First steps
Bookers on the bahn.business online portal

- The booker's activities
- Creating profiles
- Creating self-bookers
1. The booker's role

As a booker, you are the central figure when it comes to booking rail tickets for company members in the bahn.business online portal.

You oversee your booking centre, add company credit cards, create travel profiles and self-bookers, and you (of course) also book tickets.

- We have written this document to provide you with support during the important first steps when you are creating your travellers.

- Select the main navigation's "Administration" (1) option and click "Set up travellers" (2).
2. Creating travellers – profiles or self-bookers?

On this page, you choose between profiles and self-bookers.

- Will you handle ticket purchases for the employee you are registering? If so, click "Set up profile" (1).

- Or will the employee use the portal to book their own tickets? If so, click "Full registration" or "Simplified registration" (2) in the self-booker option. We will explain the differences below.

If necessary, an employee can have a profile and be a self-booker as well.
Creating a profile lets you book tickets quickly and effectively for the relevant employees.

- Should the system send the traveller booking confirmation every time a trip is booked? Add the relevant e-mail address to their profile using the "Personal details" option (1) to activate this automatic confirmation e-mail.

- Include the payment method (2).

- If the traveller has a BahnCard (rail discount card) you can also indicate this in the travel profile (3).

Once this step is finished, you will no longer need to provide the traveller's personal details every time you book a ticket for them.
If someone at your company needs to be able to book tickets on the bahn.business portal, you can give them the role of a self-booker.

- Use the option of "Full registration of self-bookers" if you want to create a fully functioning account for this person.

- Give them a **user name and password** (1) and make a note of this information. Send the new self-booker their user details so that they can book their own tickets in the portal.

- Click "Activate registration" (2), and the system automatically sends the self-booker an e-mail containing a log-in link. They can now use the user details received from you to log in.
The option "Simplified registration of self-bookers" helps make your work easier, especially if you have to create a lot of self-bookers at the same time.

- After adding e-mail addresses, you, as the person in the position of responsibility, receive an e-mail containing a link which your self-bookers can use to create their own profiles within 60 days.

- Please forward this link to the self-bookers. It gives them direct access to the bahn.business portal.

One last tip: take your time to explore the different functions available in the portal. It is easy to delete or change profiles if necessary. Though it might take some time at first, it is worth the effort.