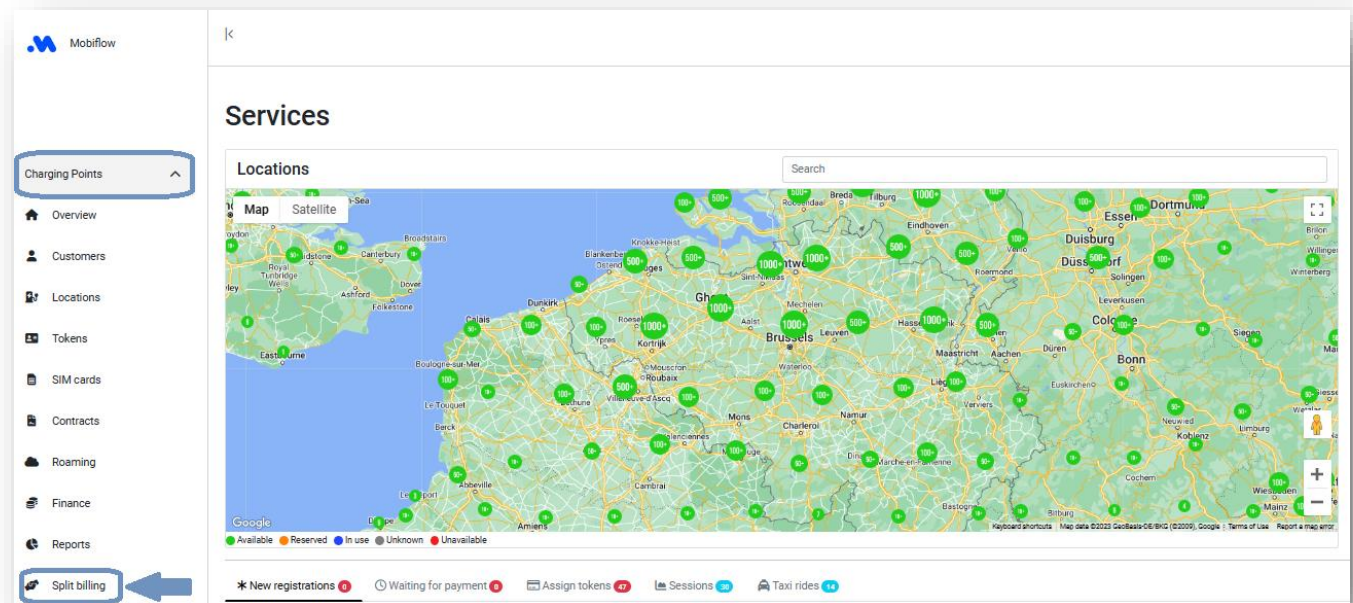
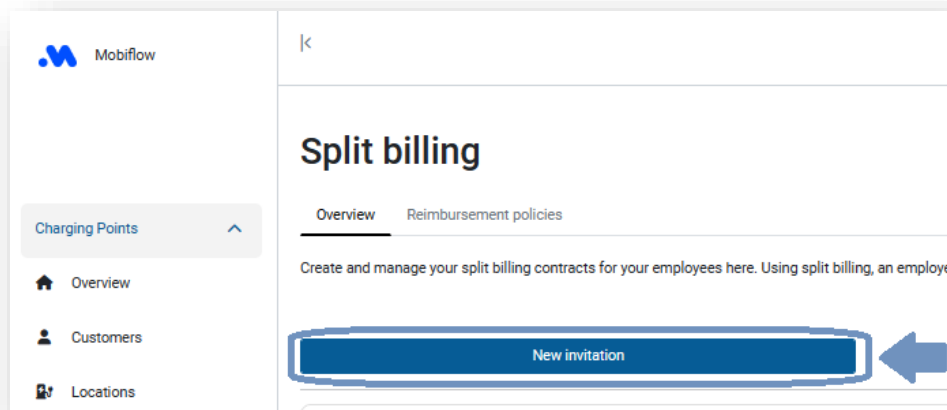


## Split billing set-up for **fleet managers**

1. Log in to your company account at <https://my.mobiflow.be/sp/customer>. In the left-hand column, click 'Charging points' and select 'Split billing' at the bottom of the list.

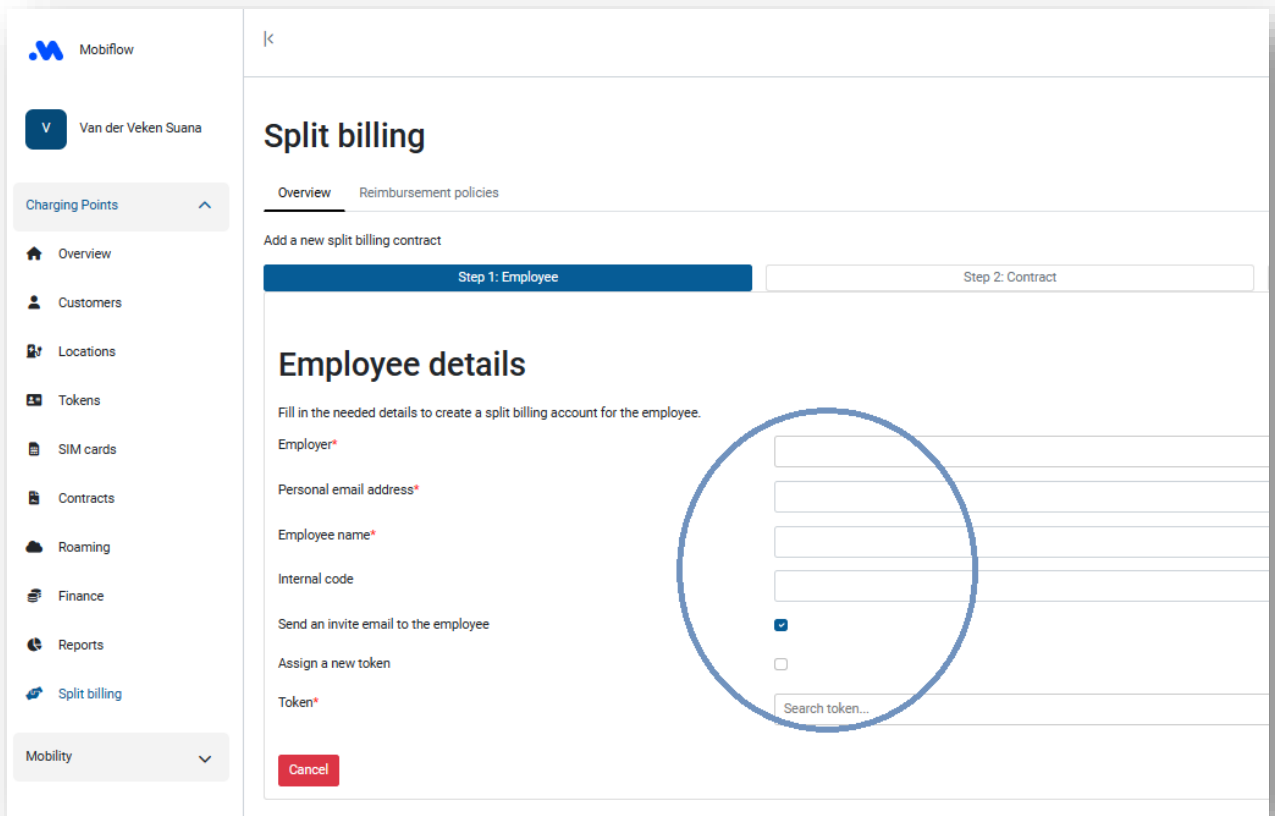


2. Click 'New invitation'.



3. Enter the employee's personal e-mail address\*, his/her name, any internal (HR) code and select the charging card to be assigned to the employee.

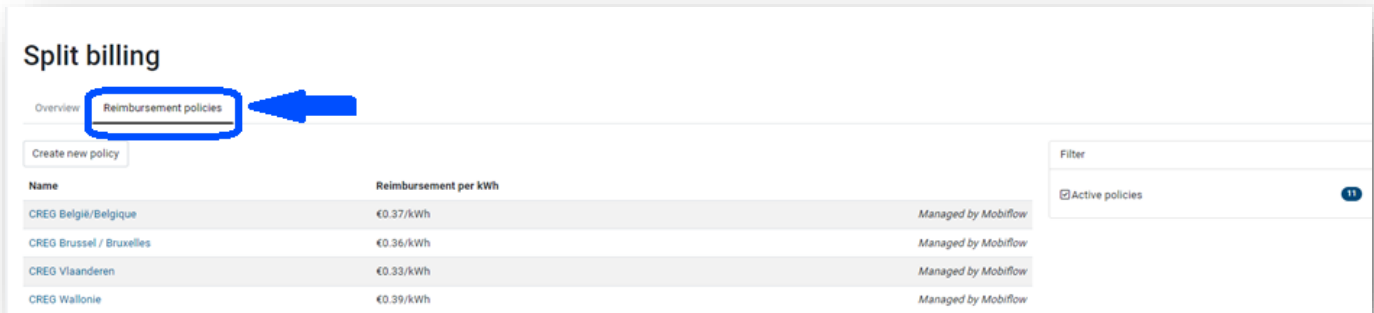
\* While it is possible that the employee's professional e-mail address may already be used for the eMSP account for public charging sessions, the split billing set-up always requires the employee's private e-mail address. Indeed, the split billing code must be linked to the home charging station registered at the employee's private address.



4. Select the contract for the employee's charging device (charging station/charging cable).



5. Choose the reimbursement policy based on which you want to reimburse the employee for their home charging sessions. Click the 'Reimbursement policies' tab to find an overview of your policies or create a new one.



The screenshot shows the 'Split billing' section of a web application. 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	
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

6. Check the details and click 'Confirm' to send the split billing invitation to the employee.

***Congratulations! Your employee will now receive the split billing invitation e-mail with code. If you have any questions, we will be happy to help.***