Login to PARTNERWEB

1 Be sure to have the following data available:

- PARTNERWEB internet address
- Your user name
- Your password

Ask your IT consultant in case you are missing some data.

2 Open internet browser and enter partnerweb address

3 Enter user name (=logonname)

4 Enter password

5 Click on **LOGIN**.

Logoff from PARTNERWEB

Click on **LOGOFF** in the window **My Account.**

Customer Search

1 Click on **CUSTOMER ACCOUNT** in the quick start bar**.**

2 Enter the desired search parameters.

Customer Search
Please enter at least one search criteria.

Customer ID:
Logonname:
Firstname:
Lastname:
Email address:

Search

3 Click on **SEARCH**.

Load customer account

1 Click on **DIRECT LOAD** in the quick start bar.

2 Enter the **Customer ID** or the **Logon name** of the customer account you are looking for.

Enter customer data
Please enter the customer ID or logonname of the account to which you want to make the deposit.

Customer ID:
Logonname:

Search

3 Click on **SEARCH**.

Enter amount
Enter the desired amount for the deposit.

ID: 300
Firstname:
Lastname:
Current balance (EUR): 132.12

4 Enter the **amount**. You can also enter a **BOOKING TEXT** optionally.

Amount: 0.00
Description: Direct Load

Submit

Confirmation
Do you really want to make this deposit?

Customer ID: 300
Firstname:
Lastname:
Logonname:
Amount (EUR): 50.00
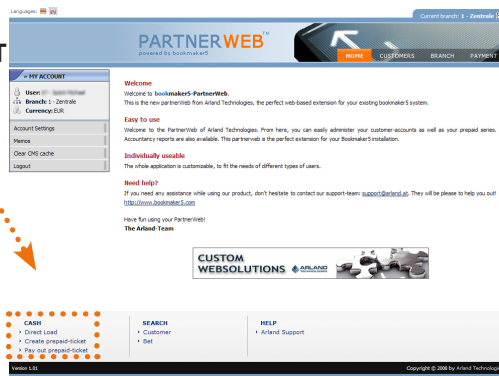Description: Direct Load

Yes

5 Click on **SEND**.

6 Confirm with **YES** to initiate the booking.

Please see the comprehensive Partnerweb-Manual for a detailed description of all functions of the Partnerweb.

Create prepaid ticket

1 Click on **CREATE PREPAID TICKET** in the quick start bar.

2 Enter the desired **AMOUNT** and the **NUMBER** of tickets you want to create into the text fields. Afterwards click on **CREATE.**

3 Confirm the following message with **YES**.

4 On the screen you will get a confirmation for the creation of the ticket. Press the button **PRINT** in case you want to print the ticket.

5 Click on **CREATE NEW TICKET** if you want to create another ticket.

Payout prepaid ticket

1 Click on **PAYOUT PREPAID TICKET** in the quick start bar.

2 Enter the **PIN** and the **AMOUNT** to be paid out in the text field and click on **SEARCH.**

3 As far as the ticket is valid you will get the message **Quick ticket found**. If you really want to pay out the ticket then click on **YES**.

4 On the screen you will see the message **Ticket successfully paid out.**

Please see the comprehensive Partnerweb-Manual for a detailed description of all functions of the Partnerweb.