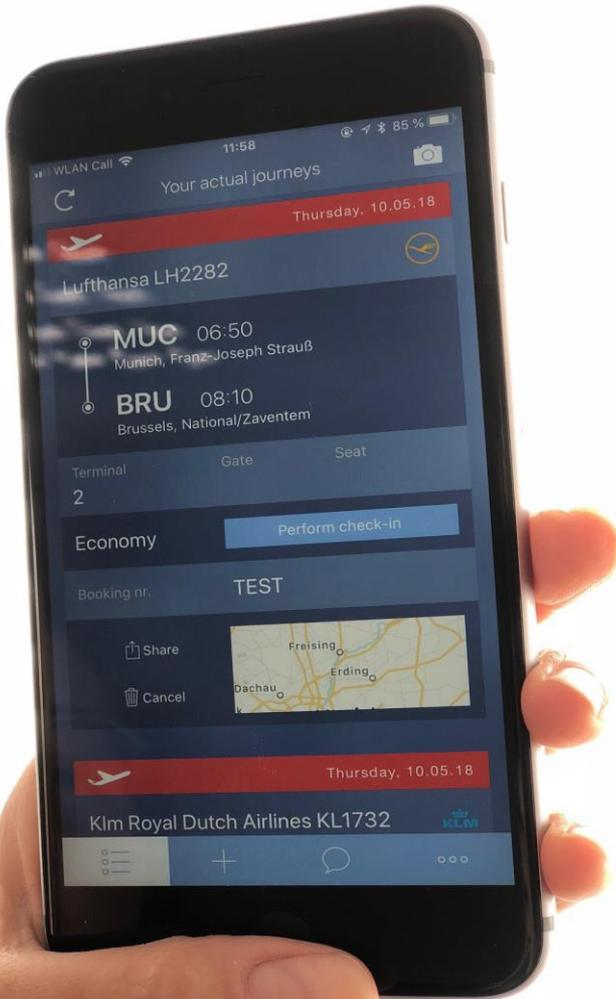




onesto2go

1. onesto2go Username and Password

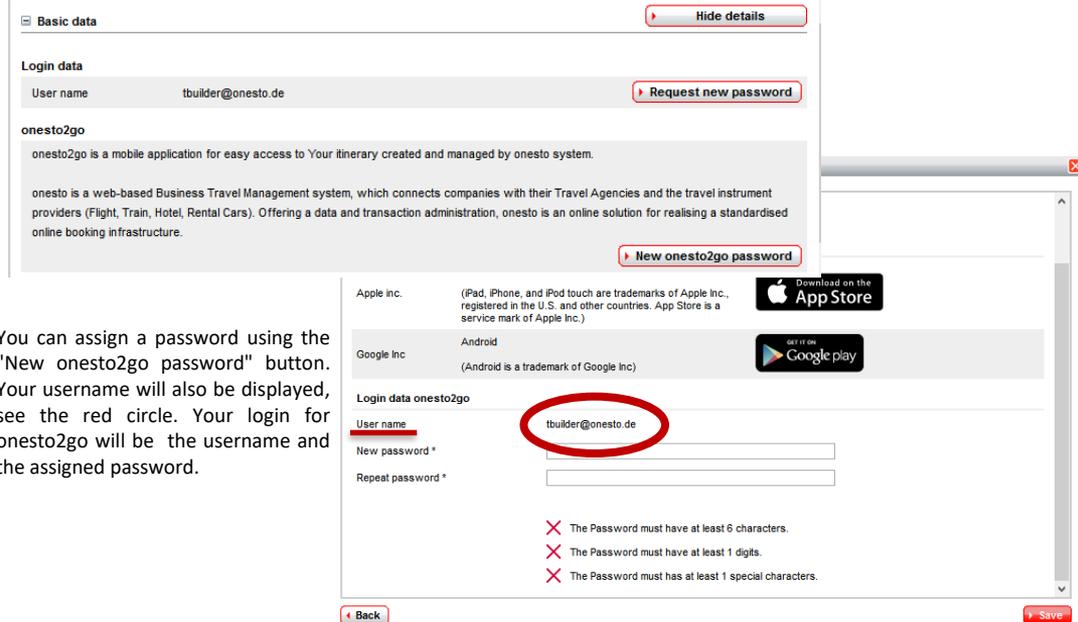


1.

To log in, you need your known user name and password from onesto.

!

You do not know your user name or password, e.g. because you use a login into onesto via a single sign on? Please click on "Profile" >> "Basic data" on the button "Display/Edit".



Basic data Hide details

Login data

User name	tbuilder@onesto.de	Request new password
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onesto2go

onesto2go is a mobile application for easy access to Your itinerary created and managed by onesto system.

onesto is a web-based Business Travel Management system, which connects companies with their Travel Agencies and the travel instrument providers (Flight, Train, Hotel, Rental Cars). Offering a data and transaction administration, onesto is an online solution for realising a standardised online booking infrastructure.

New onesto2go password

Apple Inc. (iPad, iPhone, and iPod touch are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc.) Download on the App Store

Google Inc (Android is a trademark of Google Inc) GET IT ON Google play

Login data onesto2go

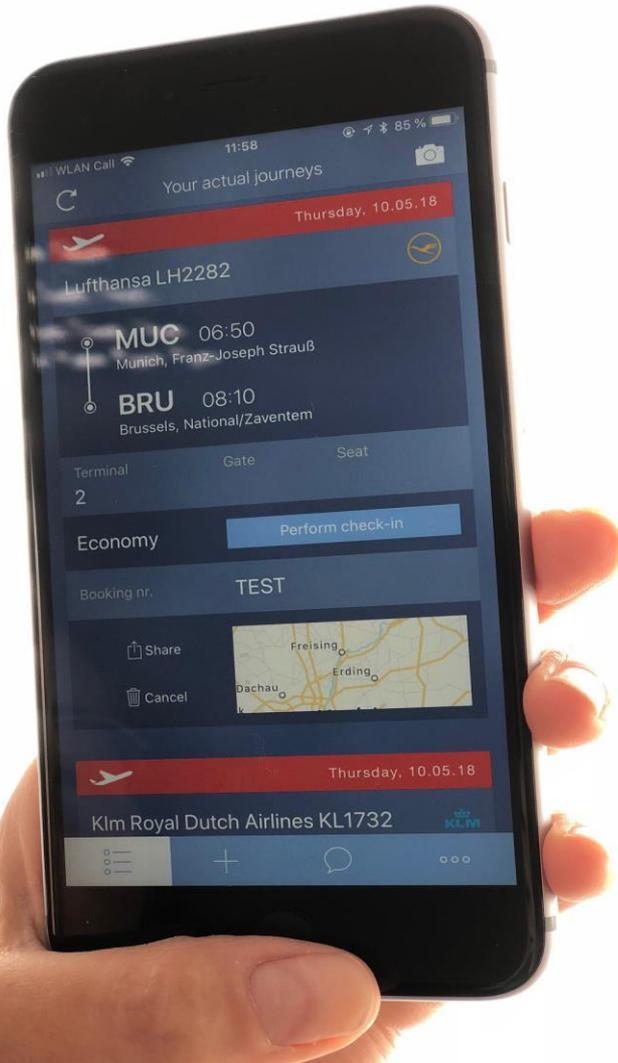
User name	tbuilder@onesto.de
New password *	<input type="password"/>
Repeat password *	<input type="password"/>

× The Password must have at least 6 characters.
× The Password must have at least 1 digits.
× The Password must has at least 1 special characters.

Back Save

You can assign a password using the "New onesto2go password" button. Your username will also be displayed, see the red circle. Your login for onesto2go will be the username and the assigned password.

2. onesto2go App Phone Configuration

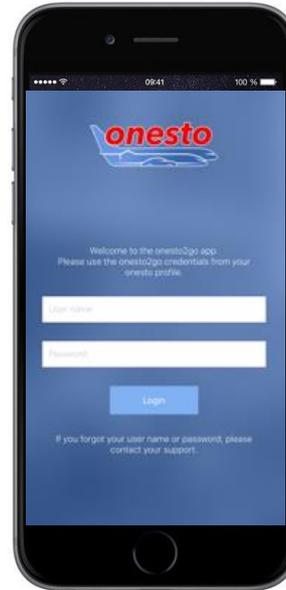


1.

Make sure that, your user is activated for the usage of onesto2go, as described in chapter 1.

2.

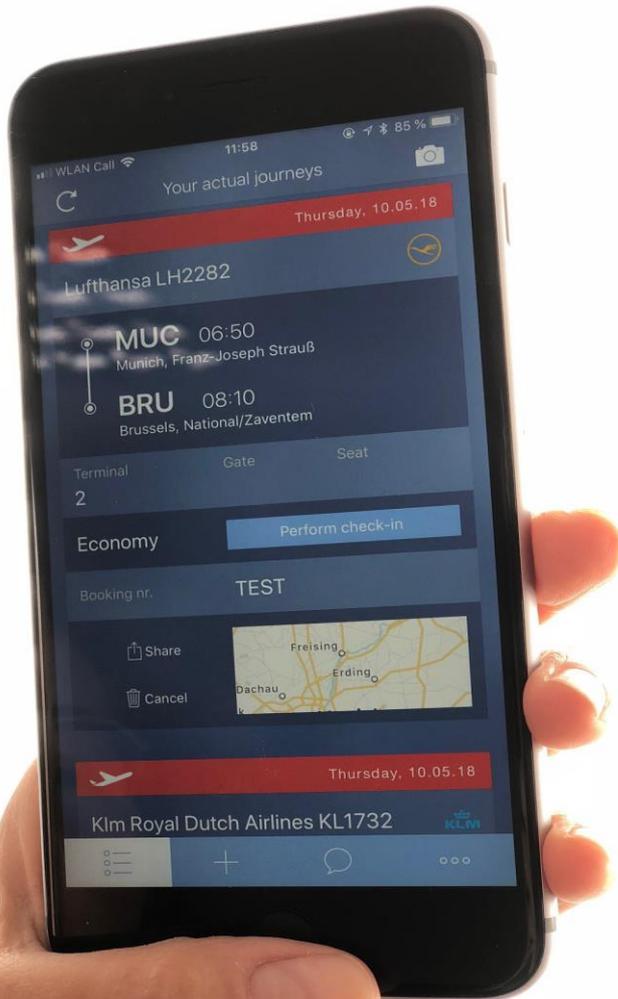
After you start the app, the following screen will appear:



Enter now your onesto2go user name and your self-defined password (see chapter 1) and press the „Login“ button.

3.

App PIN Configuration (Step 1)



You will be requested now to enter a PIN for the App. This is needed to protect the app and the local saved data. You can use an own 4 or 6 digits PIN (depending on device e.g. iPhone or Android).

In order to start the PIN configuration, press the button „Setup PIN“.

3.

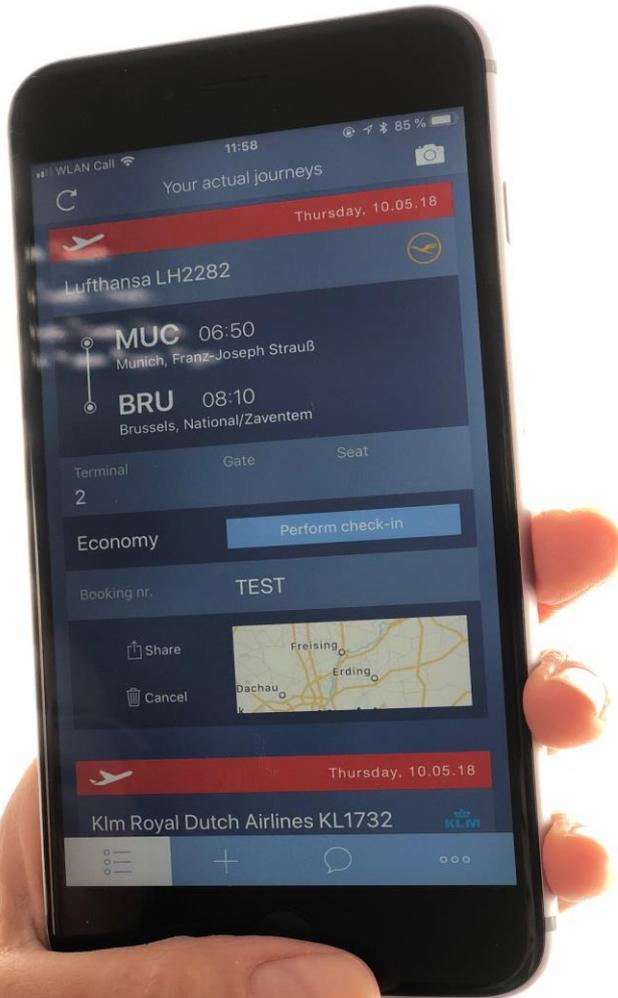
App PIN Configuration (Step 2)



Enter now your personal 4 or 6 digits PIN.

3.

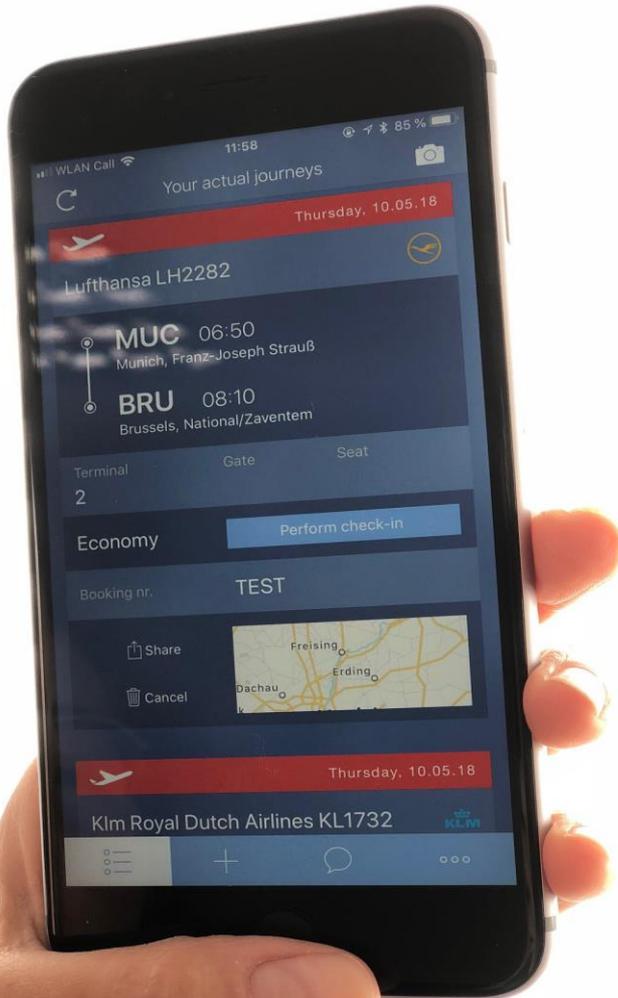
App PIN Configuration (Step 3)



Enter now your personal PIN once again, for checks. In case your entered PIN is not identical with the previously keyed in PIN, you will be asked to retry and enter the same PIN again (see step 2).

4.

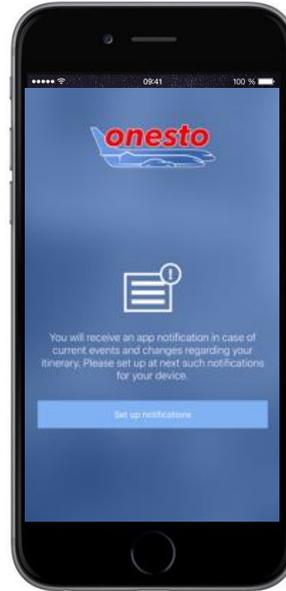
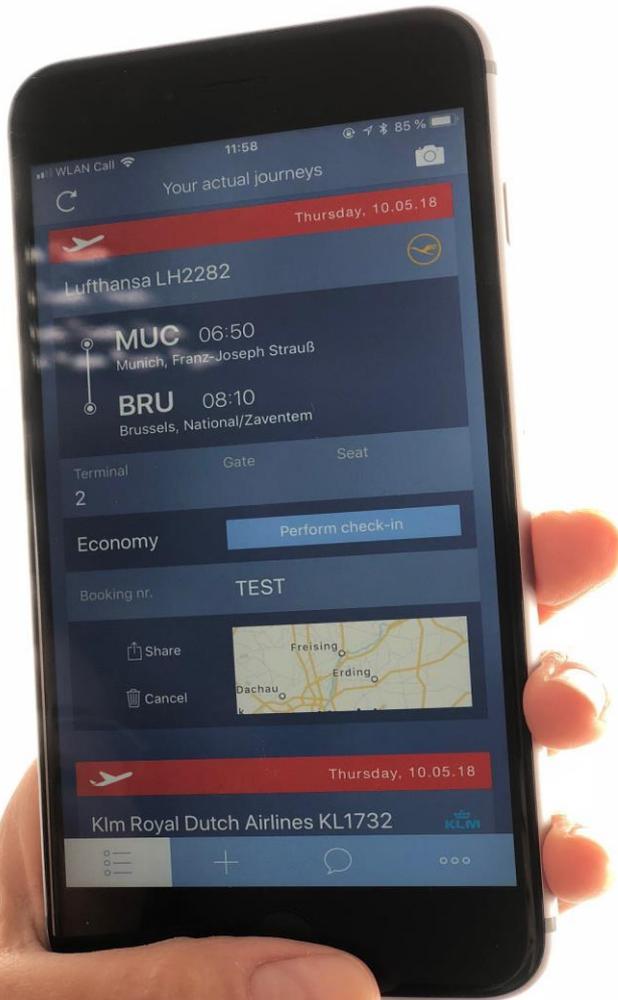
Face ID Or Touch ID iPhone Configuration



On devices, which support Touch ID, you have now the possibility to allow the app Touch ID. In case you wish to use this functionality, please confirm this by using the button „Yes“. On iPhone devices that support Face ID, you can also activate the function.

5.

Notifications Confirmation



onesto2go can show you notifications and actual information for your bookings on your mobile phone. Press the button "Set up notifications" and confirm the requests of your mobile phone.

3. Questions And Answers

1. I forgot my onesto2go password.

In case you forgot your onesto2go password , enter your user name and click on "Request password" in onesto2go. Alternatively you can define a new password in your onesto user profile. In order to do this, please login into onesto using the browser on your desktop and open your user profile. Go to the area Basic data / onesto2go and use the button „New onesto2go password“. Enter now your new password in the fields „New password“ and „Repeat password “ and save it.

2. I forgot my onesto2go PIN.

If you forgot your onesto2go PIN, then it is possible to reset the app by entering the wrong PIN several times. After you reset it, you must reconfigure the app (see chapter 2 above).

3. The app does not start at all or it suddenly ends.

Under certain circumstances, after an operating system update or after performing a backup restore, it is possible to encounter errors in the app. In case your app does not start or it ends unexpectedly, then delete the app from your mobile phone and reinstall it. Make sure that you use the latest app and operating system version. When you delete the app only the onesto2go data locally saved on your phone will be deleted. All your local onesto2go data will be automatically transferred from the onesto server after a succesful installation.

