

It only takes four steps to pre-record travel expenses on your online portal.

- 1 Authorization**
Your employer will authorize you for the portal Arbeitnehmer online “My business trips”.
- 2 Registration documents**
Afterwards, you will receive a letter with your personal registration code within about one week. For security reasons, you will receive your initial password in a second letter so that you can register using the smsTAN procedure.

- 3 Registration**
Please register at www.arbeitnehmeronline.de. Select “Register” and then the access method you would like to use in the future: smsTAN or the German National Identity Card.

smsTAN

Enter the registration code from the registration letter, the initial password from the second letter, and your date of birth; please accept the Terms and Conditions of Use. Click “Next” to proceed to the following step. Here, you can define a personal username and an individual password, and enter your mobile phone number. Via “Generate TAN”, a TAN is sent to the phone number you have registered beforehand. To complete the registration process, enter the TAN into the “smsTAN” field and confirm it.

German National Identity Card or eAufenthaltstitel

Please accept the Terms and Conditions of Use. Then, enter the registration code from the registration letter. Confirm the transmission of the requested data with your ID Card PIN. Ensure that the eID function of your ID Card is activated.

To register on the portal, you also need a card reader and the Ausweis-App 2, an App, that has to be installed on your PC. The Ausweis-App 2 as well as important information about the ID Card, can be found at www.ausweisapp.bund.de.

- 4 Enter travel data**
You can now log on to www.arbeitnehmeronline.de, record your travel data or view travel expense reports. To do so, select either “Login with smsTAN” and enter your user name and password to generate a TAN. This is then entered into the appropriate field. Or choose “Login with the German National Identity Card”. For this, you have to insert your ID Card into the reader, start the Ausweis-App 2, and enter the access data of your ID Card.



Your employer will authorize you so you can use the program



You will receive your personal registration code by mail



Register at www.arbeitnehmeronline.de



Record your travel data at www.arbeitnehmeronline.de

More information

If you have any questions, you will find answers to the most important questions in the help area at www.arbeitnehmeronline.de, or ask your HR department.