Instructions
Changing your NS-Business Card subscription to Traject Vrij with split payment.

Your employer offers you the option to switch your NS-Business Card subscription to a ‘Traject Vrij met Gesplitst Betalen’ subscription. With this subscription, your employer will pay the costs of unlimited travel within an agreed zone. This covers your commute. For all train trips outside of the agreed zone and travel by bus, tram and metro, as well the costs of door-to-door services, you will receive a personal invoice from us directly. However, you will continue to gain from the advantages of your NS-Business Card.

How you benefit:
• You travel with a single card, both for business and private trips, with all modes of public transport.
• You don’t have to pay any subscription charges and you can use door-to-door services, e.g. booking taxis, parking at lower rates, or renting a Greenwheels car or an OV-fiets (Public Transport bicycle).
• No need to charge your NS-Business Card. Your employer will receive an invoice for the agreed train zone the following month; you will be invoiced in arrears for your further public transport journeys and for the use of door-to-door services;
• You will receive a 40% discount on all off-peak train journeys with NS outside of your agreed zone.
• During off-peak hours, 3 people can travel along with you at a 40% discount.
How do I change my current subscription to my NS-Business Card to a NS-Business Card with ‘Traject Vrij’ subscription with split payment?

We will guide you through the process of changing your current subscription into a ‘Traject Vrij met Gesplitst betalen’ subscription in nine steps. Once you have logged in on ‘Mijn NS-Zakelijk’ you can start.

**Step 1**

In ‘Mijn NS Zakelijk’ go to ‘Mijn NS-Business Card’ and select ‘Abonnement wijzigen’ (changing your subscription type);
Step 2

1) In ‘Mijn NS Zakelijk’ go to ‘Mijn NS-Business Card’ and select ‘Abonnement wijzigen’ (changing your subscription type);
Step 3

Select ‘Traject Vrij abonnement met Gesplitst Betalen’;
Step 4

Change the specifications for your NS-Business Card if so desired. You can choose a class (‘Klasse’) and the travel zone (‘Selecteer Traject’). Under ‘Extra services’ (‘Extra diensten’) you can select an additional service. Which extra service you can choose will depend on the package chosen by your employer. If you have filled in your choices, you click on ‘Verder’ to go on.
Step 5

Select your effective date (‘Gewenste ingangsdatum’); Go to step 5a if you wish to change a ‘Traject Vrij’, ‘Trein Vrij’ or ‘OV Vrij’ subscription to a ‘Traject Vrij met Gesplitst Betalen’ subscription. If you have a different subscription type, go to step 5b.

Step 5a

If you change a regular ‘Traject Vrij’, ‘Trein Vrij’ or a ‘OV Vrij’ subscription into a ‘Traject Vrij met Gesplitst Betalen’ subscription you will not receive a new NS-Business Card. On your selected effective date, you can load your changed subscription on your NS-Business Card in a ticket machine at one of the NS train stations.

You may skip step 6, as it does not apply to you. Go to step 7.
Step 5b

If you have an NS Business Card without a subscription or with a on off-peak Dal subscription you will receive a new NS Business Card within five business days if you change to a ‘Traject Vrij met Gesplitst Betalen’ subscription.
**Step 6**

Select a passport photo

For your new NS-Business Card, you either use your current passport photo (‘Bestaande foto kiezen’) or upload a new one (‘Andere foto uploaden’).
Step 7

Check the information filled in in your order overview. Then consent with the product and general terms and conditions. Click on 'Verder' to go on.
Step 8

Consent to automatic debiting and perform the verification payment ('Voer verificatiebetaling uit'). Please note: we are only able to perform this verification payment from a Dutch bank account.
Step 9

If your order was successful, you will receive a confirmation email from NS Zakelijk.

If you have any questions, please contact NS Zakelijk’s Customer Service Department via +31 (0)30-300 11 11 or via nszakelijk@ns.nl. We are there for you 24/7.