



How do I **create a split billing contract?**

(as an employer)

[User Guide](#)





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Log in to your company account at <https://my.mobiflow.be/sp/customer> using your professional email address and password. In the left-hand menu, click on **Charging Points > Split billing > Overview**. Then click the blue **Create split billing** button at the top right.

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Split billing

Pending Active 67 Expired Cancelled 24 All 91

Search

Filter Actions Export + Create split billing

Employee	Token	Invitation code	Reimbursement	End date	Status
<input type="checkbox"/>	00129659 [BE-MBF-250420240083-60]	VKRFZF5SNW7L8JD5		—	Active
<input type="checkbox"/>	00076711 [BE-MBF-2304270417-12]	DPDH5ZW77PXQSR5G		—	Active
<input type="checkbox"/>	00130398 [BE-MBF-250420240822-23]	7MZQ4X6CXDXQT82X		—	Active
<input type="checkbox"/>	00040625 [BE-MBF-2206290334-17]	2V4W7KLKJ9348HCF		—	Active
<input type="checkbox"/>	00076710 [BE-MBF-2304270416-11]	24GWXS6NT4FR4ZFD		—	Active
<input type="checkbox"/>	00076952 [BE-MBF-2304270658-59]	2LLB5ZJG7F26P7L5		—	Active
<input type="checkbox"/>	00130382 [BE-MBF-250420240806-07]	VKZWMN44RMMFXXPKD		—	Active
<input type="checkbox"/>	00130395 [BE-MBF-250420240819-20]	HHNB9VX76FJQLKQ2		—	Active

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Fill in all the employee's details, select the charging card number, and click **Continue**. Important: Always use the employee's PERSONAL email address (private account).

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Split billing / Create split billing

Create split billing

Add a new split billing contract

Step 1: Employee Step 2: Contract Step 3: Payment Step 4: Summary

Employee details

Fill in the needed details to create a split billing account for the employee.

Personal email address*

Employee name*

Internal code

Token*

Cancel Continue





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Choose the **Professional Charging contract** of €7.00/month/charging point and accept the general terms and conditions. Click **Continue**.

Split billing / Create split billing

Create split billing

Add a new split billing contract

Step 1: Employee Step 2: Contract Step 3: Payment Step 4: Summary

Choose contract

€7.00 per month per charging point

Professional Charging

- Remote control
- Reports & analytics
- Split billing

This contract allows you to perform the following functionalities:

- Cloud-based access to control platform
- Overview of all charging sessions and reporting (Report via Excel or CSV)
- Team control (charge card management) (Management of your personal RFID charge cards that can only be used to charge for fuel at your selected charging points (in White List))
- Split billing (Invoicing of private charging to the employee and automatic reimbursement to the employee)
- Auto claim setting of the Split Billing reimbursement rate
- Firmware upgrade: Automatic new software updates for your charging station

I agree to the terms and conditions

[Back](#) [Continue](#)

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Select a reimbursement policy (€/kWh) for home charging of the company car and click **Continue**. Note: Since 2025, using the CREG rate for home charging reimbursement is mandatory, unless you can fiscally justify a higher rate.

Split billing / Create split billing

Create split billing

Add a new split billing contract

Step 1: Employee Step 2: Contract Step 3: Payment Step 4: Summary

Payment details

Reimbursement policy*

Select...

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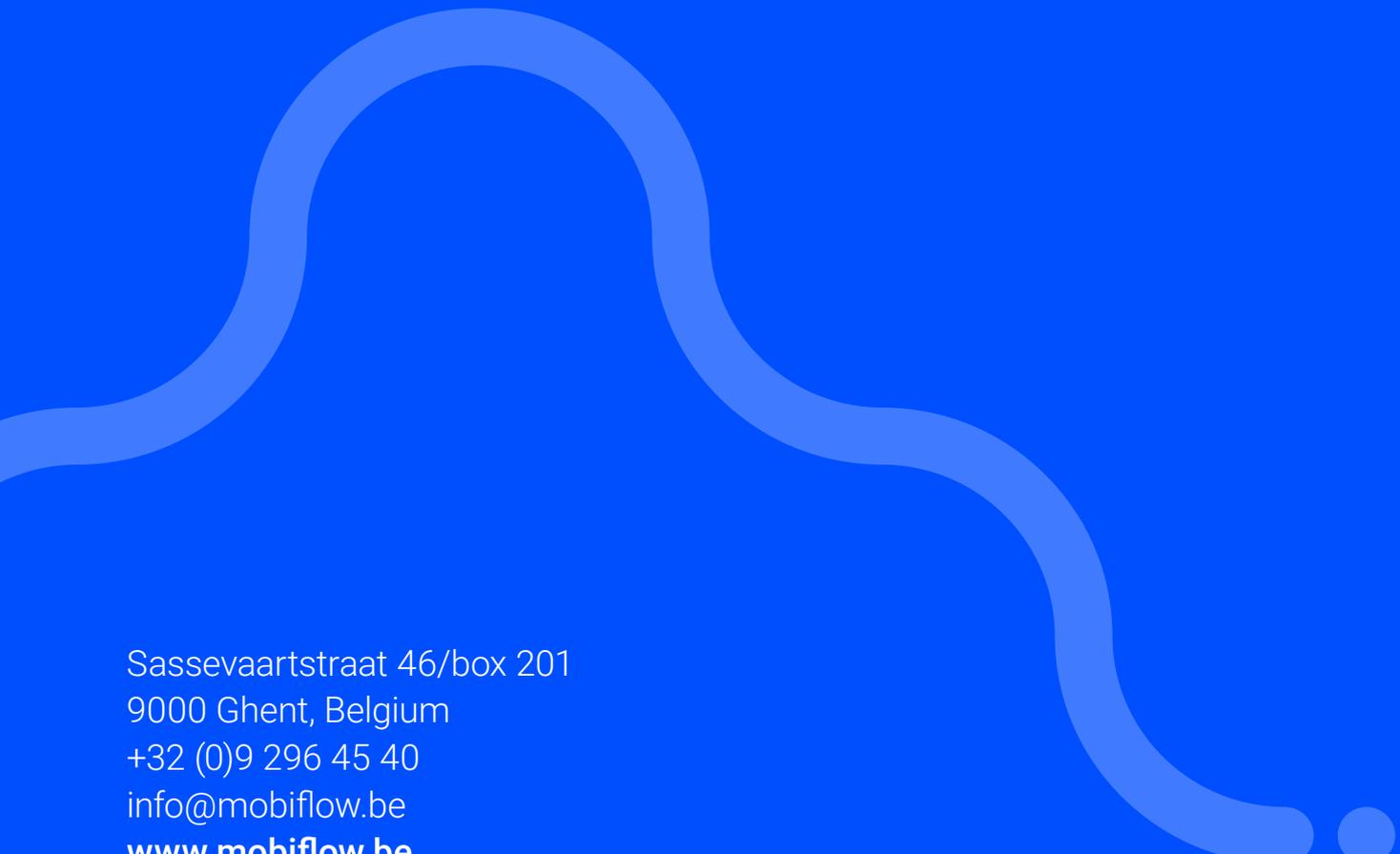


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Review all details and then click **Confirm**.

Important: The split billing contract is created but **not yet active**. It only becomes active once the employee receives the invitation email, enters the code, and accepts it via our platform.



A large, light blue, wavy line that starts from the left edge of the page, curves upwards, then downwards, and finally curves upwards again towards the right edge, ending in a small circle.

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