



HOW TO: ONE BUSINESS ID REGISTRATION FOR GETCONTRACT

Last Updated: June 16, 2026

How To: OBID Registration

To use GetContract you need a **verified** ONE Business ID. ONE Business ID gives your organization its own unique access to Volkswagen Group's digital services for business customers. It is available to business customers in several countries.

To verify your account, you need to prove your authority to act on behalf of your company. This may be done by either of two options:

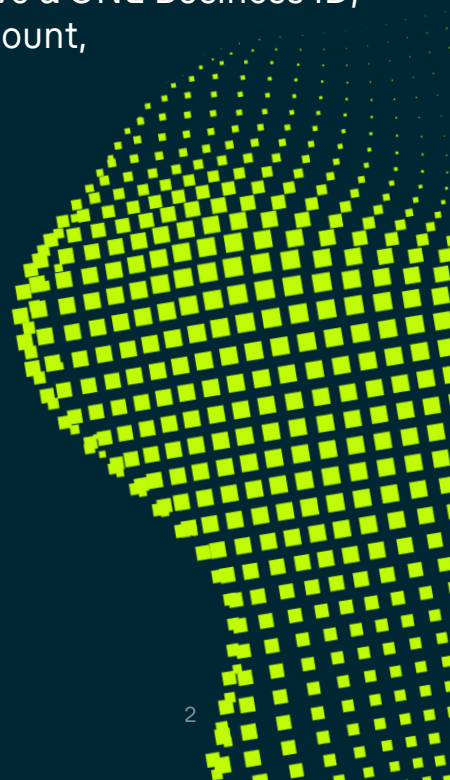
- a) Uploading an extract of your country's organization register that mentions you as a representative.
- a) Uploading a signed Power of Attorney document.

If you choose option b) you can request a template for the Power of Attorney document with the ONE Business ID team at onebusinessid-support@volkswagen.de.

Are you an existing customer and you already have a ONE Business ID?

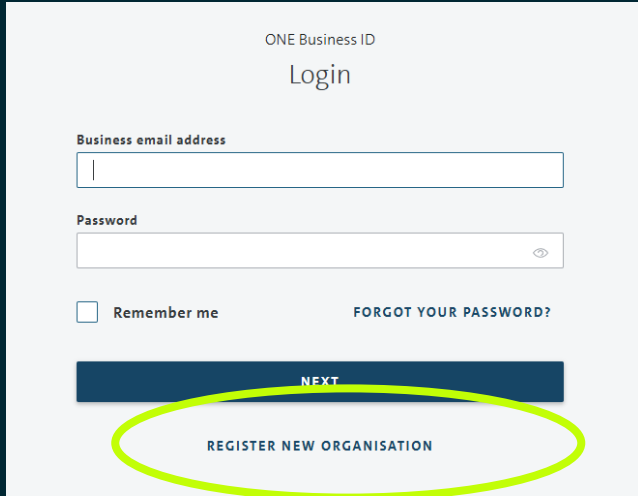
GetContract needs a verified account. If you already have a ONE Business ID, please proceed directly with the verification of your account, starting on **page 8** of this manual.

Should you have any issues, please email us at gis-support@cariad.technology.



How To: OBID Registration

Go to www.onebusinessid.com and click "Register New Organisation".



ONE Business ID

Login

Business email address

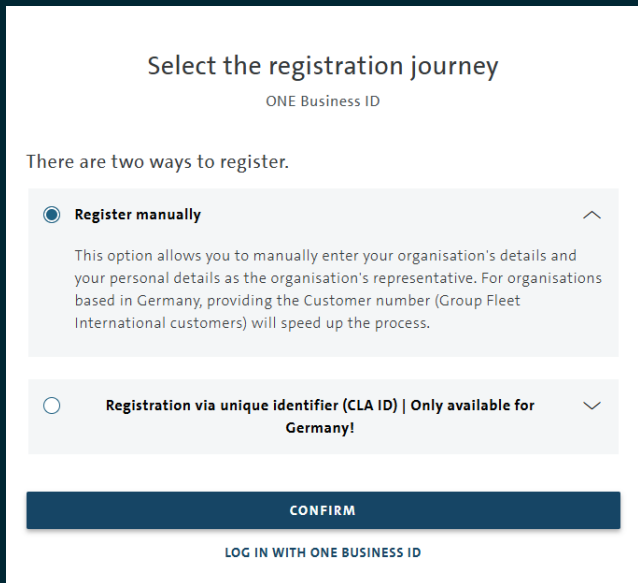
Password

☐ Remember me [FORGOT YOUR PASSWORD?](#)

NEXT

REGISTER NEW ORGANISATION

Select "Register manually" and "Continue to Registration" with your prepared documents at hand.



Select the registration journey

ONE Business ID

There are two ways to register.

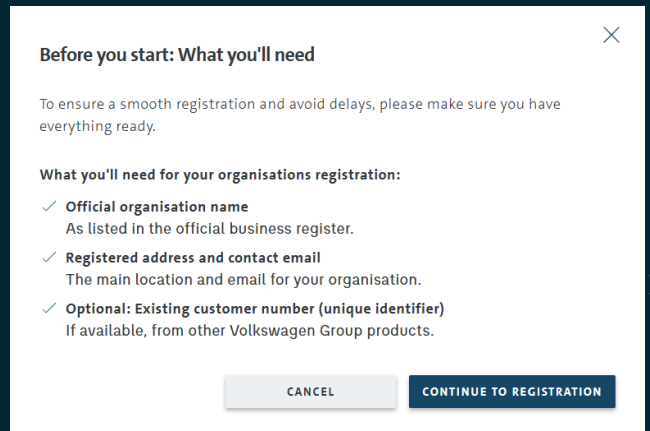
☒ Register manually

This option allows you to manually enter your organisation's details and your personal details as the organisation's representative. For organisations based in Germany, providing the Customer number (Group Fleet International customers) will speed up the process.

☐ Registration via unique identifier (CLA ID) | Only available for Germany!

CONFIRM

[LOG IN WITH ONE BUSINESS ID](#)



Before you start: What you'll need

To ensure a smooth registration and avoid delays, please make sure you have everything ready.

What you'll need for your organisations registration:

- ✓ Official organisation name
As listed in the official business register.
- ✓ Registered address and contact email
The main location and email for your organisation.
- ✓ Optional: Existing customer number (unique identifier)
If available, from other Volkswagen Group products.

CANCEL CONTINUE TO REGISTRATION

How To: OBID Registration

Select your tax region and contract language, then click "Next".

Business customer information

ONE Business ID

Registered office of the organisation

Please select

Tax region

Please select

Contract language

Please select

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Fill in your organization's details, click "Next", confirm your administrator role and, again, click "Next".

Business customer information

ONE Business ID

Sector (optional)

Select sector

Name of organisation (no legal form!)

Example Company

Legal form

Ltd

VAT ID

GB999999999

Street

House number

Additional address information (optional)

Postcode

Location

Country

United Kingdom

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NEXT

Information about registration

ONE Business ID

By registering this organisation account, you will be set up as the first ONE Business ID user for your organisation and will automatically receive administrator rights.

The administrator role enables you to manage your organisation's data centrally.

Please note: Currently, only one user (administrator) can register for each organisation initially.

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How To: OBID Registration

Fill in your contact details as administrator and click "Next".

Your data

ONE Business ID

Business email address

First name **Last name**

Password **Re-enter password**

Telephone number (optional)

Please note the following password requirements:

- at least 8 characters
- at least one lower case and one upper case letter
- at least one number (0-9)

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NEXT

Consent to the Terms of Use, the Data Processing Agreement and acknowledge the Privacy Policy. Determine if you want to give the optional Marketing Consent. Then click "Confirm".

Legal and Marketing Consent Declaration

ONE Business ID

I agree to the **Terms of Use** and to the **Data Processing Agreement** of the ONE Business ID and acknowledge the **Privacy Policy**.

Marketing Consent Declaration (optional)

We also wish to contact you in future for marketing purposes. Accordingly, you may give your consent below to the use of your organisation data for the specific purpose intended.

This consent may be withdrawn at any time (for one or more companies).

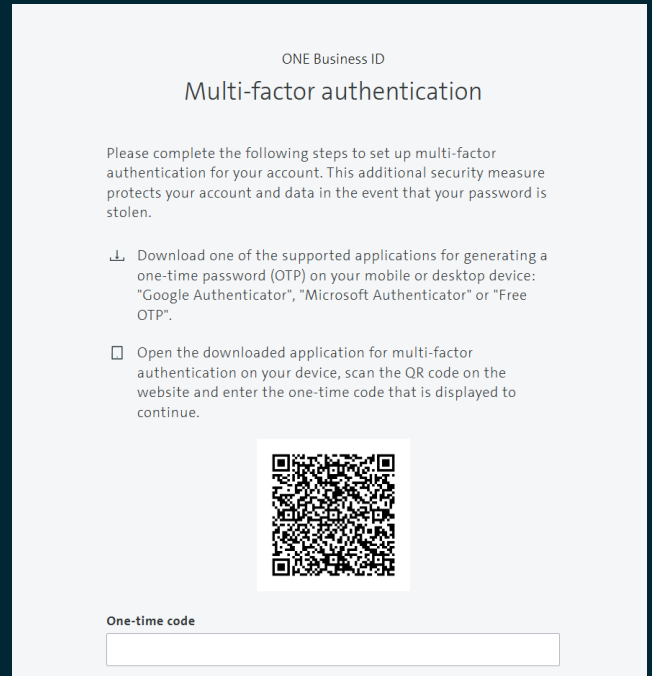
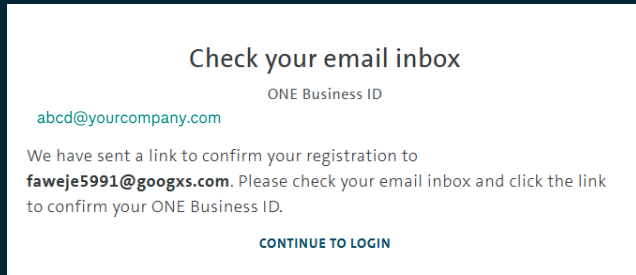
☐ I agree that the following organisations may use my data for marketing purposes (**consent of all organisations**). 

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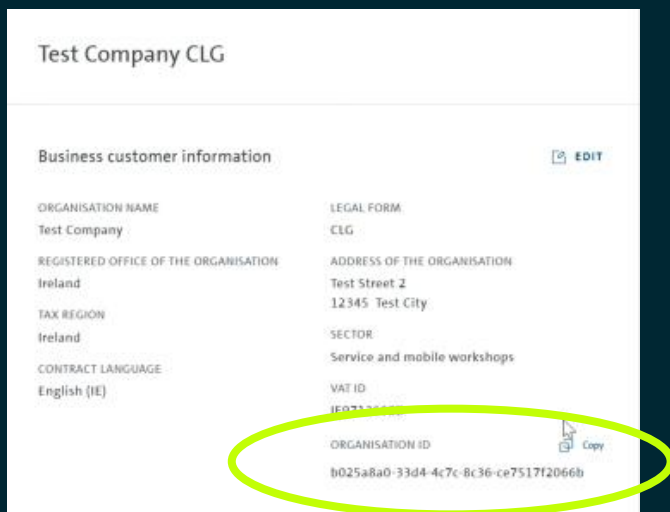
CONFIRM

How To: OBID Registration

Check your email inbox and log in again to confirm your ONE Business ID. To set up the multi-factor authentication for your account, generate a one-time code (OTP) with applications such as "Google Authenticator", "Microsoft Authenticator" or "Free OTP" on your computer or terminal device. Generate a one-time code and click "Next".

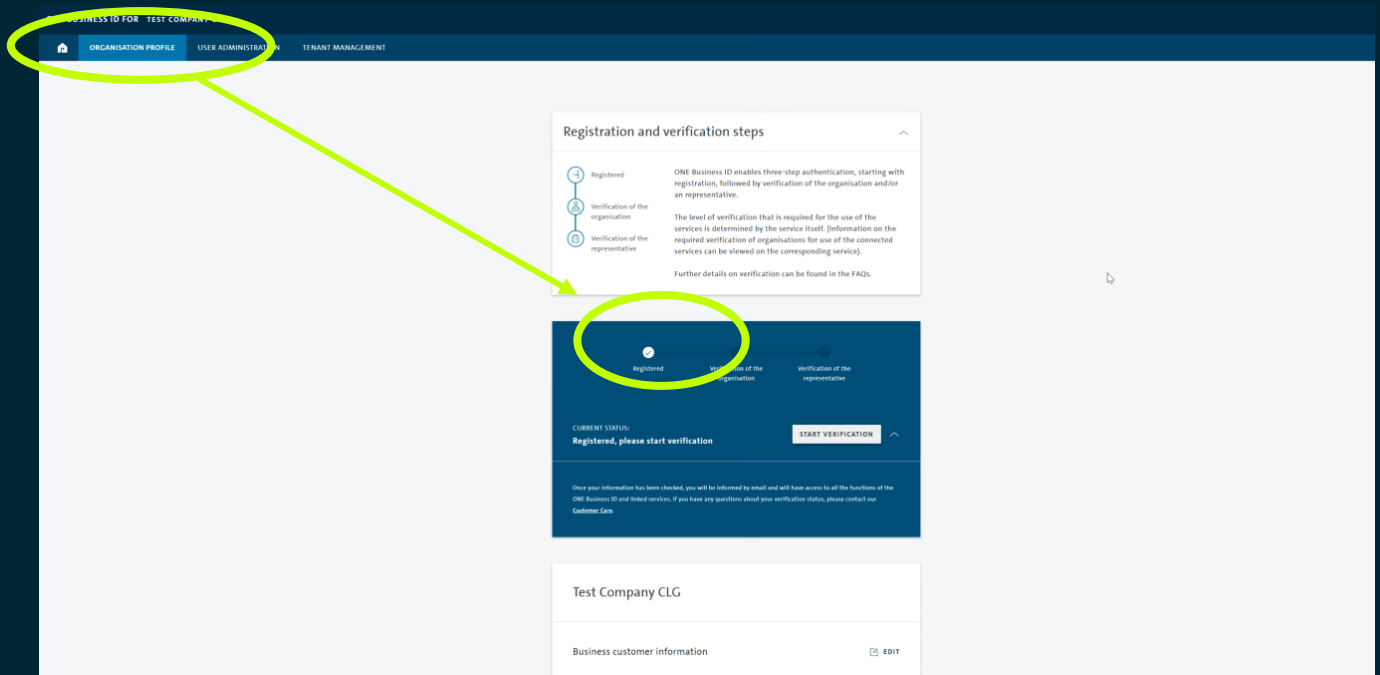


Navigate to the "Organization Profile" tab (in the top left menu) and copy your Organization ID. Email it to gis-support@cariad.technology.



How To: OBID Registration **Verification**

Log in to the ONE Business ID website and click "Organisation Profile" in the top left menu, then start the verification process.



Make sure you have the requested documents at hand that prove your authorization to act on behalf of your company, then click "Start Verification", then confirm your entered information.

This screenshot shows the 'Overview of verification' step (Step 1) of the verification process. It includes a progress bar with three steps: 'Overview of verification', 'Confirmation of entered information', and 'Verification of authority to act on behalf of the company'. The 'Overview of verification' section explains the verification process and lists the required documents: 'Proof of authority to act on behalf of the organisation'. It also provides an 'Option to save current progress' with a note that details can be saved if necessary. At the bottom, there are 'CANCEL' and 'START VERIFICATION' buttons.

This screenshot shows the 'Confirmation of entered information' step (Step 2) of the verification process. It includes a progress bar with three steps: 'Overview of verification', 'Confirmation of entered information', and 'Verification of authority to act on behalf of the company'. The 'Confirmation of entered information' section asks the user to confirm the details entered, including the organisation name, legal form, and selected contract language. It displays the 'Business customer information' table below:

ORGANISATION NAME	LEGAL FORM
Test Company	CLG
REGISTERED OFFICE OF THE ORGANISATION	ADDRESS OF THE ORGANISATION
Ireland	Test Street 7 12345 Test City
TAX REGION	SECTOR
Ireland	Service and mobile workshops
CONTRACT LANGUAGE	VAT ID
English (IE)	IE9713662D
ORGANISATION ID	b025a8a0-33d4-4c7c-8c36-ce7517f2066b

At the bottom, there is a note: 'Business customer information not up to date? You can make changes in your organisation profile.' and 'CANCEL' and 'CONFIRM' buttons.

How To: OBID Registration **Verification**

If you **have the authority** to act on behalf of your company:

- select "the authorised representative of the registered organisation"
- upload an extract from the organisation register.

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Overview of verification Confirmation of entered information **3 Verification of authority to act on behalf of the company**

Verification of authority to act on behalf of the company

Please confirm that you are part of the organisation's management or that your power of representation is based on legal grounds. If this is not the case, it is necessary to submit a power of attorney document.

Verification with representative check:

I hereby confirm that I am

☒ the authorised representative of the registered organisation.

To speed up the verification process, you can optionally provide an extract from the organisation register or similar proof that can be used to verify the representative conferring the powers.

Mandatory for Spain, Italy and Ireland.
Upload a maximum of 3 documents.
Upload in .pdf, .jpg or .png format (max. 5MB)

UPLOAD DOCUMENT(S)

☐ authorised as a representative to conclude contracts digitally on behalf of the registered organisation. I have uploaded the completed and signed evidence of authority required.

Continue verification without authorisation details initially; these will be submitted later.

☐ I am aware that I will not be able to use every function to its full extent for the time being.

SAVE AND CLOSE SUBMIT

If you **do not have the authority** to act on behalf of your company:

- select "authorised as a representative to conclude contracts digitally on behalf of the registered organisation (...)"
- upload signed evidence.

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Overview of verification Confirmation of entered information **3 Verification of authority to act on behalf of the company**

Verification of authority to act on behalf of the company

Please confirm that you are part of the organisation's management or that your power of representation is based on legal grounds. If this is not the case, it is necessary to submit a power of attorney document.

Verification with representative check:

I hereby confirm that I am

☐ the authorised representative of the registered organisation.

☒ authorised as a representative to conclude contracts digitally on behalf of the registered organisation. I have uploaded the completed and signed evidence of authority required.

Download the template Template_Power_of_attorney_ONE_Business_ID.pdf and carry out the following steps:

Complete all mandatory fields on the form.
Have the document signed by the representative.
Scan and upload in .pdf format (max. 5 MB)
Evidence of power of attorney can be signed by hand or electronically

UPLOAD POWER OF ATTORNEY

To speed up the verification process, you can optionally provide an extract from the organisation register or similar proof that can be used to verify the representative conferring the powers.

Mandatory for Spain, Italy and Ireland.
Upload a maximum of 3 documents.
Upload in .pdf, .jpg or .png format (max. 5MB)

UPLOAD DOCUMENT(S)

Continue verification without authorisation details initially; these will be submitted later.

☐ I am aware that I will not be able to use every function to its full extent for the time being.

SAVE AND CLOSE SUBMIT

Done! You can now proceed with GetContract.