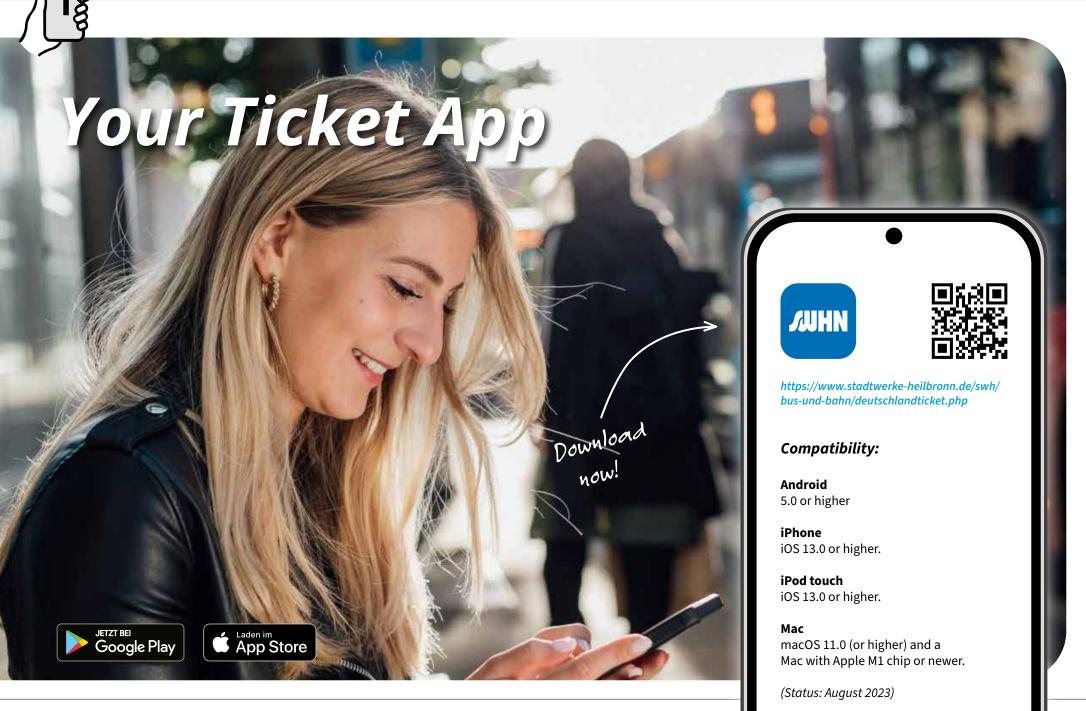


CONTENTS: Step 1: Install SWHN App (p.2) | Step 2: Register user (p.3) | Step 3: Buy D-Ticket (p.5) | Additional information on ticket use + subscription management (p.11)







Register User

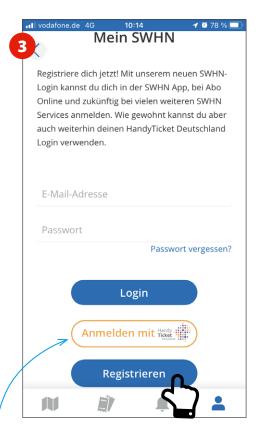


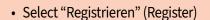


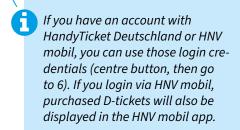
- Open app
- Go to account (=)



- Select "Login"
- If you already have SWHN login credentials e-mail address and password go to 6.









- Enter personal information, e-mail address, and your chosen password
- Accept the general terms and conditions and press "Registrieren" (Register)

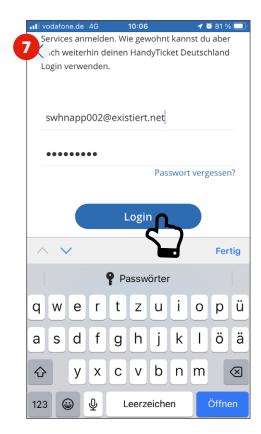
Register User







- Enter your e-mail address and password
- If you use your HandyTicket
 Deutschland or HNV mobil login
 credentials, you will need your mobile
 phone number and PIN instead of
 email and password to log in.

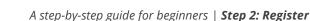


- Log in
- We recommend that you always stay logged in so that you will have your ticket available at any time.

▲ Everybody who wishes to use the D-Ticket on their smartphone or tablet will need to have the SWHN app installed and be registered as a user with their own e-mail address!

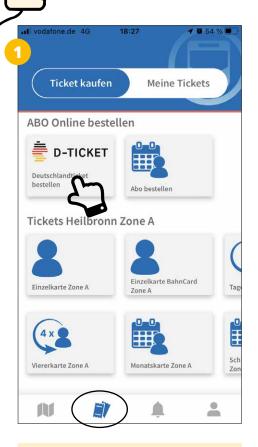
You cannot order D-Tickets for two or more persons using the same e-mail address!

- Check your inbox and confirm your user account via the link that was e-mailed to you
- · Then go to "Login"









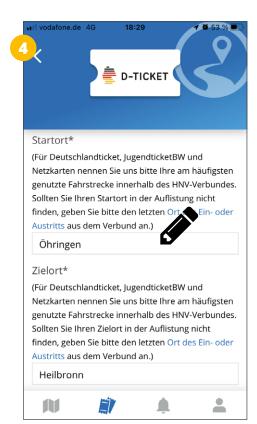
• Go to the Tickets (*)

Select "D-Ticket"



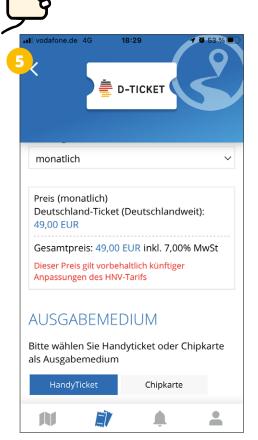
Enter the necessary information for the ticket (start month, ...)





- The D-Ticket is also available as a JobTicket. If your employer offers this as a benefit, select "Deutschland-Ticket Job". In this case, some of the requested information may be differ from the instructions in this document!
- The D-Ticket is valid throughout Germany. For billing and statistical reasons, it is mandatory to provide the place of departure and destination. This information should be the routes that you will likely use most frequently within the HNV network (main service area). You can only enter places in that region.







 Select "Handyticket" (mobile ticket) and press "Weiter" (Next)



• Select the role in which you are subscribing to the ticket.

In general, this will be "Ich bestelle ein Ticket für mich selbst" (I am ordering a ticket for myself. First option). If you are ordering the ticket for another person (e.g. a child), this can be indicated there too (Options 2 and 3).



Enter your personal data (ticket user)

If you registered via an existing account (see page 3), the form will automatically be populated with the data stored there.







• Enter your address infor-

mation



Consent to or reject contacting for advertising or market research





If a ticket is ordered for a child, for example, the parent or guardian can be entered here. If this checkbox is activated, additional fields will appear.

• "Weiter" (Next)

• Enter IBAN and authorise SEPA direct debit payments

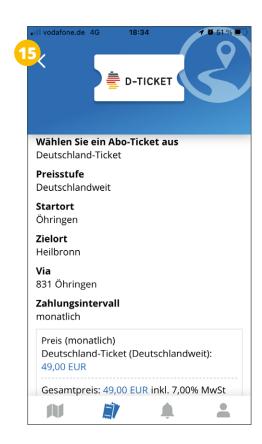
The fee will be collected monthly by SEPA direct debit. Other forms of payment are not possible.

A step-by-step guide for beginners | **Step 3: Buy**











- If the ticket is purchased for and used by a different person, details can be entered here. If this checkbox is activated, additional fields will appear.
 - Agree to data protection provisions and general terms and conditions, then press "Weiter" (Next)

 Check order summary and correct if necessary

















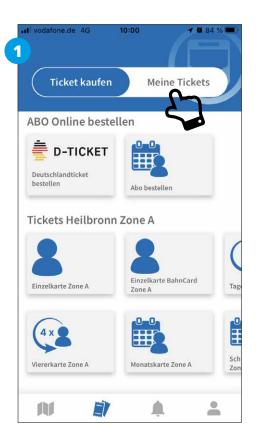


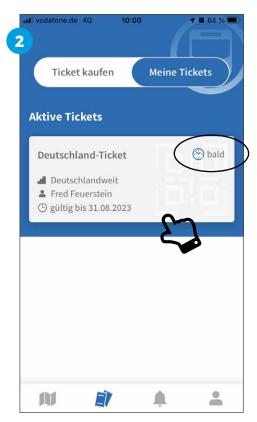




- Agree to data protection provisions and general terms and conditions and submit order – done!
- Once the order has been submitted successfully, a message will appear stating that the order is being processed. After processing is completed (duration may vary), the subscription will be confirmed by e-mail. The D-Ticket will be made available on time at the begin of a month (during a calendar month directly after the contract is concluded) in the Tickets section under "Meine Tickets" (My tickets).
- No changes to the contract can be made while the order is being processed.









Go to the Tickets section (*)
 and press "Meine Tickets"
 (My tickets)

User must be logged in!

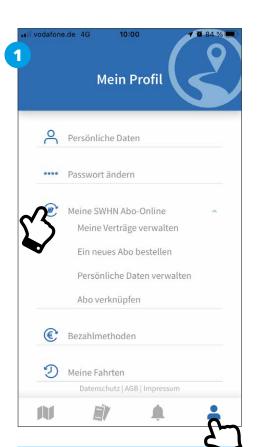
 Select the valid ticket for boarding and/or inspection

Valid ("aktiv/active") and future ("bald/soon") tickets are displayed in the "Aktive Tickets" (Active tickets) section (as soon as they are delivered by the subscription centre). Expired tickets will be displayed below active ones until they are actively deleted. Detailed information about the ticket (period of validity, user, etc.) is displayed in plain text and as barcode that can be read with reading devices. The HNV logo moving forth and back is one of the safety features.









To manage your subscription, go to the account section (2) and select the menu item "Abo-Online" (Online subscription).



You will find your subscription details there and also information on how to cancel your subscription.

