

HOW TO
ÖBB BUSINESS ACCOUNT



**Switching
is easy.**

Registration

Start the electronic registration
by entering your details.

Create New ÖBB Account

With your personal ÖBB Account buying your tickets will be much easier next time.

Email address
mustermann@mustergmbh-at

Password
•••••••• 

the password is strong

Register as
Business customer ▼

Salutation
Ms ▼

First name Last name
Manuela Muster

By registering you accept the [Tariff Conditions and GTC of ÖBB \(available in German\)](#)

Thank you for your trust! Please refer to the [Privacy Statement \(information pursuant to para. 12 ff GDPR \(DSGVO\)\)](#) (in German), on how we process your data.

CANCEL REGISTER

Registration

Page 2 of data entry.

Registration as Business Customer

To create a company account, please specify all necessary details about your company. We use these data to approve and create your business account in the shortest possible time.

Company name*
Muster GmbH

Address*
Teststraße 1

PCode City
1100 Wien

Country
Österreich

Company type*
Company

Branch of industry*
Transportation and storage

Entering the following will speed up activation of your business account:
Type of identification
VAT number

VAT number
ATU12345678

Name of customer service representa...

[BACK](#) [CANCEL](#) [REGISTER](#)

Registration

Registration successful. Click on the link in the email we have sent to your specified email address in order to complete the registration for your Business Account.

Click **OK** to start the vetting procedure for the approval of the Business Tariff and additional payment methods.

You Have New Messages

We have sent you an e-mail to mustermann@trash-mail.com. Please click on the link in the e-mail to confirm your e-mail address. This will initiate the vetting procedure for the approval of your business account.

OK

First Login

After you have confirmed the link, log in to your new ÖBB Business Account.

Select your preference on whether you want to be sent information on new offers and news.

ÖBB Konto erfolgreich aktiviert

Um Ihr ÖBB Konto nutzen zu können, melden Sie sich bitte an.

E-Mail-Adresse

mustermann@mustergmbh.at

Passwort

.....|



Mit Austria ID anmelden

[PASSWORT VERGESSEN?](#)

[ABBRECHEN](#)

[ANMELDEN](#)

Neues Service für Angebote und Neuigkeiten

Ja, ich möchte Angebote und sonstige Informationen rund um den ÖBB-Konzern und deren Kooperationspartner per E-Mail, Telefon oder SMS erhalten.

Weiters möchte ich auf mich abgestimmte Informationen und Empfehlungen (basierend auf meinem bisherigen Kauf- und Fahrverhalten oder meinen sonstigen persönlichen Vorlieben) per E-Mail, Telefon, SMS oder über sonstige ÖBB-Kanäle (z.B. ÖBB-Konto) erhalten.

Der Inhalt der Angebote, Informationen und Empfehlungen umfasst insbesondere aktuelle Angebote, Produkte, Reisen, Services, Gewinnspiele, Gutscheine, Kampagnen, Kundenbefragungen sowie sonstige Kundenbindungsmaßnahmen.

Meine Daten, die zu diesem Zweck von der ÖBB-Personenverkehr AG verwendet werden:

- Vor-/Nachname
- Geburtsdatum
- Adress- und Kontaktdaten
- zu meiner Person gespeicherte Details zu Buchungs-, Kunden- und Zeitkarten-, Ermäßigungs-, Reise- und Gutscheindaten
- Geo-Daten
- mir zugeordneten Präferenzen und Kundenbindungsmaßnahmen
- Geräte- und Browserinformationen inklusive mein zuordenbares Nutzungsverhalten
- Daten zu eventuellen Mobilitätspräferenzen bzw. allfälligen Einschränkungen

Widerruf

Diese Zustimmung kann jederzeit durch mich widerrufen werden, wobei der Widerruf dieser Zustimmung nicht automatisch für meine allenfalls darüber hinaus abgegebenen Zustimmungserklärungen gilt, sondern diese werden von mir gesondert widerrufen. Weitere Informationen, insbesondere eine Auflistung aller verwendeten personenbezogenen Daten sowie die Informationen nach Artikel 13 und 14 DSGVO, finden Sie in der [Datenschutzerklärung](#).

Falls Sie eine Ergänzung Ihrer bisherigen Zustimmung ablehnen und uns bereits früher Ihre Zustimmung zum Erhalt eines allgemeinen Newsletters gegeben haben, bekommen Sie wie gewohnt nur die Infos/Newsletter, die Sie bisher bezogen haben.

[NEIN, DANK](#)

[JA, ICH STIMME ZU](#)

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, there are three green buttons: 'MEMBERS (1)', 'PAYMENT METHOD', and 'TAN TAN OVERVIEW'. Below this is the 'Address' section, which includes:

- Address Supplement: (empty field)
- Street and street number: Teststraße 1
- PCode: 1100
- City: Wien
- Country: Österreich (dropdown menu)
- 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

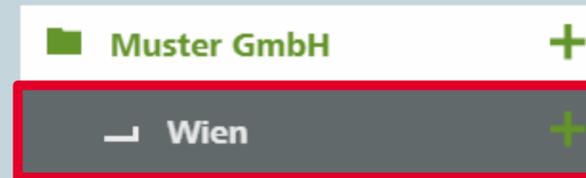
Business Unit Type *

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.

A screenshot of the 'Muster GmbH' business unit details page. The page is titled 'Muster GmbH' and shows the following information:

- ÖBB customer number: PV212148993
- VAT number: ATU12345678
- Business Unit Name: Muster GmbH
- Business Unit Type: Company
- Address Supplement: (empty field)
- Street and street number: Teststraße 1
- PCode: 1100
- City: Wien
- Country: Österreich (dropdown menu)

On the right side, there are three green buttons: 'MEMBERS (1)', 'PAYMENT METHOD', and 'TAN TAN OVERVIEW'.

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' (selected). The main content area shows details for the 'Wien' business unit, including the ÖBB customer number (PV212148993) and VAT number (ATU01234567). There are input fields for 'Business Unit Name' (filled with 'Wien') and 'Business Unit Type' (filled with 'Region'). To the right, there are three buttons: 'MEMBERS (0)', 'PAYMENT METHOD', and 'TAN TAN OVERVIEW'. Below these is an 'Address' field. At the bottom, an 'Administration' section shows a search bar with 'wien' entered, a list of 'Business Units (1)' including 'Wien' (REGION), and a red box highlighting the 'Create new member' button.

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 tabs: 'Details' (active) and 'Customer Account'. The 'Details' tab 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). A note on the right side of the form states: '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 section for 'Discount cards' 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



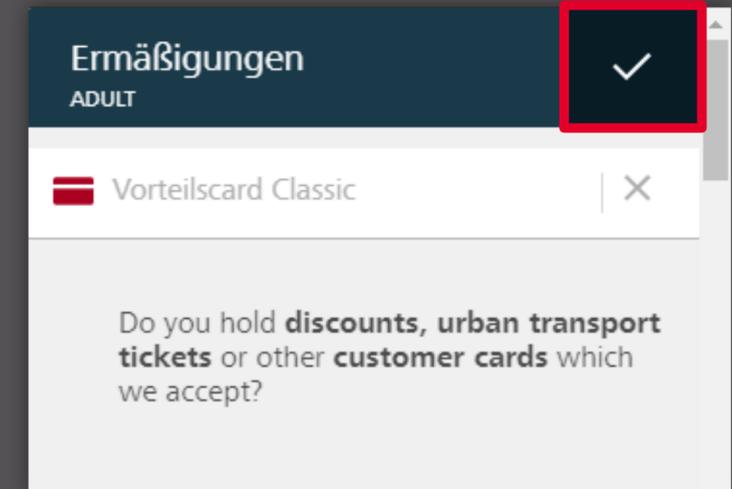
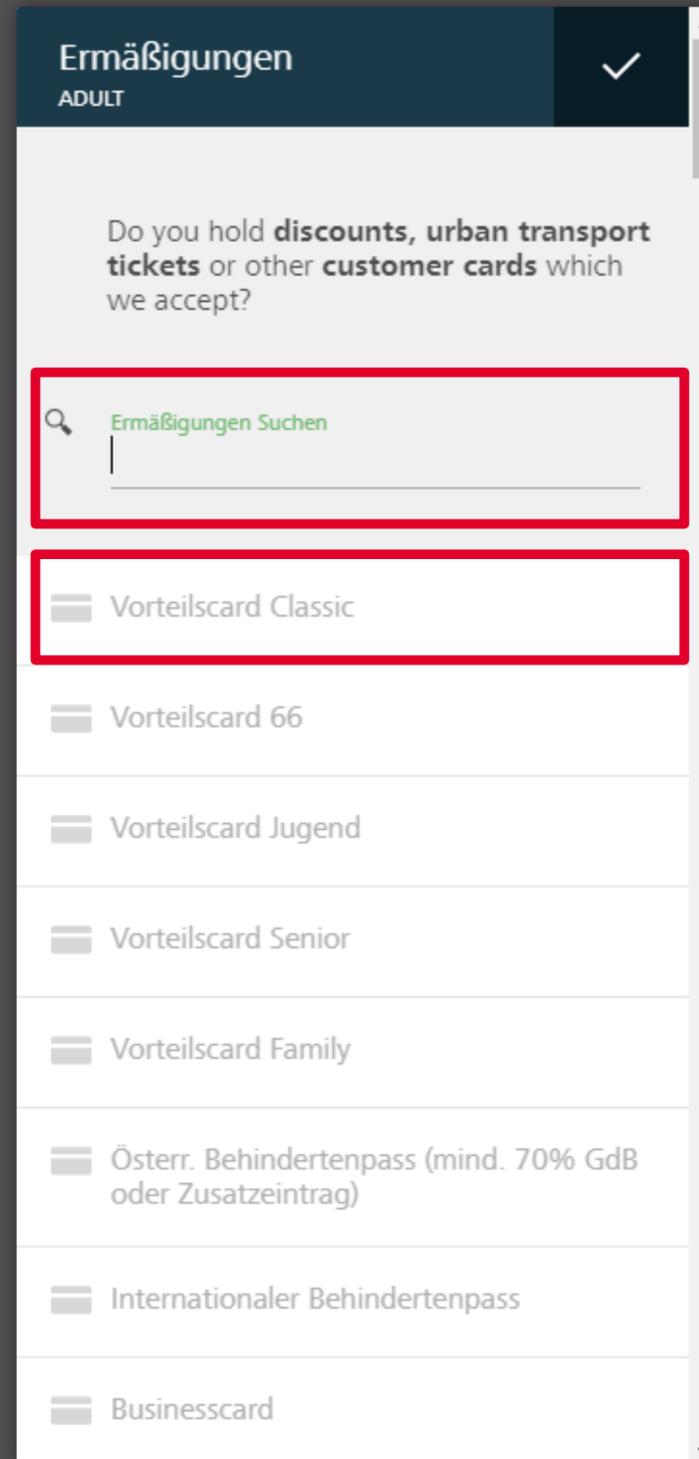
Discount cards

+ 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

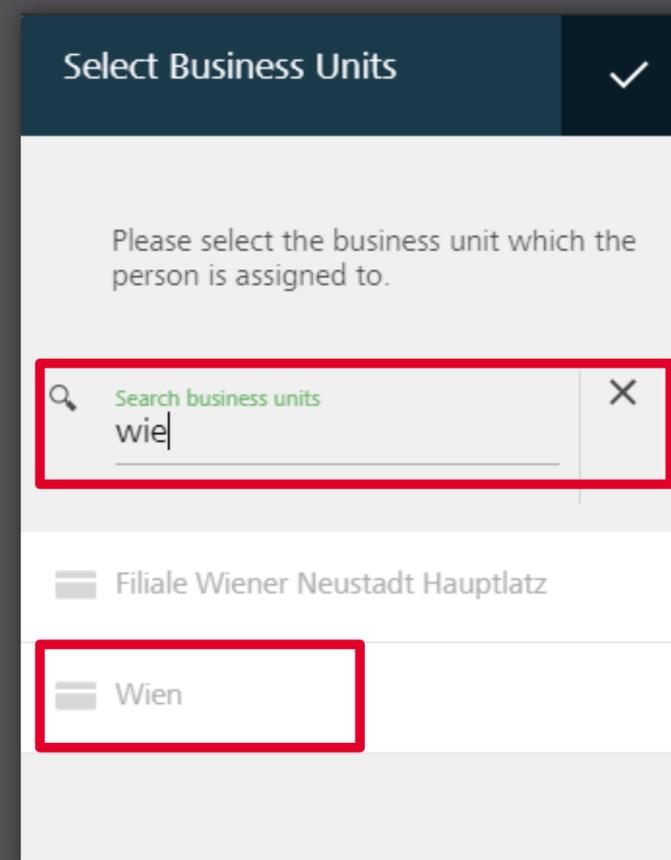
Vorteilscard Classic

Assignments*

[+ Add assignment](#)

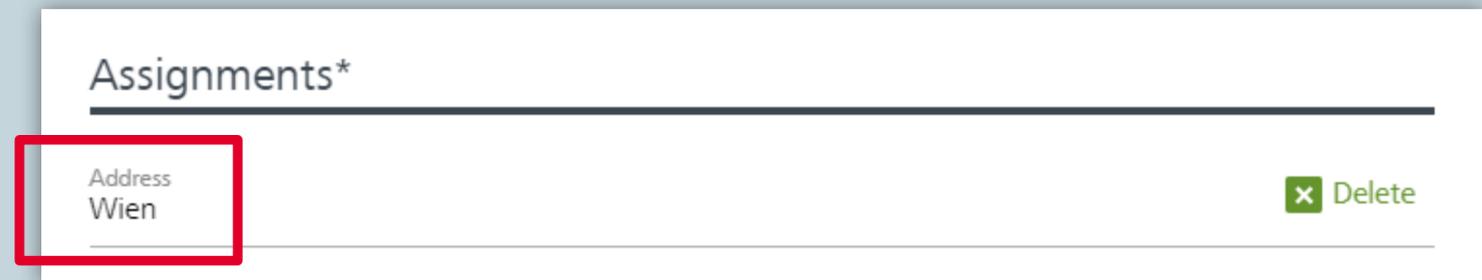
Create member

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



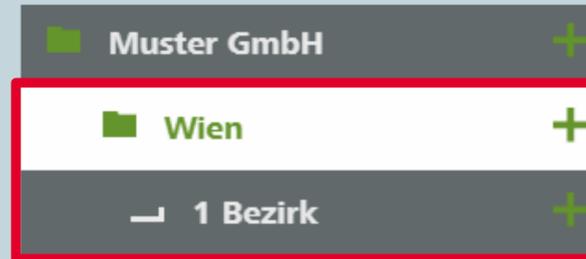
Create member

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

MEMBERS (1)

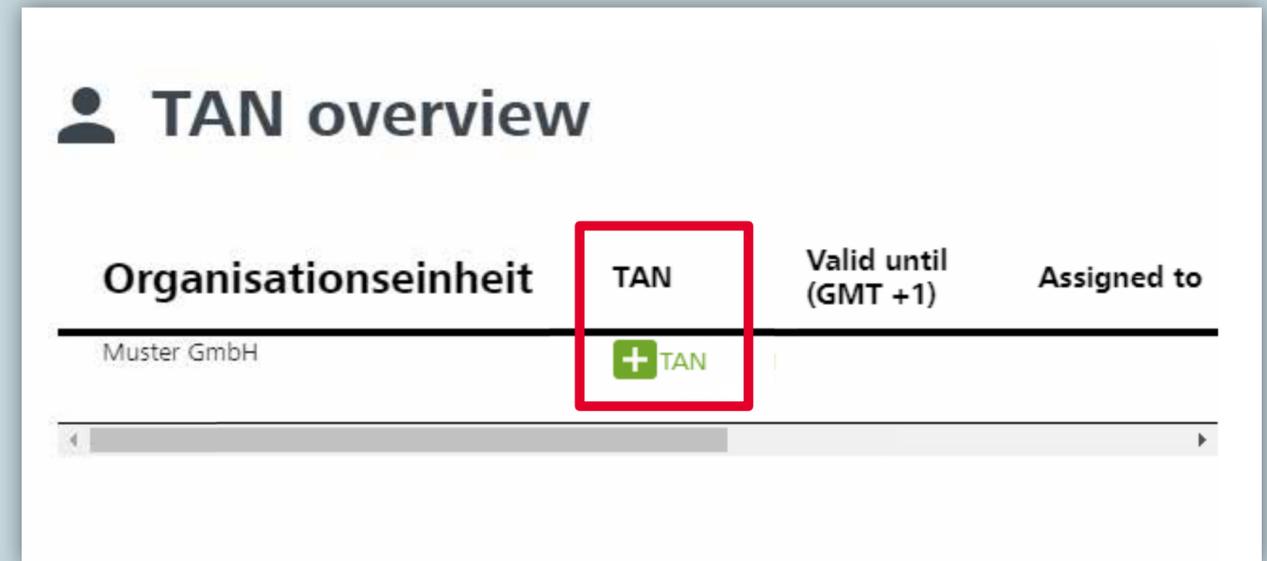
PAYMENT METHOD

TAN
TAN OVERVIEW

Address

TAN allocation – Paying at the counter

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



TAN allocation – Paying at the counter

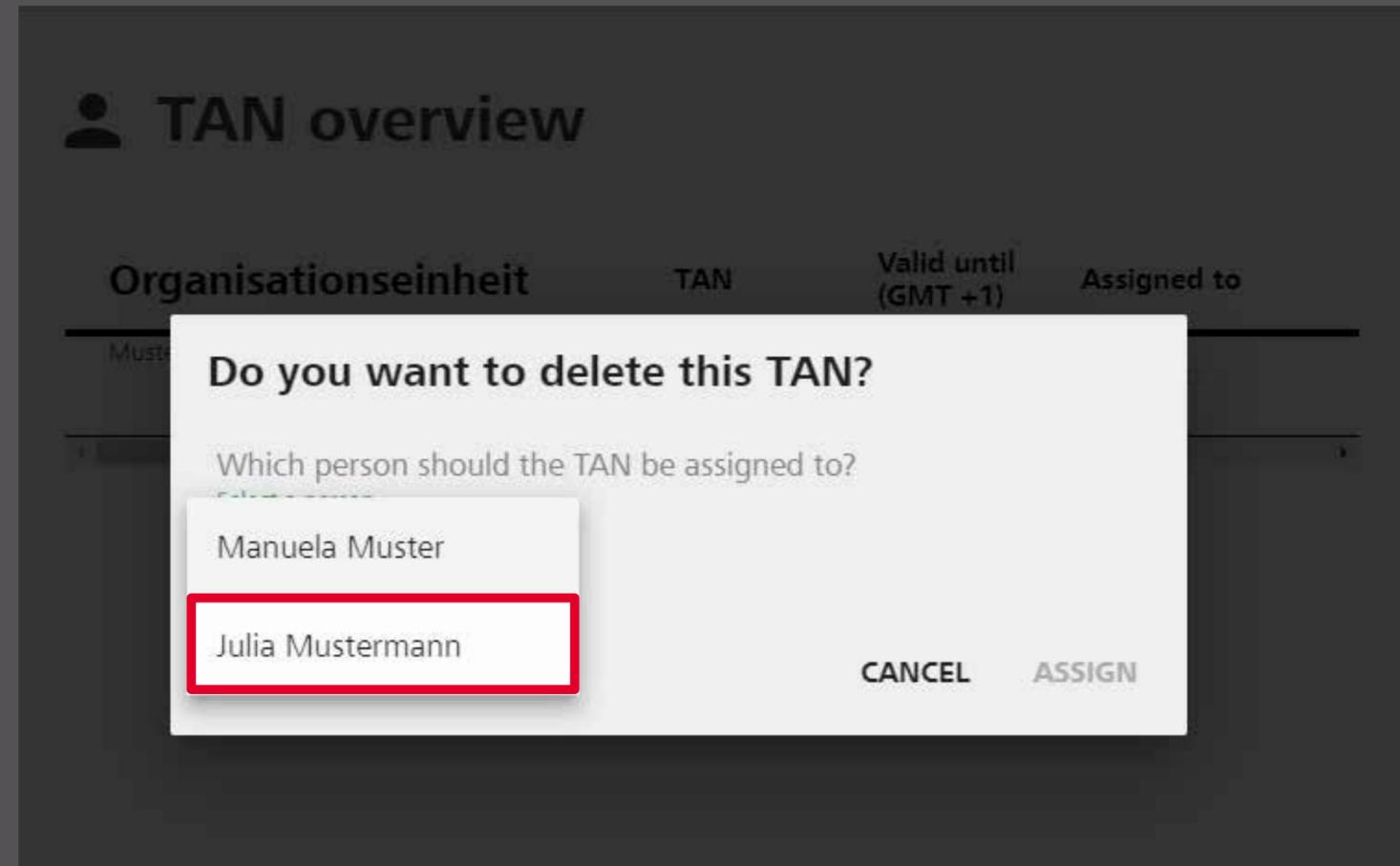
The TAN you have created can now be assigned to the employee – Warning, this is not automatic. In order to keep the overview at all times, you can enter the employee under “Assign to”.

TAN overview

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

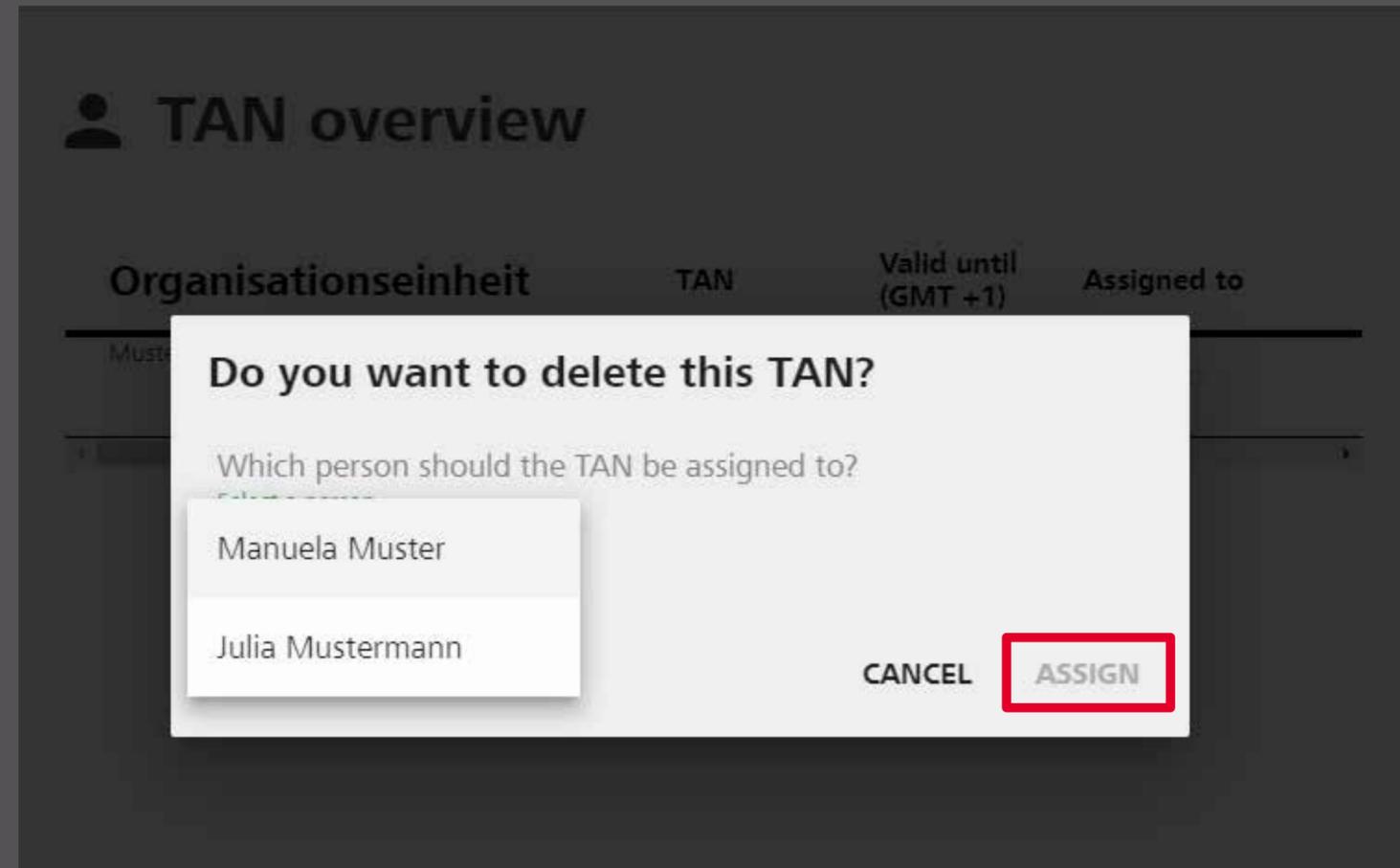
TAN allocation – Paying at the counter

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.

TAN overview

Organisationseinheit	TAN	Valid until (GMT +1)	Assigned to
Muster GmbH	J9WZYC + 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.

TODAY
12:54 dep
arr
Wien
Salzburg

WHO IS GOING?
Me
CHANGE

i 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 2 h 53 min from Wien Hbf to Salzburg Hbf	15:48	€ 34,90 Sparschiene ticket
12:55	RJ 2 h 53 min from Wien Hbf to Salzburg Hbf	15:48	€ 34,90 Sparschiene ticket

Booking tickets

Click on **My Account**.

Account menu for Manuela Muster. The 'MY ACCOUNT' option is highlighted with a red box.

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

Home button | TODAY 12:54 dep | arr | **Wien** | **Salzburg**

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

Select Journey

Calendar navigation: TODAY (21 MAY), TOMORROW (22 MAY), Thu (23 MAY), Fri (24 MAY), Sat (25 MAY), Sun (26 MAY)

Sort by: Departure time

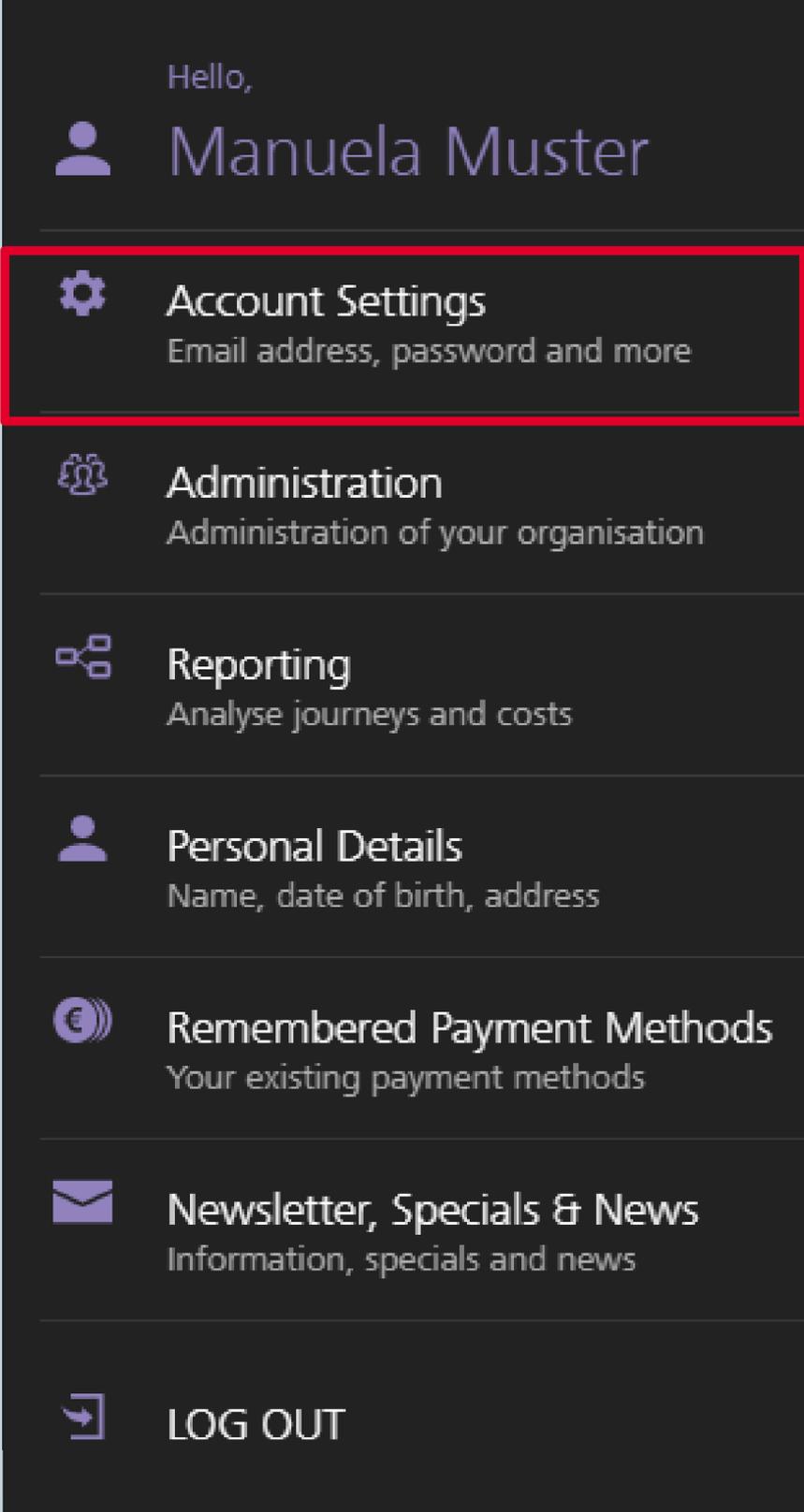
EARLIER

12:55 RJ
2 h 53 min
from **Wien Hbf**
to **Salzburg Hbf**

12:55 RJ
2 h 53 min
from **Wien Hbf**
to **Salzburg Hbf**

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

Total amount	€ 97,30
Click here for service and price details, print timetable	

[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 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: tt.mm.jjjj	Internal Account
Project Number	Order Number * 123
Cost Centre	Destination
Action Code * 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