SKODA Fleet Configurator

OBID – Fleet Manager Login Guide

FOR APPROVAL

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Onboarding guide
Before starting, please see the Onboarding guide.
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Introduction

Let's hit the road with One Business ID!

We would love to thank you for choosing One Business ID for signing up in fleet tools! One Business ID serves as a B2B identity for company sign up into Škoda Fleet Configurator and for other fleet tools that are coming soon.

In this guide, you will learn how to set it up and how to do your first steps as a representative of company wishing to simplify the process of signing in.

Steps to success with One Business ID

To help you with orientation in the guide, there is a list of steps you will take.

1. **Registration** – Firstly, you will input your company information. Don't forget to check your data at EC.Europa! You will receive your One Business ID login data that you can save for later.

2. **Completing account creation** – You will confirm your e-mail and sign in via two-factor authentication.

3. **Verification** – You start verifying yourself as a representative of the company by uploading a signed power of attorney. The process of checking may take a while.

4. **User management** (individually or in bulk) – You can add users one by one or via an Excel file.

5. **Assigning roles** – You need to assign everyone (including yourself) a role for Škoda Fleet Configurator (user_chooser or fleet_manager) according to what level of rights you would like to assign them.

6. **Log into Fleet Configurator** – You can enter the tool using One Business ID

Account settings – You can add information about you or change your password.

Navigate in the guide

Attention
Description of an important step
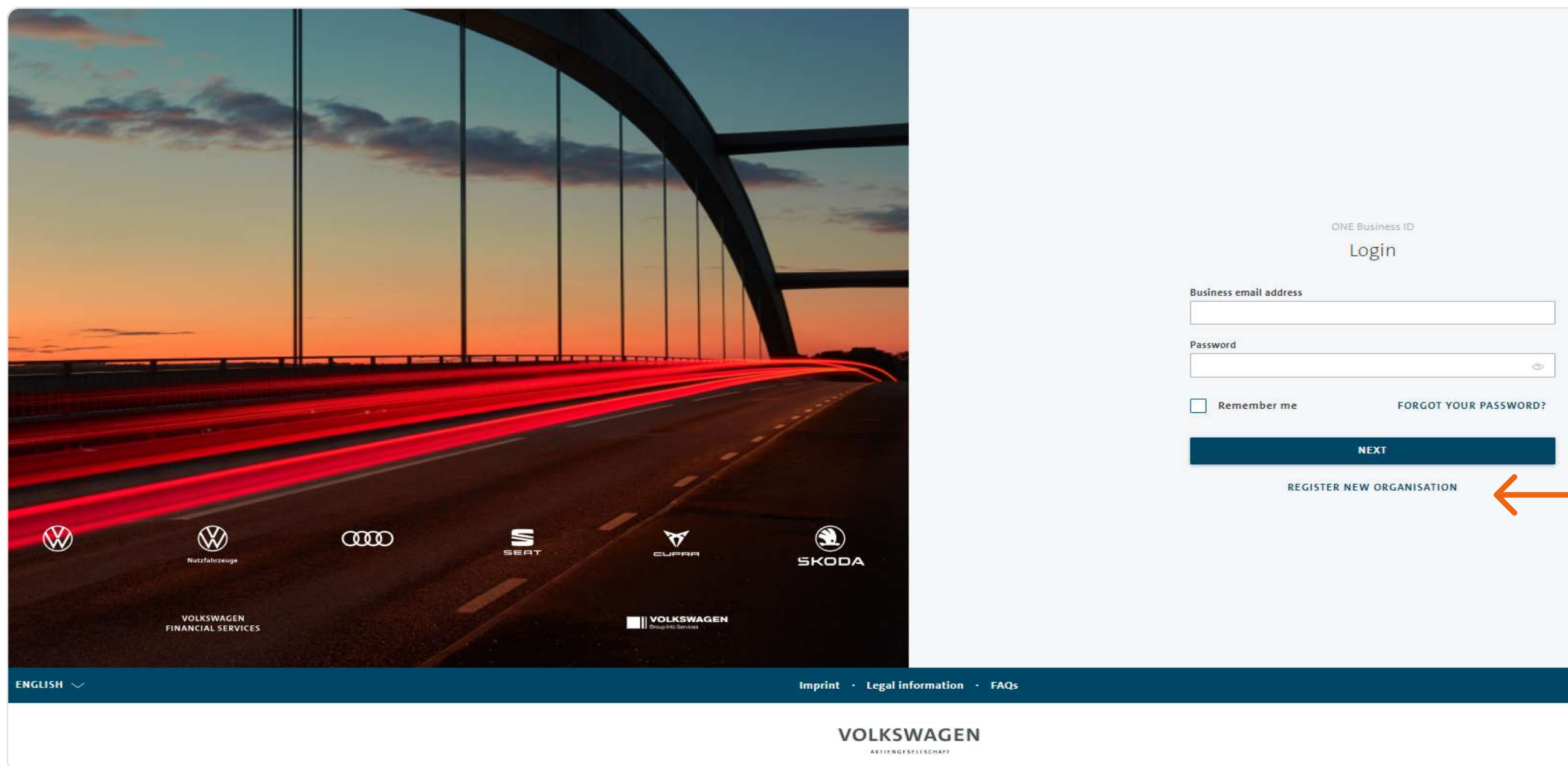
This is how important information is marked.

⟶

Arrows will navigate you through the tool.

Desription of information

General information is highlighted in blue.

Buckle up, we are about to start!
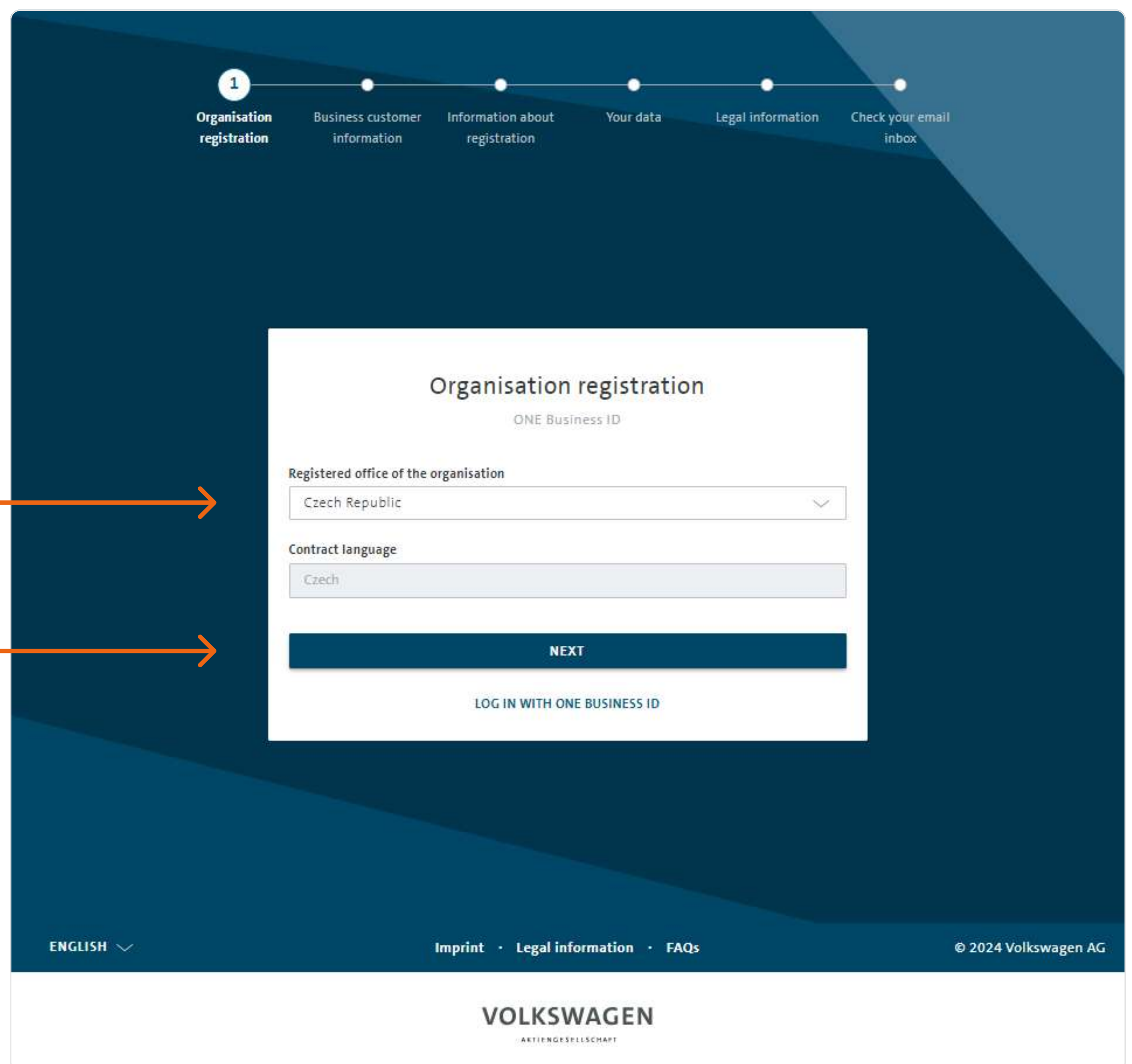
1. Registration

Firstly, you need to sign up your company into the One Business ID tool.

Click on "Register new organisation" to start the registration process.

Select "Czech Republic" as your company headquarters.

Continue registration by clicking "Next".

The company information entered is under internal control, so **please double-check it on the official EC.Europa website** (see below).

Continue registration by clicking "Next".

Checking VAT ID at EC.Europa

Attention

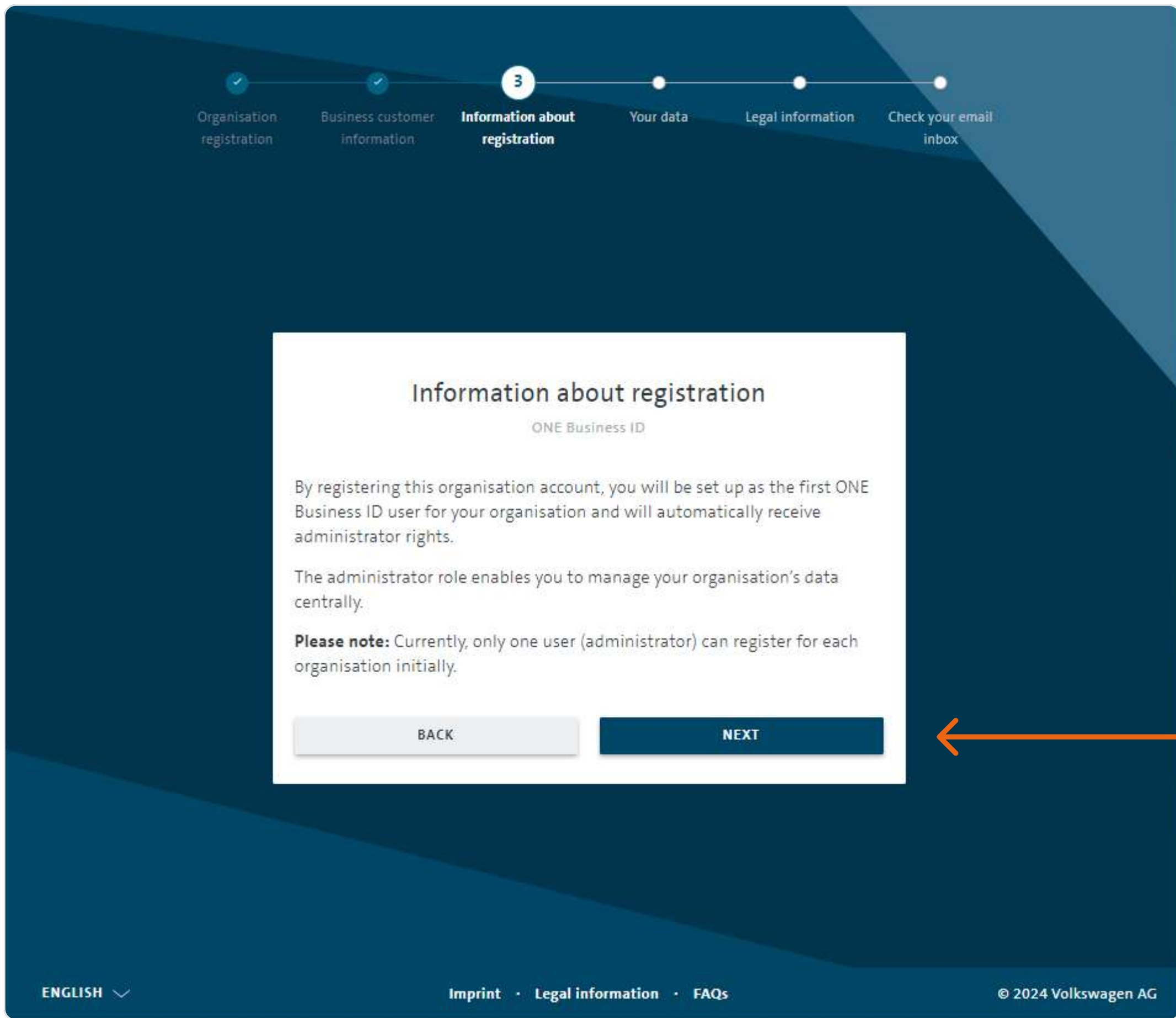Your company data must be in accordance with EC.Europa website.

Select "Germany"

Type VAT ID VW AG: DE115235681

Select "Czech Republic"

Type your DIČ

Continue by clicking on the "Verify" button. Check the information you entered against the information in the database of companies.
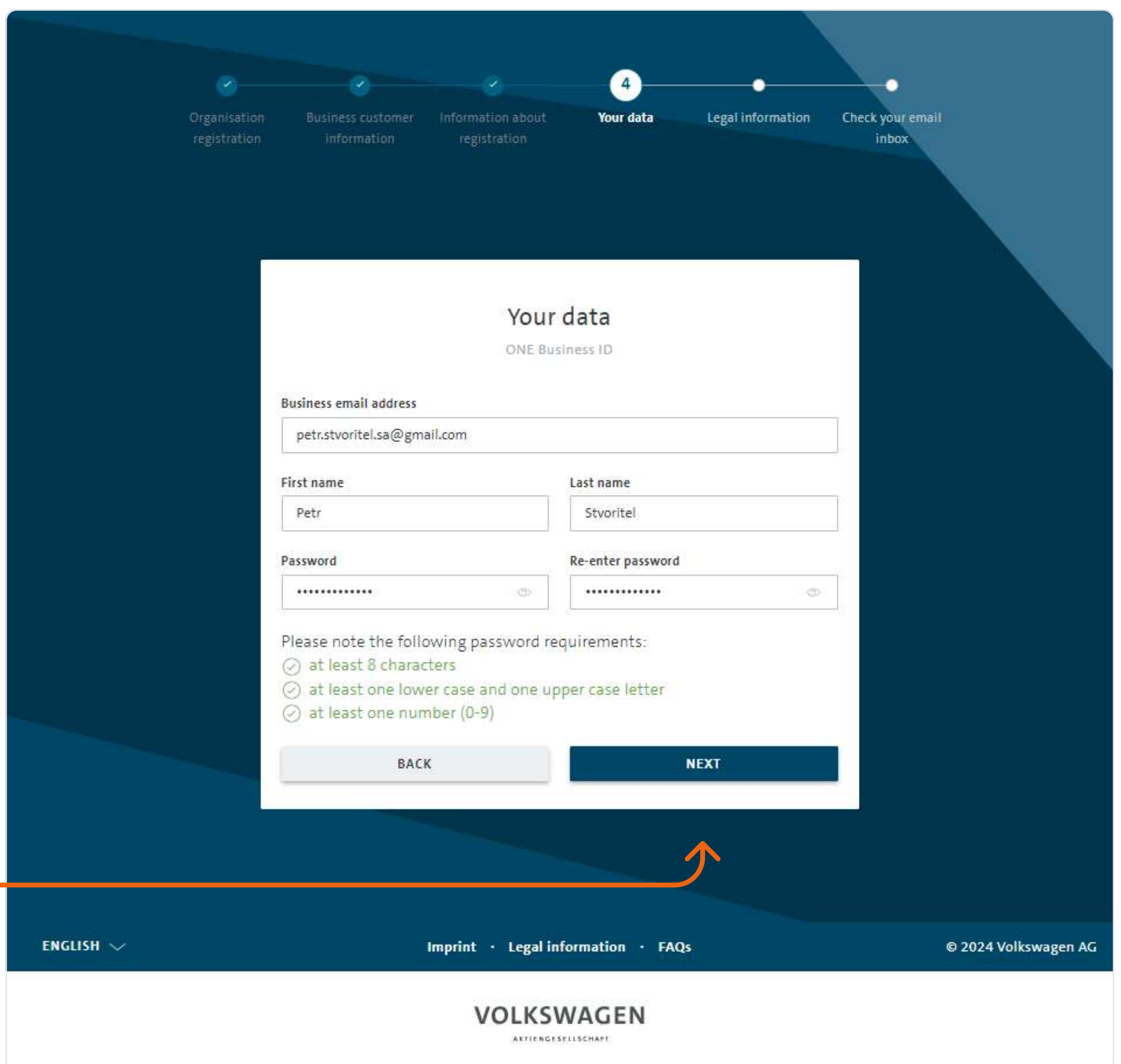
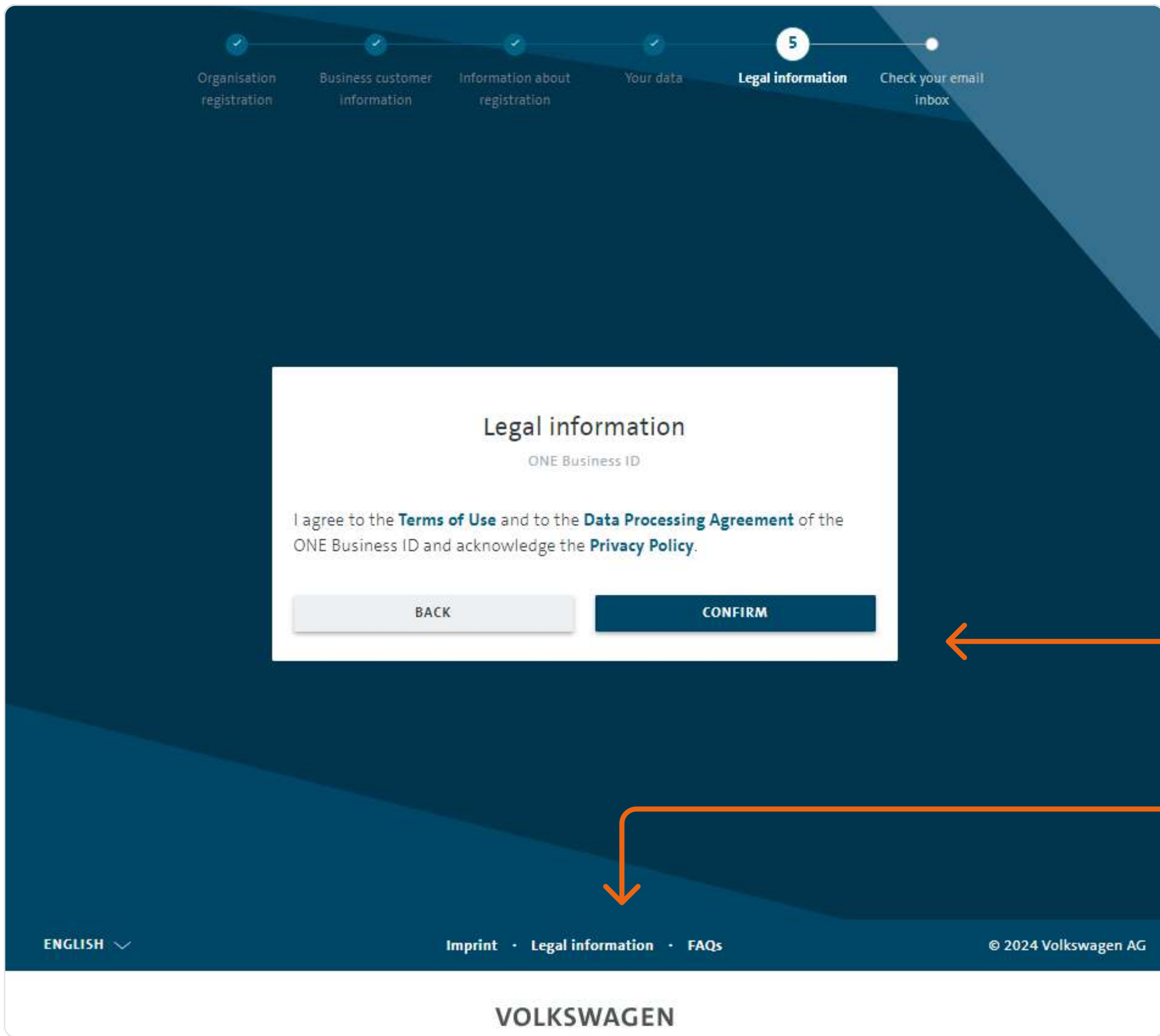The registrant is automatically assigned the role of Org. Admin.

Continue registration by clicking "Next".

Attention

Enter your login details – **in future you will use these details to log into your One Business ID account**.
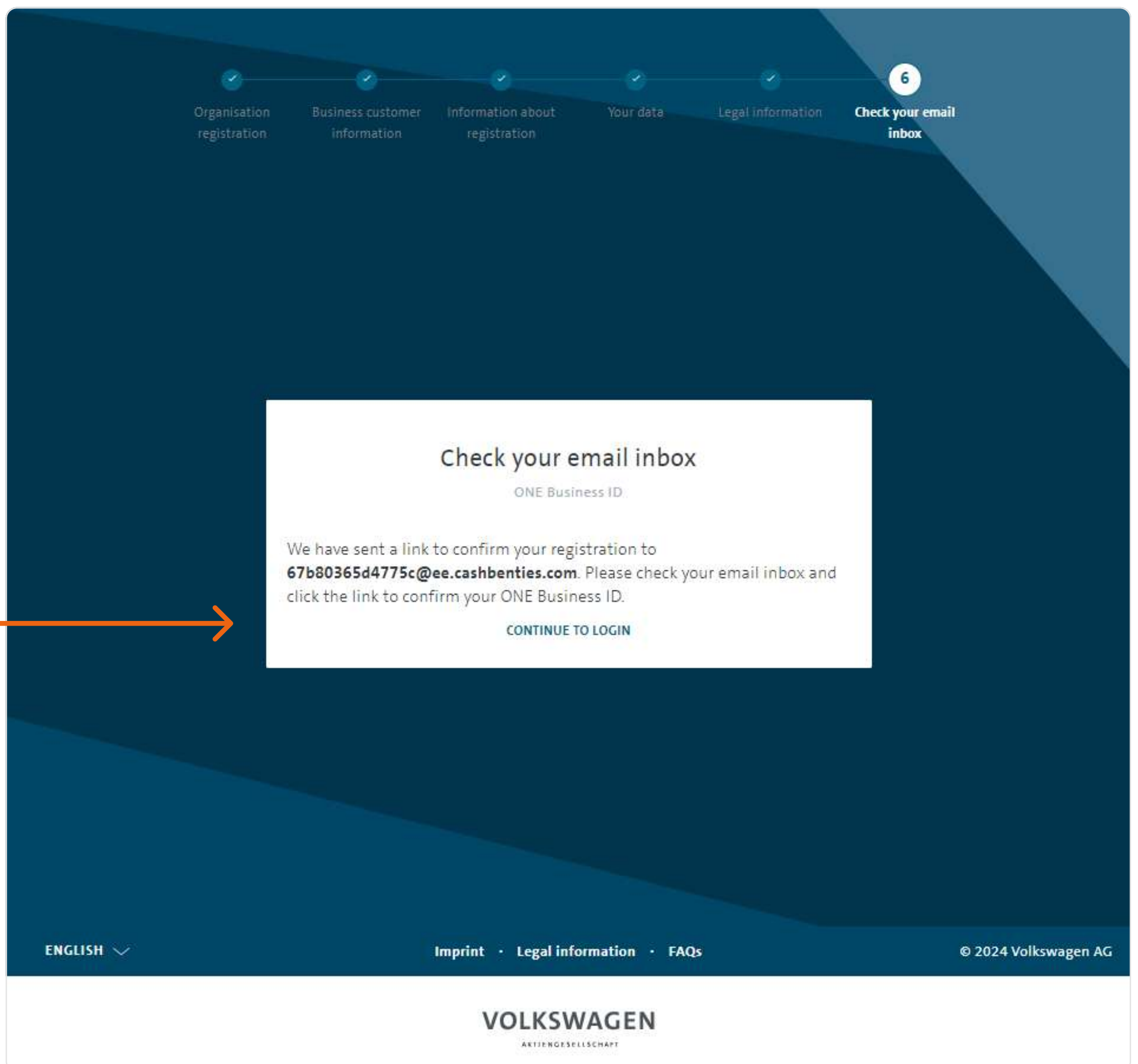
Continue registration by clicking "Next".

4

Legal texts can be accessed in the links in the text or at the bottom of the page.
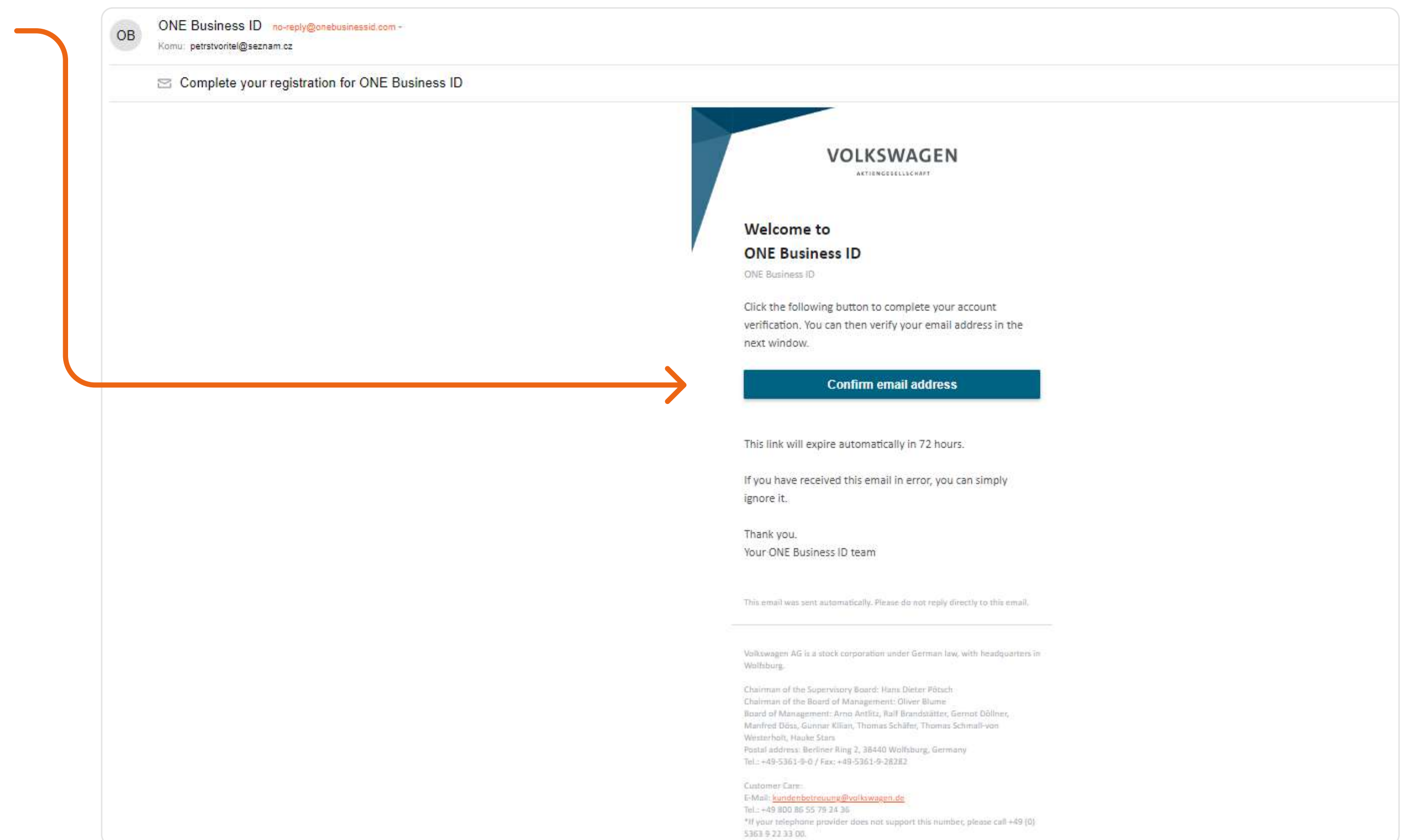
Confirm the legal texts by clicking the "Confirm" button.

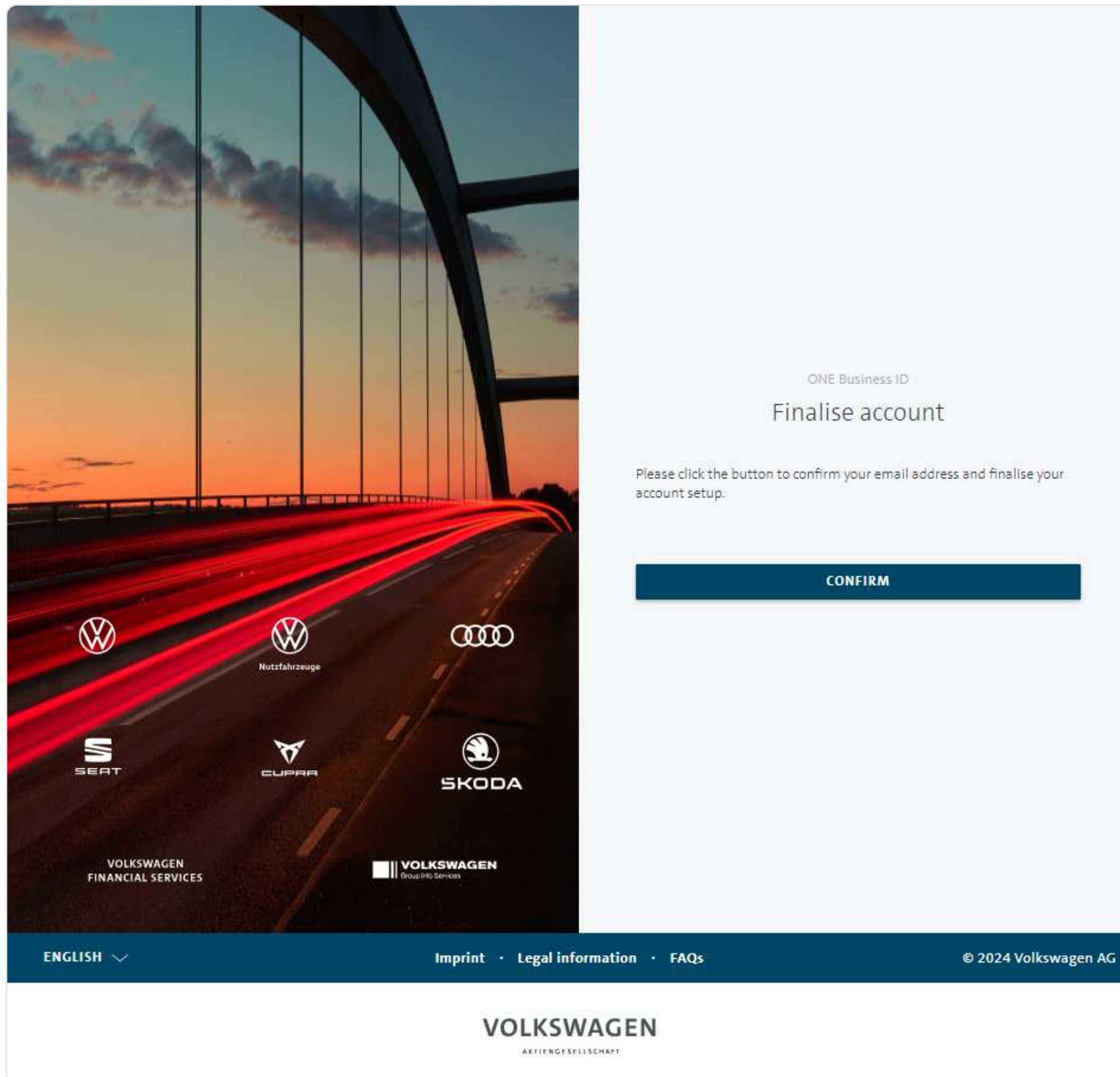Go to the email you entered during registration.

Confirm the email address by clicking on the "Confirm email address" button.

After clicking the button, you will be redirected back to the One Business ID page where you can log in.
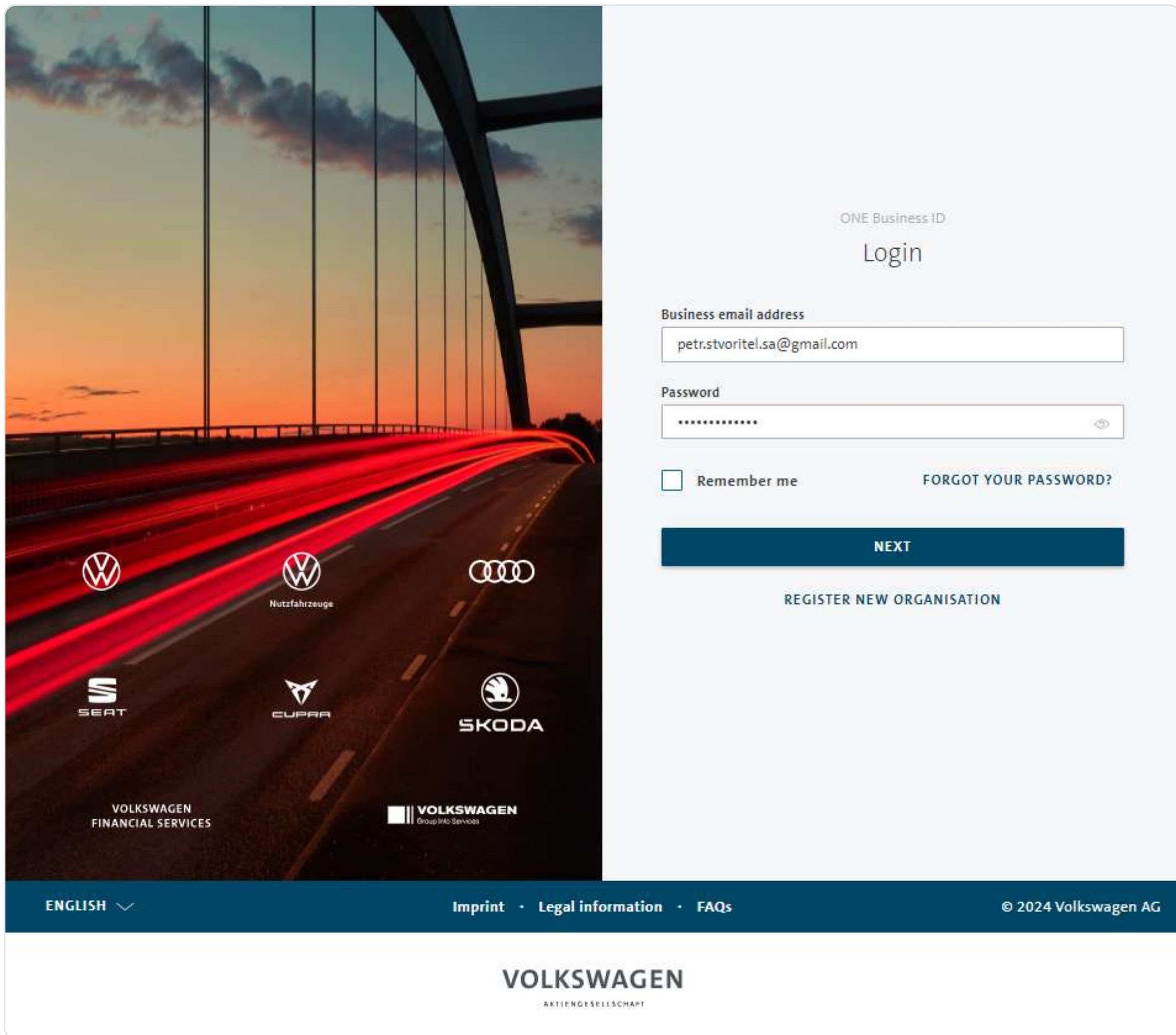

2. Completing account creation

Once your e-mail address is verified, you will finish setting up your account by two-factor verification (MFA).

Confirm the completion of the account by clicking on the "Confirm" button.
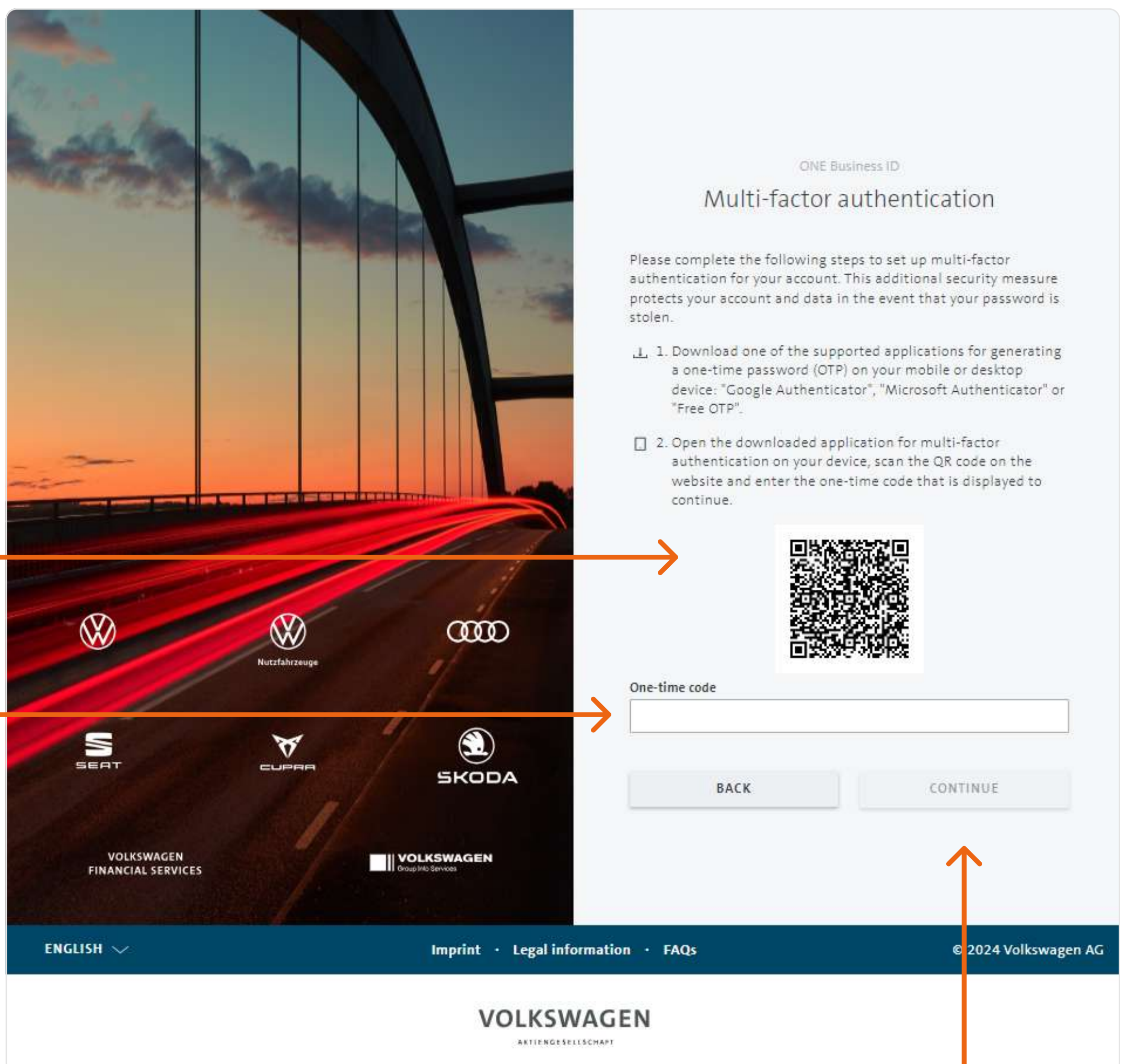
Enter the details you entered when you registered.

Continue registration by clicking "Next".

Download a one-time encryption app to your mobile phone (e.g. Google Authenticator, Microsoft Authenticator or Free OTP).

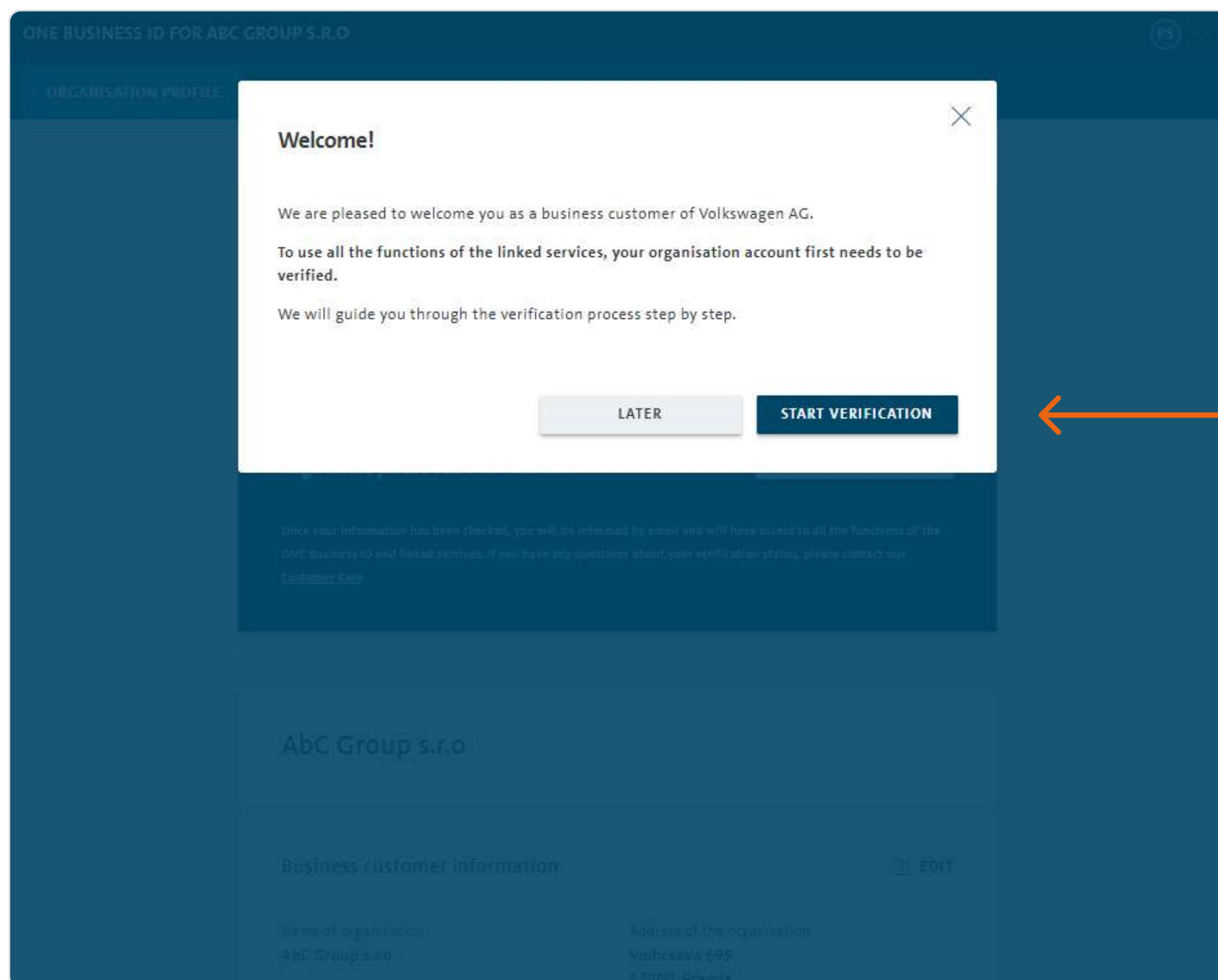Scan the QR code to add your account to the app.

Type the displayed code from the app.

Continue by clicking the "Continue" button.
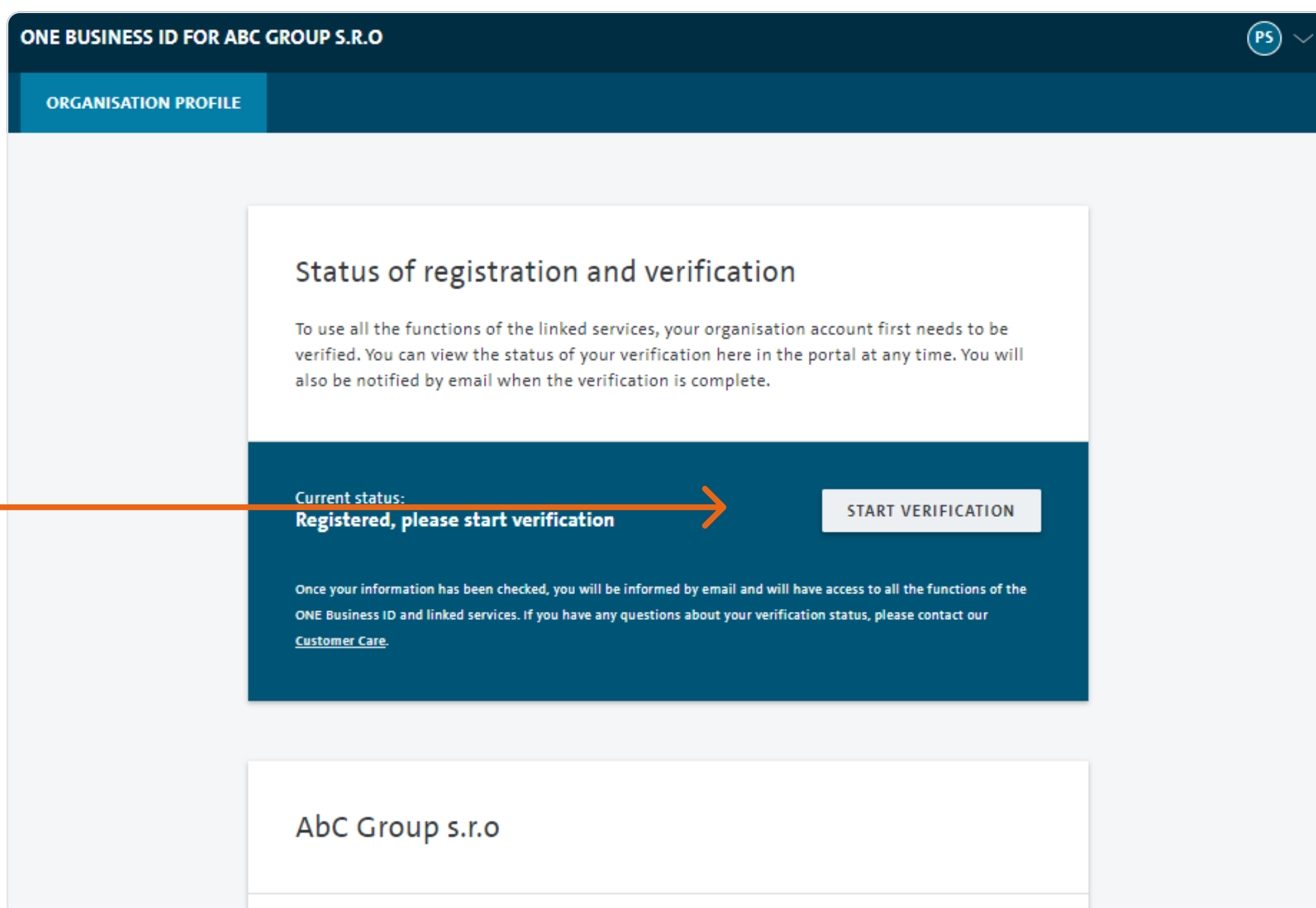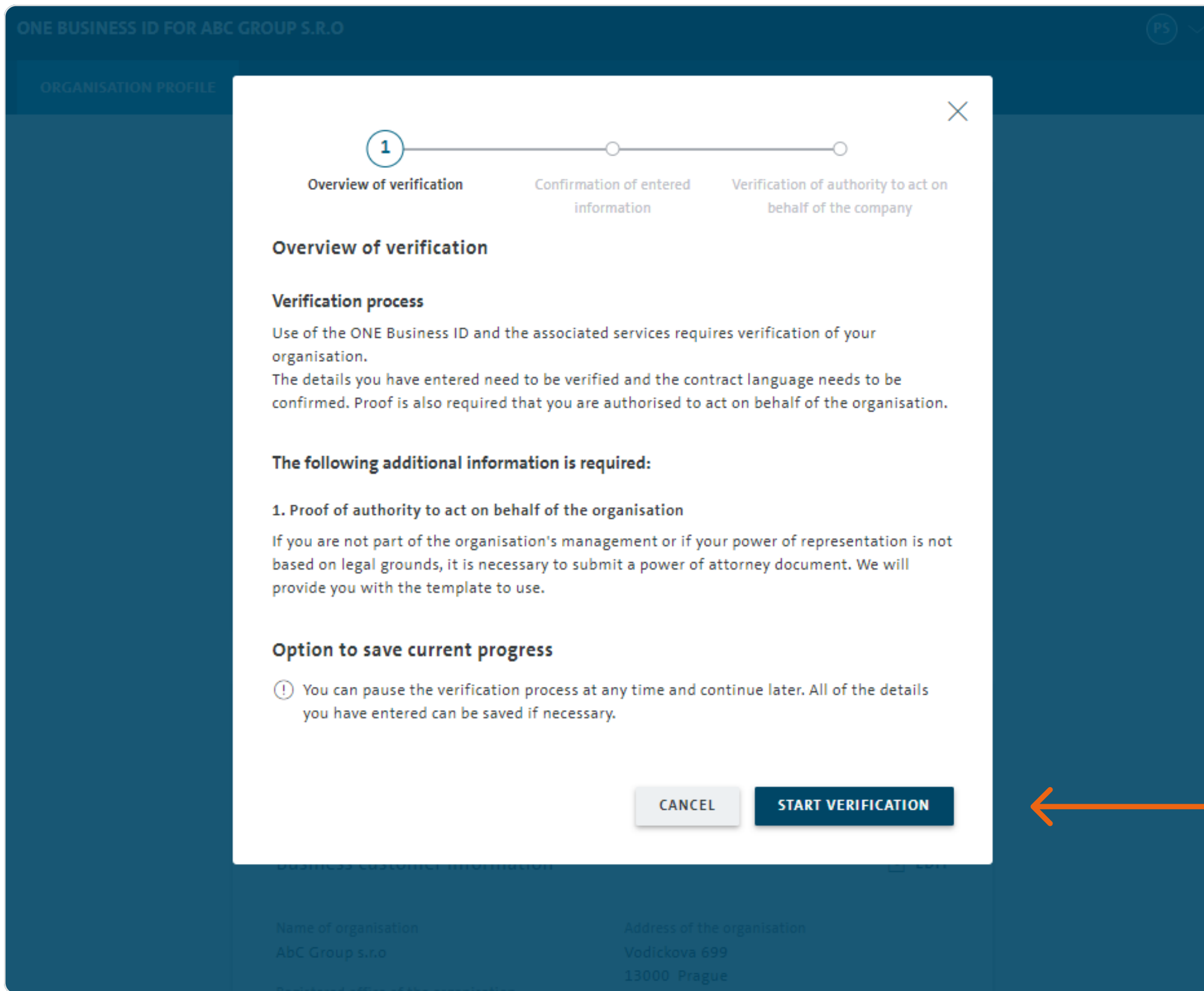
3. Verification

Let's start with the verification process! There are two ways to be verified: 1) either by confirming you are an official representative 2) or by submitting a power of attorney.

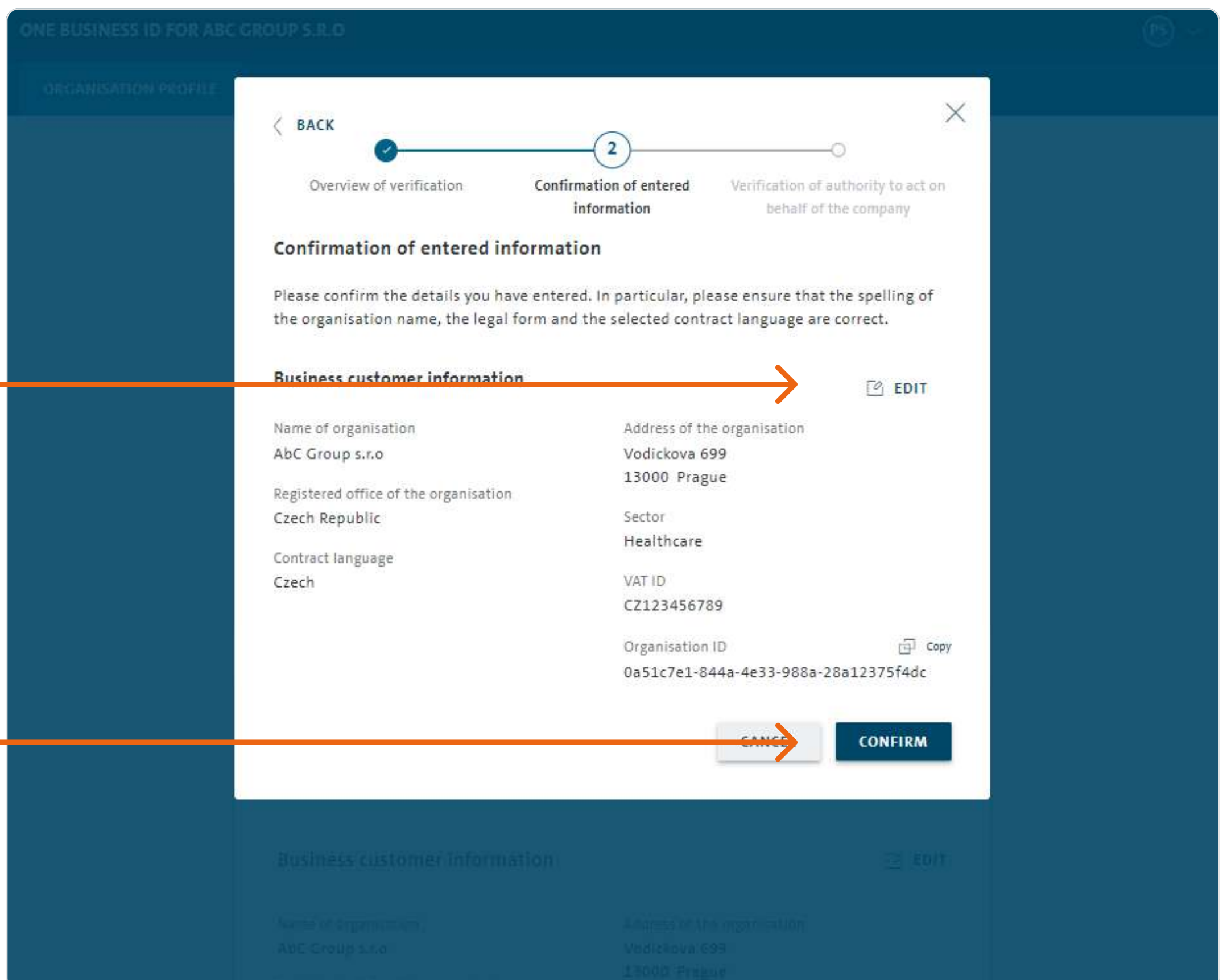Use the button in the window that appears when you log in to One Business ID.

If you close the pop-up window, the verification can be done later in the "Organization Profile" section.
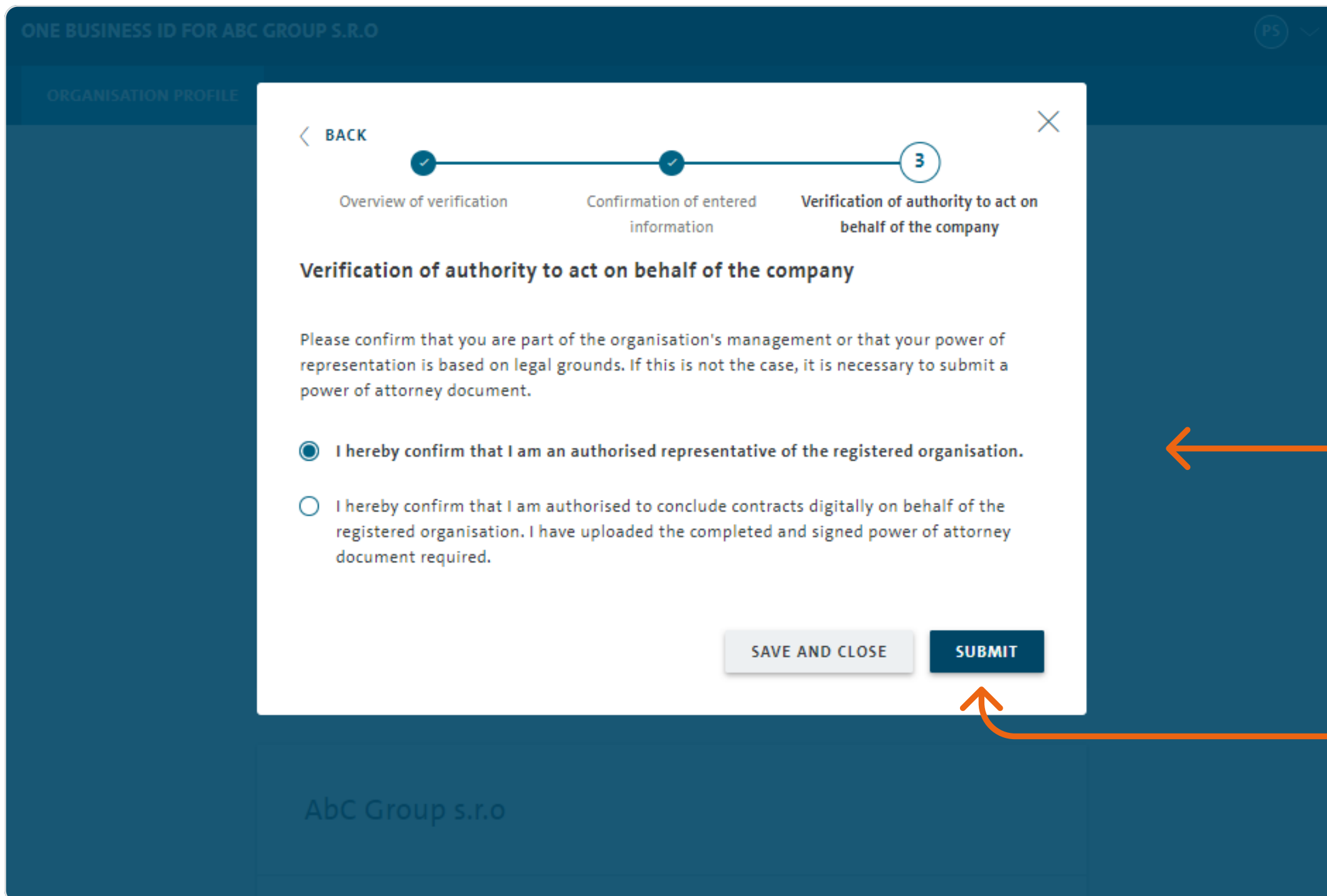
You will be led by the tool through a three-step process.

Continue by clicking the "Start Verification" button

Check and possible modification of company data.

Continue by clicking the "Confirm" button.

Verification of the power of attorney is possible in two ways.

1) Officially authorized representative

Select the first option if you are an officially authorized representative of the company (entry in the company database) – no need to enter a power of attorney.

By pressing the "Submit" button, you confirm that you are an officially authorized representative of the company.

2) Power of attorney

Choose the second option when you are not officially authorized to sign on behalf of the registered company – you need to insert a power of attorney.

Download and complete the form of power of attorney. Then upload it by clicking on the "Upload Evidence of Authority" button.
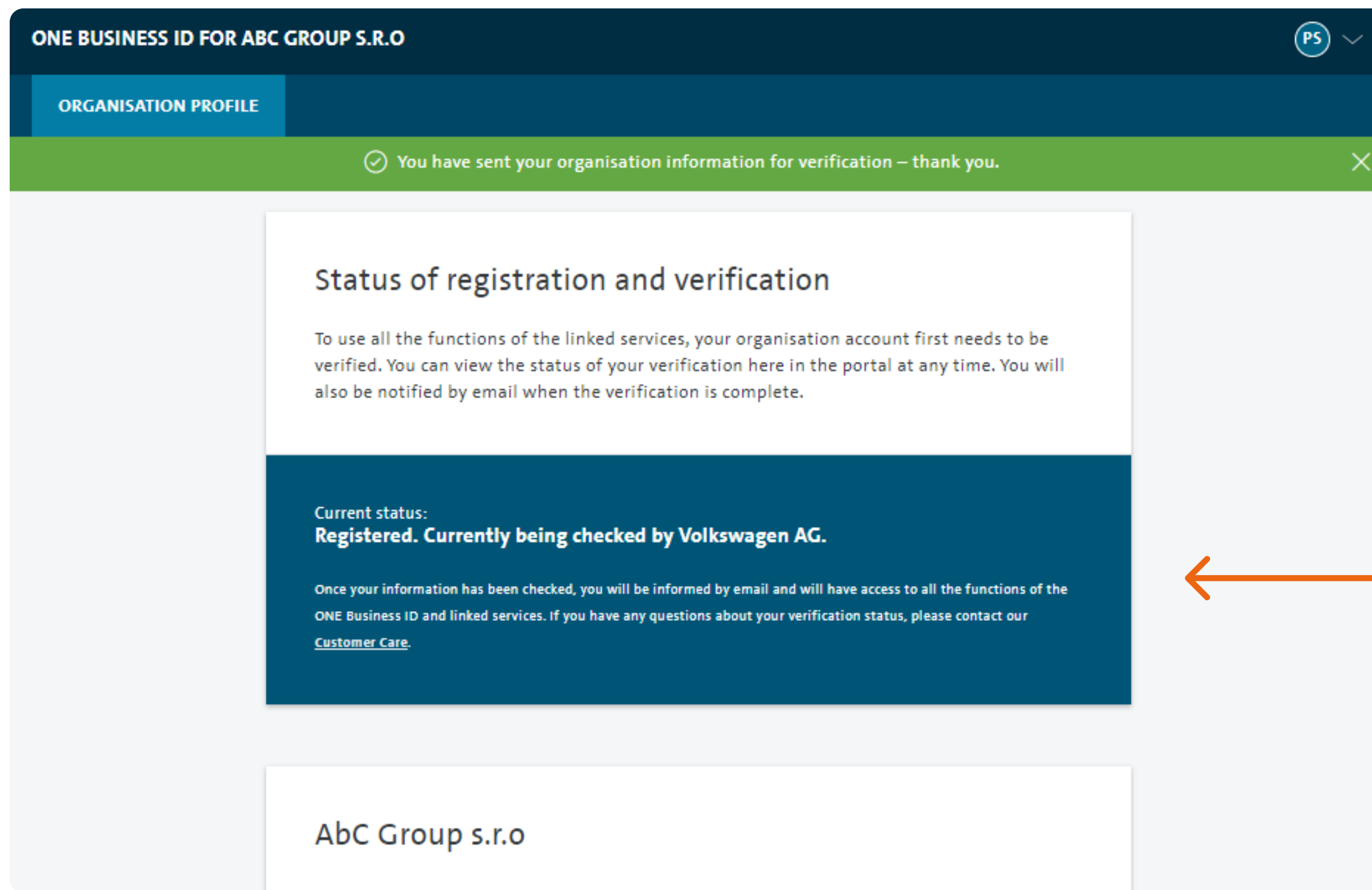
By pressing the "Submit" button, you confirm that you are officially authorized to sign on behalf of the registered company.
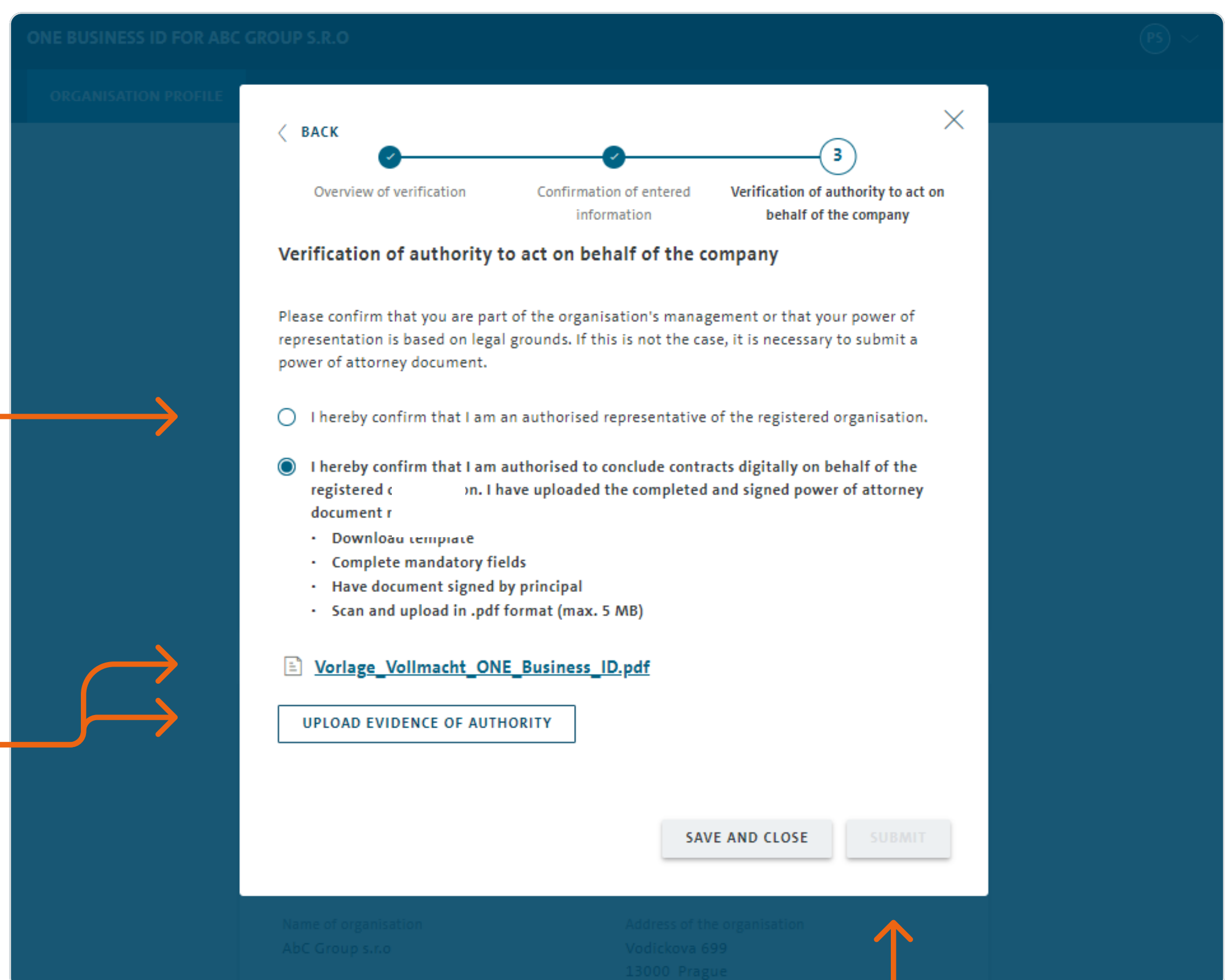
After you have sent your application, Volkswagen AG will check it. **You will receive an information email once the check is complete.**

Attention

Account verification may take longer.
Please wait for the email notifying you that it is complete and then continue

4. User management

In this section, you will learn how to add company employees to the tool.

You can access your user account by clicking on the icon in the top right corner and clicking on "My user profile".

You can add a user using the "Add user(s)" button.

Users can be added individually or, in the case of multiple users, **in bulk in the Excel file attached in One Business ID** (see below). The first name, last name and email of the user is always required.

If the user is uploaded individually, fill in the required fields and click the "Next" button.

In case of bulk upload of users, fill in the Excel file, upload with the "Upload document" button and insert with the "Insert" button.

5. Assigning roles

This is the last – and very important – step where you will upload the users and assign the role to them. Make sure to assign a role to yourself as well!

The roles that can be assigned to users are:
- **Org. Admin** is the role automatically assigned to whoever registers the company. This is the highest level of permission. Org. Admin can add users, grant them roles, and manage the organization's settings.
- **User** is the role automatically assigned when a user is uploaded to One Business ID via the User management section.
- **User Admin** is the role assigned to Org. Admin to assist them with user administration. User Admin can therefore add and manage additional users.
- **Fleet_manager** will be able to create and assign Car Policy to employees or send a quote request to a dealer in the Fleet Configurator solution. It is necessary that the Org. Admin assigned this role to themselves, if they want to access the application.
- **User_chooser** is a role for company employees to configure their own car and send it to the Fleet manager for approval.

There are two ways to assign roles.
A. The user is added individually

Once you fill in the required fields and click the "Next" button, you will be prompted to assign a user role.

The "User" role is automatically assigned to each user, but **it is possible to assign the "User admin" role – this user can add other users.**
Org. Admin has these rights automatically.

Attention

In the case of Škoda Fleet Configurator, **you need to assign a special role.**
- As **Org. Admin** you must set the role "**fleet_manager**" for yourself It is not assigned automatically.
- The "**user_chooser**" role has basic privileges such as car selection.
- The role "**fleet_manager**" has admin powers, for example, approving car configurations.

Once you have filled in the roles for the user, click on the "Save" button. The user will automatically be saved with the added role(s).

B. The users are added in bulk

Add user(s)

○ Add a single user
● Add multiple users

Upload multiple users from your organisation. Download the Excel template to complete the form for easy upload.

⤓ Bulk_upload_template.xlsx

Notes:
- Only 500 entries permitted per upload.
- All three columns must be completed for each entry.
- Duplicate email addresses are ignored.
- Only one file is permitted per upload. (max. 2 MB, .xlsx format)

⤒ UPLOAD DOCUMENT

CANCEL   SAVE

In case of bulk upload of users, fill in the Excel file, upload with the "Upload document" button and save with the "Save" button.

ONE BUSINESS ID FOR JN LOGISTICS JN

ORGANISATION PROFILE   **USER ADMINISTRATION**   TENANT MANAGEMENT

User of JN Logistics JN

Total: **702**

+ ADD USER(S)

Search user (first name, last name or email) 🔍   Filter by: All Roles ⌄

FIRST NAME ▲	LAST NAME	ROLE(S)
Aamir	Iris	User, User admin

BUSINESS EMAIL ADDRESS
emgtkq159@kawkjd.com
Resend invitation e-mail

🗑 REMOVE USER   ✎ MANAGE ROLES

The "User" role is automatically assigned to each user, but it is possible to assign the "User admin" role - this user can add other users. Org. Admin has these rights automatically.

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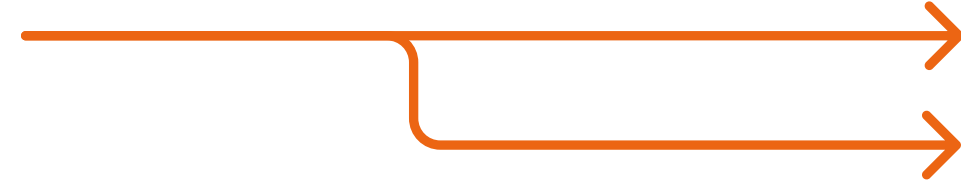
Attention

In the case of Škoda Fleet Configurator, **you need to assign everyone a special role.**

› As **Org. Admin** you must set the role "**fleet_manager**" for yourself It is not assigned automatically.

› The "**user_chooser**" role has basic privileges such as car selection.

› The role "**fleet_manager**" has admin powers, for example, approving car configurations.
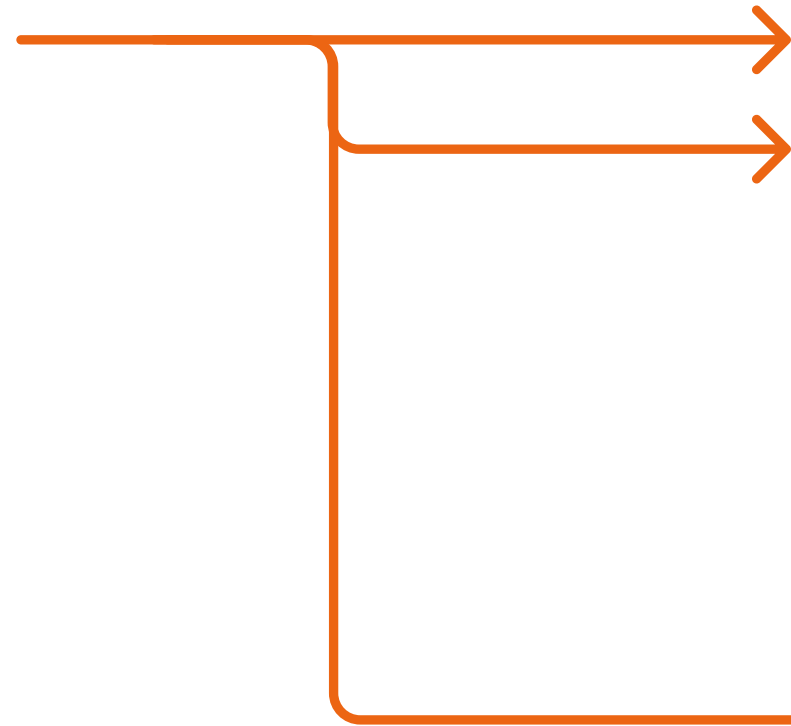
Once you have filled in the roles for the user, click on the "Save" button. The user will automatically be saved with the added role(s).

Once the user is added and the role is assigned, an email will be sent to the user to register/login to the application. They are already working in the application according to the rights granted to them.

6. Log into Fleet Configurator

Congratulations! Once you have a role of fleet manager, you can log in via One Business ID to Fleet Configurator on this website.
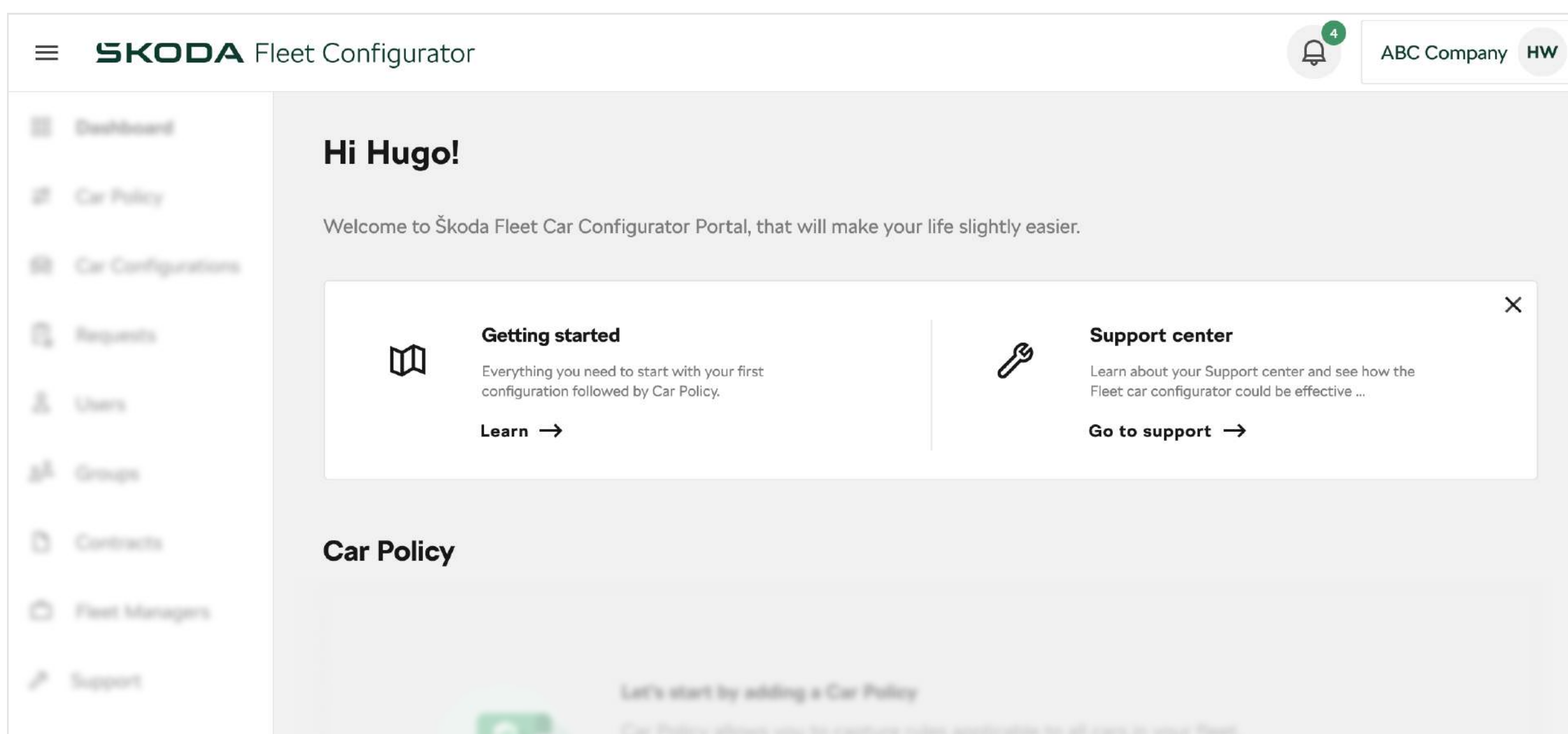
Account settings

If needed, you can also change data in your user profile such as password or personal details.

You can access your user account by clicking on the icon in the top right corner and clicking on "My user profile".

ONE BUSINESS ID FOR ABC GROUP S.R.O

ORGANISATION PROFILE

✓ You have sent your organisation information for verification – t

PS **MY USER PROFILE**
f51bb565d47990@bq.cashbenties.com
LOG OUT

Status of registration and verification

To use all the functions of the linked services, your organisation account first needs to be verified. You can view the status of your verification here in the portal at any time. You will also be notified by email when the verification is complete.
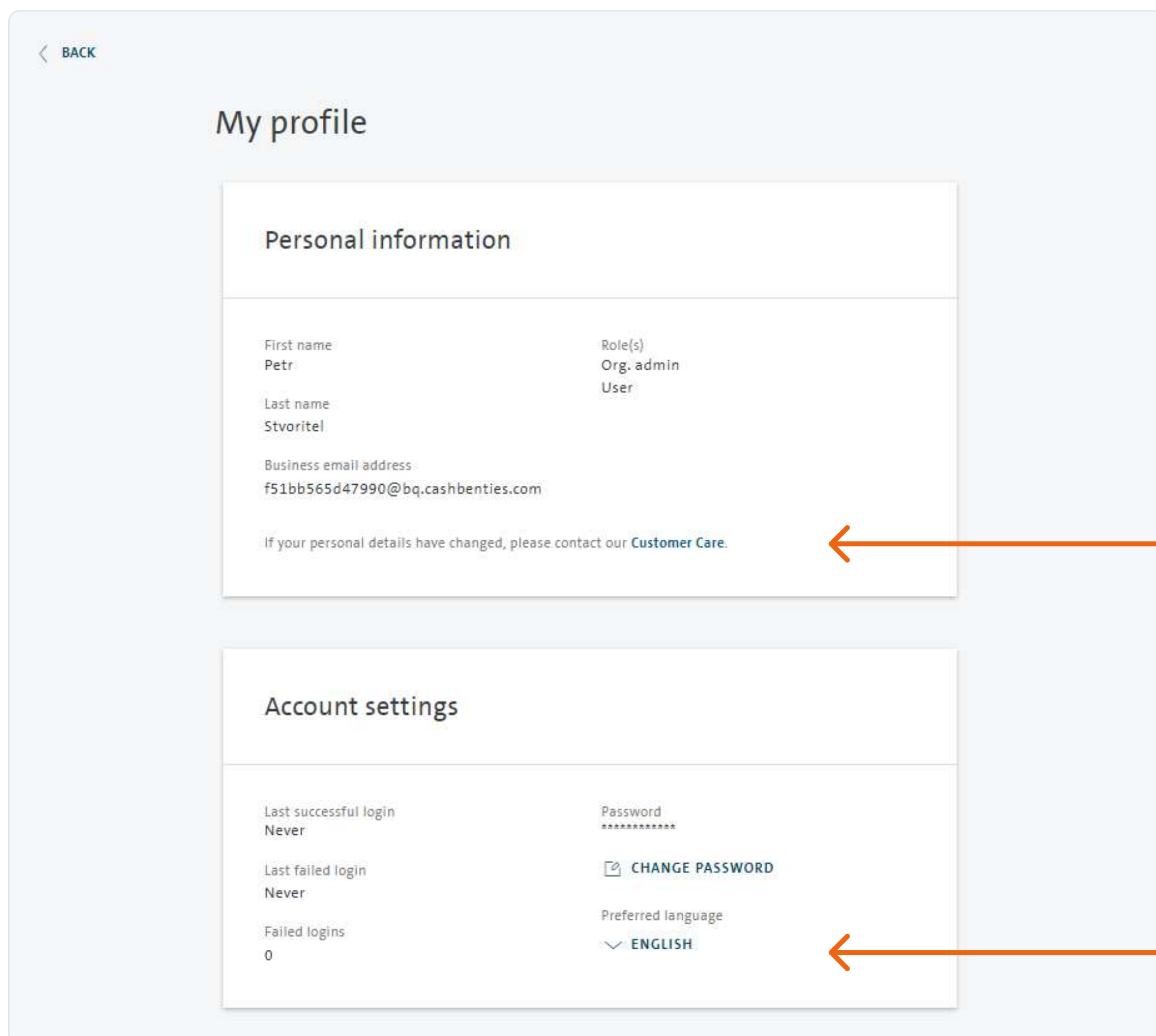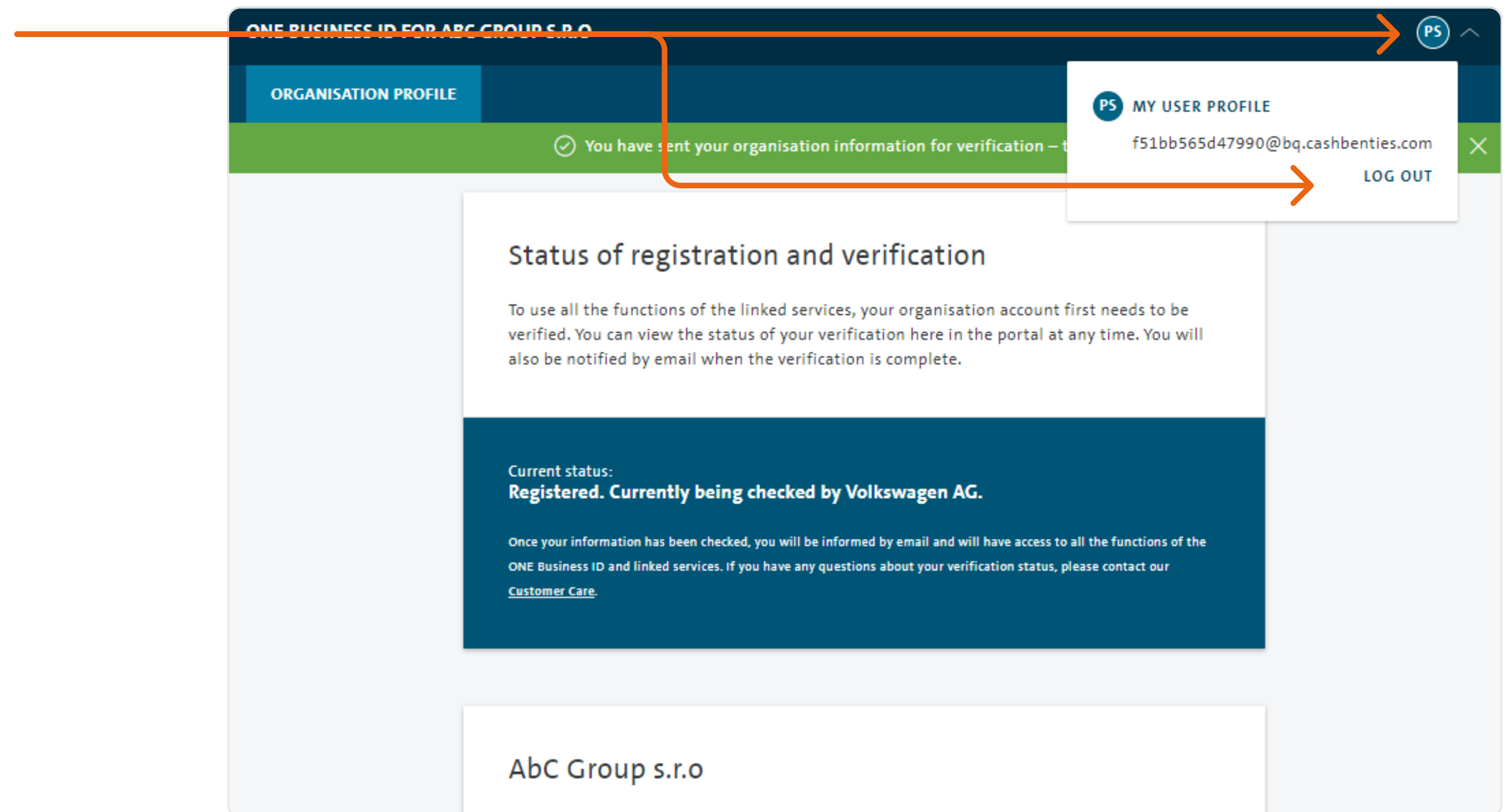
Current status:
Registered. Currently being checked by Volkswagen AG.

Once your information has been checked, you will be informed by email and will have access to all the functions of the ONE Business ID and linked services. If you have any questions about your verification status, please contact our **Customer Care**.

AbC Group s.r.o

< BACK

My profile

Personal information

First name	Role(s)
Petr	Org. admin
	User
Last name	
Stvoritel	

Business email address
f51bb565d47990@bq.cashbenties.com

If your personal details have changed, please contact our **Customer Care**.

To change your personal information, click the "Customer Care" button, which will redirect you to an email.

Account settings

Last successful login	Password
Never	************
Last failed login	⬦ **CHANGE PASSWORD**
Never	
Failed logins	Preferred language
0	⌄ ENGLISH

If necessary, you can change your password by clicking on the "Change Password" button.