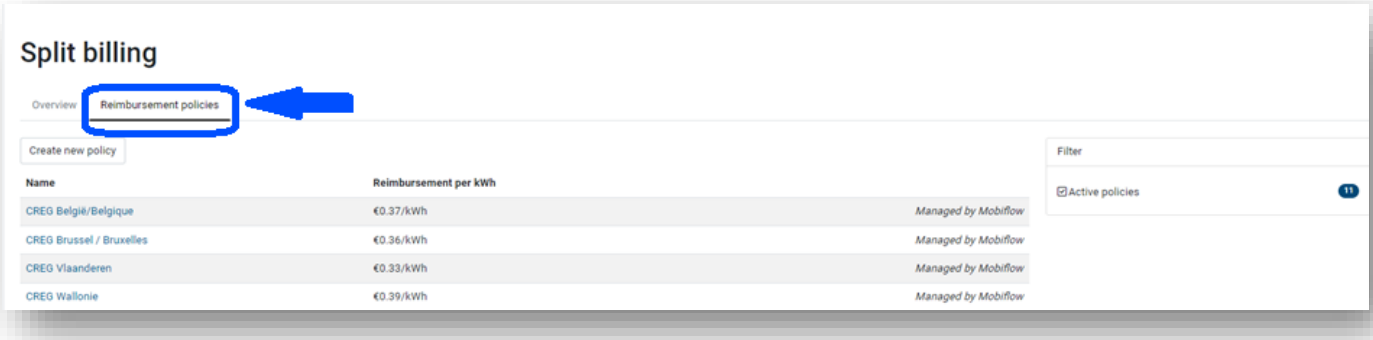
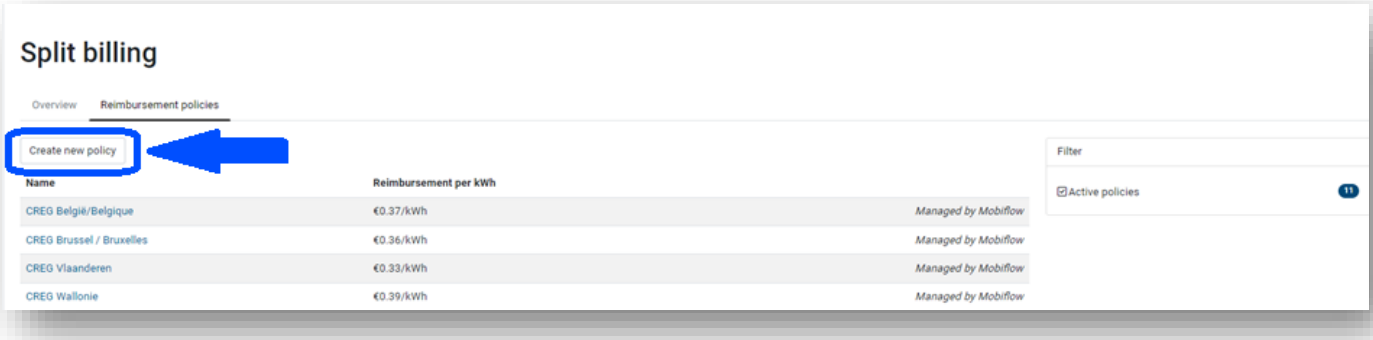
How to **create** a **split billing reimbursement policy**

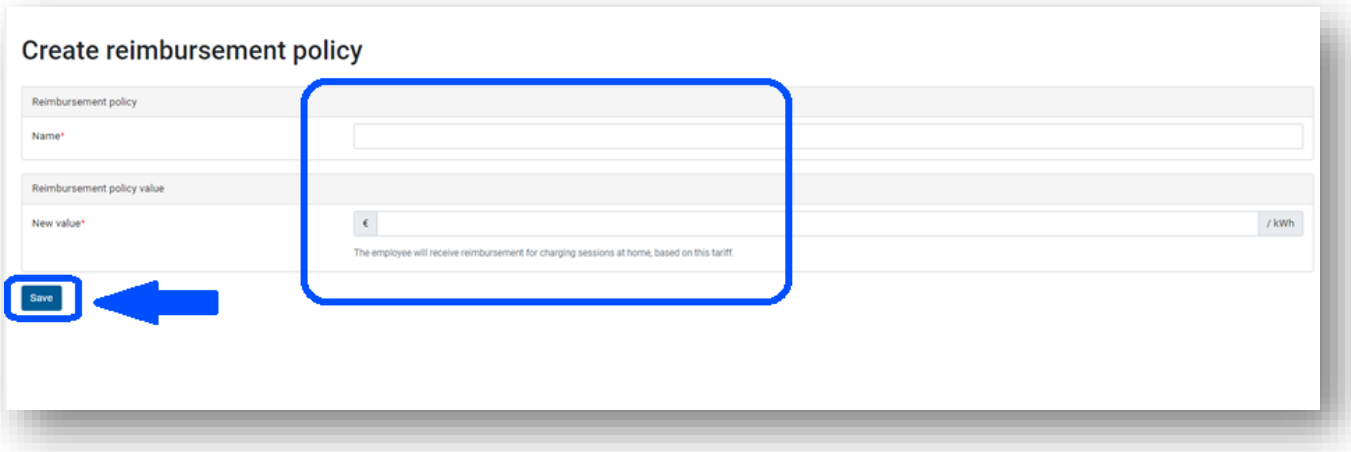
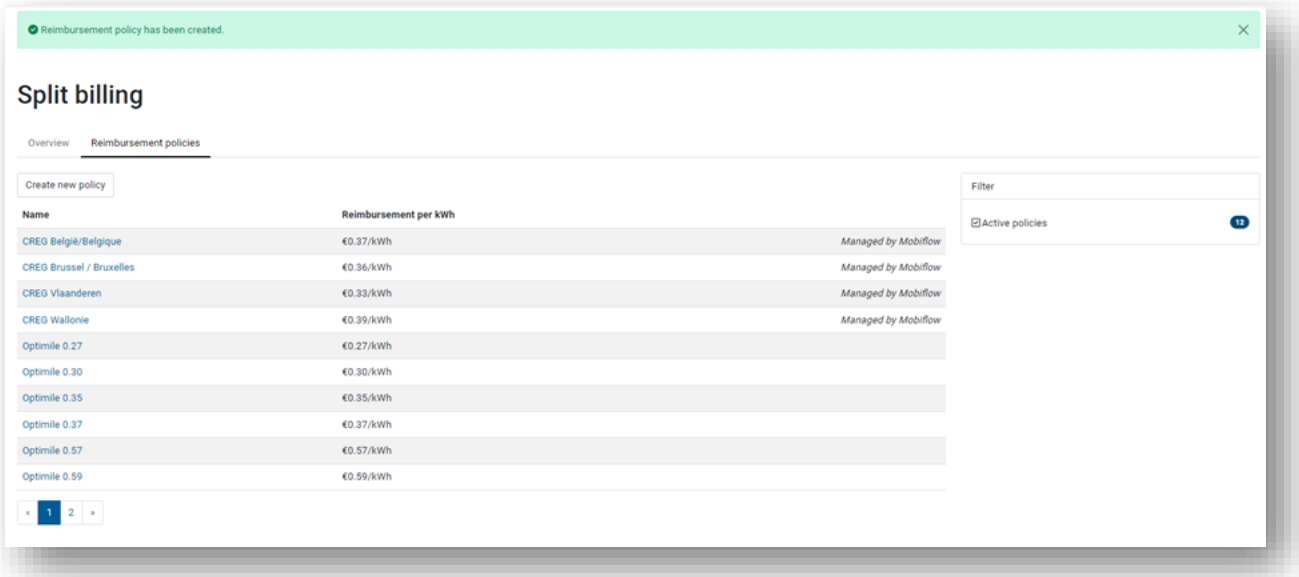
1. Log into your company account at https://my.mobiflow.be/sp/customer with your email address and password. In the left-hand column, click *Charge Points > Split Billing* and then the 'Reimbursement Policies' tab.



2. Select 'Create new policy'.



3. Give the policy a name and add an amount (€/kWh). Please note, always use a full stop instead of a comma. Then click 'Save'.



2. Your reimbursement policy has now been added.