

How to personalise your account

From collecting essential data to saving your loyalty cards.

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Store preferences

Such as payment methods and enjoy a smoother booking process.



No limits

Add as many teammates as you like to your account.



Self-serve

Go ahead and do it all yourself – there's no middleman here.

How to customise your experience

1. Gather info with our custom fields feature

First up, custom fields. Now you may be wondering, what can I do with them? And the answer is, well, almost anything.

These versatile fields can be programmed to gather info when your teammates join your account or book tickets. Any info at all.

Some common uses include reasons for trips, linking bookings to a project code and organising them by team, task or location. But with any luck, you'll be feeling imaginative and find far better uses for them than that.

Find custom fields in your [account settings](#).

Booking information

Your organisation needs this information to complete your booking.

Additional information required by your organisation

Reason for trip:
Photo shoot

Duration:
3 days

Please say how long you will be working away for

Best way to get in touch:
Choose from options below

Choose from options below:
Email
Phone
None

Employee management

Members					
Search by name or email					
Add team member					
All	Active	Pending invites (0)	Admins	Viewing 1-10 of 10	Filter
☐	☐	☐	☐	☐	☐
Leia Organa	Admin	ACTIVE			
Leia Organa	leia.organa@deathstar.com	Transfer	ACTIVE	Reveal invite	Edit Delete
Ben Solo	ben.solo@deathstar.com	Admin	ACTIVE		Edit Delete
Reia Fett	reia.fett@deathstar.com	Transfer	ACTIVE		Edit Delete
Ahsoka Tano	ahsoka.tano@deathstar.com	Admin	ACTIVE		Edit Delete

2. Invite colleagues

Give your teammates the ability to book train tickets across the UK and Europe. As admin, you'll see where and when they're travelling and how much their trips cost.

To invite your colleagues, visit [employee management](#) in [account settings](#) and click the purple [add team member](#) button.

- For a direct, emailed invitation, choose [send invite](#). You'll be asked for your colleague's name and work email address, and whether to give them the role of traveller or admin (both can search and book train tickets, but admins enjoy access to additional features). As soon as you hit save changes, we'll send your colleague an invite to join your company account.
- Alternatively, choose [share link](#) and click the toggle to activate it. Expand [link settings](#). You can set the link to work with any email address, or enter specific email domains so they can join your account. Then, click [copy invite link](#) and share it with any colleagues you want on board.

3. Extra admin privileges

Think of yourself as the captain of the ship. As admin, you decide who gets to join the company account and what info to capture using custom fields. And there's more.

In [account settings](#), you can also monitor your company's travel spend. Click on [reporting](#), select any date range within the last two years and download a record of all colleagues' bookings. In one handy file.

It's a good idea to have at least two admins, just in case you're off. You can add a fellow captain in [employee management](#). Users can be removed from your company account here, and you can easily change their role at any time

Edit member

Close

First name: Leia

Surname: Organa

Work email address: leia.organa@deathstar.com

Role: Traveller

Traveller

too.

Admin

CancelSave changes

4. Save payment methods

Everyone on your account – travellers and admins – can give themselves a smoother booking experience by saving their own way to pay. You can use all major debit and credit cards, PayPal, and both Apple and Google Pay to buy train tickets with us.

When you reach the checkout and input your payment details, you'll be asked if you want to remember them for next time. Once you've booked, check your saved payment methods by clicking your name in the top right corner and going to *personal settings*.

Watch this space: We're working on adding Diners Club International and American Express lodge cards to the mix. So, soon you'll be able to store a card on your company account that everyone can use.



5. Money off with a Railcard

Enjoy cheaper UK business travel all year with a Railcard.

We're an official National Rail retailer, so tell us a bit about yourself and we'll find the right one for you.

Club Eurostar

Card number

308381

Save railcard

Cancel and go back

6. Add loyalty cards for European travel

Is Europe calling? Well, you're in luck. Because you can book train tickets all across the continent with us

Link your loyalty and Railcards with your Trainline Business account and you'll reap the rewards in points and money off.

Click the *Railcards* tab in *personal settings* and search or scroll through the list to find your card. Add the details including the card number and expiry date and click save.

Hey presto! When you search for tickets, your card will now appear whenever it applies.

Ready for your next trip?

Sign up now

Already registered? Sign in

Read more:

[How to search and book tickets with Trainline Business](#)