



EMPLOYEE EXIT GUIDE

FIRMENLADEN

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In the following, you will receive an explanation and guide on what happens to the wallbox in the event of an employee changing jobs, leaving the company, handing in their company vehicle, etc.

The steps required so that the employee can continue to use their wallbox at home after this point are also explained.

The ownership relationship remains unchanged and in their possession.

Billing will be deactivated on the employee's exit date, but all previously confirmed charging sessions will still be reimbursed.

USING YOUR CHARGING STATION

1. Alfen Station

- a. Read the card via ACE Installer
 - i. Connect your private PC to the charging station and configure it accordingly.
 - ii. You can find instructions for this under the following link:
Konfigurationsanleitung_Alfen_Whitelist.pdf
- b. The station is configured by FIRMENLADEN Support. FIRMENLADEN Support configures the station so that all RFID cards are accepted at the station. To do this, please contact us via our hotline or by email at orga@firmenladen.de.

2. Peblar Station

There is a guide explaining how the driver can set their station to "not managed" themselves: [LINK](#)

This means that all charging cards will be accepted by the station.

3. All other stations

The station is configured by FIRMENLADEN Support so that all RFID cards are accepted at the station. To do this, please contact us via our hotline or by email at orga@firmenladen.de.