

## First-time registration for employees in SBB Businessstravel

1. Registration for SBB Businessstravel  
[www.sbb.ch/newaccount](http://www.sbb.ch/newaccount)

My access to SBB Businessstravel.

Registering with SBB Businessstravel is easy.

1. [Open a personal account here](#). To do this, you will need your company's SBB Businessstravel contract number and the details of your cost centre. If you do not know these, please ask your company's travel manager.
2. Your company's travel manager will now accept your registration. You will receive a confirmation e-mail as soon as this is done.

SBB Businessstravel

Register now →

2. Do you already have a personal SwissPass login? If so, you should use it. Otherwise, create your SwissPass login under “Register for SwissPass”.

Video instructions: <https://www.youtube.com/watch?v=ymvEm4sBlo8>

SwissPass

Your key to mobility and leisure

E-mail address

Password

Stay signed in

[Forgotten your password?](#) [Register for SwissPass.](#)

3. Enter the contract data and click on “Check contract”. Then select your desired invoice centre and register.

For the first registration you will need a contract number as well as the details of your invoice office. This information is provided by the travel co-ordination of your company.

Contract number

UNI2021

Check contract →

4. Add your contact details on the last page and confirm your registration. The person responsible for the contract in your company will approve it shortly.

**Tip:** you book your business trips easily and conveniently with the SBB Mobile app.  
[Click here](#) to go to the video instructions.