

HOW TO: ONE Business ID registration for erWin

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How To: ONE Business ID Registration

To use the erWin portal, you need a ONE Business ID. The ONE Business ID i(OBID) s your own individual access to the Volkswagen Group's digital services for business customers.

These instructions are intended exclusively for use by companies that are not registered in Germany.

For customers in **Australia, Israel, Japan, South Korea and Turkey** a separate registration process applies. Registration via One Business ID is not available in your market. We are working on a solution and will inform you as soon as registration process is available.

Please only register once your country has been activated for the new erWin portal. Check current rollout dates at: drivesomethinggreater.com/erwininfo/transition

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If you have problems with the OBID portal, please contact the ONE Business ID team via E-Mail at: onebusinessid-support@volkswagen.de

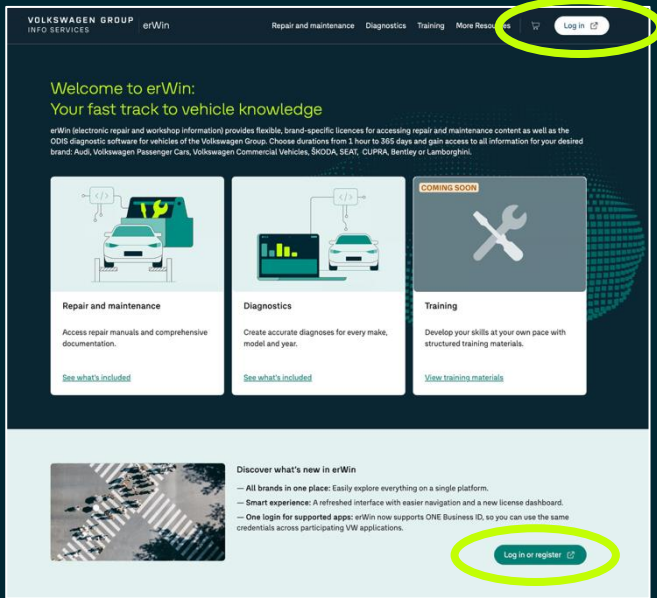
If you have problems with the erWin portal, please visit our Support Center, where you will find answers to frequently asked question:

<https://erwin.vwgroup-datahub.com/en-DE/support-center>

In case you want to contact us, please use the contact form at:

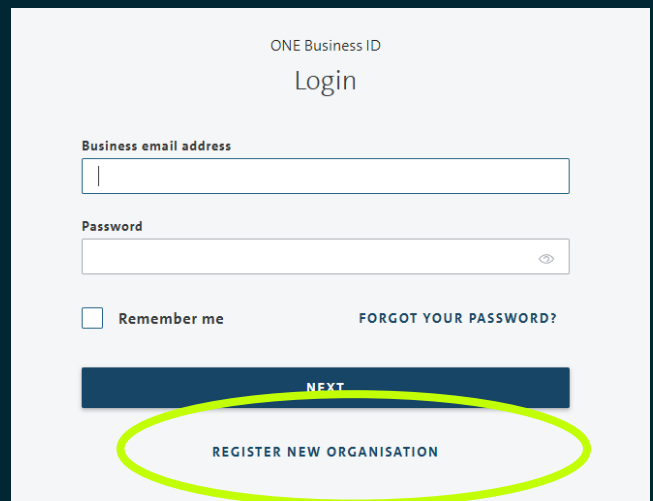
erwin.vwgroup-datahub.com/en-DE/contact

1. How To: OBID Registration

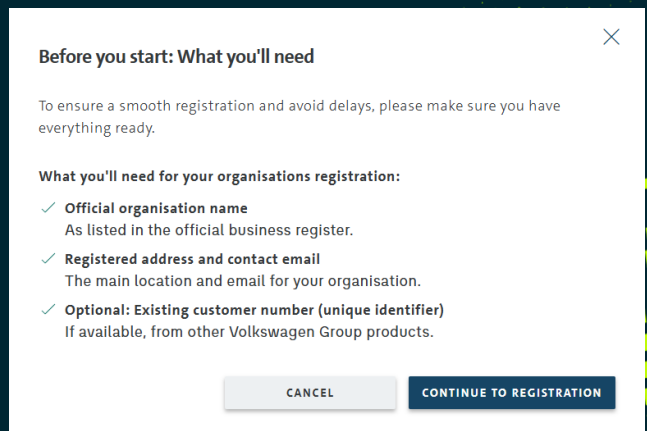
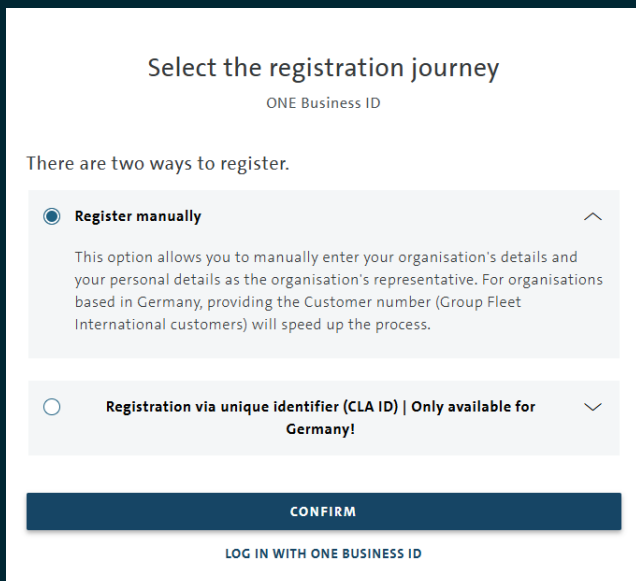


1) Go to erwin.vwgroup-datahub.com and click „Log in“ or „Log in or Register“

2) You will be guided to the Pages of One Business ID.
Click “Register New Organisation”.



3) Select “Register manually” and “Continue to Registration” with your prepared documents at hand.



1. How To: **OBID Registration**

4) Select your tax region and contract language, then click “Next”.

Business customer information
ONE Business ID

Registered office of the organisation

Tax region

Contract language

BACK **NEXT**

5) Fill in your organization's details, click “Next”, confirm your administrator role and, again, click “Next”.

Business customer information
ONE Business ID

Sector (optional)

Name of organisation (no legal form!) Legal form ⓘ

VAT ID
 ⓘ

Street House number

Additional address information (optional)

Postcode Location

Country

BACK **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.

BACK **NEXT**

1. How To: OBID Registration

6) 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)

BACK

NEXT

7) 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).

BACK

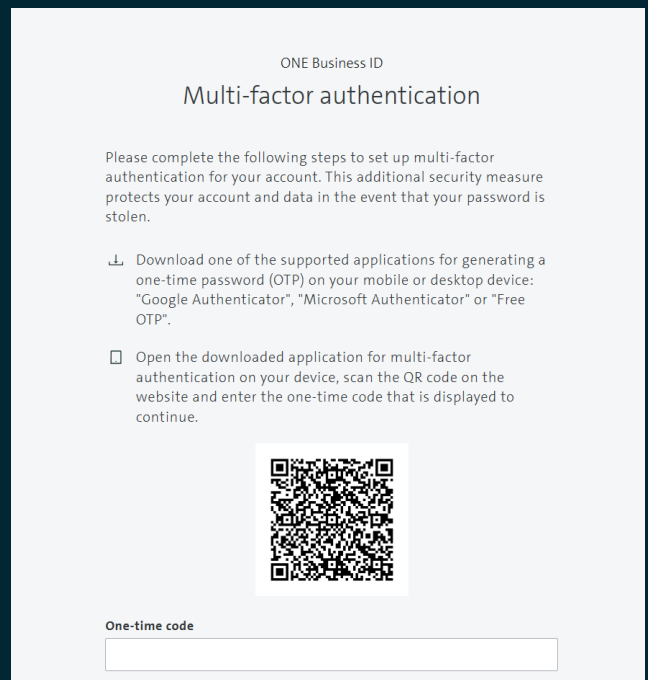
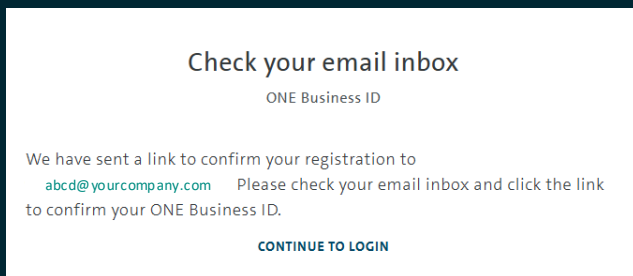
CONFIRM

1. How To: OBID Registration

8) 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”.

If you are also offered the SMS method as 2FA, please do not use it.



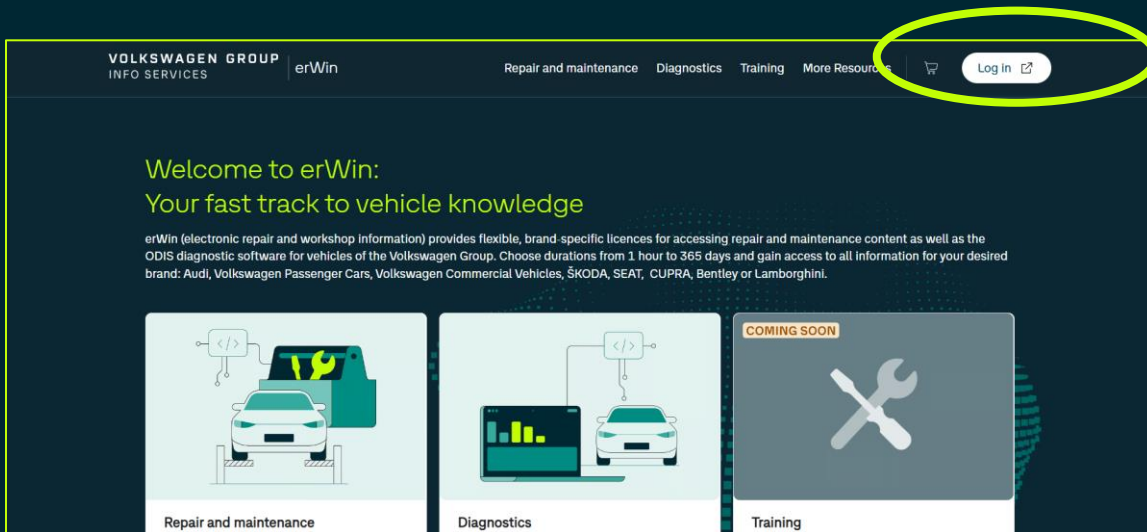
You can now start using the new erWin!

Parallely, you will receive an e-mail asking for verification. To proceed with the verification process please follow the instructions in chapter 4 of this document.

Questions? Please visit the erWin **Support Center**:
<https://erwin.vwgroup-datahub.com/de/support-center>

2. How To: Workshop Registration

To register as a workshop in the erWin portal, go to <https://erwin.vwgroup-datahub.com/> and sign in with your ONE Business ID.



Select your organization type so that suitable erWin products can be shown to you.

Organisation type

Please select your type of organisation so that we can offer you suitable erWin products.

- ☐ Independent Workshop ?
- ☐ Public Authority ?
- ☐ Educational institute/chamber/association ?
- ☐ Publisher ?
- ☐ Body Manufacturer ?
- ☐ Other company type ?

Cancel and log out
Continue

Please note:

For organization types with special rates, a subsequent verification through the relevant vehicle brands is required. We will carry this out for you. Only after this verification will the special rates become visible to you. This may take some time. We appreciate your patience.

2. How To: Workshop Registration

Agree to the General Terms and Conditions for the erWin portal and – optionally – to the use of your data for direct marketing.

Terms and conditions and privacy policy

Different legal conditions apply to your erWin usage depending on your customer group. Please read and agree to the applicable terms.

- ☐ I agree to the [General Terms & Conditions](#) *
- ☐ I consent to the use of my data for direct marketing (e.g. product information, relevant offers). [Declaration of consent for direct marketing](#)
- ☐ I consent to the use of my data for the improvement of erWin products (e.g. surveys, feedback). [Declaration of consent for product improvement](#)

Final important information before purchasing: Please be aware that the usage period begins immediately after purchase and ends upon expiry of the selected licence term. Licences cannot be interrupted, paused, or extended beyond the defined term. Information on the protection of your data can be found in the [Privacy policy](#).

*Consent required

Back

Continue

Done!

Now you can use the erWin portal.

Thank you!

You have successfully registered. You now have full access to all erWin services. Get started now and benefit from all the advantages of erWin.

Continue

3. How To: Adding a User

User management for the erWin portal is handled through the ONE Business ID portal. If you would like to add more users, please go to onebusinessid.com and navigate to “User Management” in the top-left menu, then click “Add User”.

USER ADMINISTRATION TENANT MANAGEMENT

User of Your Company

Total: 1

Search user (first name, last name or email)

Filter by: All Roles

FIRST NAME	LAST NAME	ROLE(S)
John	Doe	Org. admin, User, User admin

Add one or more users and, on the following screen, select the role “User” under “ONE Business ID role(s)”.

Add user(s)

☒ Add a single user
☐ Add multiple users

First name

Last name

Business email address

Telephone number (optional)

CANCEL NEXT

< BACK

ONE Business ID Role(s)

☒ User
☐ User admin

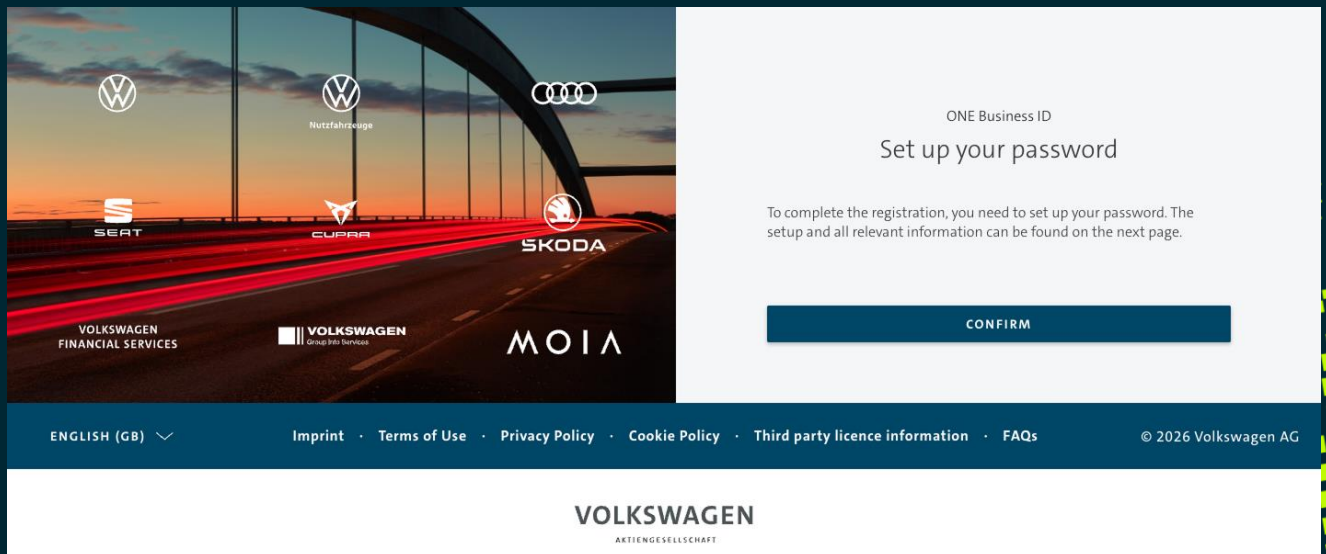
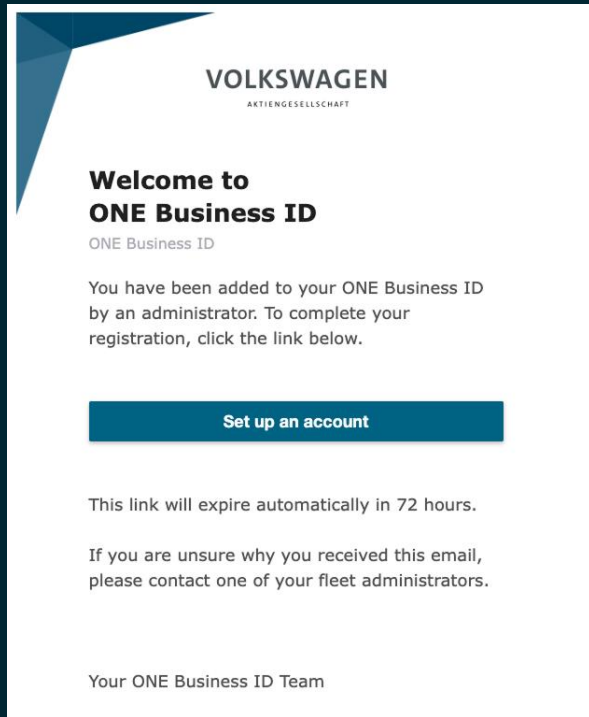
myFleetHub Role(s)
☐ Fleet Manager

Connect Pro client Role(s)
☐ User
☐ Admin

Fleet Interface Data Role(s)
☐ Fleet manager
☐ fif_external_system
☐ Developer
☐ fif_developer
☐ fif_manager

3. How To: Adding a User

The new user receives a welcome email and can set up their account as described in Chapter 1.

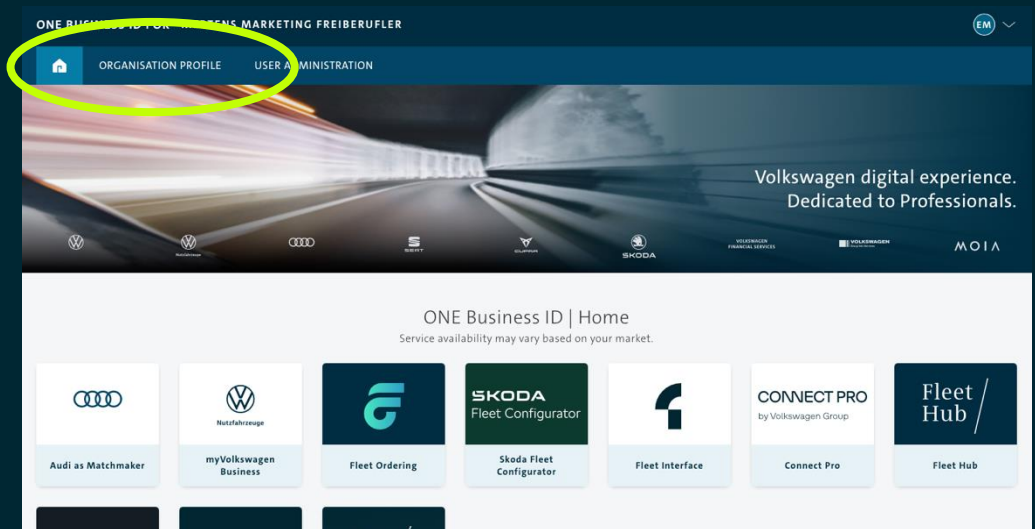


3. How To: OBID Verification

After you have successfully registered your organisation and we have checked your given information, you will receive an e-mail asking for verification.

To start the verification, log-in again to the ONE Business ID Portal under www.onebusinessid.com and follow the prompts. If no prompts are being shown, go to "Organisation Profile" in the top left menu, then start the verification process.

Click here



Welcome!

We are pleased to welcome you as a business customer of Volkswagen AG.

To use all the functions of the linked services, your organisation account first needs to be verified.

We will guide you through the verification process step by step.

LATER

START VERIFICATION

Start Verification

3. How To: OBID Verification

The First window gives you an overview and what you will need to provide:

- a copy of your country's organization register.
- provide proof of your right to represent your organization. You can do so by uploading an extract of your country's organization register that mentions you as a representative or by uploading a signed Power of Attorney document.

The screenshot shows the first step of the verification process. At the top, a progress bar has three stages: 'Overview of verification' (active, marked with a '1'), 'Confirmation of entered information', and 'Verification of authority to act on behalf of the company'. Below the progress bar, the title 'Overview of verification' is followed by a 'Verification process' section explaining that the ONE Business ID requires verification of the organization. It states that details entered need to be verified and the contract language needs to be confirmed. A note mentions that proof is also required for authorization to act on behalf of the organization. Below this, a section titled 'The following additional information is required:' lists a bullet point: 'Proof of authority to act on behalf of the organisation', with a sub-note explaining that if not part of management, a power of attorney document is needed. An 'Option to save current progress' section includes a note that the process can be paused at any time. At the bottom right are 'CANCEL' and 'START VERIFICATION' buttons.

Additionally you will need

- your VAT number
- and your CRN number, only if your company is based in the UK

If your company is subject to special regulations and does not require a VAT number and/or CRN number, and if this prevents you from starting the verification process correctly, please contact our support team: erwin.vwgroup-datahub.com/en-DE/contact

The screenshot shows the second step of the verification process. The progress bar now has 'Confirmation of entered information' as the active step, marked with a '2'. The title 'Confirmation of entered information' is followed by a request to confirm details and ensure spelling is correct. Below is a table of 'Business customer information':

ORGANISATION NAME	LEGAL FORM
Test Company	CLG
REGISTERED OFFICE OF THE ORGANISATION	ADDRESS OF THE ORGANISATION
Ireland	Test Street 7
TAX REGION	12345 Test City
Ireland	SECTOR
CONTRACT LANGUAGE	Service and mobile workshops
English (IE)	VAT ID
	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.

After providing all requested information, the verification process may take a few weeks. It takes place in the background. In the meantime, you can continue to use the shop as normal.

3. How To: OBID Verification

Please note: this step might not apply to you. However, if you are prompted to verify your account with a representative check, please proceed as follows:

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.

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.

Done!