

Information for the registration in USP - sole proprietorships resident in Austria or representative offices for companies or associations

(in coordination with the BMF)

Within the framework of an inquiry on the digital platform, it will be possible in the future to clarify whether the legal conditions (§ 15 Abs. 9 AWG 2002) for transport by rail are generally met.

In order to be able to use the full service of requesting offers from the digital query platform for rail transports [aufschiene.gv.at](https://www.aufschiene.gv.at), registration via the business service portal (USP) is required: (<https://www.usp.gv.at/>)

This guide briefly summarizes the three necessary steps.

1. Registration

On the USP home page (<https://www.usp.gv.at/>) you will find two buttons: "Mein USP" and "Erste Schritte am USP". Click here on "Mein USP".



1.1. Login USP

If you already have USP access, select "Login" and enter your usual access data in the login mask.

If you have not yet registered with USP, click on „Neu im USP? Infos zur Registrierung“ and follow the instructions on the USP page.

For registration in the company service portal you need:

- at least one of the following identification options:
 - mobile phone signature or citizen card of a person authorized to represent the company individually, or
 - Finanzonline identifier of the company to be registered in the USP

Note: If you are authorized to act as sole representative for the company you wish to register and have a mobile phone signature, the registration process is carried out online from start to finish. Otherwise, please register in advance for a mobile phone signature or an ID Austria.

Otherwise, the USP identifier is sent by post when you register your company and consists of a participant identification and a pin. The pin must be changed after your first login.

More information on the initial registration for USP, you can find at:

<https://www.usp.gv.at/ueber-das-usp/index/Mein-USP/Erstanmeldung-Einzelunternehmen.html>

Information on registering and logging in to the business service portal - ("Getting started at the USP") can also be found at:

<https://www.usp.gv.at/ueber-das-usp/index/Erste-Schritte-am-USP.html>

Frequently asked questions (FAQ) can be found at:

<https://www.usp.gv.at/ueber-das-usp/index/faq.html>

More Information on the citizen card or mobile phone signature can be found at:

<https://www.buergerkarte.at/>

2. Personalize

After you have successfully registered your company in the business service portal (USP), you must personalize yourself and subsequently every other user.

Note: There are no anonymous users in the USP. Each user account must be assigned to a natural person. This mapping is called "personification". This process only needs to be done once per user account. This ensures that all actions taken via a user account for a company in the USP can always be traced back to a natural person. However, queries from non-personalized users are also possible via the web service.

After successful initial registration in the USP, a yellow note appears with the request to personalize your user account. For this you need one of the following applications:

- mobile phone signature
- citizen card or
- personal Financeonline access

After the personalization has taken place, the business service portal will be available to you after at least one hour.

3. Create users



In the administrator administration of the USP there is a menu item with which users can be created. To do this, go to „Benutzerkonten verwalten“ and select the sub-item „Neues Konto anlegen“.

3.1. Create new account

After that, you need a user identification (BENID), which you can assign yourself and adapt to your needs. The user identification is a mandatory entry in the USP.



3.2. Assign BENID

A confirmation will then be displayed. The access data for the new account can be called up by clicking on the "Zugangsdaten anzeigen" button.

Print out this PDF document and save it. This data must be passed on to the users who have just been set up so that they can log in to the USP via the login mask.

In order for the user to be able to work, the administrator must assign one or more specific roles to them.

Information about USP Administrator and user can be found at:

<https://www.usp.gv.at/ueber-das-usp/index/fag/usp-administrator-und-benutzer.html>

Information about assigning process rights can be found at:

https://www.usp.gv.at/dam/jcr:04e6e6fb-51a5-4c66-9b82-2555ff2ad1f4/Verfahrensrechte_zuweisen.pdf

The USP Hotline also offers you assistance. You can reach the hotline via phone: +43 (0) 50 233 733 (weekdays from Monday to Thursday, from 8 a.m. to 4 p.m., Friday from 8 a.m to 02:30 p.m.).

Legal notice

Media owner, publisher, editor:

Federal Ministry of Climate Action, Environment, Energy, Mobility, Innovation and Technology,
Radetzkystraße 2, 1030 Vienna, Austria

Last update: 23. November 2022

Email: aufschiene@bmk.gv.at