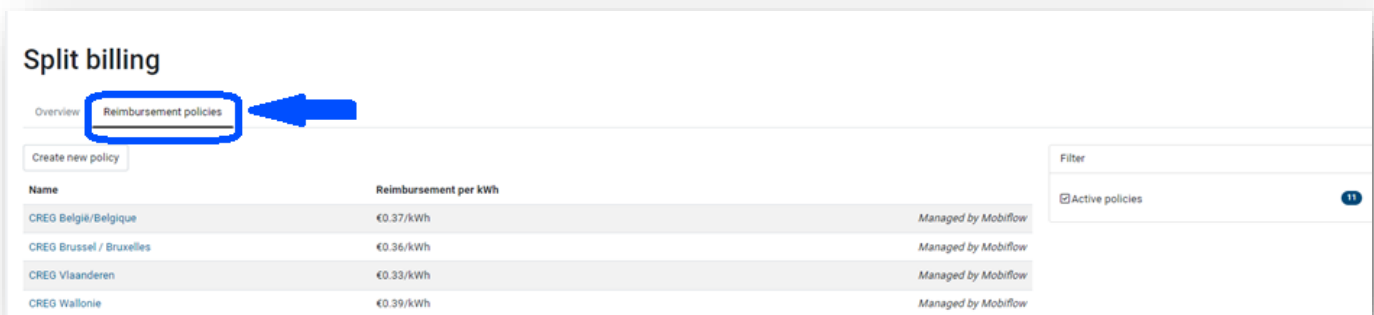


How to create a split billing reimbursement policy

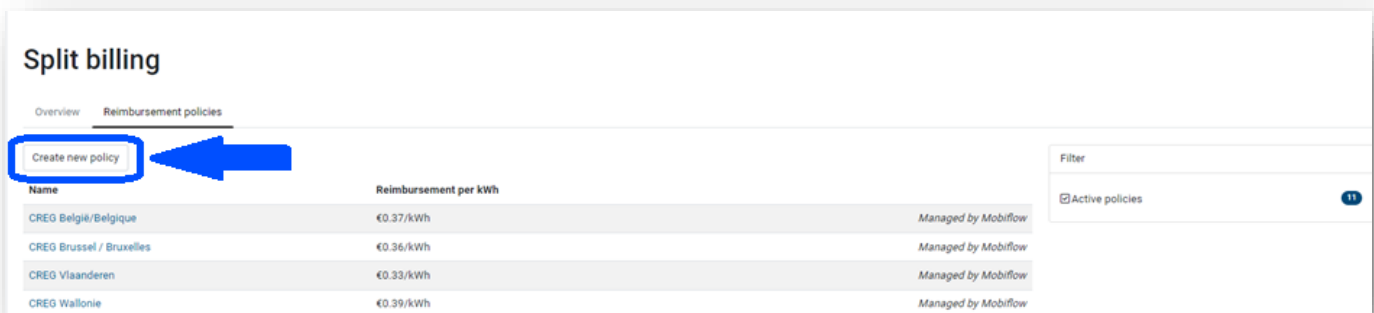
1. Log into your company account at <https://my.mobiflow.be/sp/customer> with your email address and password. In the left-hand column, click *Charge Points* > *Split Billing* and then the 'Reimbursement Policies' tab.



The screenshot shows the 'Split billing' interface. At the top left, there are two tabs: 'Overview' and 'Reimbursement policies'. The 'Reimbursement policies' tab is highlighted with a blue box and a blue arrow pointing to it from the right. Below the tabs is a 'Create new policy' button. To the right of the main content area is a 'Filter' section with a checkbox for 'Active policies' and a notification badge showing '11'. The main content area contains a table with the following data:

Name	Reimbursement per kWh	Managed by
CREG België/Belgique	€0.37/kWh	Managed by Mobiflow
CREG Brussel / Bruxelles	€0.36/kWh	Managed by Mobiflow
CREG Vlaanderen	€0.33/kWh	Managed by Mobiflow
CREG Wallonie	€0.39/kWh	Managed by Mobiflow

2. Select 'Create new policy'.



The screenshot shows the 'Split billing' interface. At the top left, there are two tabs: 'Overview' and 'Reimbursement policies'. The 'Reimbursement policies' tab is selected. Below the tabs, the 'Create new policy' button is highlighted with a blue box and a blue arrow pointing to it from the right. The rest of the interface, including the table and filter section, is identical to the previous screenshot.

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'.

Create reimbursement policy

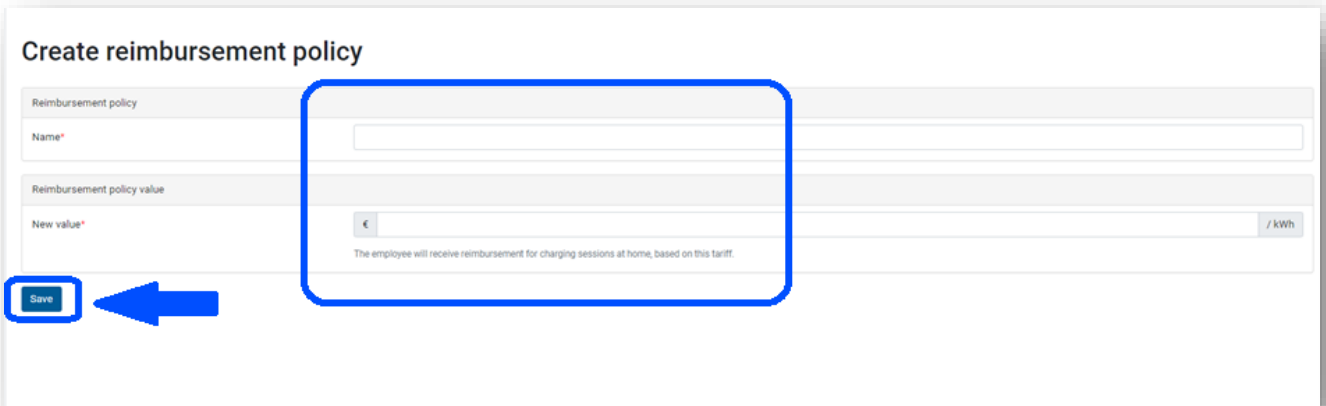
Reimbursement policy

Name*

Reimbursement policy value

New value* / kWh

The employee will receive reimbursement for charging sessions at home, based on this tariff.



2. Your reimbursement policy has now been added.

Reimbursement policy has been created.

Split billing

Overview Reimbursement policies

Create new policy

Name	Reimbursement per kWh	
CREG België/Belgique	€0.37/kWh	Managed by Mobiflow
CREG Brussel / Bruxelles	€0.36/kWh	Managed by Mobiflow
CREG Vlaanderen	€0.33/kWh	Managed by Mobiflow
CREG Wallonie	€0.39/kWh	Managed by Mobiflow
Optimile 0.27	€0.27/kWh	
Optimile 0.30	€0.30/kWh	
Optimile 0.35	€0.35/kWh	
Optimile 0.37	€0.37/kWh	
Optimile 0.57	€0.57/kWh	
Optimile 0.59	€0.59/kWh	

Filter

Active policies 12

1 2

