



REGISTRATION
FIRMENLADENWELT

FIRMENLADEN

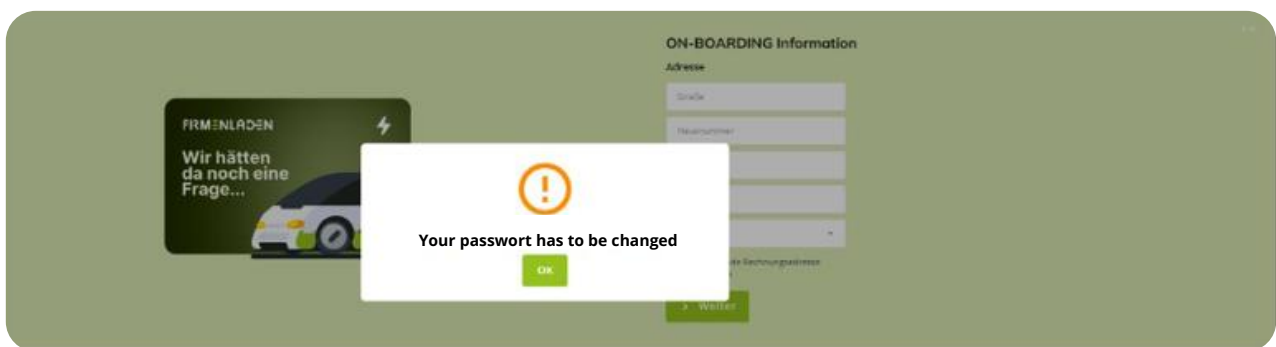
REGISTRATION FIRMENLADENWELT

This guide is intended for the registration of your employee account in the FIRMENLADENWELT. You will receive an invitation at your business email address.

ON-BOARDING PROZESS

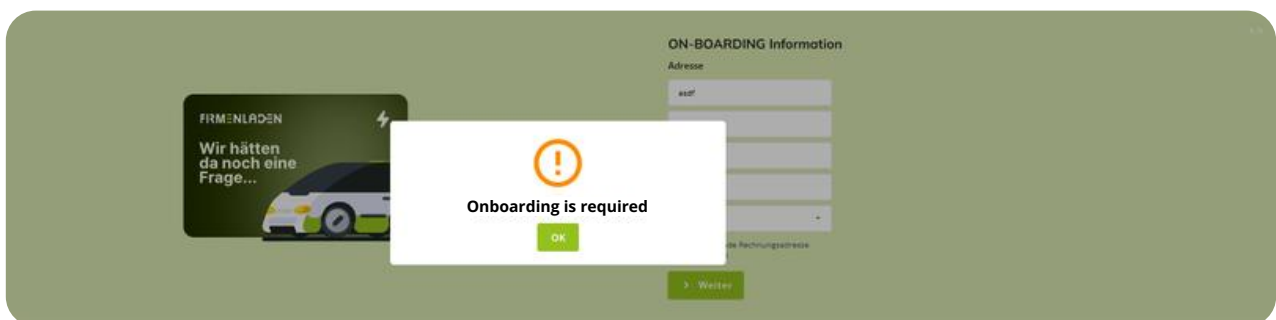
Change password

Your password must be changed so that you can access your account in the future.



On-Boarding

In the following onboarding process, all relevant data will be requested so that you can then use the FIRMENLADENWELT in full.

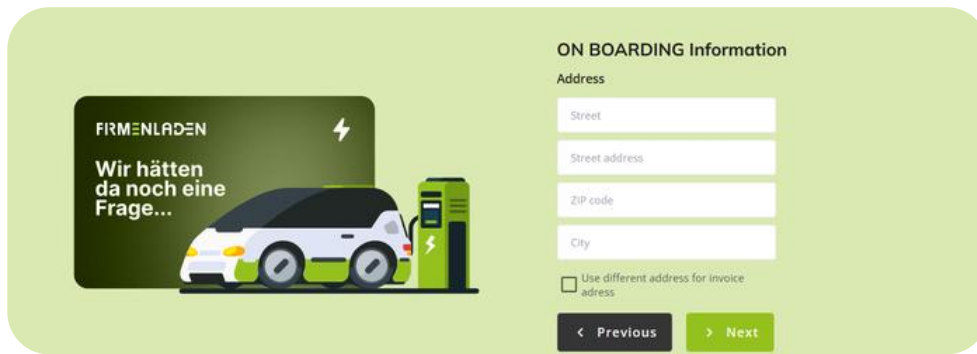


Onboarding information

In the following onboarding process, all relevant data will be requested so that you can then use the FIRMENLADENWELT in full.

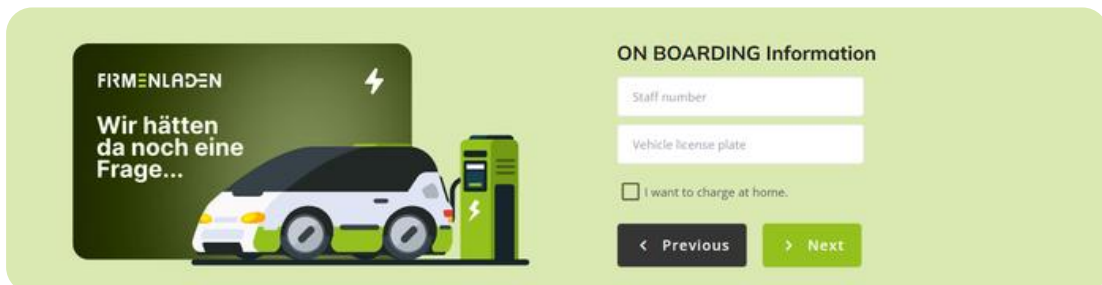
REGISTRATION FIRMENLADENWELT

1. Please enter your address details. Your information helps us to carry out all further steps smoothly and reliably for you, from ordering and invoicing through to shipping your products. This ensures that you receive your documents and deliveries quickly and without delays.



The screenshot shows the first step of the registration process. On the left, there is a graphic with the text "FIRMENLADEN" and "Wir hätten da noch eine Frage..." next to an illustration of a white car with green accents charging at a green station. On the right, under the heading "ON BOARDING Information", the "Address" section contains four input fields: "Street", "Street address", "ZIP code", and "City". Below these fields is a checkbox labeled "Use different address for invoice address". At the bottom right are two buttons: "< Previous" and "> Next".

2. Please provide us with the employee number assigned by your employer, as well as your vehicle license plate number. If you would like to charge at home, please tick the corresponding checkbox.



The screenshot shows the second step of the registration process. On the left, the same graphic as in the first step is present. On the right, under the heading "ON BOARDING Information", the "Staff number" and "Vehicle license plate" sections each have a single input field. Below these is a checkbox labeled "I want to charge at home.". At the bottom right are two buttons: "< Previous" and "> Next".

If you have ticked the box for "I want to charge at home", please enter your electricity tariff and your bank details.



The screenshot shows the third step of the registration process. On the left, the same graphic is present. On the right, under the heading "ON-BOARDING Information", the "Tariff" section has an input field labeled "Tariff (Strom in EUR je kWh)". Below it is a checkbox labeled "Sind die bereitgestellten Informationen genug?". Further down is a button labeled "Datei hochladen". Below that are input fields for "IBAN" and "BIC". At the bottom right are two buttons: "< Zurück" and "> Weiter".

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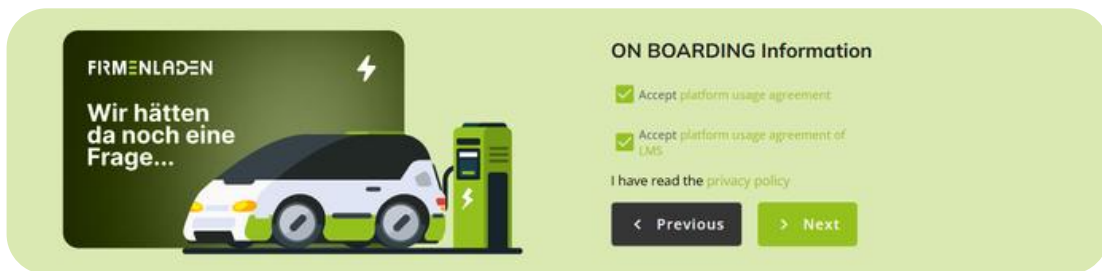
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Please note the requirements for submitting your electricity tariff:

- The tariff must be the gross electricity price.
- Only the following format is accepted: Example: 32.34 ct/kWh → 0.3234, without currency.
- The price sheet of your currently valid household electricity tariff must also be uploaded as a file. The tariff must be clearly visible on the document.

This ensures that your reimbursement is calculated correctly and paid out reliably.

3. Please agree to the FIRMENLADENWELT platform usage agreement as well as to the agreement of our partner. By clicking "Next", you also confirm your consent to our privacy policy.

The image shows a registration completion screen for FIRMENLADENWELT. On the left, there is a dark green box with the text "FIRMENLADEN" and a lightning bolt icon, followed by "Wir hätten da noch eine Frage...". Below this is an illustration of a white car with green accents parked at a green charging station. On the right, the section "ON BOARDING Information" contains two checked items: "Accept platform usage agreement" and "Accept platform usage agreement of LMS". Below these is the text "I have read the privacy policy". At the bottom right, there are two buttons: "< Previous" and "> Next".

FIRMENLADEN

Wir hätten da noch eine Frage...

ON BOARDING Information

☒ Accept platform usage agreement

☒ Accept platform usage agreement of LMS

I have read the privacy policy

< Previous

> Next

Congratulations! You are now registered in our FIRMENLADENWELT. All our functions are now available to you.

FIRMENLADEN