



EMPLOYEE GUIDE

HOW DO I ACTIVATE **MY SPLIT BILLING?**



ACTIVATE YOUR SPLIT BILLING IN 5 STEPS

1

Choose your account

Company or personal account

2

Check your details

Administrative details and IBAN

3

Add your charging device

Serial number or chargebox ID

4

Confirm the location

The installation address

5

Finish

Activate your split billing

Your employer reimburses the home charging sessions of your company car. Open the link in the invitation email and follow the steps.



CHOOSE YOUR ACCOUNT AND LOG IN



STEP 1 OF 5

Choose the account you want to manage your split billing with.

Company account: your work login, everything in one account.

Personal account: your personal email address. You'll first see a confirmation showing the agreement with your employer, your account and the last digits of your IBAN.

Tip: set up multifactor authentication (MFA). Go to **Profile settings > Security**, choose an authentication method and follow the on-screen instructions.

Set up split billing

Select an account option to continue.

Account selection

Do you have an account on the My Mobiflow platform?

☒ Yes
☐ No

Select the account under which you want to set up split billing.

Company account

☒ Your employer created this account for you, using your professional email address. Use one single account to manage your device and split billing.

Personal account

☐ You created this account yourself, using your personal email address. Use this account to manage your device and manage split billing separately from your work account.

[Sign in](#)

Account details

Use your professional sign-in for the whole platform, which offers ease of use. If necessary, you can switch to a personal account later.

Device installation

Your charging device must be installed and connected to our platform's back-end by your installer. You'll need its serial number or OCPP chargebox ID to complete the setup.



CHECK YOUR DETAILS



STEP 2 OF 5

Check your personal details and IBAN. Your reimbursements will be paid into this account.

Split billing info

Complete the following steps to set up split billing:

1. Verify that your personal details and IBAN are correct.
2. Add your home charging device and its location.
3. Confirm your setup.

ADD YOUR HOME CHARGING DEVICE

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STEP 3 OF 5

Enter your charging device's serial number or OCPP chargebox ID. You'll find it on the charging device or in its manual.

Already linked your charging device? Just select it from the list.



Can't add your charging device?

If you get an error message when you try to link your charging device, contact Mobiflow support.

Set up split billing

Add the charging device that you want to use in your split billing setup.

Device

Enter your serial number or OCPP chargebox ID*

Cancel

Continue to location details

Device info

Your device information will appear here after you enter a valid ID.

Serial number

A unique number assigned by the manufacturer. You can find it on your charging device or in your device manual.

OCPP chargebox ID

A unique identifier used to connect your charging device to a charging network. It's often identical to your serial number, but it may differ depending on your device or installer. Check your device manual or contact your installer.

CONFIRM THE LOCATION



STEP 4 OF 5

Check the installation address, adjust it if needed and click **Confirm**.

Tip: click the pin to show the map and mark the exact location.

Location mark

Coordinates are set automatically based on your address. Use the pin below if you need to correct the exact location.

Latitude*



Longitude*



COMPLETE THE SETUP

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STEP 5 OF 5

Check the details you entered and confirm.
Your split billing is active straight away.



IMPORTANT: ALSO ADD A PERSONAL LOGIN

If you only log in with your work login and your employer stops split billing, your account and your charging device will be deleted. Add a personal login in your account settings now. If split billing stops, only your charging device will then be deregistered and you can choose a new contract yourself. That way, you can keep using your home charging device, even if you change employer.

AFTER SETUP

You'll receive the confirmation email straight away.

From Mobiflow To you

Hello,

Your split billing for home charging is now active on the My Mobiflow platform.

Next steps

Switch accounts: click your profile icon at the top left to switch between your company account and your personal account.

Manage your charging device: in your personal account, on the device's details page.

View your reimbursements: your personal account shows the debit notes from your employer.

Keep access

Changing employer? Create a personal user on this account to keep access.



GOOD TO KNOW



Valid for 4 weeks

The invitation is valid for 4 weeks. If you haven't finished the setup after 3 weeks, you'll get a reminder.



Code instead of link

Is your charging device already on your account? Enter the code from the invitation on your charging device.

You'll find it under: Charging points > Locations > Serial number > Split billing



Existing contract

Did your charging device already have its own contract? Your employer's contract replaces it automatically.

Switching accounts? Click your name at the top left, then “Manage companies” to switch between your company account and your personal account.

QUESTIONS? **WE'RE HAPPY TO HELP.**



Sassevaartstraat 46 box 205

9000 Ghent, Belgium

+32 (0)9 296 45 40

info@mobiflow.be

www.mobiflow.be

