



How to **change** or **allocate** a **budget**?

[User Guide](#)





1. Log in to the My 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.

Name	Contracts	Credit	Budget
Mobiflow Company Admin		-	-
Mobiflow Werknemer	EV CHARGING (CM00000908)		-

2. Click **Change budget**.

User: Mobiflow Werknemer (U00000516)
Credit: -
Budget: -

Change budget

Transactions Reservations 0

There are no transactions for this user.





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

Budget

User: [Mobiflow Werknemer \(U00000516\)](#)
Credit: -
Budget: -

Customer credit

Available credit: €0.00

Disable personal budget and use the customer account's credit directly.

4. Under **Credit**, you set a budget once, which is then automatically updated every month. 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
€

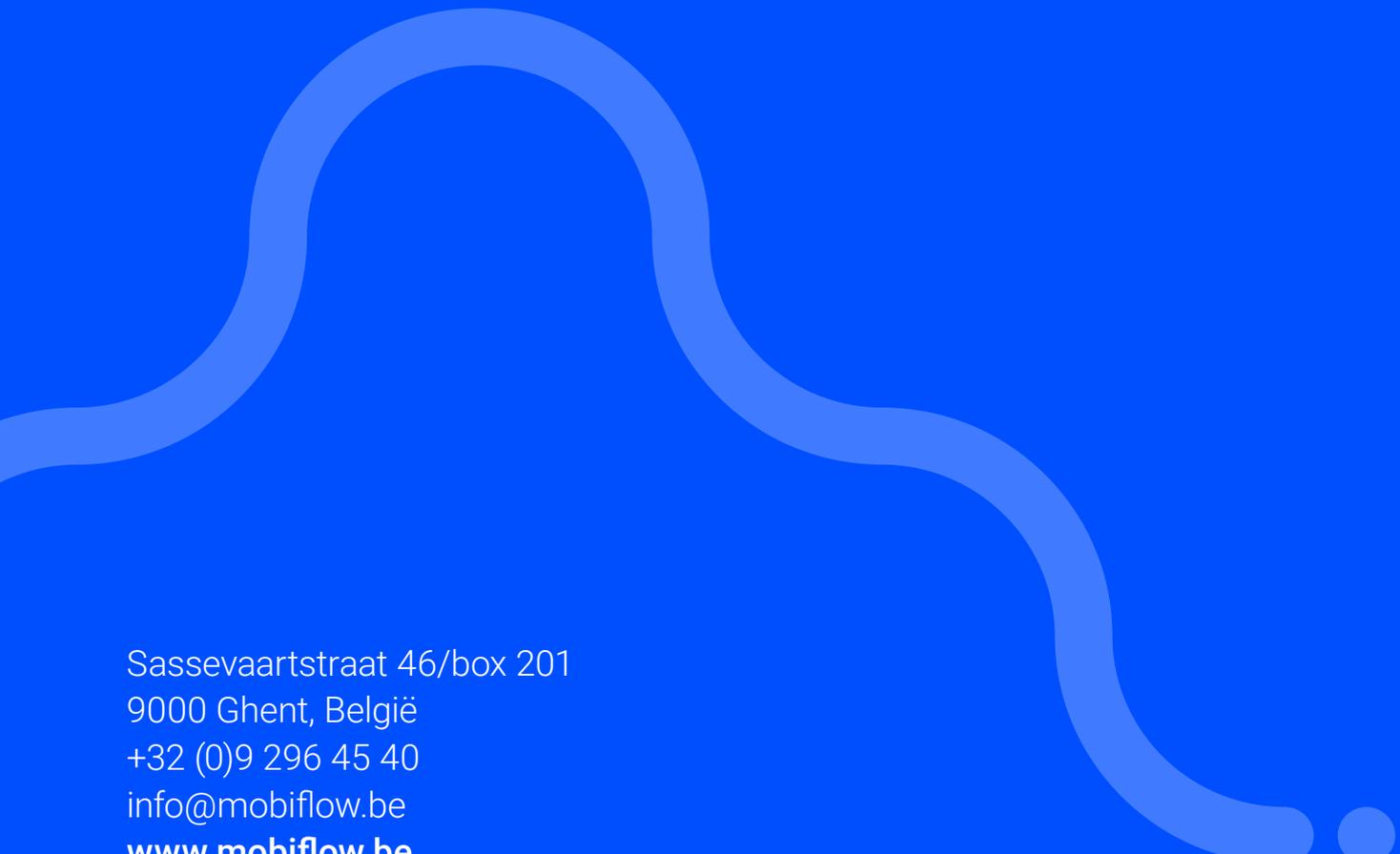
Refill the credit up to this limit per period.

Refill period*
per month

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

Update



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