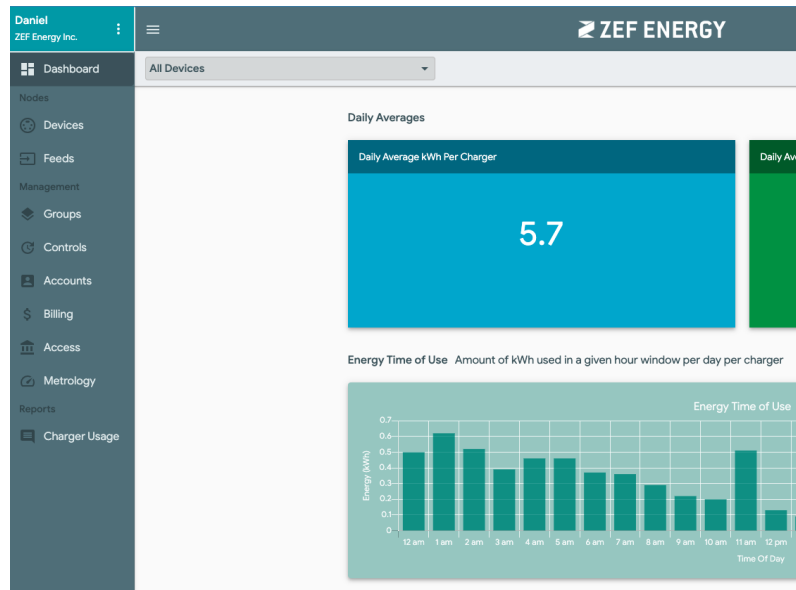


# Billing Profiles – In Depth

How to setup a billing profile in *ZEFNET*.

*ZEFNET* Billing Profiles determine the rate that drivers are required to pay to use a ZEF charger, either via mobile app *ZEFNET* charge or credit card reader. Billing Profiles are built in the 'Billing' module - if you do not see the Billing module but have purchased a commercial ZEF charger, please send a request to [support@zefenergy.com](mailto:support@zefenergy.com) to activate that module.

*Log into ZEFNET and navigate to the Billing module*



The Billing module contains two sections: Time of Use (where schedules that vary a rate based on the date/time can be defined) and Billing Profiles. This tutorial will show how to create and apply a basic Billing Profile.

## CREATING A BILLING PROFILE

To create a new Billing Profile, expand the 'Billing Profiles' tab, click the (+) sign, and select 'Standard'. This will take you to a four-tab setup process, which can be filled in as follows:

### 1) Profile

**Name:** The name of the Billing Profile (e.g. DCFC Billing)


**Effective From:** The date that the Billing Profile should begin

**Time Zone:** The time zone of installation location of any chargers under this profile

1 Profile — 2 Costs — 3 Taxes — 4 Summary

Define the Billing Profile details

Name \*\*






Effective From \*\*  Time zone \*  
Date this billing profile commences UTC Used to determine applicable rates

## 2) Costs

Billing profiles are built by adding costs. A billing profile can have only one cost, or can have many costs. These costs can have different rates, units, and parameters. You can create a new cost by clicking the (+) sign.

Profile — 2 Costs — 3 Taxes — 4 Summary

Costs to be included in the bill

Current costs (1)  
 Hourly Rate     

Name \*\* Base Value \*\* Unit \*\*  
 Hourly Rate 2 \$/Hr (Part)

Include in tax calculations

**Name:** The name of the cost (e.g. Hourly Rate)

**Base Value:** This should be the base cost per unit. For instance, if the unit is \$/hr and you'd like to charge \$0.50/hour, you should enter .5.

**Unit:** This defines the rate at which the base value is added to the total cost of a charging session. Here is a quick guide to the different unit types:

- \$: up-front cost (e.g., if the unit is 2, \$2 will be charged regardless of duration/energy)
- \$/kWh: base value is multiplied by the total kWh consumed
- \$/min (part): base value is multiplied by duration in minutes of the session (no rounding)
- \$/min (whole): base value is multiplied by duration in minutes of the session (rounds up to the nearest whole minute)

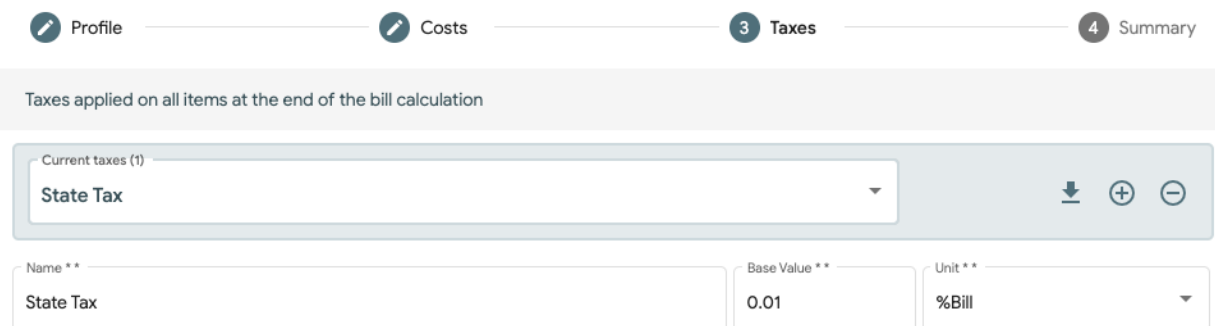
There is a checkbox to indicate whether this particular cost should be included in tax calculations (only relevant if taxes will be added to the profile).

ZEFNET allows for different constraints, variations, and exceptions to be associated with a cost. In the interest of brevity, these parameters will be described at a later point.

Once the cost has been created, click the (+) if any additional cost types should be added. You can view/edit any cost after its creation by clicking on the 'Current Costs' dropdown.

### 3) Taxes

If required, taxes can be added and layered in a similar manner - to create a tax, click the (+) sign. For each tax provide the following:



**Name:** e.g. State Tax

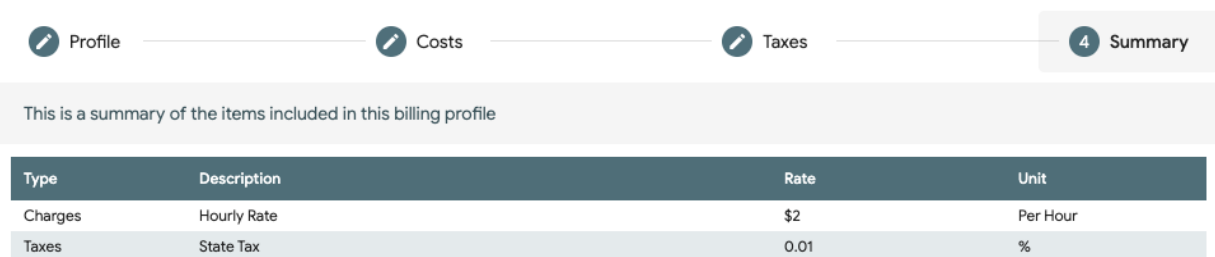
**Base Value:** enter the percentage of the total cost of a charging session. E.g., if you'd like to charge a 1% tax, this value should be set to .01 (reminder: this will only calculate based on costs that have the 'include in tax calculations box checked')

**Unit:** This field cannot be edited.

As with costs, click (+) if more than one tax should be applied to this billing profile. You can click the dropdown to view/edit created taxes.

### 4) Summary

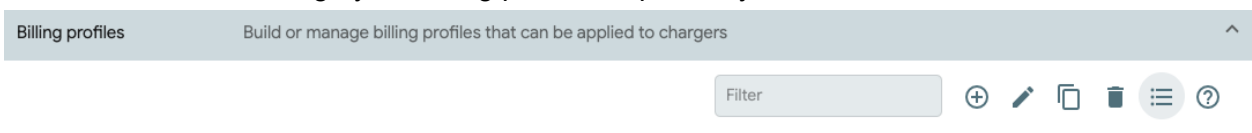
This page simply provides a summary of the Billing Profile as it has been defined. If the Billing Profile is satisfactory, click 'Save', otherwise click 'Back' and make changes as needed.



Type	Description	Rate	Unit
Charges	Hourly Rate	\$2	Per Hour
Taxes	State Tax	0.01	%

## APPLYING A BILLING PROFILE

You can apply a Billing Profile to chargers in your ZEFNET account from the 'Billing' Module. Locate and click on your Billing Profile in the 'Billing Profiles' list. When you select a Billing Profile, four icons will appear to the right of the (+) button. These icons allow you to edit, clone, delete, and manage your billing profile, respectively.





To add/remove chargers to your Billing Profile, click the “three horizontal lines” icon furthest to the right after selecting your billing profile. You should see two lists: “Current Members” (chargers that currently have this profile applied), and “Available to add”. To add new chargers to this billing profile, locate them in the list, click the check box, and then click the (+) icon. Similarly, to remove chargers from the billing profile, locate them in the “Current Members” list, click the checkbox, and click the (-) icon. Click OK.

**Members** Choose the devices to be included in this Billing Profile

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Current members Filter -

	Type	Name	Alias
<input type="checkbox"/>	 Level 2 Charger	HC1C191089022-ZFPDEMO-BOTTOM	HC1C191089022
<input type="checkbox"/>	 Level 2 Charger	HC1C191190462-ZFPDEMO-TOP	HC1C191190462

Items per page: 5 1 – 2 of 2 < >

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Available to add All available items v Filter +

	Type	Name	Alias
<input type="checkbox"/>	 Level 2 Charger	Bobcat ZNP EVSE1 - Bottom Right - HC1C190381988	HC1C190381988
<input type="checkbox"/>	 Level 2 Charger	Bobcat ZNP EVSE2 - Top Left - HC1C2104107717	HC1C2104107717
<input type="checkbox"/>	 Level 2 Charger	Bobcat's GEN2 Dev	HC1C2104107715
<input type="checkbox"/>	 Level 2 Charger	Bobcat's Test Box ZNB_Z2G9900001	ZNB_Z2G9900001
<input type="checkbox"/>	 Level 2 Charger	Brian Paulson	HC1C180164593

Items per page: 5 1 – 5 of 30 < >

Once this has been completed, you should see the number in the 'Members' column updated to reflect the number of plugs that have your billing profile applied.

Name	Members
Testing	1
DL Test Billing Profile	2
MSP Example	1