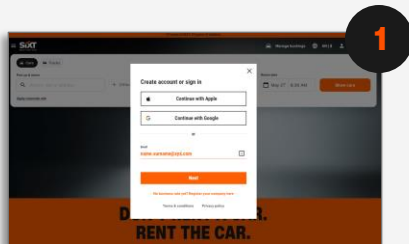


User Guide

REGISTRATION WITH DOMAIN CHECK

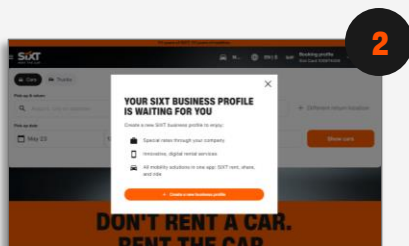
Create your own SIXT business profile in seconds: Via your email domain, you will be recognized as an employee and assigned to your company's SIXT business account.

HOW DOES REGISTRATION WITH DOMAIN CHECK WORK?



Login or register on the SIXT website

- Go to SIXT Homepage (sixt.com or respective local domain), click on **Register/Login** in the upper-right corner and provide your business email address, click on **Next**.
- Provide your name, surname and click on **Finish**.
- To proceed, please enter a 6-digit OTP code (One-Time-Password) that will be sent to your email address. Click on **Sign in**.



Create new profile or select existing one

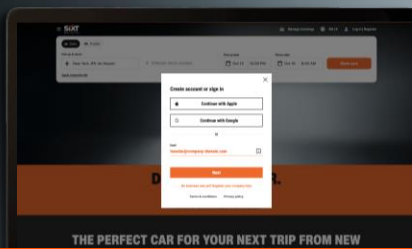
Create a new profile

- To create a business profile with your company rates, click on **Create a new business profile** and **Continue**.

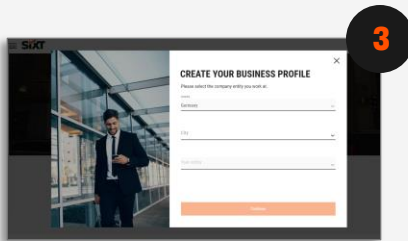
Select an existing profile

- In case you already have a SIXT account with your business email, you will be able to login with one of your existing profiles or create a new business profile with your company rates.



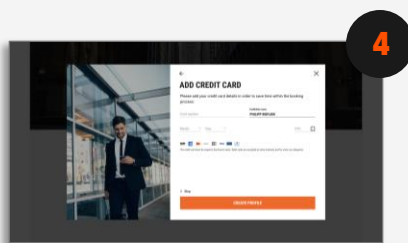


HOW DOES REGISTRATION WITH DOMAIN CHECK WORK?



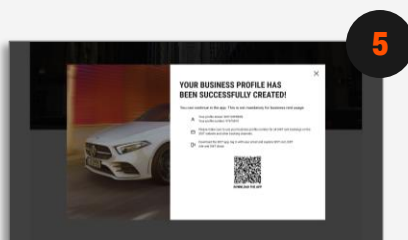
Add company details

- In case you create a new business profile, use the dropdowns **Country**, **City**, and **Entity** to choose the entity you work for. Click on **Continue**.
- Fill in the billing data. Depending on the set-up for your company, the billing details may already be prefilled.



Add payment details

- Please provide your credit card details. You can also skip this step and add them later via the profile settings. Click on **Create Profile**.
- In case, your company is set for payment on invoice/AirPlus, this step will be skipped.



Complete registration

- Your SIXT business profile has been successfully created. Your **profile number** will be shown on the screen and also sent to you via email.

Good to know

One Login

- You can book all mobility services with one profile via the SIXT website and the SIXT app. Your profile is immediately ready to book.

Personal bookings

- A SIXT profile for private bookings will be automatically added to your account. The profile is named "SIXT Card" plus a 7- to 9-digit number.
- This profile provides you with access to the SIXT public rates.

Bookings made via a travel agency or an Online Booking Tool (OBE)

- If you are using a travel agency, please forward your SIXT business profile number to your travel agent.
- If you book via an online booking tool, please store your SIXT business profile number in the tool.
- This guarantees the correct transfer of your booking details into the SIXT app and allows access to digital SIXT services such as Online Check-in.