



Mijn NS Zakelijk Cardholder



The home screen

This is the start page for Mijn NS Zakelijk. You can arrange several matters via this page. You can also view the latest NS updates.

The menu on the left of the screen allows you to navigate within Mijn NS Zakelijk.

Here, you can see that you have logged in. If you are inactive over a longer period of time, Mijn NS Zakelijk will automatically log you out. You can also log out yourself here.

The screenshot shows the home screen of the Mijn NS Zakelijk application. At the top left is the NS logo and a 'Menu' button. At the top right are search, user profile, and language (Nederlands) options. Below the header, the user is logged in as 'Mr S. Boulaksil' with a 'Log out' link. A left-hand menu lists various options: Home screen (highlighted), My NS-Business Card, Travel history, Order NS-Business Card, My orders, Contact information, Personal information, and NS notifications. The main content area is titled 'Home screen' and contains a notification box stating 'There are no current notifications.' Below this is a 'Manage online' section with several service tiles: Taxi (Book taxi), 2nd to 1st class, or vice versa (Request a class change), Greenwheels car (Book Greenwheels car), IC direct (Order IC direct Surcharge), International travel (Book an international trip), and Travel history (View travel history). A 'Questions about Mijn NS Zakelijk' section provides links to frequently asked questions and detailed instructions, along with a note that help is available over the phone.

If you have any questions, please view the Frequently asked questions about Mijn NS Zakelijk, or download the detailed instructions.

It is possible to arrange a class change or book a taxi via the 'Manage online' box.

My NS-Business Card

'My NS-Business Card' provides insight into all your card(s) details and any subscriptions you have. Use this menu to view and amend journeys and transactions.

Here you can view information such as travel history, and add information to journeys (see next page).

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The screenshot shows the 'My NS-Business Card' page. At the top, there is a navigation bar with the NS logo, a 'Menu' button, a search bar, and user information 'Mijn NS' and 'Nederlands'. Below the navigation bar, a welcome message reads 'Welcome Mr S. Boulaksil → Log out'. A left-hand menu contains options: Home screen, My NS-Business Card (highlighted), Travel history, Order NS-Business Card, My orders, Contact information, Personal information, and NS notifications. The main content area is titled 'My NS-Business Card(s)' and includes a sub-header 'Do you have, or have you had, several NS-Business Cards? Scroll down to see all your cards.' Below this, a card for 'NS-Business Card 3528 0104 7743 3250' is shown as 'Active'. It features a list of actions for 'Boulaksil, S.' (Show trips and transactions, Show cost centre, Show refund requests, View orders) and a 'Manage online' section (Terminate NS-Business Card, NS-Business Card stolen, lost or damaged? Block card and request a duplicate, Change subscription). Below the card, there is a section for 'IC direct' (Order IC direct Surcharge) and 'Door-to-door services' (Information about door-to-door services). A 'Questions about Mijn NS Zakelijk' section is also present, with links to frequently asked questions and detailed instructions. At the bottom, a note states 'We can also help you over the phone. Simply dial...'

My NS-Business Card

You can view the travel history and transactions for each card. Here you can designate journeys as 'personal' or 'business' or add information to a journey. You can also request refunds for delays or if you forgotten to check in or out.

You can report instances when you forget to check in or out up to 5x per year, in order to avoid being billed for a correction fee.

You can also download travel histories and transactions as an Excel file.

You can indicate whether these were personal or business trips either per journey or by selecting all journeys in 1 go.

The screenshot displays the 'My NS-Business Card' interface. On the left is a navigation menu with options like 'Home screen', 'My NS-Business Card', 'Travel history', 'Order NS-Business Card', 'My orders', 'Contact information', 'Personal information', and 'NS notifications'. The main content area is titled 'Trips and transactions' and features a search bar, a 'Download to Excel' button, and a filter section. The filter section includes fields for 'Card number', 'Starting date', 'End date', 'Category', 'Trip type', 'Departure station', and 'Arrival station'. Below the filters is a table of travel transactions with columns for 'Date/Category', 'Trip (from, to)', and 'Price (ex. VAT)'. Each row includes a 'Train travels' icon, a link to 'Add characteristic', and buttons to mark the trip as 'Business', 'Personal', or 'Commute'.

Date/Category	Trip (from, to)	Price (ex. VAT)
19-06-2018 Train travels	17:46 Amersfoort 18:30 Vleuten → Add characteristic	€ 9,06
19-06-2018 Train travels	08:26 Vleuten 09:04 Amersfoort → Add characteristic	€ 9,06
18-06-2018 Train travels	17:36 Utrecht Centraal 17:48 Vleuten → Add characteristic	€ 3,68
18-06-2018	08:54 Vleuten	€ 3,68

If you forgot to check in or out (and this was not rectified by us automatically) you can request a refund here.

Here you can add information, such as the purpose of the journey or a cost centre number.

Order an NS-Business Card

If you are authorised to do this by your company, you can order an NS-Business Card with or without a subscription via 'Order NS-Business Card'.

Use this link to order an NS-Business Card without additional subscription.

Home screen →
My NS-Business Card →
Travel history →
Order NS-Business Card →
My orders →
Contact information →
Personal information →
NS notifications →

Questions about Mijn NS Zakelijk

Please follow the links below for Frequently Asked Questions and instructions.

- Frequently asked questions about Mijn NS Zakelijk
- Detailed instructions for Mijn NS Zakelijk

We can also help you over the phone. Simply dial 04-940-999-11-11.

Welcome Mr S. Boulaksil → Log out

Order NS-Business Card

Select your subscription

- NS-Business Card without a subscription**
→ More information **Order** →
- Dal subscription**
→ More information **Order** →
- Traject Vrij subscription**
→ More information **Order** →
- Traject Vrij subscription with Split Billing**
→ More information **Order** →
- Trein Vrij subscription**
→ More information **Order** →
- Trein Vrij subscription + Bus Tram Metro Vrij**
This combination is identical to the OV Vrij subscription
→ More information **Order** →

You can use the other options to order an NS-Business Card with a Dal subscription, Traject Vrij subscription, Trein Vrij subscription or an OV Vrij subscription.

My orders

Use 'My orders' to view the orders under your name. The status and expected delivery date will be shown.

The screenshot shows the 'My orders' page in the Mijn NS app. The top navigation bar includes the NS logo, a 'Menu' button, a search icon, 'Mijn NS', and 'Nederlands'. The user is logged in as 'Mr S. Boulaksil' and can click 'Log out'. The left navigation menu has 'My orders' highlighted. The main content area is titled 'My orders' and contains a 'Search and manage' section with input fields for 'Reference number', 'Card number', 'Department' (set to 'Persoonlijke Kaarten'), and 'Order status' (set to 'All'). A 'Show search results' button is at the bottom of this section. Below is a 'Questions about Mijn NS Zakelijk' section with a message and two links.

Home screen →
My NS-Business Card →
Travel history →
Order NS-Business Card →
My orders →
Contact information →
Personal information →
NS notifications →

Welcome Mr S. Boulaksil → [Log out](#)

My orders

Search and manage

Reference number Department
Card number Order status
[Show search results](#)

Questions about Mijn NS Zakelijk

Please follow the links below for Frequently Asked Questions and instructions.

- [Frequently asked questions about Mijn NS Zakelijk](#)
- [Detailed instructions for Mijn NS Zakelijk](#)

Contact information

Use 'Contact information' for details about your company, the person you can approach if you have questions and the address at which NS-Business Cards are delivered.

The screenshot displays the user interface for NS Business Cards. At the top, there is a navigation bar with the NS logo, a 'Menu' icon, a search function, and user options for 'Mijn NS' and 'Nederlands'. Below the navigation bar, the user is logged in as 'Mr S. Boulaksil' and can click 'Log out'. On the left side, there is a vertical menu with options: 'Home screen', 'My NS-Business Card', 'Travel history', 'Order NS-Business Card', 'My orders', 'Contact information' (highlighted in yellow), 'Personal information', and 'NS notifications'. Below the menu is a section titled 'Questions about Mijn NS Zakelijk' with a sub-header 'Please follow the links below for Frequently Asked Questions and instructions.' and two links: 'Frequently asked questions about Mijn NS Zakelijk' and 'Detailed instructions for Mijn NS Zakelijk'. The main content area is titled 'Contact information' and features a yellow 'Overview' header. Under 'Overview', there are two sections: 'Company details' and 'Contact details'. The 'Company details' section shows 'Company name' as 'NS Zakelijk' and 'Company code' as an empty field. The 'Contact details' section includes a paragraph: 'Here are details of your company's NS contact person. If you have questions about your NS-Business Card, please get in touch with this person.' followed by a list of fields: Name, Department, PO Box, Postal code, City/Town, Country, Phone number, and E-mail address.

Welcome Mr S. Boulaksil → [Log out](#)

Contact information

Overview

Company details

Company name NS Zakelijk
Company code

Contact details

Here are details of your company's NS contact person. If you have questions about your NS-Business Card, please get in touch with this person.

Name
Department
PO Box
Postal code
City/Town
Country
Phone number
E-mail address

Questions about Mijn NS Zakelijk

Please follow the links below for Frequently Asked Questions and instructions.

- [Frequently asked questions about Mijn NS Zakelijk](#)
- [Detailed instructions for Mijn NS Zakelijk](#)

Personal information

Use the 'Personal information' button to view or edit your own personal details and change your settings.

Home screen →
My NS-Business Card →
Travel history →
Order NS-Business Card →
My orders →
Contact information →
Personal information →
NS notifications →

Questions about Mijn NS Zakelijk

Please follow the links below for Frequently Asked Questions and instructions.

- Frequently asked questions about Mijn NS Zakelijk
- Detailed instructions for Mijn NS Zakelijk

We can also help you over the phone. Simply dial

Welcome Mr S. Boulaksil → **Log out**

Personal information

Overview

Login details

Current business e-mail address [Change e-mail address →](#)

[Change password →](#)

Account activated? Account has been activated, cardholder can log in to Mijn NS Zakelijk

Personal information

Business customer number Staff number [View orders →](#)
1000000

Initials * Surname prefix Surname *

Date of birth Gender
 Male

Postal code * House number * Suffix
 3511 ER 100

Set your preferences

Here you can indicate whether you want NS to send you information by e-mail. If you do not want NS to contact you with information or requests, you can uncheck the boxes.

- I give NS permission to share my NS-Business Card information with its door-to-door partners. [?](#)
- Yes, I want NS to send me information and offers (the newsletter, among other information). [?](#)
- Yes, I want NS to send me travel information and service messages. [?](#)
- Yes, I want to take part in NS surveys. [?](#)

You may also have a Mijn NS account. You can change your information preferences for that e-mail address there. To do so, please go to [Mijn NS](#).

NS handles all your personal information with the utmost care. See our [Privacy policy](#).

If you do not want us to use your travel data for information and advice purposes, click [here](#) to unsubscribe.

[Save →](#)

NS notifications

The menu button 'NS notifications' shows all the messages you received from NS, as well as system messages.

Home screen →

My NS-Business Card →

Travel history →

Order NS-Business Card →

My orders →

Contact information →

Personal information →

NS notifications →

Questions about Mijn NS Zakelijk

Please follow the links below for Frequently Asked Questions and instructions.

- Frequently asked questions about Mijn NS Zakelijk
- Detailed instructions for Mijn NS Zakelijk

Search MijN NS Nederlands

Welcome Mr S. Boulaksil → Log out

NS notifications

Mijn NS Zakelijk available in English 02 May 2019

As of today, Mijn NS Zakelijk will be available in English. To use Mijn NS Zakelijk in English, simply click on 'English' in the top right-hand corner of the portal. Please bear in mind that some functionalities (such as the instructions for using Mijn NS Zakelijk) are currently not available in English. However, we will also be making these available to you in English as soon as possible.

Your NS travel class has been changed. 08 March 2019

You can now travel with NS in the requested class.

Your change request has been received 23 February 2018

Your request to change your NS-Business Card with reference number 3572043 is currently being processed by NS Zakelijk. You can track your order via [My orders](#)