



REGISTERING FOR MYKOMBIVERKEHR

A GUIDE

Access expanded, personalised online services with myKOMBIVERKEHR
(e.g. Personal timetable booklets and Online-Booking)

Frankfurt am Main, July 2015

More than just a transport.

STEP 1: OPEN THE MYKOMBIVERKEHR START PAGE

You can open myKOMBIVERKEHR using the quick link found in the top navigation bar on the homepage www.kombiverkehr.com.

Click on the “register” link to open the online form for entering your details.

The screenshot shows the myKOMBIVERKEHR website interface. At the top, a navigation bar includes a search field, a 'Logout' button, and links for 'Home', 'Media', and 'Deutsch'. Below this is a secondary navigation bar with 'SERVICES', 'TRANSPORT', 'ABOUT US', and 'CONTACT'. The main content area features a 'CONNECTION SEARCH' section with dropdown menus for 'Country' and 'Terminal', and a map of Europe with red lines indicating transport routes. A 'LOGIN' section is highlighted with a blue header. On the left, a text block titled 'Still unable to get access?' encourages registration, with a red circle around the 'Register now' link. On the right, a 'Login' form asks for 'E-mail address' and 'Password', with a 'Login' button and a link for 'Forgotten your access data?'. A 'CUSTOMER SERVICES' sidebar on the right lists links for 'News', 'Newsletter Kombi-Brief', 'Downloads', 'Prices & Conditions', 'Additional services', and 'Dangerous Goods &'. A red banner at the bottom of the sidebar reads 'More than just a transport.'

STEP 2: ENTERING DATA

Enter in the form all the data required for registration. Set your access password and choose the user interface language for myKOMBIVERKEHR.

Order our Kombi-Brief newsletter, which comes out several times a year and has all the latest company news. Please note that you must confirm receipt again even if you already subscribe to the newsletter. You can select a number of different mailing options. You can, for instance, decide whether to receive the newsletter in German and/or English. You can also set preferences for document attachments: either having the documents sent directly as a file attachment to the newsletter e-mail, or downloading them yourself via links in the newsletter e-mail or from the internet if necessary.

You will be given automatic access to applications which, although personalised, do not contain content that necessarily has to be kept within a protected customer area (e.g. timetable data for the “Personal timetable booklets” application).


You obtain an access to the Online booking by contacting your company concerning the supervisor process (see page 6).

Then send the form off. A new window telling you that your registration has been completed will appear.

The image displays two screenshots of a web registration process. The top screenshot shows the 'REGISTRATION' page with the heading 'Registration'. Under the heading, there is a section titled 'Your Details' containing a dropdown menu labeled 'You are... *' with the option 'just interested' selected. Below this is a section titled 'Contact details'. The bottom screenshot shows the same 'REGISTRATION' page after successful submission. It displays a confirmation message: 'Your details have been successfully transmitted. You will shortly receive a confirmation e-mail of your registration at the stated e-mail address. This e-mail will contain a link, which you can use to complete the registration. Please click on the link to confirm your registration with myKOMBIVERKEHR. Many thanks!'

STEP 3: CONFIRMATION OF REGISTRATION

On successful registration, you will be sent an e-mail with your access details and a link for confirming your registration. For security reasons, please confirm the registration again by activating the link contained in the e-mail. Only then will your access to myKOMBIVERKEHR be enabled so that you can log in using the login area. You can view and, if necessary, change your personal details and settings in your user profile at any time.



WELCOME TO myKOMBIVERKEHR!

Dear Mr. Mutig,

Thank you for registering to use the myKOMBIVERKEHR internet application, which gives you immediate access to a wider range of services from Kombiverkehr.

To complete the registration process please follow the link to login for the first time:

[Complete registration](#)

We are sending you the information you provided on the online form for checking purposes:

Contact details: Mr. Günther Mutig
E-mail (personal): g.mutig@mutig-stift.de
Phone: 02213-7153051
Fax: 02213-7153050

You are: customer

Your company
Company: Mutig & Stift GmbH
Street/No.: Stiftsweg 1
Postcode/City: 11111 Hannover
Country:

STEP 4: LOG IN TO MYKOMBIVERKEHR

You can now log in to myKOMBIVERKEHR with your e-mail address and chosen personal password. On successfully logging in, registered users can navigate to the enabled applications on Kombiverkehr's web pages with the assistance of an additional navigation bar.

LOGIN

Still unable to get access?
Register today and reap the benefits!

By registering for the "myKOMBIVERKEHR" application, you can gain access to a wider range of personalised online services. The dedicated internet application allows you to create your own personal timetable booklets right from today. You can also specify a variety of mailing options for receiving the Kombi-Brief newsletter to suit your particular requirements.

[→ Register now](#)
[→ Find out more](#)

Login
Please enter your access details

E-mail address

Password

[→ Login](#)
[→ Forgotten your access data?](#)

USER MANAGEMENT FOR ONLINE-BOOKING

As a supervisor of your company, the user management function within myKOMBIVERKEHR allows you to allocate rights for the online services that Kombiverkehr provides for customers.

All the staff currently registered with Kombiverkehr and assigned to your company (i.e. created under the identical UIRR customer number) are displayed in the list below the name of your company. You can sort the entries within the list according to various criteria.

myKOMBIVERKEHR: Logged in as Günther Mutig → Logout → Edit profile → **User management**

Home Deutsch

PERSONAL TIMETABLE BOOKLETS ONLINE BOOKING

myKOMBIVERKEHR

User management

Assign or withdraw the right of a user to make use of an online service here.
Click [here](#) for assistance.

4 users for Mutig & Stift (UIRR 12345) → Add new user

Name	Authorisations (show all)	Last changes
Dudenhöfer, Peter	<input type="checkbox"/> Online booking	Edit
Hansen, Sabine	<input type="checkbox"/> Online booking	Edit
Lorenz, Tanja	<input type="checkbox"/> Online booking	Edit
Mutig, Günther g.mutig@mutigstift.de	<input checked="" type="checkbox"/> Online booking	Mutig, Günther 16.2.2015, 15:30 Edit

USER MANAGEMENT FOR ONLINE-BOOKING

To create an additional person for the online booking, click on “Add new user”. An application form then opens. Please enter all the relevant details. Once the form has been sent, Kombiverkehr will create the person in the user management function as a future user. You will be informed of this by email.

The screenshot displays the myKOMBIVERKEHR user management interface. At the top, the user is logged in as Günther Mutig. The main navigation includes links for Home, Deutsch, PERSONAL TIMETABLE BOOKLETS, and ONLINE BOOKING. The KOMBIVERKEHR logo is visible in the top right corner. The user management section is titled "User management" and contains a table of users. A red circle highlights the "Add new user" link in the top right corner of the user management area. A modal window titled "REQUEST FORM" is open, showing the "Add new user" form. The form includes fields for Salutation (Mrs.), Given Name (Simone), Surname (Siebert), E-mail address (s.siebert@mutigstift.de), and Phone (069-79505-123). A "Send request" button is located at the bottom right of the form.

myKOMBIVERKEHR. Logged in as Günther Mutig → Logout → Edit profile → User management

Home Deutsch

PERSONAL TIMETABLE BOOKLETS ONLINE BOOKING

myKOMBIVERKEHR

User management

REQUEST FORM ×

Add new user

Please give details of the new user here.

Fields marked with an asterisk (*) must be filled in.

Salutation *
Mrs.

Given Name *
Simone

Surname *
Siebert

E-mail address *
s.siebert@mutigstift.de

Phone
069-79505-123

→ Send request

→ Add new user

Last changes

Edit


Edit

Edit

Mutig, Günther
16.2.2015, 15:30 Edit

USER MANAGEMENT FOR ONLINE-BOOKING

You can then allocate the right to make online bookings to the corresponding user. To do so, open the relevant user profile under “Edit” and put a tick next to Online booking. You also need to complete this step if you would like to make online bookings yourself as a supervisor. Users who have been given rights will be informed automatically by email and can use the online booking function from then on. This requires registration for myKOMBIVERKEHR with the same email address that is stored in the user management function.

Home Deutsch 

PERSONAL TIMETABLE BOOKLETS ONLINE BOOKING

myKOMBIVERKEHR

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5 users for Mutig & Stift (UIRR 12345) [→ Add new user](#)

Name	Authorisations (show all)	Last changes	
Dudenhöfer, Peter	<input type="checkbox"/> Online booking		Edit
Hansen, Sabine	<input type="checkbox"/> Online booking		Edit
Lorenz, Tanja	<input type="checkbox"/> Online booking		Edit
Mutig, Günther g.mutig@mutigstift.de	<input checked="" type="checkbox"/> Online booking	Mutig, Günther 16.2.2015, 15:30	Edit
Siebert, Simone	<input type="checkbox"/> Online booking		Edit

CONTACT

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