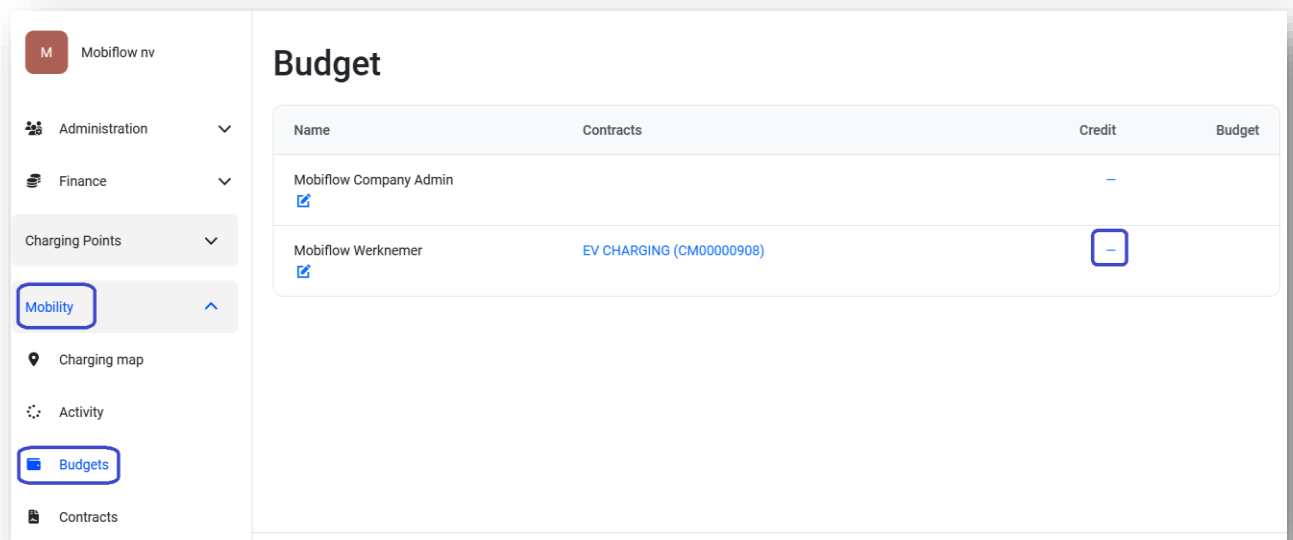


How to change or allocate a budget?

1. Log in to the Mobiflow platform <https://my.mobiflow.be/> with your email address and password.

In the menu, go to **Mobility > Budgets**. If no personal budget is set, the user can use the company budget without limit, this is indicated by a dash.

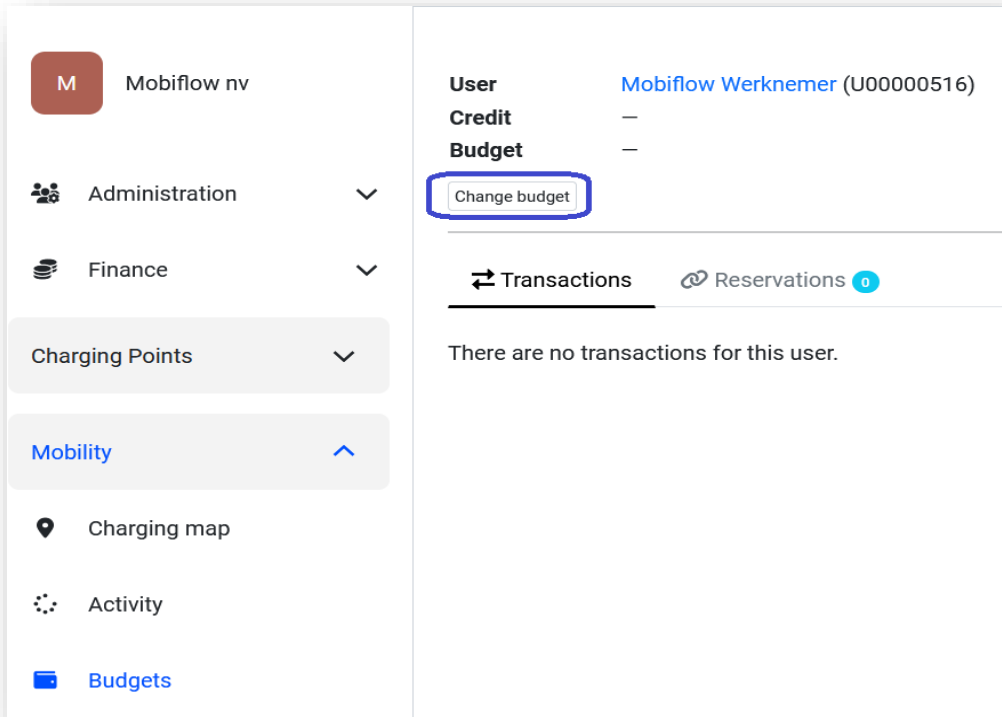
By clicking the dash, you can change the budget settings.



The screenshot shows the Mobiflow user interface. On the left is a navigation menu with items: Administration, Finance, Charging Points, Mobility (highlighted with a blue box), Charging map, Activity, Budgets (highlighted with a blue box), and Contracts. The main content area is titled 'Budget' and contains a table with the following data:

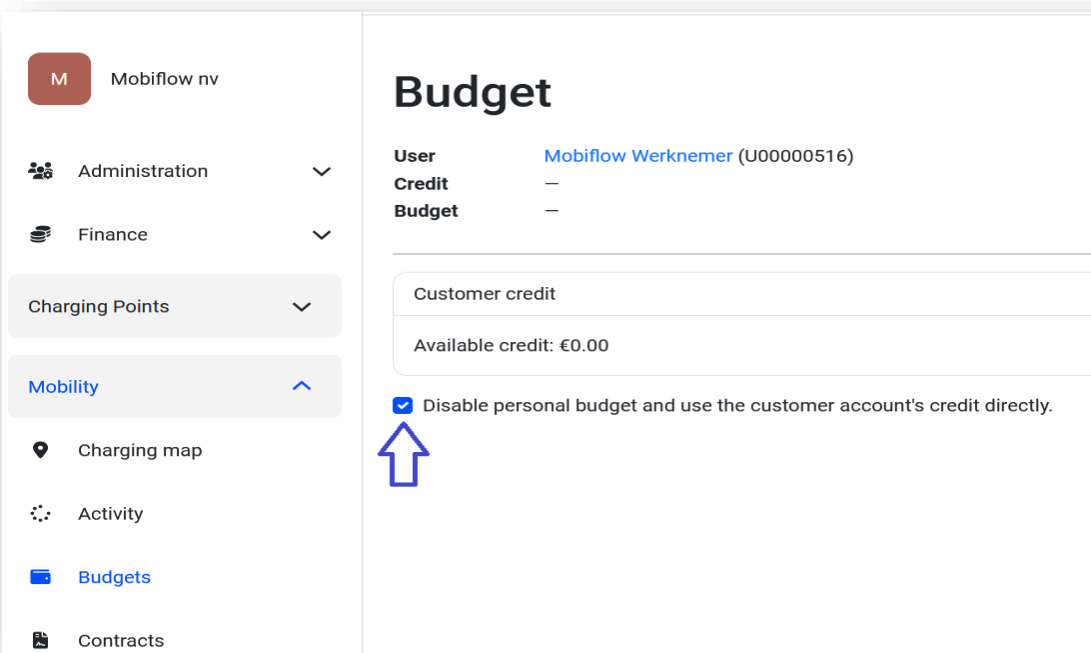
Name	Contracts	Credit	Budget
Mobiflow Company Admin ✎		-	
Mobiflow Werknemer ✎	EV CHARGING (CM00000908)		<input type="text" value="-"/>

2. Click on op **Change budget**.



The screenshot shows the Mobiflow user interface. On the left is a navigation menu with items: Administration, Finance, Charging Points, Mobility (highlighted in blue), Charging map, Activity, and Budgets. The main content area shows user details for 'Mobiflow Werknemer (U00000516)'. The 'Credit' and 'Budget' fields both show a minus sign. A 'Change budget' button is highlighted with a red rectangular box. Below this, there are tabs for 'Transactions' and 'Reservations' (with a '0' indicator). The text below the tabs reads: 'There are no transactions for this user.'

3. Click the checkmark OFF to change the user's personal budget settings.

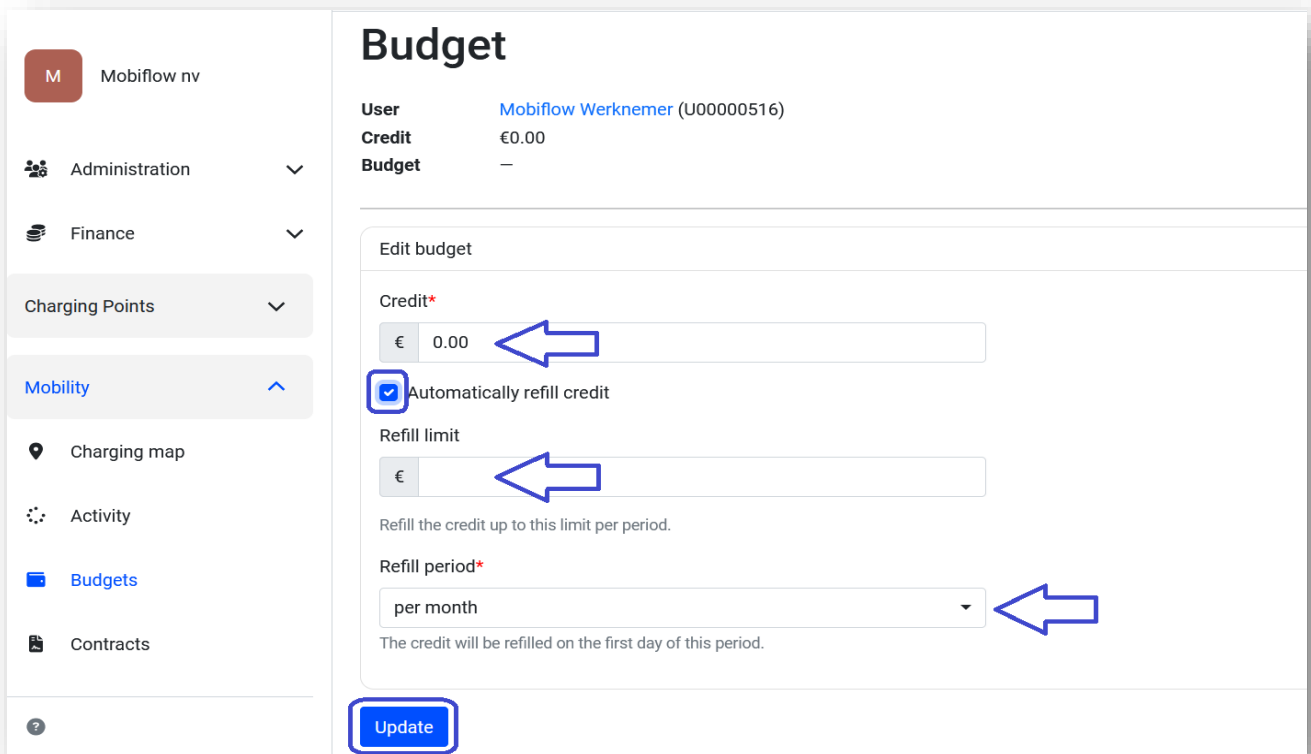


The screenshot shows the 'Budget' settings page for the user 'Mobiflow Werknemer (U00000516)'. The 'Credit' and 'Budget' fields both show a minus sign. Below this, there is a section for 'Customer credit' with the text 'Available credit: €0.00'. At the bottom, there is a checkbox labeled 'Disable personal budget and use the customer account's credit directly.' which is currently checked. A red arrow points to this checkbox.

4. Under **Credit** you can add a one-off budget immediately.

By checking the **Automatically refill credit** box ON, you can select a replenishment limit and a period.

By clicking **Update** you modify the budget and it becomes visible next to the user in the Budgets section.



Budget

User: [Mobiflow Werknemer \(U00000516\)](#)
Credit: €0.00
Budget: —

Edit budget

Credit*
€ 0.00

Automatically refill credit

Refill limit
€

Refill the credit up to this limit per period.

Refill period*
per month

The credit will be refilled on the first day of this period.

Update