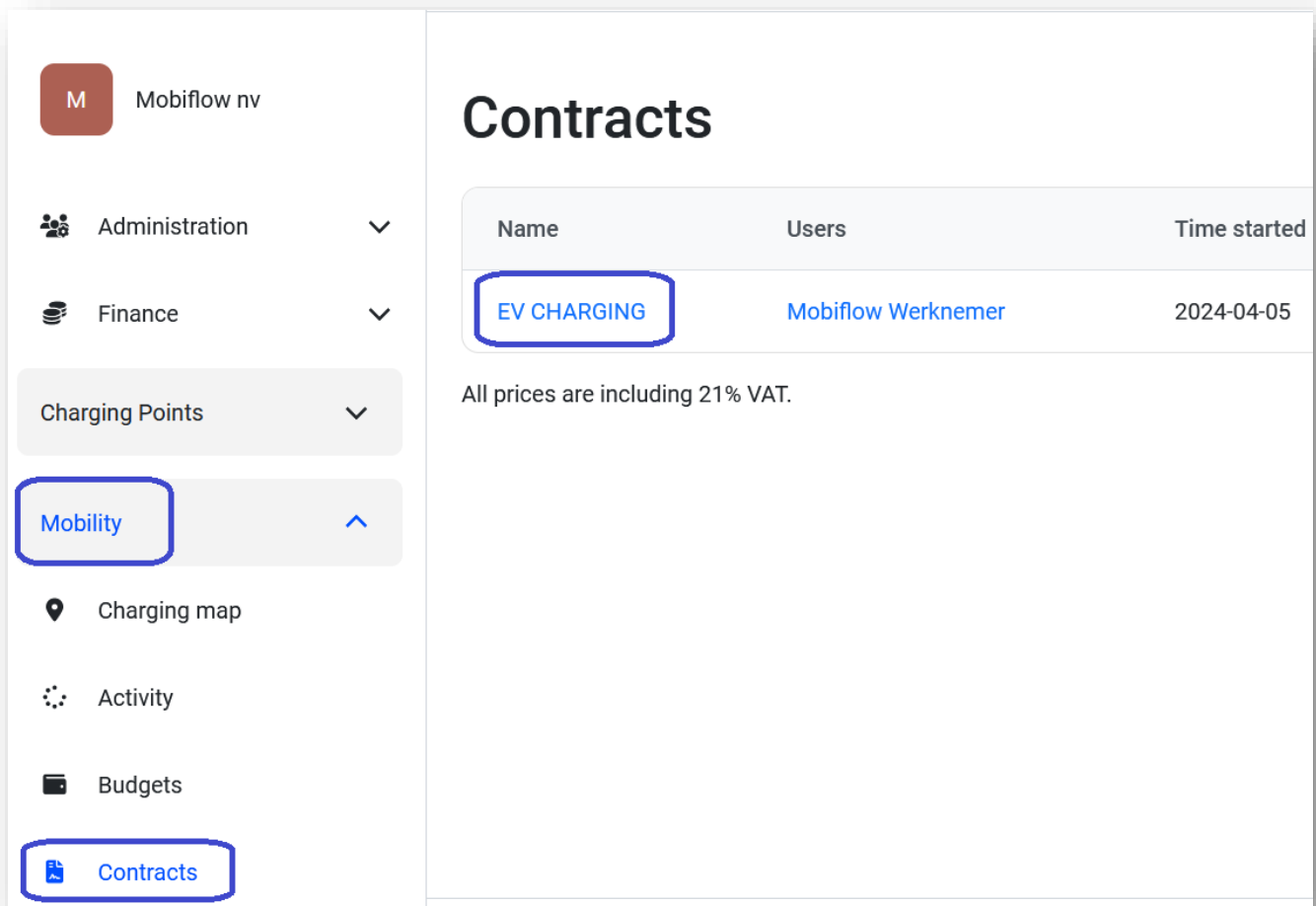


How do I link a charging card to a user?

1. Log in to the Mobiflow-platform <https://my.mobiflow.be/> with your email address and password and go to **Mobility > Contracts** in the menu. Then click on the name of the contract, which in the example below is 'EV Charging'.



Name	Users	Time started
EV CHARGING	Mobiflow Werknemer	2024-04-05

All prices are including 21% VAT.

2. Select the user from the drop-down menu and click **Add user**.

EV CHARGING (CM00000908) Active

Contract CM00000908
Price €0.00 per month
Include charging card Optional
Price of a charging card €0.00
Maximum users 1000

Search: User or email

User	Card number	Service re
Mobiflow Werknemer	BE-MBF210526058233	

Showing 1 out of 1

User* Add user

Select a user to add to this contract. You have selected 1 out of the maximum 1000.

3. In the menu, go to **Mobility > Charging cards**. Find the user entitled to a charging card and click on the breadcrumb icon on the right. Select **Assign Card** if you already have a charging card on hand or select **Request** if Mobiflow support needs to send one.

Charging cards

No charging card 5 Processing 0 Active 1 Blocked 0 All Charging Cards 1

All users in this list have a mobility contract where a charging card is optional and can be requested or assigned.

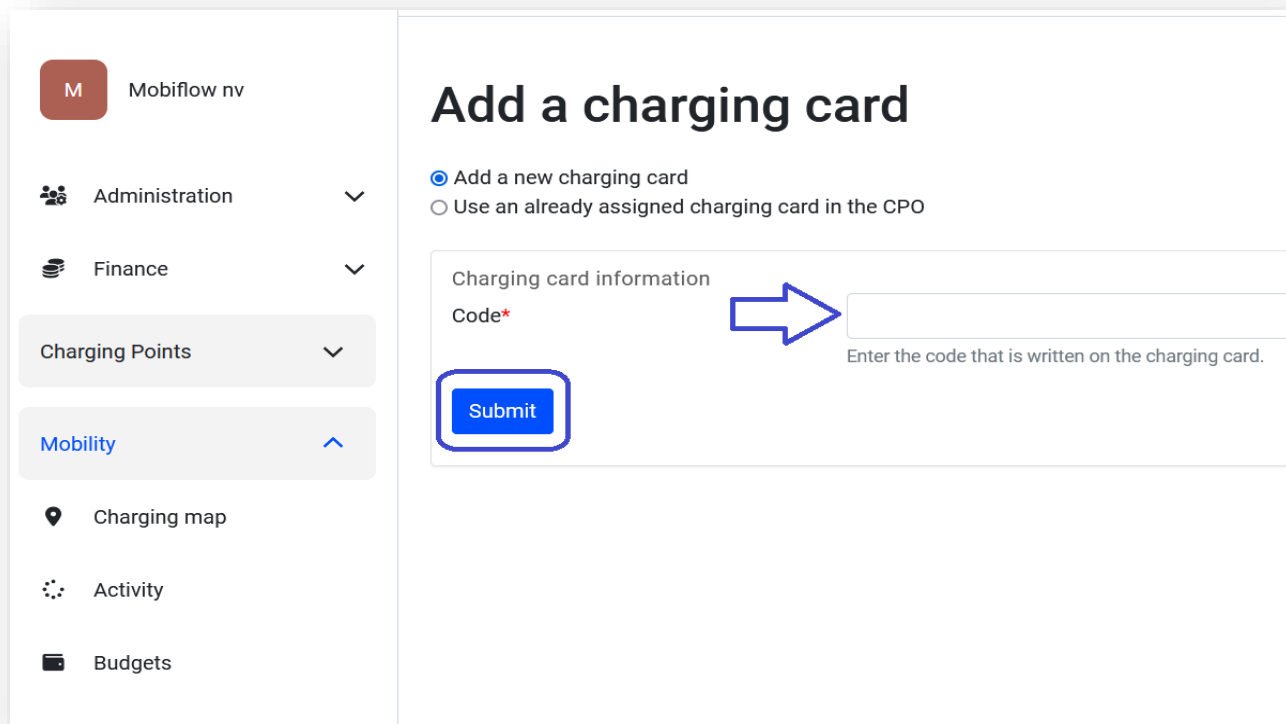
Search: Search Actions ▾

Name	Status	Contract
<input type="checkbox"/> Mobiflow Werknemer	● Eligible	EV CHARGING
<input type="checkbox"/> Mobiflow Company Admin	● Eligible	EV CHARGING

Showing 2 out of 2

Assign card
Request

- When you add a charging card, enter the visible code (starting with BE-MBF-) and click **Submit** to activate the charging card.



M Mobiflow nv

- Administration
- Finance
- Charging Points
- Mobility**
- Charging map
- Activity
- Budgets

Add a charging card

Add a new charging card
 Use an already assigned charging card in the CPO

Charging card information

Code*

Enter the code that is written on the charging card.

Submit