Switching is easy.
Administration

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

Next, please click **ADD BUSINESS UNIT**.
Create business unit

Enter the required data into the new business unit, for example “Wien” shown here.
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.
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.
Create member

Please enter the details of the member here.

<table>
<thead>
<tr>
<th>Details</th>
<th>Customer Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation *</td>
<td>As soon as you have finished adding a person, you can create his/her customer account here</td>
</tr>
<tr>
<td>Acad. title (prefix)</td>
<td></td>
</tr>
<tr>
<td>First name *</td>
<td></td>
</tr>
<tr>
<td>Last name *</td>
<td></td>
</tr>
<tr>
<td>Acad. title (suffix)</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Telephone no.</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
</tbody>
</table>

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.
Create member

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

![TAN overview]

<table>
<thead>
<tr>
<th>Organisationseinheit</th>
<th>TAN</th>
<th>Valid until (GMT +1)</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muster GmbH</td>
<td>RWZYC</td>
<td>25.05.19, 10:31</td>
<td>Assign to...</td>
</tr>
</tbody>
</table>
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.
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.
Booking tickets

Click on My Account.
Booking tickets

Now click on **Account Settings**.
Booking tickets

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

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

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

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.

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.
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.
My Basket

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

Pay now

<table>
<thead>
<tr>
<th>AirPlus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment via your AirPlus Account</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Internal Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>tt.mm.jjjj</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Order Number *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Centre</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action Code *</th>
<th>Employee Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
My Basket

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

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)