

## HOW TO STORE MY SIXT PROFILE ID IN MY OBE USER ACCOUNT

MANUAL

With the SIXT Corporate Traveller Onboarding (CTO) your customers get their personal booking profile with the SIXT Profile ID, which is taking an important and central role as key to all digital SIXT products and features. Your customers can connect their SIXT profile to the Online Booking Tool (OBE) profile, which they use for business travels, by storing the Sixt profile ID number into the OBE user account.

In this manual you will get an overview of how your customers can store the SIXT Profile ID in their OBE-profile. On each slide a visualization of the configuration page of the selected OBE provider is shown. The visualization includes a step-by-step description of how the user can navigate inside the respective OBE to the profile configuration section to display, edit and store the SIXT profile data.



## $({ m i})$ Where to find my Sixt Profile ID?

Once your customers have created a personal booking profile via CTO they can easily view and administrate their SIXT booking profile data in the SIXT Business Hub and Booking Profile section on the SIXT Website and SIXT App.



For more information about **Corporate Traveller Onboarding** click <u>here</u>. You have specific questions or need consultation regarding your customers OBE provider? Contact us via <u>distribution@sixt.com</u>



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2. Go to "Frequent-Traveler Programs" under the "Travel Settings" section

# SAP Concur 🖸

1. Navigate to your profile section on the front page of your SAP Concur Travel portal and click on "Profile Settings"

#### SAP Concur C Travel App Center SAP Concur C Travel App Center Profile - 👤 0 Six 🧶 William Never 👍 Profile Personal Information Change Password System Settings Concur Mobile Registration Travel Vacation Reasolgnment Profile Settings | Sign Out Your Information Profile Options Personal Information Company Information Contact Information Email Addresses Select one of the following to customize your user profile. TRIP SEARCH MY TRIPS (0) $\rightarrow$ Personal Information Your home address and emergency contact information. System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday startlend? Emergency Contact You currently have no upcoming trips. Company Information Voir company name and business address or your remote location address. How can we entainly use about your travel arrangements? Car Search Travel Settings Setup Travel Assistants Credit Card Information Pick-up date Drop off date Travel Preferences si Credit Card Information Credit Card Information Thus can trave provide Card Information have so you don't have Thus can trave provide Card Information have so you don't have Thus can trave the people values an liter or service. Thave I Profile Options Cardine Child, Nami Card and other travel-available prelivances. Colory to be and the undired Configure your backup travel. Pick-up car at Airport Terminal O Off-Airport Please enter an airport Other Settings Change Password Change your password Concur Mobile Registration Set up access to Concur on your mobile device System Settings Connected Appr Return car to another location e Search Options Change Password Forgot Concur Mobile PIN Travel Vacation Reasolony Dr. tell us in your words what you want to do e.g. flight from New York to Paris on Twenday SAP SAP Concur C SAP SAP Concur C Last logged in: 09/22/2020 7.4

### 3. A new window for Frequent Traveler Programs opens where you can add new or edit your existing Frequent Traveler profile.

<b>P</b>	577	SixtCar Express	Search this vendor	17073970	1	Program" and a new pop up window opens
		C Add Travel Programs - Google Chrome		- 🗆 X		<ul> <li>3.b) Select "Sixt" in the dropbox-list under "Car Rental Company"</li> <li>3.c) Enter your Sixt ID number into the "Frequent Traveler / Driver / Guest Number field and click "save".</li> </ul>
	Add The The The	https://www.concursolutions.com/profile/Trave Add Travel Programs     Press enter programs EXACTLY as they appear on yn     Presse enter programs EXACTLY as they appear on yn	elProgramEditor.asp?userID=gWkVJPB7hs1 our card, excluding spaces and dashes. Do not add a u will get a profile error from the reservation system.	rfL8cgl69Ct\$pXS5eiV	-	
		For example, if your card is printed "AA12345" or "John The page allows you to enter up to 5 travel programs Then, select the name of the company from the adjac <b>3.b</b> Car Rental Company Pick a rental company	n Dee/12345", your program number is "12345". at a time. First, select the type of program (c cent list, Finally, enter the program number (fr <b>3.c)</b> Frequent Traveler / Driver/ G Your Sixt Profile ID nu	arrier name, car rental, or h equent traveler number, etc uest Number Search this vendor umber		