

**HOW TO**  
**ÖBB BUSINESS ACCOUNT**



**Switching  
is easy.**



TODAY  
**12:22** dep  
arr

City or station  
City or station

WHO IS GOING?  
Me  
CHANGE

# Administration

Now enter the structure of your company into the new Business Account.

Past Journeys   Current Journeys   Favourites

**Administration of your company data**

We were unable to find a matching Favourite for quick booking.  
If you would like to add a Favourite, click on the star symbol next to "My Journey" or "Our Services".

## Administration

To create new business units, such as branches, cost centres or regions, click the + button.

You can also add the billing address and view the status of the vetting procedure here.

Business Units & Members

Muster GmbH +

### Muster GmbH

ÖBB customer number: PV212148993  
VAT number  
ATU12345678

Business Unit Name \*  
Muster GmbH

Business Unit Type \*  
Company

MEMBERS (1)

PAYMENT METHOD

TAN  
TAN OVERVIEW

### Address

Address Supplement:

Street and street number  
Teststraße 1

|       |      |              |
|-------|------|--------------|
| PCode | City | Country      |
| 1100  | Wien | Österreich ▼ |

Email  
mustergmbh-deva@trash-mail.com

# Create business unit

Next, please click **ADD BUSINESS UNIT**.

The screenshot shows the 'Muster GmbH' business unit page. At the top, there is a navigation bar with a folder icon, the text 'Muster GmbH', a plus sign, and a button labeled 'ADD BUSINESS UNIT' which is highlighted with a red border. Below this, the main content area is titled 'Muster GmbH' and displays the following information:

- ÖBB customer number: PV212148993
- VAT number: ATU12345678
- Business Unit Name: \* Muster GmbH
- Business Unit Type: \* Company

On the right side of the main content area, there are three green buttons:

- MEMBERS (1)
- PAYMENT METHOD
- TAN TAN OVERVIEW

Below the main content area, there is an 'Address' section with the following fields:

- Address Supplement:
- Street and street number: Teststraße 1
- PCode: 1100
- City: Wien
- Country: Österreich
- Email: mustergmbh-deva@trash-mail.com

# Create business unit

Enter the required data into the new business unit, for example "Wien" shown here.

Muster GmbH +



ÖBB customer number:

VAT number

Business Unit Name \*

Business Unit Type \*

Muster GmbH +



**Wien (being edited)**

CANCEL

CREATE

ÖBB customer number:

VAT number

ATU01234567

Business Unit Name \*

Wien

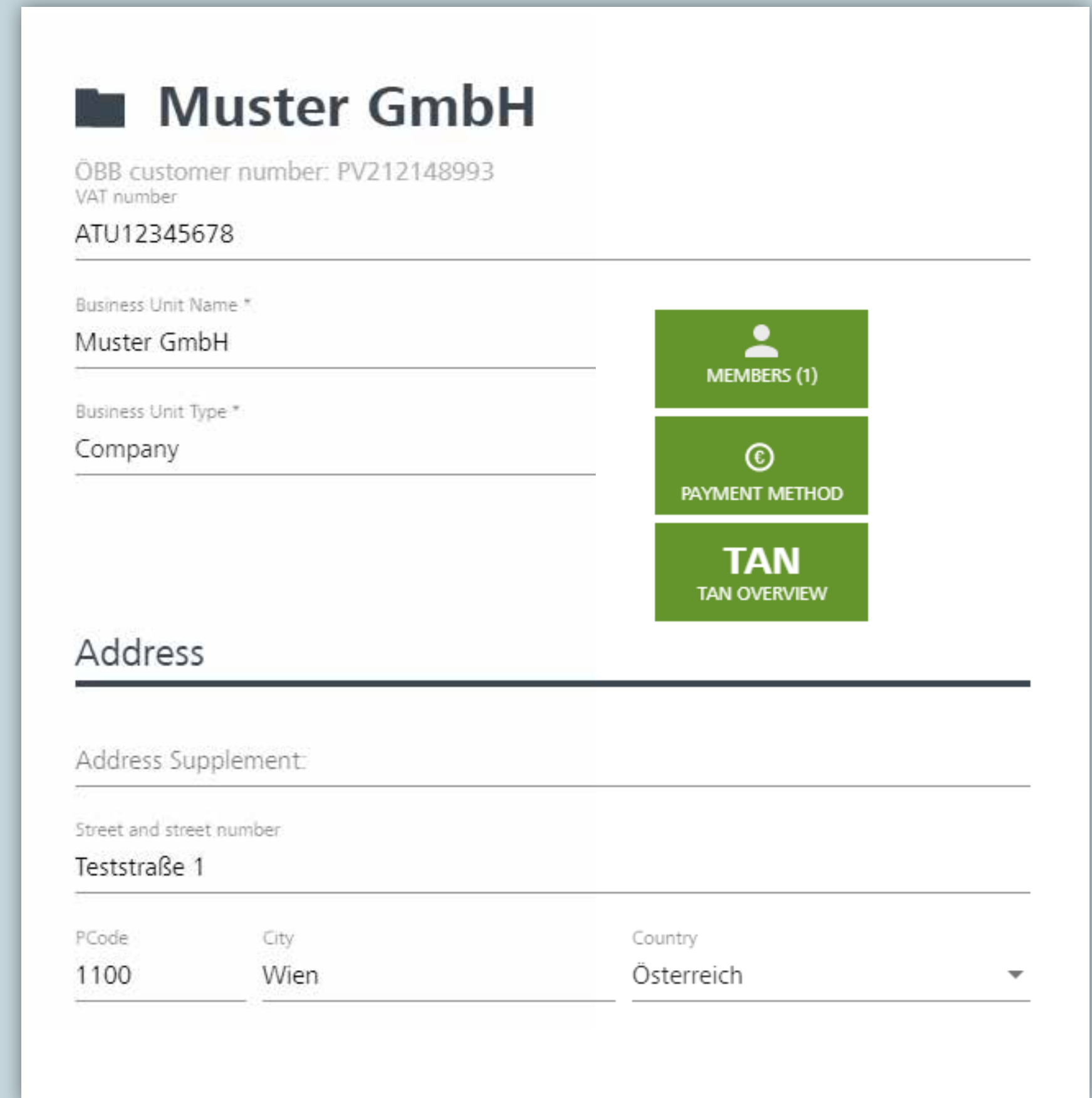
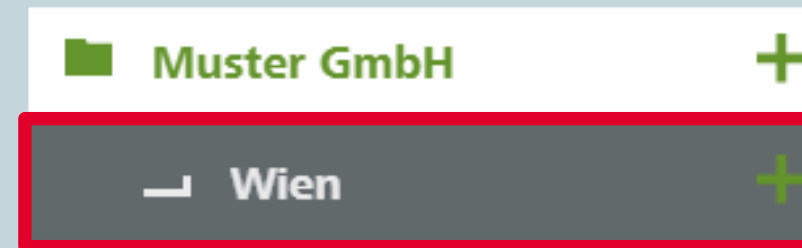
Business Unit Type \*

Region

# Create business unit

You'll find information about the company in the top section.

When a new business unit is created (for example "Wien" shown here), click on it to enter more detailed information.



# Create business unit

Here, you can view more detailed information on the "Wien" business unit.

- Muster GmbH +
- Wien +

## Wien

ÖBB customer number: PV212148993  
VAT number  
ATU01234567

---

Business Unit Name \*  
Wien

Business Unit Type \*  
Region

MEMBERS (0)

PAYMENT METHOD

TAN  
TAN OVERVIEW

### Address

---

Address Supplement:

Street and street number

PCode City Country

Email

# Create member

To allocate members to the business unit, click on **Business Units & Members**.

You can use the search function to determine whether the business unit or member has already been created and create them again, if necessary.

The screenshot displays the 'Business Units & Members' interface. At the top, a search bar is highlighted with a red box, containing the text 'Business Units & Members'. Below this, a sidebar shows a tree view with 'Muster GmbH' and 'Wien' (indicated by a minus sign), both with plus signs. The main content area shows details for the 'Wien' business unit, including the ÖBB customer number (PV212148993), VAT number (ATU01234567), and fields for 'Business Unit Name' (Wien) and 'Business Unit Type' (Region). To the right, there are three buttons: 'MEMBERS (0)', 'PAYMENT METHOD', and 'TAN TAN OVERVIEW'. Below these is an 'Address' field. A second screenshot, titled 'Administration', shows a search for 'wien' in the 'Business Units & Members' section, resulting in one business unit listed: 'Wien' (REGION). A red box highlights the 'Create new member' button in the bottom right corner of this search results area.



# Create member

Please enter the details of the member here.

The screenshot shows the 'Business Units & Members' interface. On the left, a sidebar lists 'Muster GmbH' and 'Wien'. The main content area is titled 'Create new member' and is divided into two sections: 'Details' and 'Customer Account'. The 'Details' section contains several input fields: 'Salutation \*' (with a dropdown arrow), 'Acad. title (prefix)', 'First name \*', 'Last name \*', 'Acad. title (suffix)', 'Email', 'Telephone no.', and 'Date of birth' (with a calendar icon). The 'Customer Account' section contains a note: 'As soon as you have finished adding a person, you can create her/his customer account here.' At the bottom of the form, there is a 'Discount cards' section with a '+ Add discount cards' button.



- Muster GmbH +
- Wien +

## Create new member

### Details

### Customer Account

Salutation \*

As soon as you have finished adding a person, you can create her/his customer account here.

Acad. title (prefix)

First name \*

Last name \*

Acad. title (suffix)

Email

Telephone no.

Date of birth



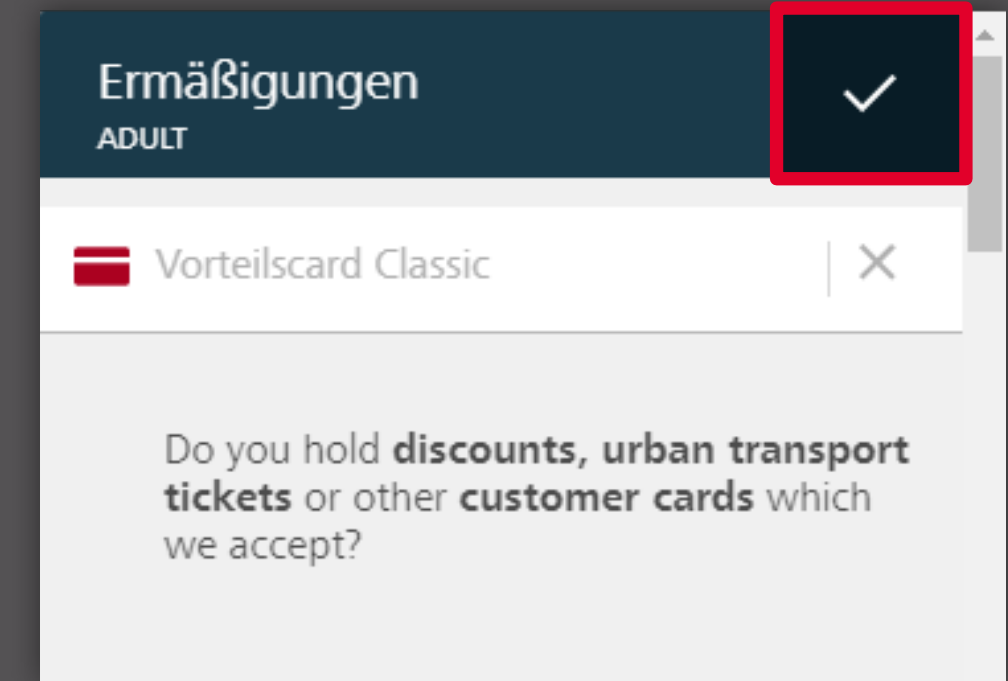
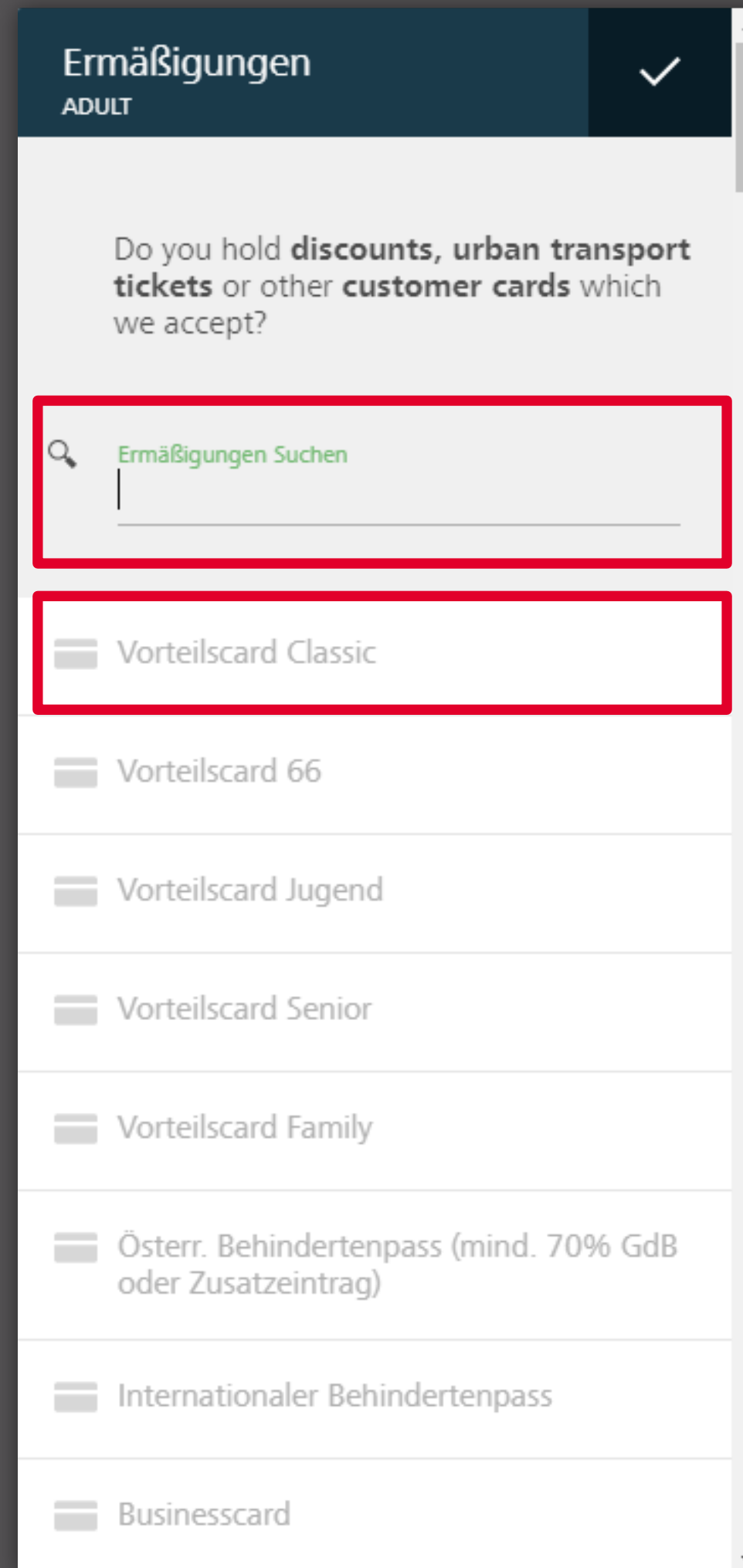
Discount cards

+ Add discount cards

# Create member

You can assign discount cards to the member (VC, ÖC, etc.). You can search for a discount card from the list or enter one directly.

Confirm the discount by pressing ✓.



# Create member

Now, you can view “Vorteilscard Classic”, for example, in members under the “discounts” tab.

Use the **add path** button to determine which business unit the member should be assigned to.

## Discount cards

[+ Add discount cards](#)

Business

Vorteilscard Classic

## Assignments\*

[+ Add assignment](#)



# Create member

As with the discount card, a search field will now open with all business units or you can also enter one directly.

Select Business Units ✓

Please select the business unit which the person is assigned to.

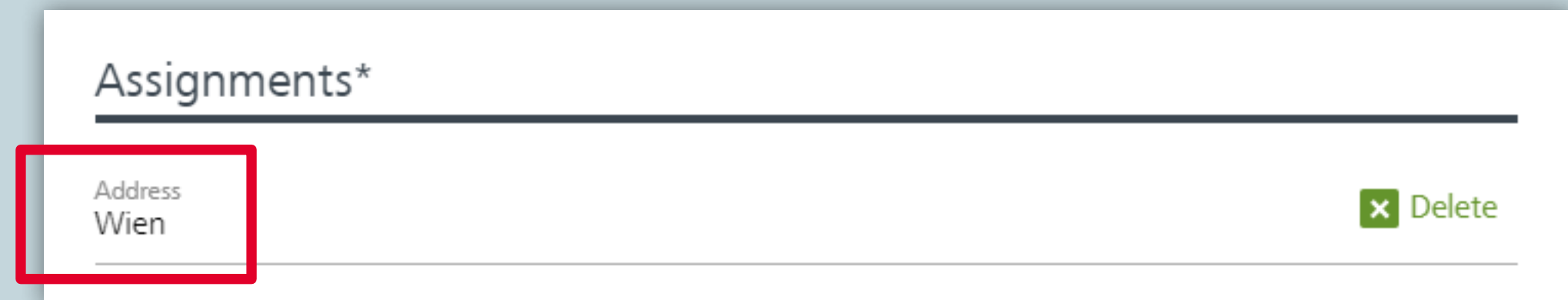
Search business units  
wie

Filiale Wiener Neustadt Hauptplatz

Wien

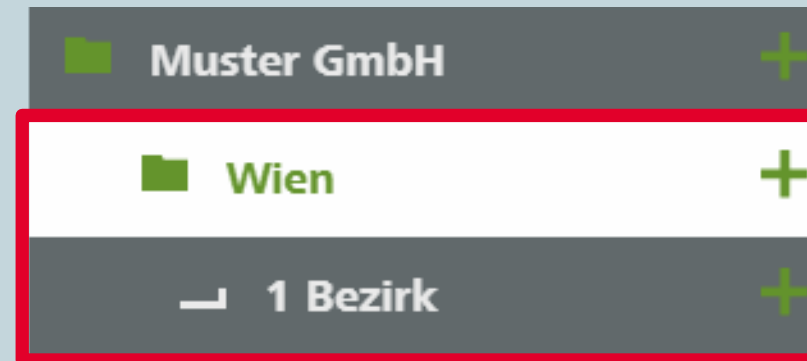
# Create member

You can now view the business unit (for example, "Wien" shown here) for the person under the "assignments" tab.



# Create member

Our example, “Julia Mustermann” may now be assigned to the “Wien” and “1. Bezirk” business units.



Acad. title (prefix)

First name \*  
Julia

Last name \*  
Mustermann

Acad. title (suffix)

Email

Telephone no.

Date of birth

Discount cards [+ Add discount cards](#)

Assignments\*

Address  
Wien [x Delete](#)



## TAN allocation – Paying at the counter

The employee can book their ticket by entering a TAN at the counter and pay with approved payment methods. The admin creates this TAN in the administration section and assigns it to the respective employee.

To create a TAN, click on the **TAN OVERVIEW** on the respective business unit for which it should be validated.

Business Units & Members

- Muster GmbH +
- Wien +
- 1 Bezirk +

### Muster GmbH

ÖBB customer number: PV212148993  
VAT number  
ATU12345678

Business Unit Name \*  
Muster GmbH

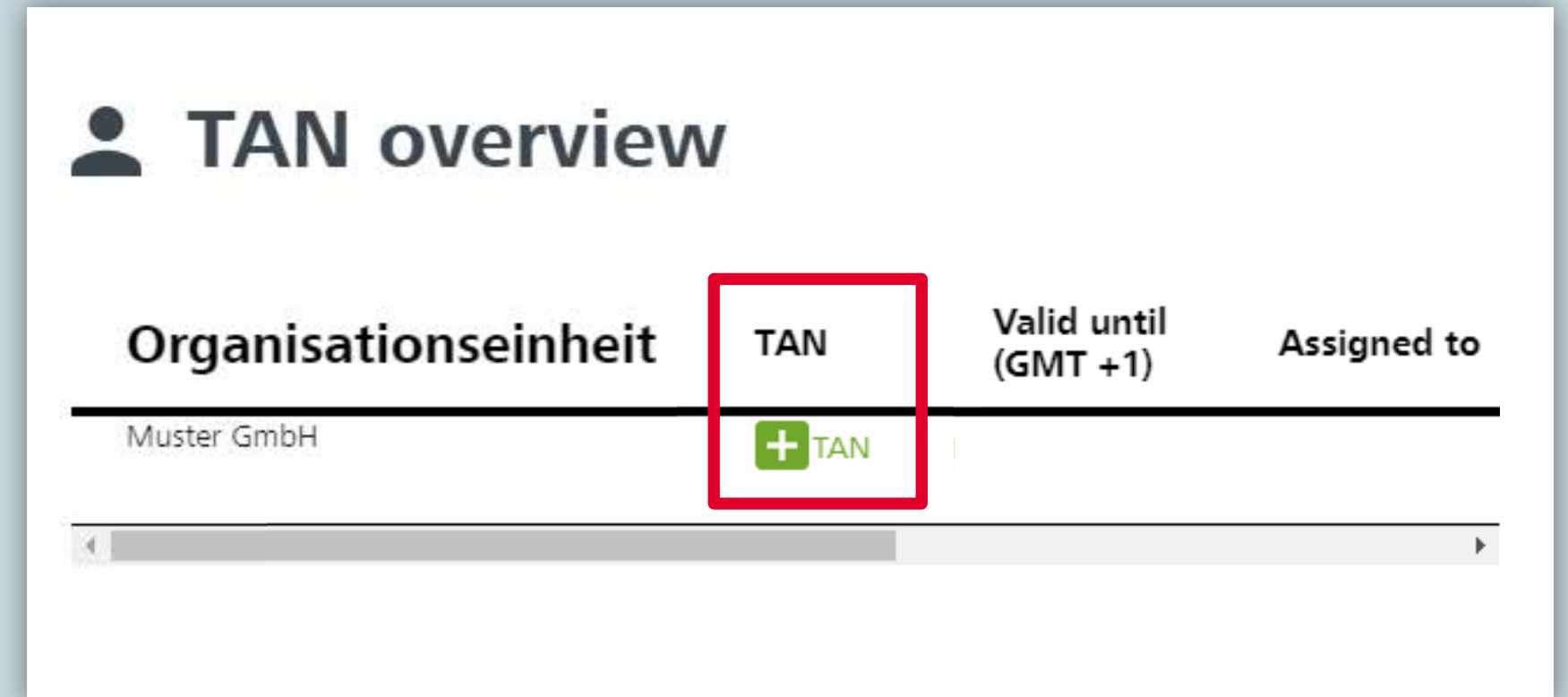
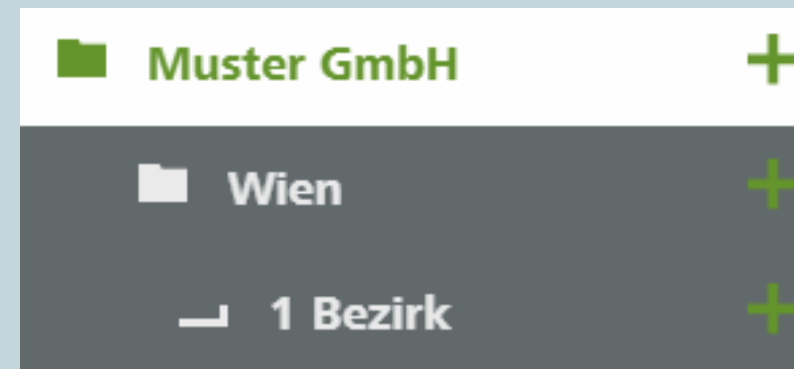
Business Unit Type \*  
Company

Address

- MEMBERS (1)
- PAYMENT METHOD
- TAN**  
TAN OVERVIEW

# TAN allocation – Paying at the counter

To confirm, click on + – the TAN  
will then be created.



# TAN allocation – Paying at the counter

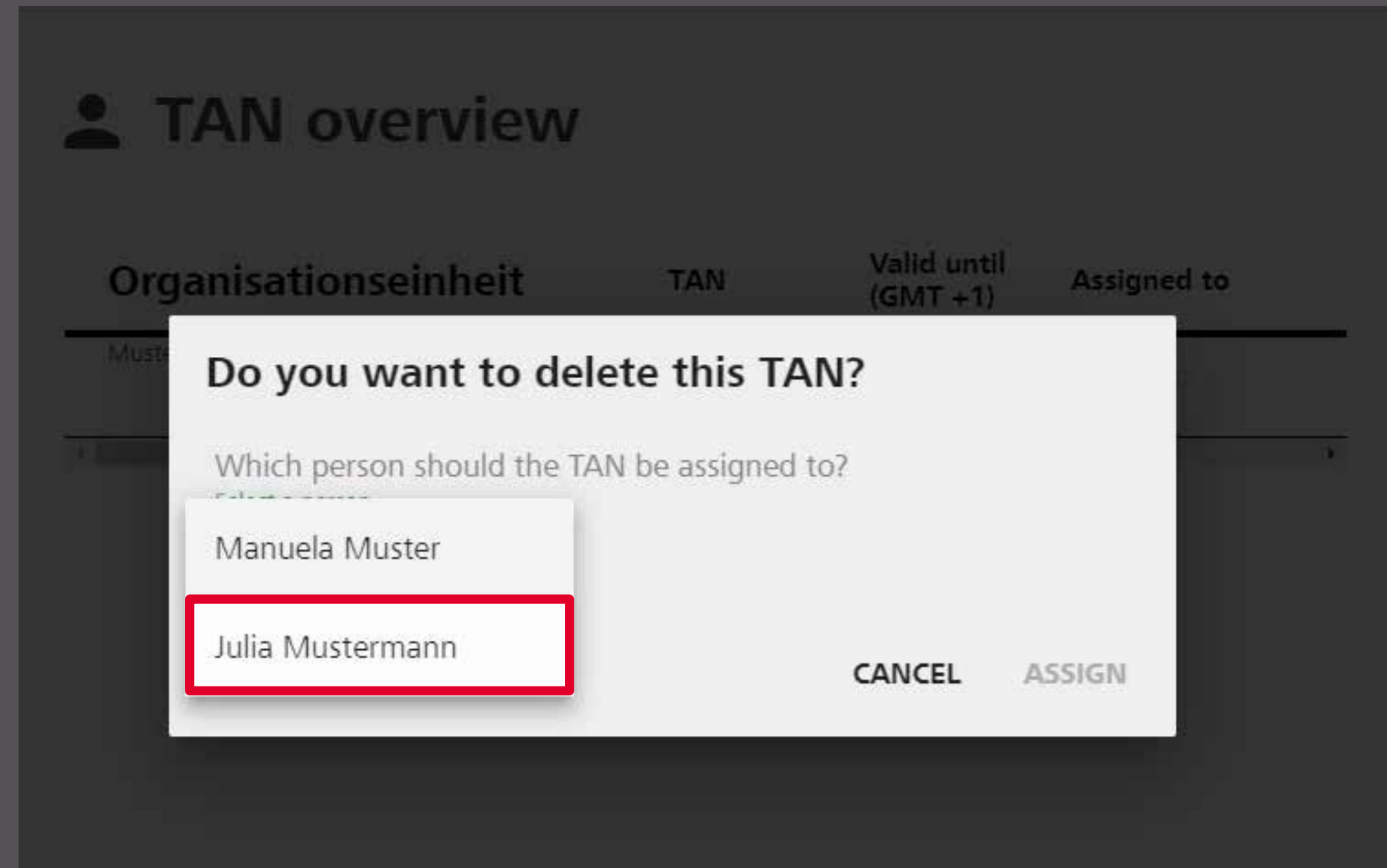
The TAN you have created can now be assigned to the employee – Warning, this is not automatic. In order to keep the overview at all times, you can enter the employee under “Assign to”.

| Organisationseinheit | TAN             | Valid until (GMT +1) | Assigned to  |
|----------------------|-----------------|----------------------|--------------|
| Muster GmbH          | J9WZYC<br>+ TAN | 25.05.19; 10:51      | Assign to... |



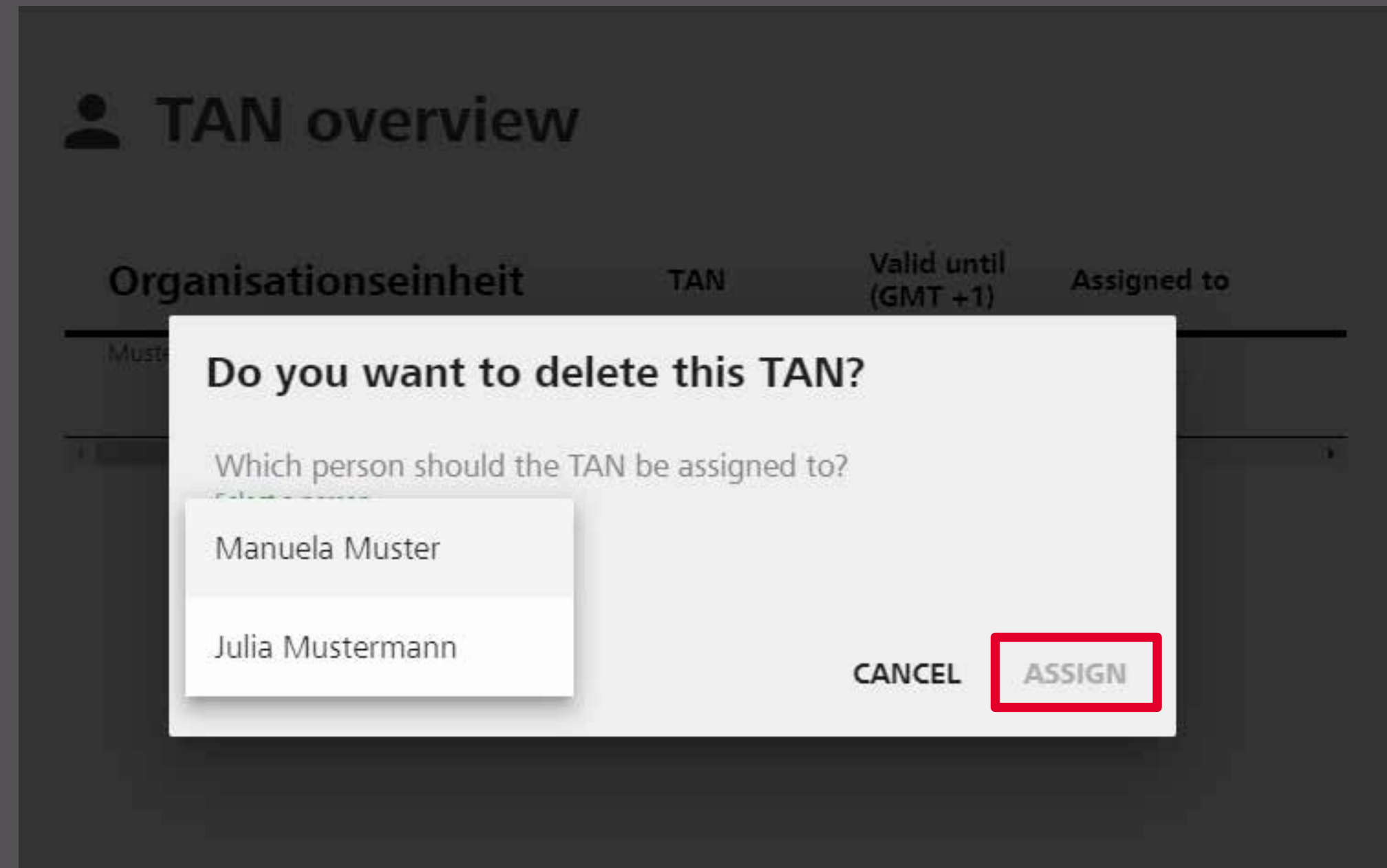
# TAN allocation – Paying at the counter

Select the member you want to assign  
the TAN code to from the drop-down list.



# TAN allocation – Paying at the counter

Confirm the assignment of the TAN  
to Julia Mustermann.



# TAN allocation – Paying at the counter

The TAN was successfully transferred to Julia Mustermann and can be viewed from the overview.

| Organisationseinheit | TAN             | Valid until (GMT +1) | Assigned to         |
|----------------------|-----------------|----------------------|---------------------|
| Muster GmbH          | J9WZYC<br>+ TAN | 25.05.19, 10:51      | Ms Julia Mustermann |

# Booking tickets

As long as you don't make any changes to the settings, you are automatically selected under "Who is travelling?". If you want to change this, click on the **Menu** button.

**WHO IS GOING?**  
Me  
CHANGE

**Manuela Muster**  
As of now your name will be displayed as "Me". Here you can add your discount cards and other passengers for your journey.

### Select Journey

Do you need this journey often?  
★ PUT ON START PAGE

**TODAY** TOMORROW Thu Fri Sat Sun  
21 MAY 22 MAY 23 MAY 24 MAY 25 MAY 26 MAY  
CALENDAR

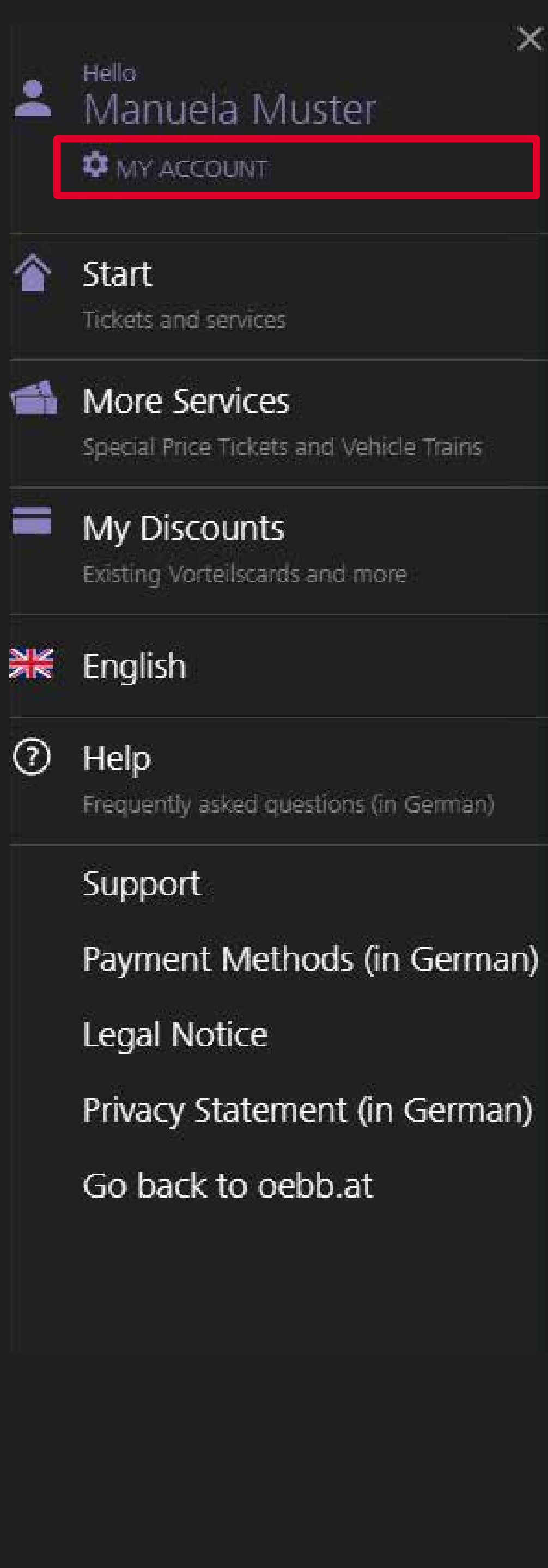
Sort by Departure time SET MORE FILTERS

| Dep     |  | Arr   | Fares from                    |
|---------|--|-------|-------------------------------|
| EARLIER |  |       |                               |
| 12:55   | RJ<br>2 h 53 min<br>from Wien Hbf<br>to Salzburg Hbf | 15:48 | € 34,90<br>Sparschiene ticket |
| 12:55   | RJ<br>2 h 53 min<br>from Wien Hbf<br>to Salzburg Hbf | 15:48 | € 34,90<br>Sparschiene ticket |



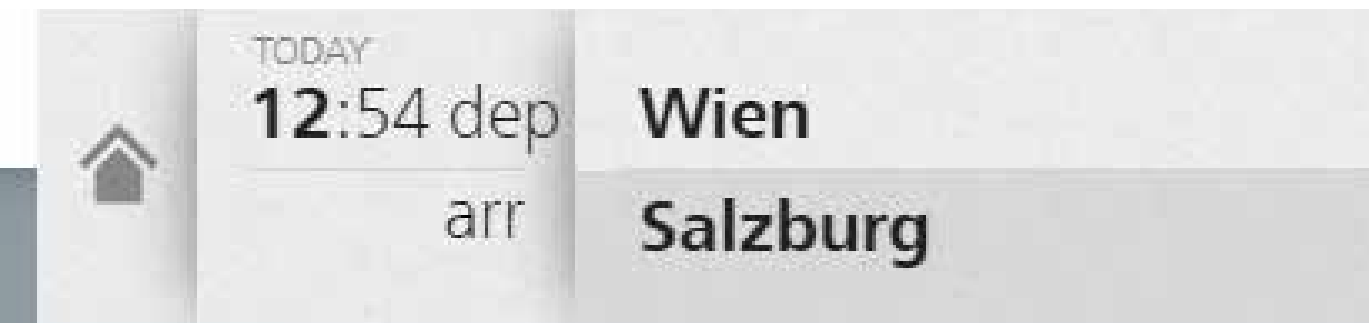
# Booking tickets

Click on **My Account**.

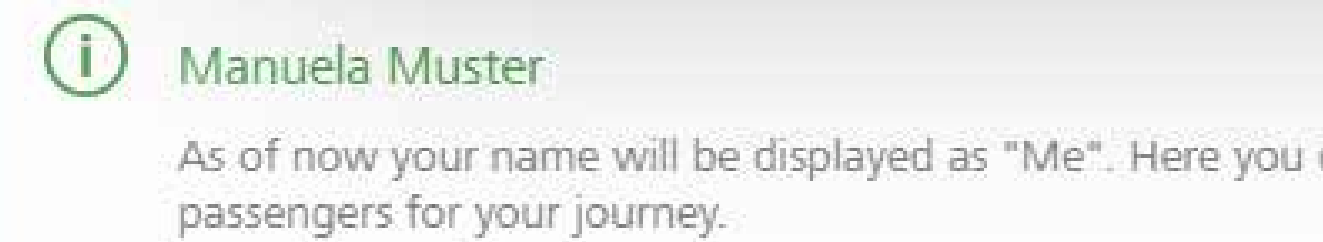


Navigation menu with a dark background and white text. At the top right is a close button (X). The menu items are:

- Hello **Manuela Muster**
- MY ACCOUNT** (highlighted with a red box)
- Start**  
Tickets and services
- More Services**  
Special Price Tickets and Vehicle Trains
- My Discounts**  
Existing Vorteils cards and more
- English** (with UK flag icon)
- Help**  
Frequently asked questions (in German)
- Support**
- Payment Methods (in German)**
- Legal Notice**
- Privacy Statement (in German)**
- Go back to oebb.at**

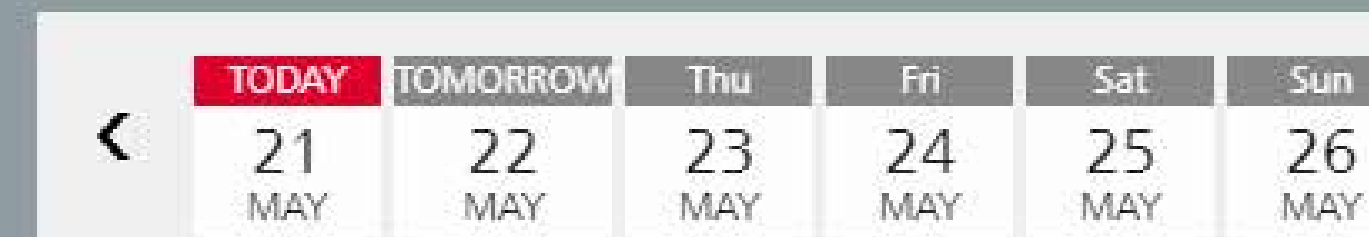


Train journey summary showing a home icon, a calendar icon, and the text: TODAY **12:54 dep** **Wien** arr **Salzburg**.



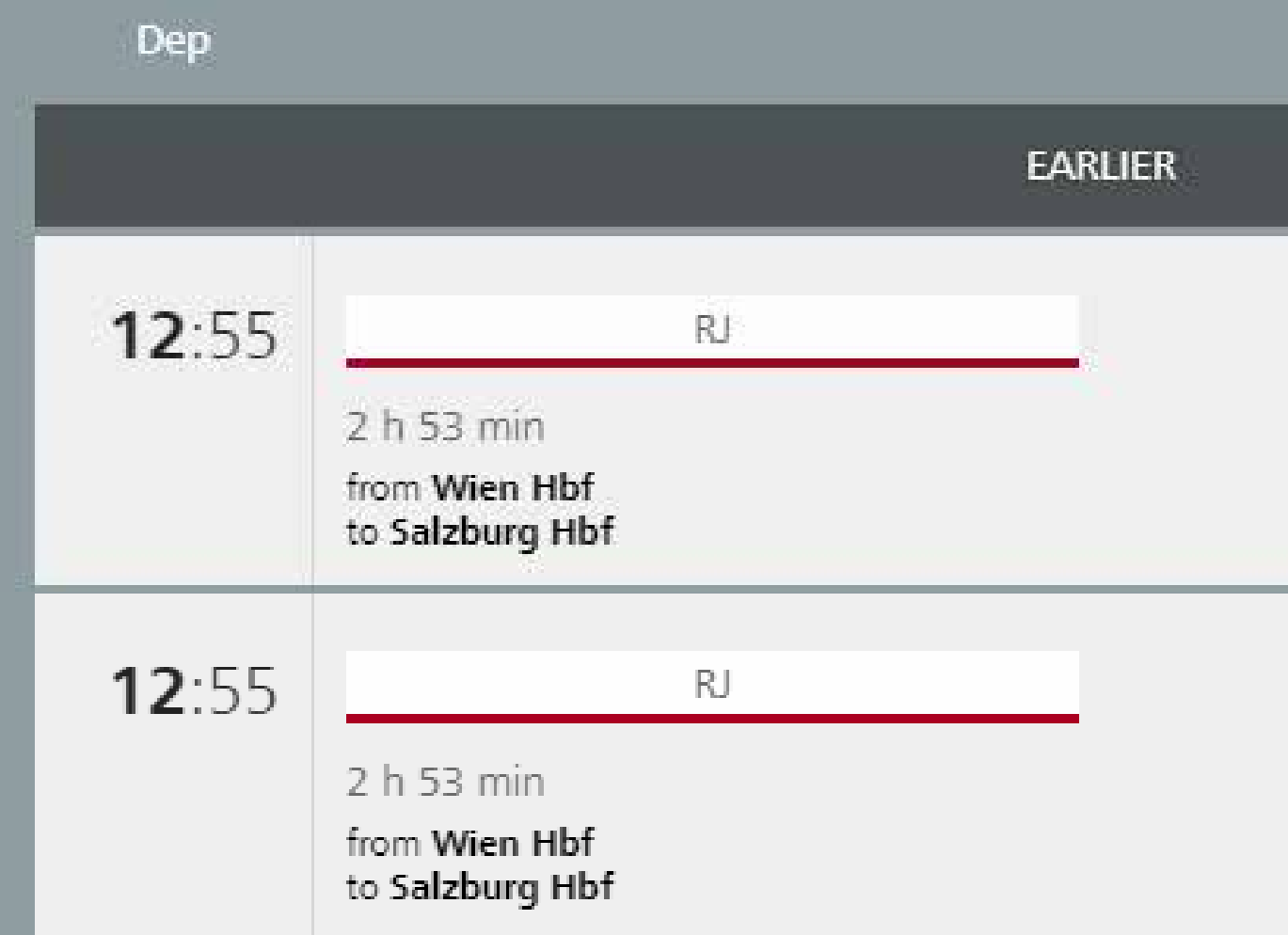
Notification for **Manuela Muster**: As of now your name will be displayed as "Me". Here you can manage passengers for your journey.

## Select Journey



Calendar for selecting a date. The current date is **TODAY** (21 MAY). Other dates shown are 22 MAY, 23 MAY, 24 MAY, 25 MAY, and 26 MAY.

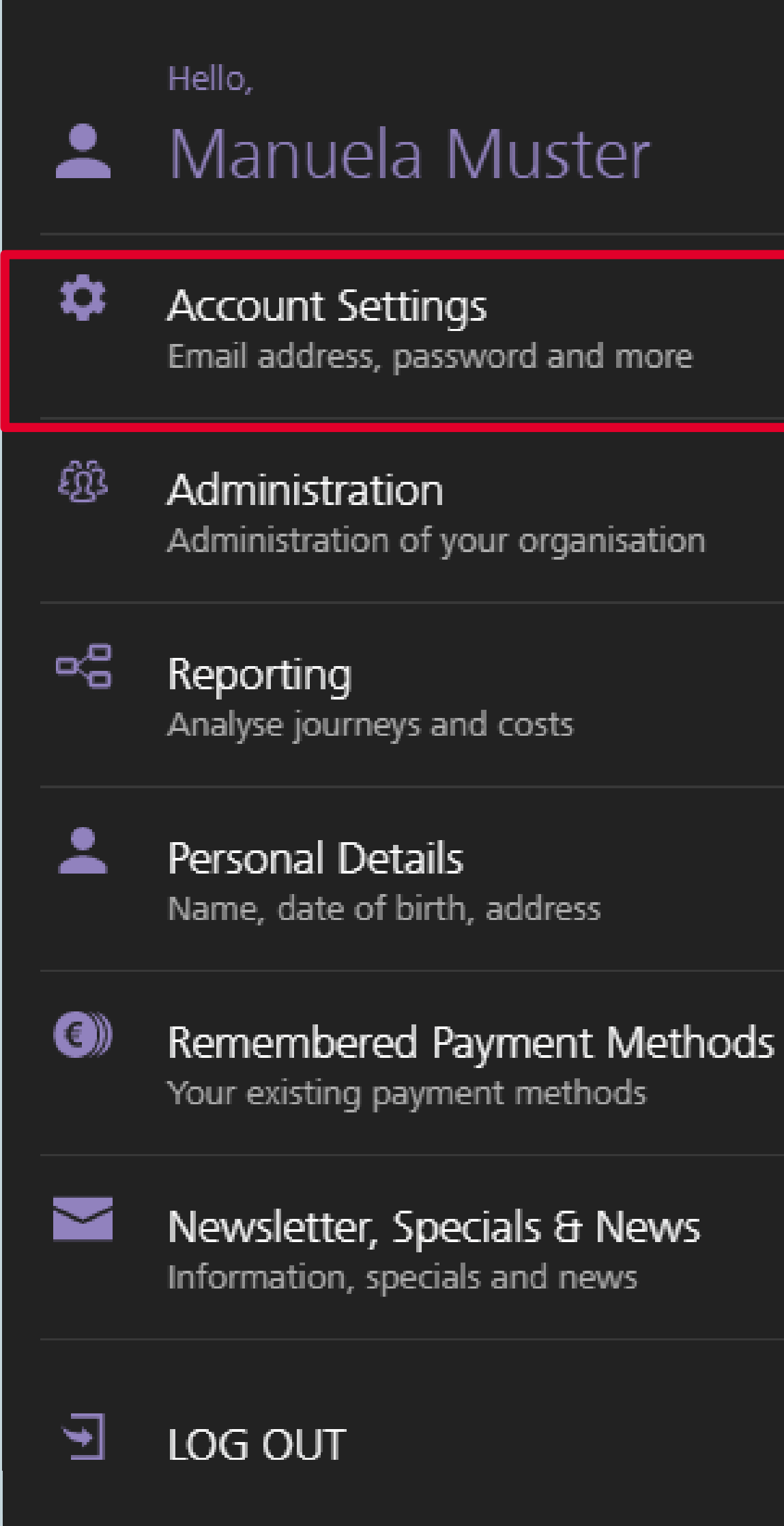
Sort by Departure time



| Dep          | EARLIER   |
|--------------|---|
| <b>12:55</b> | <b>RJ</b><br>2 h 53 min<br>from <b>Wien Hbf</b><br>to <b>Salzburg Hbf</b> |
| <b>12:55</b> | <b>RJ</b><br>2 h 53 min<br>from <b>Wien Hbf</b><br>to <b>Salzburg Hbf</b> |

# Booking tickets

Now click on **Account Settings**.




Account Settings menu items:


- Hello, **Manuela Muster**
- Account Settings**  
Email address, password and more
- Administration**  
Administration of your organisation
- Reporting**  
Analyse journeys and costs
- Personal Details**  
Name, date of birth, address
- Remembered Payment Methods**  
Your existing payment methods
- Newsletter, Specials & News**  
Information, specials and news
- LOG OUT**

# Booking tickets


Check the “I usually travel myself” box –  
Press **Done**.

Hello,  
 **Manuela Muster**


---

 **Account Settings**  
Email address, password and more


---

 **Administration**  
Administration of your organisation


---

 **Reporting**  
Analyse journeys and costs


---

 **Personal Details**  
Name, date of birth, address


---

 **Remembered Payment Methods**  
Your existing payment methods

---

 **Newsletter, Specials & News**  
Information, specials and news

---

 **LOG OUT**

## Email Address and Password

Your email address is:  
**mustergmbh-deva@trash-mail.com**

[CHANGE EMAIL ADDRESS](#)

[CHANGE PASSWORD](#)

**I usually travel myself**

You will be automatically added as a passenger every time you buy a ticket.

## Close Account

This will close your account. It will also delete all journey data, saved settings and remembered passengers.

[CLOSE ÖBB ACCOUNT](#)

**DONE**




TODAY  
**12:58 dep**  
arr

City or station  
City or station

WHO IS GOING?  
1 x adult  
[CHANGE](#)

# Booking tickets




Now you will no longer be preselected under "Who is travelling?".

 Past Journeys     Current Journeys     Favourites

[Administration of your company data](#)

We were unable to find a matching Favourite for quick booking.  
If you would like to add a Favourite, click on the star symbol next to "My Journey" or "Our Services".

swap direction

-  **Wien > Salzburg**  
Single Tickets and Day Tickets
-  **Wien > Innsbruck Wilten**  
Single Tickets and Day Tickets
-  **Innsbruck**  
City tickets - for trips in Innsbruck



# Who is travelling?

You can search for saved members in the new "Who is travelling?" screen.

< Who is going? ✓ DONE

1. Adult  
No discount

ADD DISCOUNT

PASSENGER WITH DISABILITIES

All in all one passenger

Passengers (company employees)

+ ADULT

+ CHILD OR YOUTH

+ SENIOR

DOG

BICYCLE

★ Favourites

+ Me, Manuela Muster ×

Passengers (company employees)

must ×

Muster Manuela

Mustermann Julia

# Who is travelling?

Now click on a member to select them and remove the second member.

Your journey will be confirmed when you press the **Done** button.

< Who is going? ✓ DONE

1. Mustermann Julia  
No discount

- ADD DISCOUNT
- PASSENGER WITH DISABILITIES
- ADD TO FAVOURITES

2. Adult  
No discount

All in all 2 passengers

Passengers (company employees)  
muster

- Muster Manuela
- Mustermann Julia



## My Basket

Your email address is already entered in the My Basket page and you can select a business unit. If you are a company admin, then you can choose from any of the business units.

|   |       |          |               |                 |
|---|-------|----------|---------------|-----------------|
| ✕ | TODAY | Wien Hbf | WHO IS GOING? | ONE-WAY JOURNEY |
|   | 13:30 |          | Salzburg Hbf  | Julia           |

|   |                |
|---|----------------|
| <b>Total amount</b>   | <b>€ 97,30</b> |
| <a href="#">Click here for service and price details, print timetable</a> |                |

[BUY RETURN TICKET](#)   [MORE TICKETS](#)

### Email Address

Enter email address  
mustermann@mustergmbh.at

---

We will use it to confirm your booking.

### Billing Information

Please select the business unit which you would like to debit.

Debited Business Unit ▼

1 Bezirk  
Muster GmbH  
Wien

# My Basket

The payment type is determined by the business unit you select.

15:52 Salzburg Hbf € 97,30


Total amount € 97,30  
[Click here for service and price details, print timetable](#)


BUY RETURN TICKET MORE TICKETS

Email Address  
Enter email address  
examplegmbh-stest@trash-mail.com  
We will use it to confirm your booking.

Billing Information  
Please select the business unit which you would like to debit.  
Example GmbH ▼

Pay now

 Pay on invoice  
We will invoice the amount to you.

 **We ensure your payment security:** If you pay using a Mastercard, VISA or American Express credit card, you will need to enter your [3-D Secure password](#). We use a secure SSL connection to transfer all data.



# My Basket

If you now select a business unit which has "AirPlus" as an available payment method, for example, you will be shown this as the second payment method.

BUY RETURN TICKET

MORE TICKETS

## Email Address

Enter email address

examplegmbh-stest@trash-mail.com

We will use it to confirm your booking.

## Billing Information

Please select the business unit which you would like to debit.

Oberösterreich

## Pay now



Pay on invoice

We will invoice the amount to you.



AirPlus

Payment via your AirPlus Account




**We ensure your payment security:** If you pay using a Mastercard, VISA or American Express credit card, you will need to enter your 3-D Secure password. We use a secure SSL connection to transfer all data.

# My Basket

If you select "AirPlus", all nine BDI fields will be displayed.

## Pay now

 **AirPlus**  
Payment via your AirPlus Account ↶


i Please Note: You need to fill in at least 0 more optional required fields.

|                              |                  |
|------------------------------|------------------|
| Departure Date<br>tt.mm.jjjj | Internal Account |
| Project Number               | Order Number *   |
| Cost Centre                  | Destination      |
| Action Code *                | Employee Number  |
| Department Code              |                  |

# My Basket

You can complete the purchase after all required fields have been filled in.

## Pay now

 **AirPlus**  
Payment via your AirPlus Account ↶

**i** Please Note: You need to fill in at least 0 more optional required fields.

|                               |                       |
|-------------------------------|-----------------------|
| Departure Date:<br>tt.mm.jjjj | Internal Account      |
| Project Number                | Order Number *<br>123 |
| Cost Centre                   | Destination           |
| Action Code *<br>123          | Employee Number       |
| Department Code               |                       |

### Finish Order Process

If you now click "Pay now", you will at the same time accept the Fare Category Conditions and GTC of our contractors (available in German)

€ 44,50

Pay  
now