

REGISTER FOR ONLINE BOOKING IN SIX STEPS

Step one - Designate supervisors in the company

The management or a person authorised to represent the company must designate at least one online booking supervisor for each of your business locations.

Background:

In order to use the online booking facility, it is absolutely essential for the management to authorise a supervisor in each of your business locations with a separate UIRR customer number. The role of the supervisor is to designate employees for online booking at the respective business location, set them up in the system and assign rights of use. At no time during the process of assigning authorisations and rights of use will Kombiverkehr intervene: full responsibility for this process thus lies with the company alone.

A user management facility has been added to the myKOMBIVERKEHR section so that individual users can be added for online booking and assigned rights of use. Only the supervisor has access to this after successfully logging in. In addition to this, we now give you the option of registering future users of online booking with us in advance by completing the User form. Other users can always be registered online at a later date, however.

Step two – Complete the forms

If you have access to myKOMBIVERKEHR please complete the Supervisor, the User and the Central Email forms, which you will find in the Downloads section of our homepage and send these either by email to adressen@kombiverkehr.de or by post to Kombiverkehr:

Kombiverkehr KG
Team Adressen
PO box 70 06 64
60556 Frankfurt am Main

Step three – Obtain supervisor clearance

The registered supervisor is cleared by Kombiverkehr. After clearance you will receive a confirmation email from the address team. The supervisor is then able to access the online booking system and the related user management.

Step four – Register with myKOMBIVERKEHR

Registration for myKOMBIVERKEHR is a requirement for using the online booking facility.

If you are not yet registered with myKOMBIVERKEHR, please go to the Downloads area of www.kombiverkehr.de to download the guide for registering with myKOMBIVERKEHR. You can register direct if you already have access to myKOMBIVERKEHR.

Please refer to the guide for further information on registration and use of user management on myKOMBIVERKEHR.

Step five – Obtain user clearance

After logging in to myKOMBIVERKEHR, the supervisor must assign the right to use the online booking facility to him/herself first of all, and then to any other users registered in advance, by means of the user management facility in online booking. The supervisor can now apply for other new users within this application.

Once all rights of use are allocated, the supervisor must login again so that they are activated.

Step six – Use the online booking system

The supervisor and any users who have been given clearance can now use the new Kombiverkehr online booking system.