Connect your business account

TAXA 4x35 – Quick Guide for Business Users

A quick guide to using your company's TAXA 4x35 agreement in the TAXA 4x35 app.

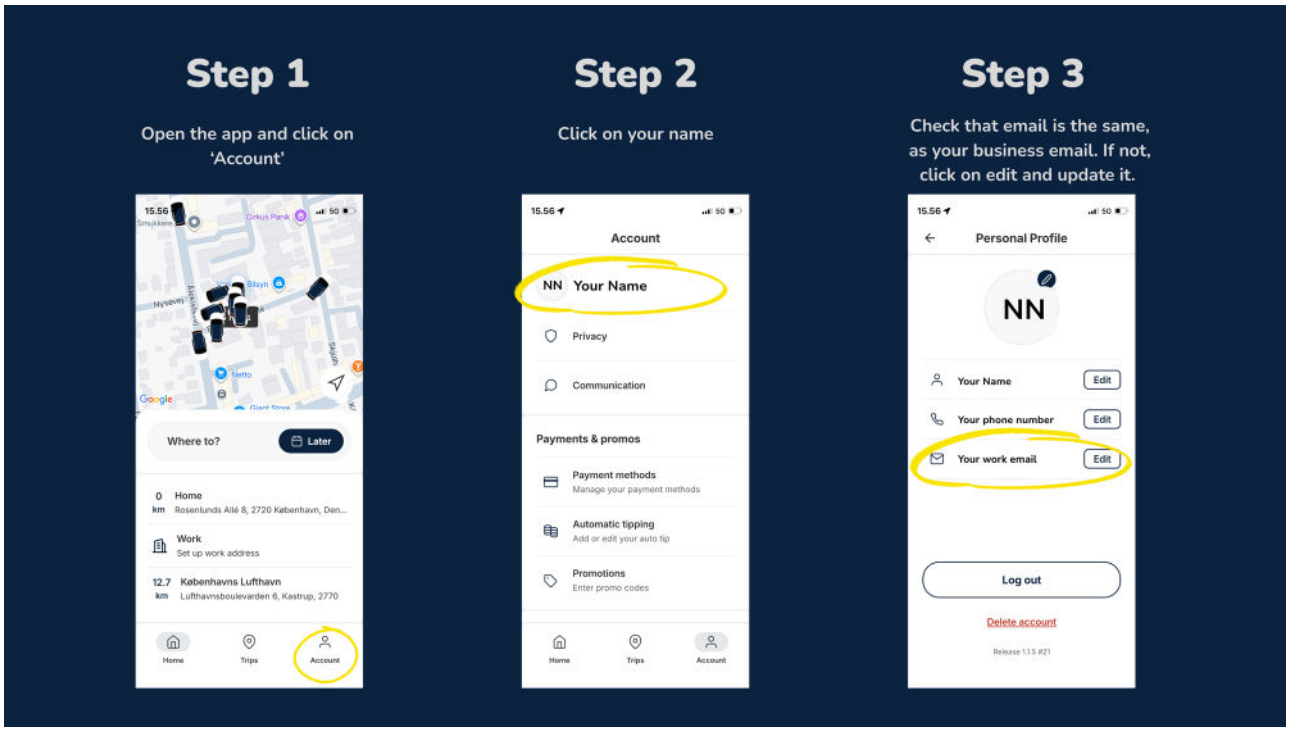
1. Update the app and sign in

Update your TAXA 4x35 app to the latest version. Go to App Store or Google Play, search for TAXA 4x35 and choose update.

Open the app and sign in with your phone number and enter the verification code sent by SMS.

2. Add or check your work email address

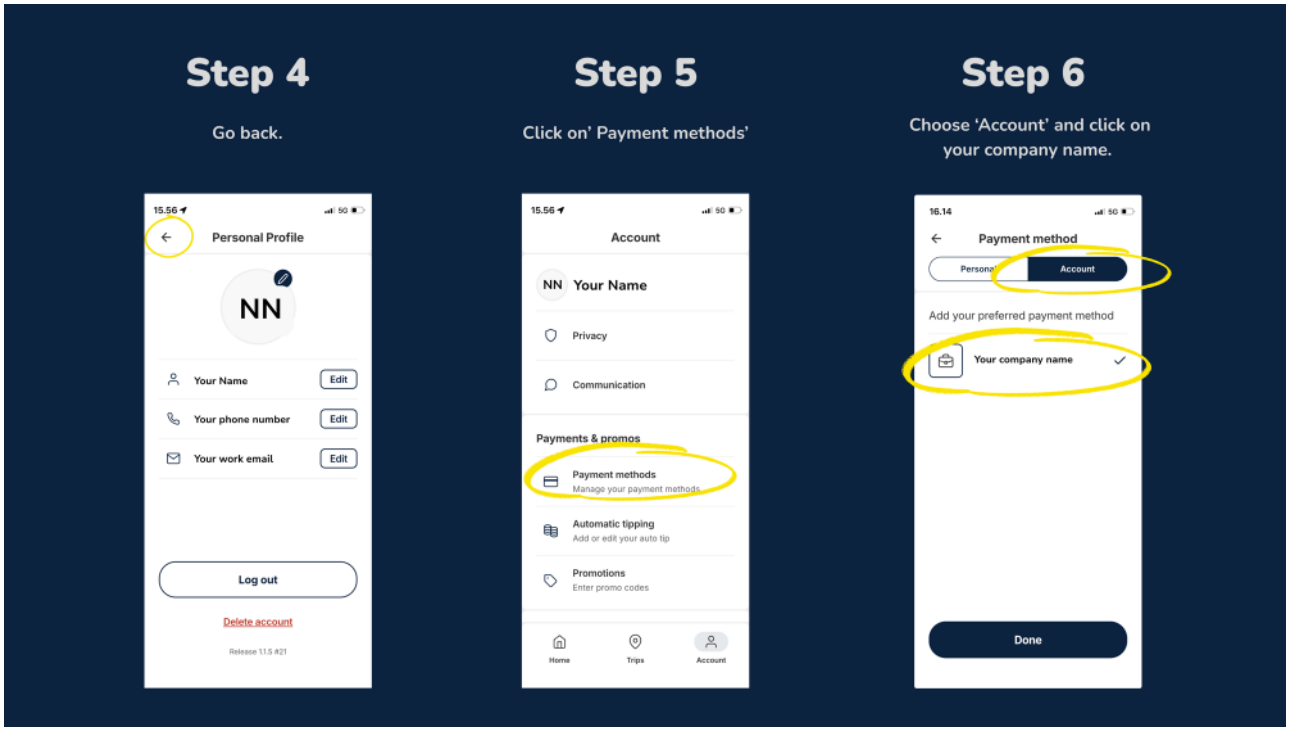
Open your profile in the app and add or check your work email address.



Your company's administrator must have registered the same email address on your company's TAXA.nu business account. **Both email addresses must match.**

3. Check that your business account is connected

Go to **Payment methods** in the app. If **Business** appears as a payment option, your account is connected and you can book trips through your company's agreement.



Can't see “Business” under Payment methods?

First, check that the correct work email address is added to your app profile.

If it is, contact your company's TAXA.nu administrator and ask them to confirm that the same email address has been added to your company account.

Before booking a work trip

Make sure **Business** is selected as your payment method.

If your company requires a reference (such as a department or project), enter it when booking.

Need more help?

Find the full step-by-step guide here:

https://taxa.dk/vejledning-til-din-nye-taxa-app-erhvervskunder/