

How to add users to a whitelist

1. Log in to your company account at <u>https://my.mobiflow.be/sp/customer</u> with your email address and password. In the left-hand column, click 'Charging Points' and then 'Whitelist'.



2. Click 'Add charging token(s)'.





3. <u>The charging card is already LINKED to a user</u>: Open the drop-down by clicking on the charging card number and select the charging card you want to add to the whitelist.

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		Add whitelist entries	
Administration	~	Insert charging card	BCBE15040075 - Add
Finance	~		External token Add multiple tokens
Charging Points	^		
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- 4. The charging card is NOT YET LINKED to a user:
- Click 'External token' and scan the QR code on the back of your Mobiflow charging card. The UID code will appear.

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• Enter the UID code in the provided field and add a description. Then click 'Save'.

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		Add whitelist entries	-	
🐮 Administration	~	UID*	The tables's DCD too	_
🖨 Finance	~	Description	i ne tokens kriju tag.	
Charging Points	^	Save	A short description identifying this whitelist entry.	- 1

• The charging card was now added to the whitelist of your charging stations.

Note: You could also choose to add multiple external charging cards at once as a CSV file:

Mobiflow		<	
		Add whitelist entries	
Administration	~	File information Specify the CSV file. It must have the following columns in thi	is order:
Finance	Ince		xadecimal number,
Charging Points	^	CSV file*	Choose File No file chosen
Status		-	Ignore the first row (e.g. it contains column headers)
Locations		Upload tokens Cancel	

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