



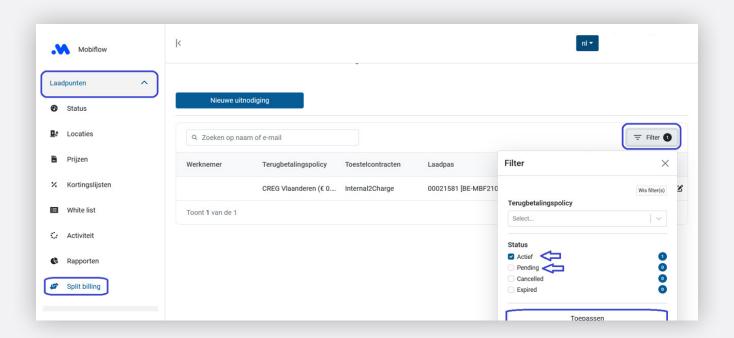
How can I, as an employer, change a manually selected split billing reimbursement rate to the CREG rate?

User Guide

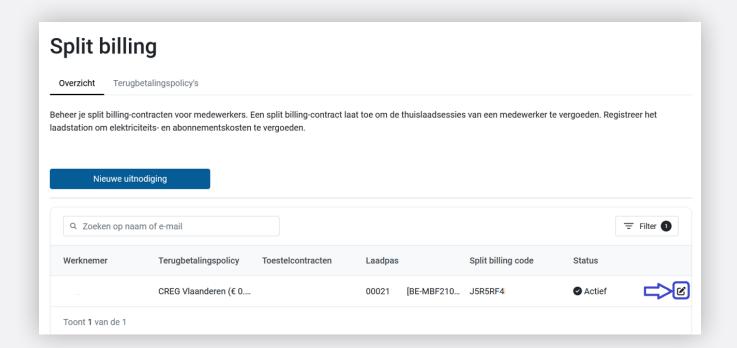




Log in to your company account via https://my.mobiflow.be/sp/customer using your professional email address and password. In the left sidebar, click Charging Points > Split Billing. Then use the filter to display employees who have an active split billing contract or whose contract is currently being processed.



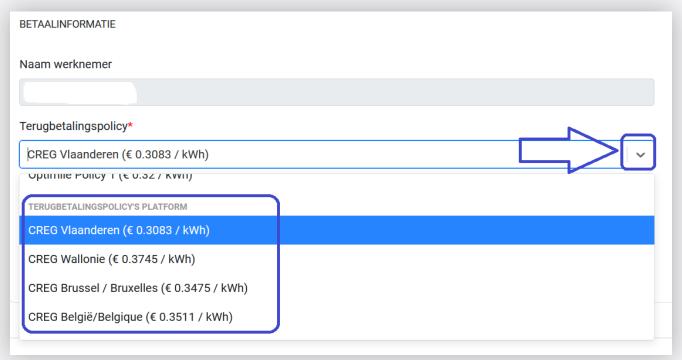
Click on the 'Edit' icon next to the employee's name.



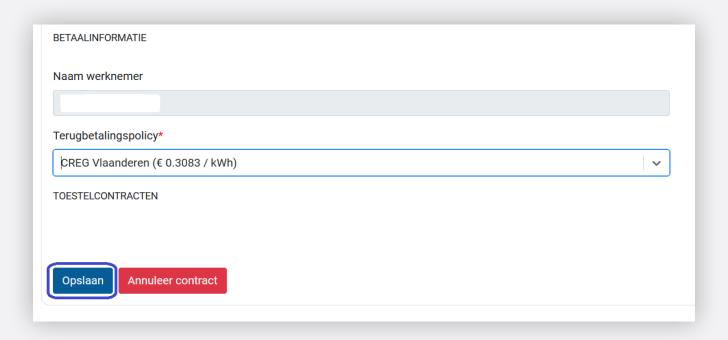




At the bottom of the page, select the desired **reimbursement policy**. If the preferred policy is not available, you can create a new one yourself. However, the government recommends using the CREG rate as a guideline.



4 Save your changes.



The **reimbursement rate** has now been **updated**. Please note: The new rate only applies to future sessions and does not affect sessions that took place earlier this month.



M mobiflow

Sassevaartstraat 46/box 201 9000 Ghent, Belgium +32 (0)9 296 45 40 info@mobiflow.be www.mobiflow.be