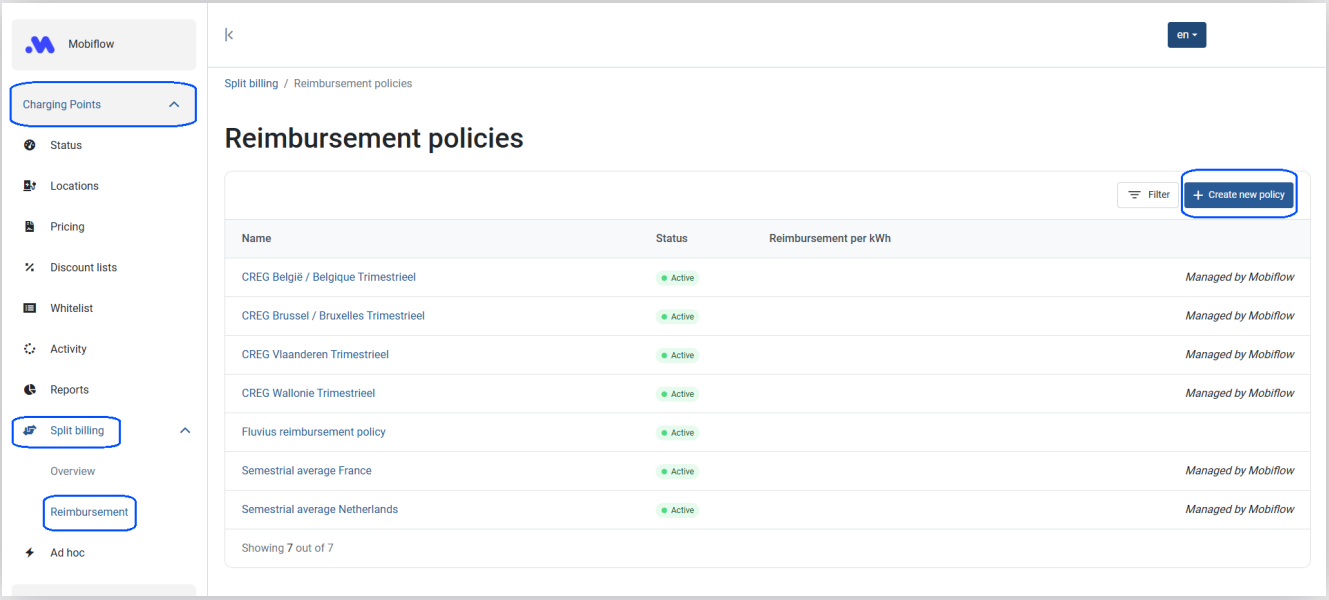
How do I **create a split billing reimbursement policy?**

(as an employer)

User Guide

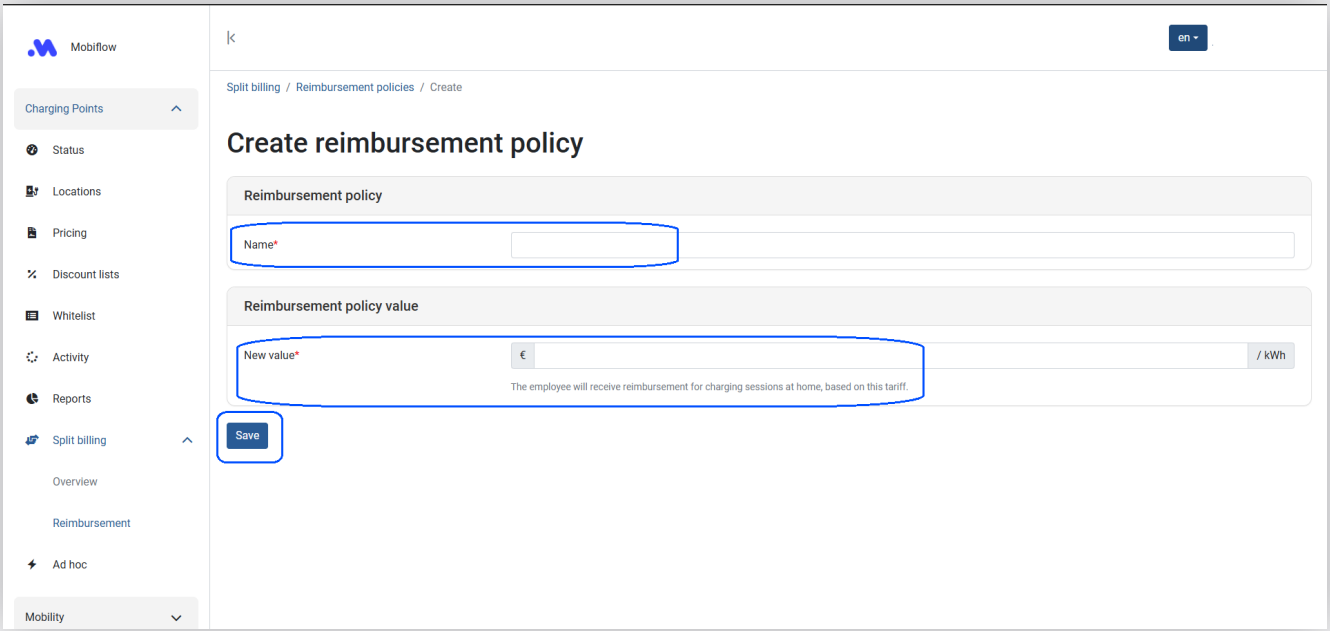
1

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, go to **Charging points > Split billing > Reimbursement**. Click the blue **Create new policy** button in the top right corner.



2

Give the policy a name and enter an amount (€/kWh). Note: Always use a dot instead of a comma as the decimal separator. Then click **Save**.



3

Your reimbursement policy has now been created. Note: This policy is not yet linked to the employee's split billing contract.

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