



# How do I **change the split billing reimbursement rate of an existing 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 column, click on **Charging Points > Split billing > Overview**, then click on the breadcrumb icon on the right to make changes. Choose **Change reimbursement policy**.

| Employee                 | Token                             | Invitation code  | Reimbursement                    | End date | Status |
|--------------------------|-----------------------------------|------------------|----------------------------------|----------|--------|
| <input type="checkbox"/> | 00129659 [BE-MBF-250420240083-60] | VKRZFZSSNW7LBJDS | reimbursement policy (€0.22/kWh) | --       | Active |
| <input type="checkbox"/> | 00076711 [BE-MBF-2304270417-12]   | DPDH5ZW77FXQSR5G | reimbursement policy (€0.22/kWh) | --       | Active |
| <input type="checkbox"/> | 00130398 [BE-MBF-250420240822-23] | 7MZQ4X6CXDXGT82X | reimbursement policy (€0.22/kWh) | --       | Active |
| <input type="checkbox"/> | 00040625 [BE-MBF-2206290334-17]   | 2V4W7KJKJ948HCF  | reimbursement policy (€0.22/kWh) | --       | Active |
| <input type="checkbox"/> | 00076710 [BE-MBF-2304270416-11]   | 24GWXS6NT4FR4ZFD | reimbursement policy (€0.22/kWh) | --       | Active |
| <input type="checkbox"/> | 00076952 [BE-MBF-2304270658-59]   | 2LLBSZJG7F26P7L5 | reimbursement policy (€0.22/kWh) | --       | Active |
| <input type="checkbox"/> | 00130382 [BE-MBF-250420240806-07] | VKZWMN44RMMFXPKD | reimbursement policy (€0.22/kWh) | --       | Active |
| <input type="checkbox"/> | 00130395 [BE-MBF-250420240819-20] | HHNB9VX76FJLQKQ2 | reimbursement policy (€0.22/kWh) | --       | Active |
| <input type="checkbox"/> | 00076993 [BE-MBF-2304270699-03]   | 9XCX2C487SKDJ86Q | reimbursement policy (€0.22/kWh) | --       | Active |
| <input type="checkbox"/> | 00040684 [BE-MBF-2206290393-76]   | NQ0TF4THWWPZDF2P | reimbursement policy (€0.22/kWh) | --       | Active |

You also have the option to modify the reimbursement policy, i.e. the reimbursement rate, from the customer's detail page.

**Split billing:**

Overview Sessions Reimbursement

**Employee** Active

Name  
Email  
Address BE  
IBAN

**Charging card**

Visual number 00129659 [BE-MBF-250420240083-60]

**Reimbursement policy**

Policy reimbursement policy (€0.22 / kWh)  
Start date 2025-04-23 10:41  
Expiration date --

**Charging device**

Device  
Serial number ACE0733271  
OCPP chargebox ID ACE0733271  
Vendor  
Model number NG910-60027  
Connectors 1

Contract  
Device contract  
Device holder  
Location  
Address





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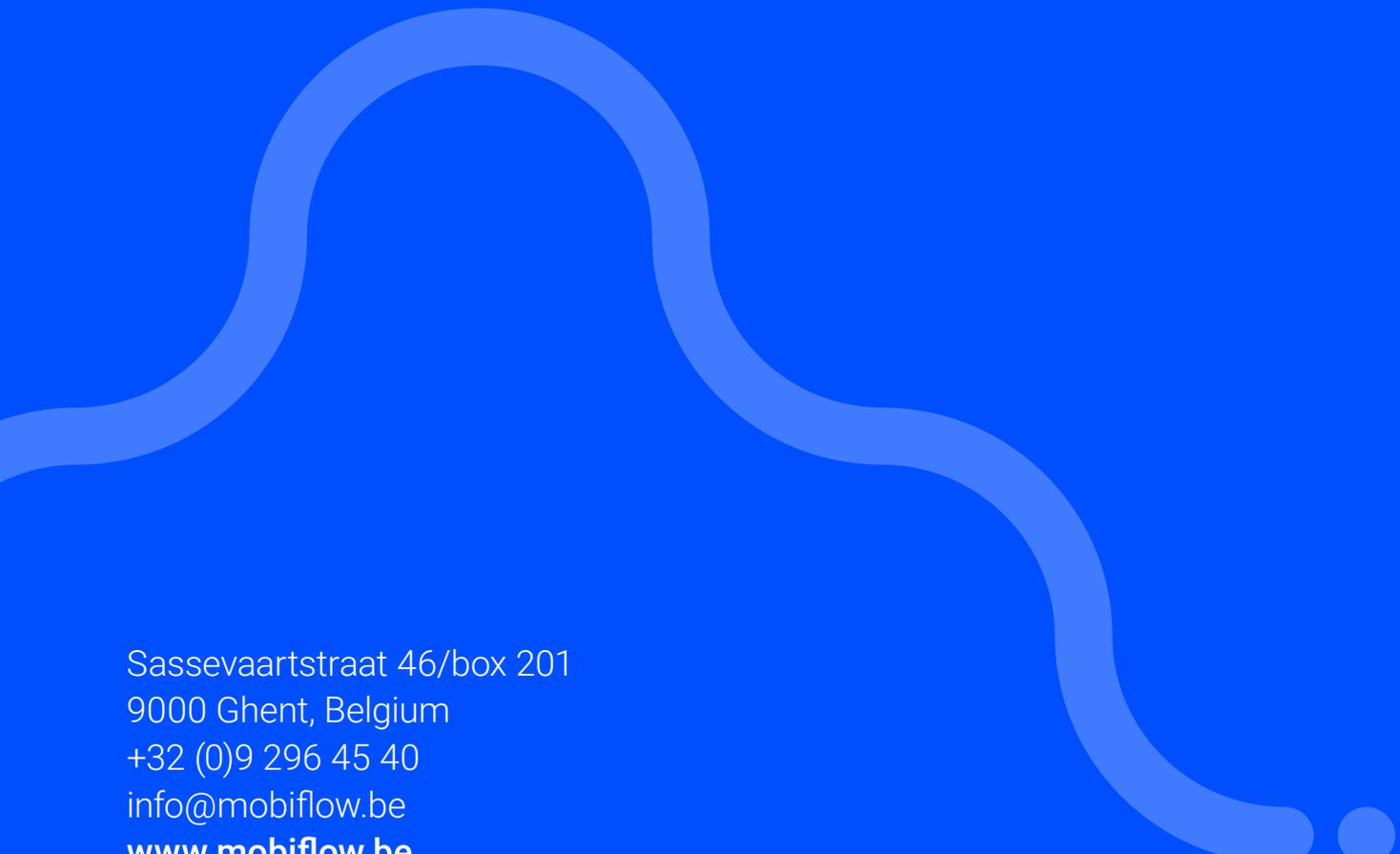
Here you can modify the reimbursement policy, i.e. the reimbursement rate. Click **Confirm** to save the changes.

**Change reimbursement policy** ×

reimbursement policy (€ / kWh) ▾

Cancel Confirm



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