



onesto2go

Download the App

- The app is available in the App Store or Google Play.

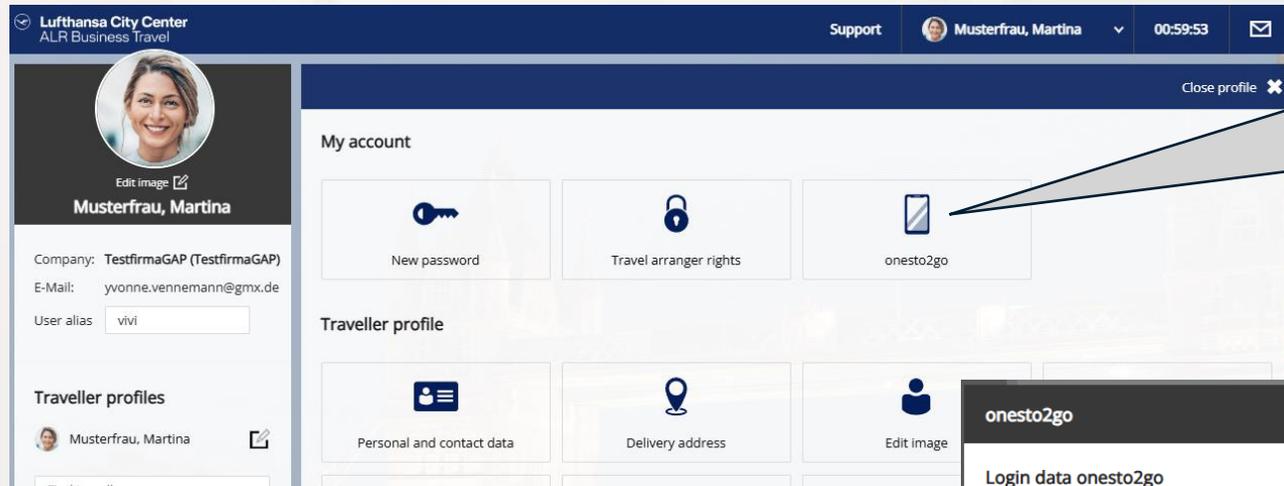


- Search for “onesto2go” and install the app on your mobile device.



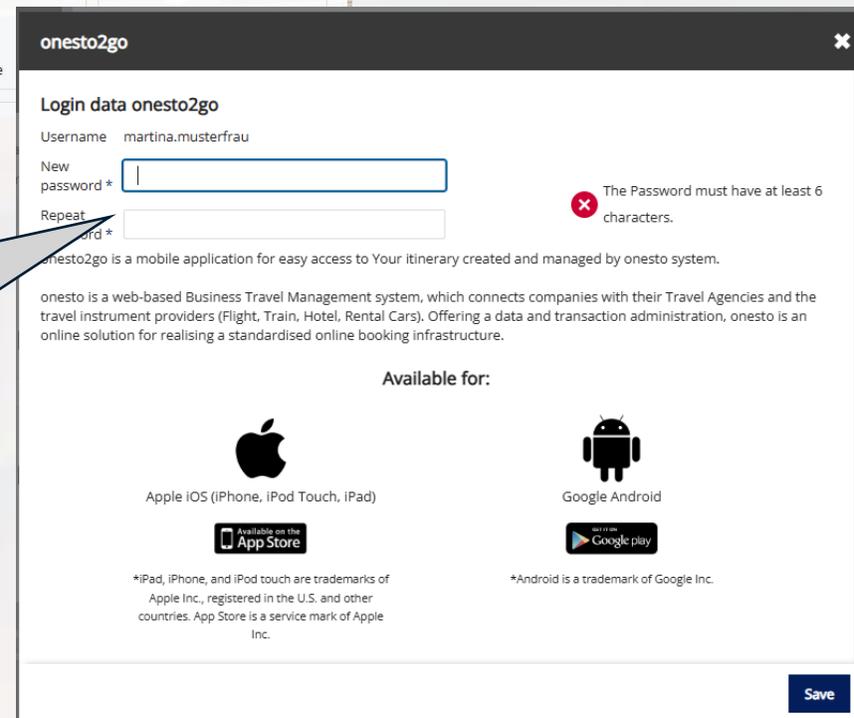
! In order to use the app, your company must be activated.

Enter login data for onesto2go

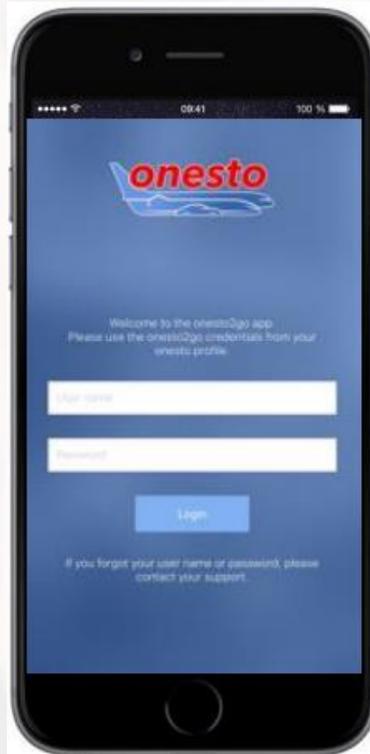


In the profile management of the desktop version you can set up the login data for onesto2go.

Your username is displayed and you can assign an individual onesto2go password. You can log in to onesto2go using the username and the assigned password.



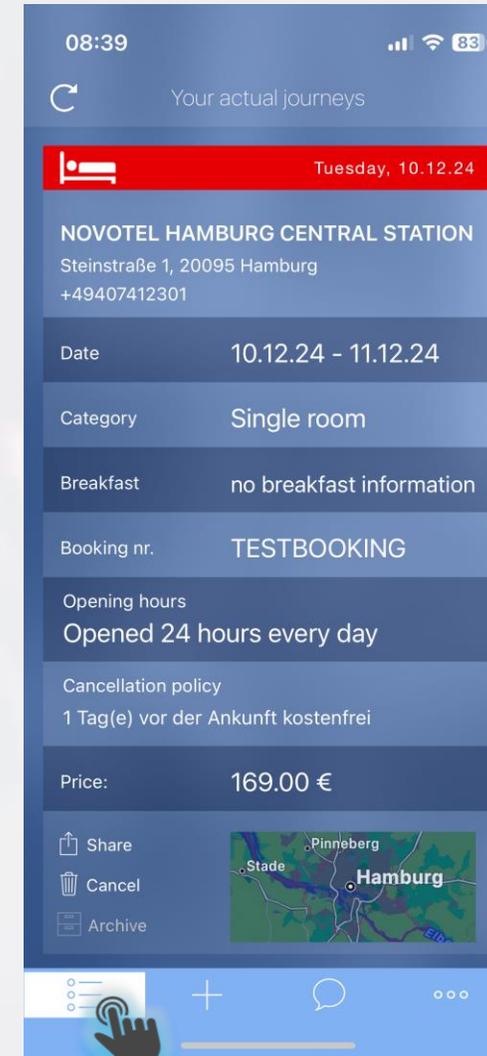
Registration in the app



- To register in the app, use your onesto username and the password you have set.
- To protect your data and the app, you will now be asked to set a PIN for the app. You can use your own 4-6 digit PIN.
- To access your booking data in the future, you can enable access using a biometric PIN on devices that support biometric authentication.

View existing bookings

- In the app you will find all the trips booked online or via the travel agency.
- Your trips are shown step by step.
- The focus of the display is always on the current means of travel, based on location and time.



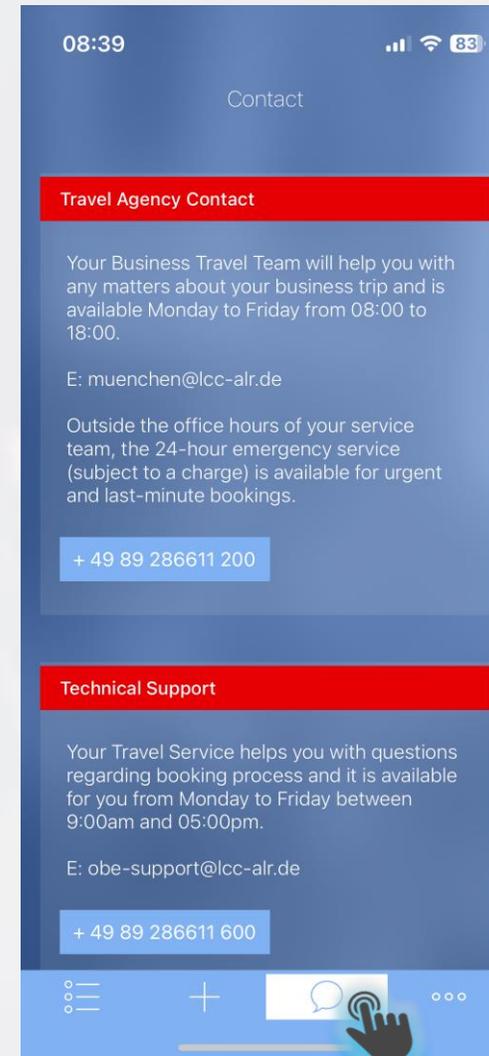
Reservation via onesto2go

- All means of travel are available for booking via onesto2go.
- The mobile application considers your company's settings, payment methods and travel policies.
- The traffic light colors correspond to those of the desktop application.



Personal support

- In case you would like to change or cancel your booked trip or if you wish personal advice for your business trip, the phone number of your Business Travel Team is stored.
- You can make the call directly from the app.



Settings

- Here you can make various settings for the app.
- You can specify the time period after which the app must be unlocked again using the app PIN or Face ID if it is inactive.
- The app PIN can be changed in the settings.
- Unlocking with Face ID can be activated/deactivated.
- The time frame for the journey overview can be specified.





Contact

Contact

**Do you have any questions or suggestions
regarding onesto?**

The Online Solutions Team is happy to assist you.

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The department Online Solutions



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