



Netbank Erhverv

Getting started with Netbank Erhverv - NemID

April 2014

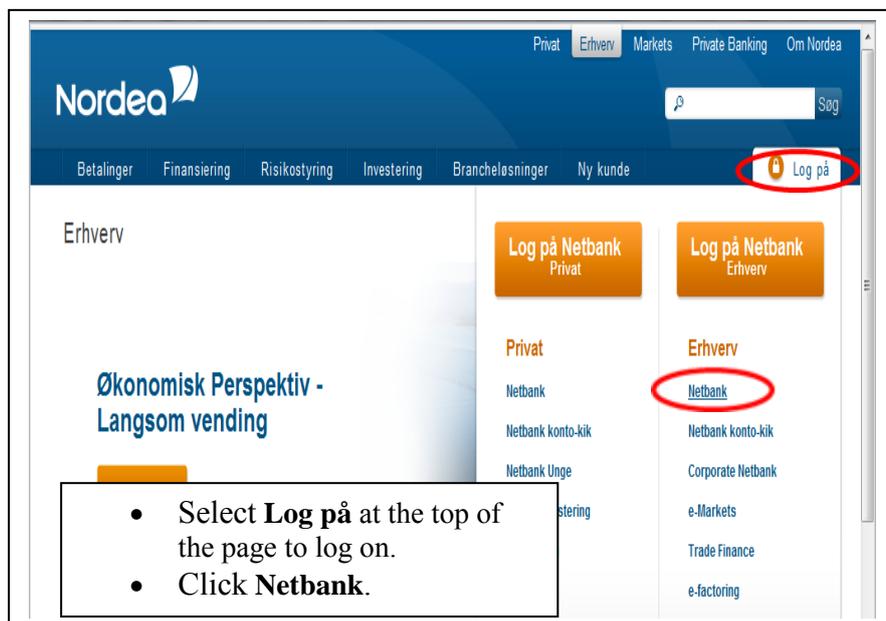
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With NemID you are ready to log on to Netbank. NemID consists of a user ID, a password and a code card.

Logging on

Go to www.nordea.dk/erhverv.



The screenshot shows the Nordea website's 'Erhverv' (Business) page. At the top right, there is a navigation menu with 'Privat', 'Erhverv', 'Markets', 'Private Banking', and 'Om Nordea'. Below this is a search bar. A red circle highlights the 'Log på' button in the top right corner. In the main content area, there are two columns of links. The right column, under the heading 'Erhverv', has a red circle around the 'Netbank' link. A text box in the bottom left of the screenshot contains the following instructions:

- Select **Log på** at the top of the page to log on.
- Click **Netbank**.



The screenshot shows the 'Log på Netbank' (Log on Netbank) page. It features a heading 'Log på Netbank' and two bullet points: 'Vælg NemID fanebladet, hvis du benytter NemID i Nordea' and 'Vælg Log på fanebladet, hvis du **ikke** benytter NemID'. Below this is a login form with two tabs: 'NemID' (selected) and 'Log på'. The 'NemID' form is titled 'NEM ID' and 'Nordea Bank Danmark A/S'. It contains two input fields: 'Bruger-id' (User ID) and 'Adgangskode' (Password), each with a question mark icon to its right. At the bottom of the form is a button labeled 'Næste' (Next).

- Enter your user ID and password in the box.
- Click **Næste** to continue.
- Enter the code from your code card.
- Click **Log på** to log on.

Access to multiple agreements

- Select an agreement using the radio buttons.
- Click **Fortsæt** to continue.

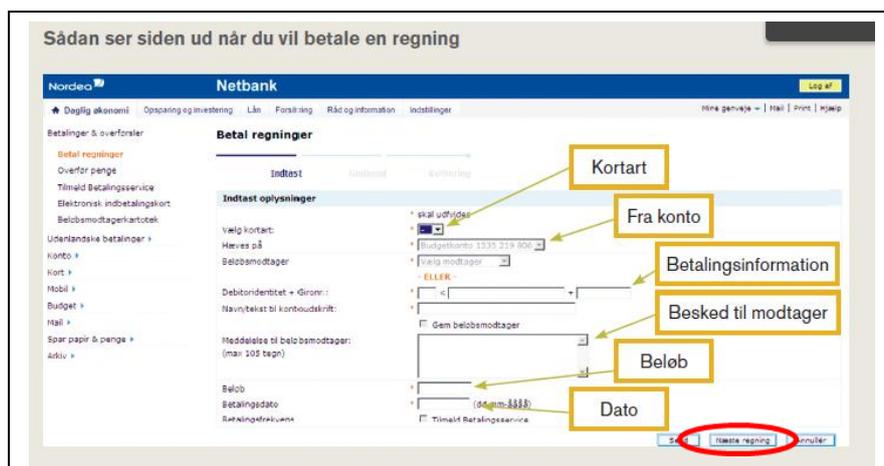
You can assign a name to each agreement to make it easier to tell them apart.

Sample front page in Netbank

Konti	Kundenavn	Kontonr.	Dato	Saldo
Driftskonto		1543 600 918	18-11-2013	-11.586,36

1. Click here when you want to pay a bill.
2. Click here when you want to transfer funds to another account in Denmark.

You can enter multiple transfers before you click **Send**.



You can enter multiple bills before you click **Send**.

Getting more out of Netbank

Users

Up to eight users can be granted authorisation to your Netbank. At least one user in addition to the owner must have authorisation if the business is a public or private limited company.

Users with Netbank access can access the same information and functions as the owner.

Users can have the following different authority levels to enter and confirm transfers and pay bills:

- **Alene-fuldmagt** - single authorisation means that a user can enter and confirm payments in the same way as the owner.
- **Fælles-fuldmagt** - joint authorisation means that a user enters and confirms a payment and another user subsequently confirms the payment before it is executed.

If the business is a company, at least two users must have authorisation if one of them has joint authorisation.

Users can also gain access to konto-kik (to view account entries) and Online Investering (to invest online) if the owner has access to these features via his/her online agreement. A user with access to Online Investering can trade securities alone.

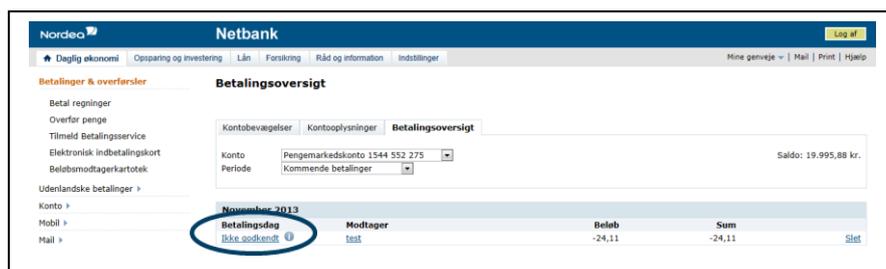
Users can obtain authorisation for Netbank by completing the form available at www.nordea.dk/netbankmedbrugere. Please send the completed and signed form to the address stated at the bottom of the form. When you receive the agreement on Netbank Erhverv with users (“Aftale om Netbank Erhverv - med brugere”) by post, the user can log on using his/her NemID.

To see a full list of users and their rights, select **Indstillinger** to display settings and **Brugeroversigt** to see the user overview.

Navn	Rettigheder	
Bente Jensen	Godkende alene	Spær
Christian Jensen	Godkende to i forening	Spær
Aage Nielsen	Godkende to i forening	Spær
Karin Olsen	Godkende to i forening	Spær



Payments which must be confirmed by another user are shown under **Beskeder**. They are also displayed under **Betalinger & overførsler** where you can see payments and transfers.



How to tailor your Netbank You can select the accounts you want as **favourite accounts** when paying bills, transferring money and having various views displayed.

- Click **Indstillinger** to go to settings.
- Click **Design min Netbank** to go to the design function.
- Click **Foretrukne konti** for favourite accounts.
- Make your changes and click **Send**.

If users are assigned, each user can select **favourite accounts** individually.

You can select the **accounts you wish to have on the front page** of your Netbank and rename them.

- Click **Indstillinger** for settings.
- Click **Design min Netbank** to go to the design function.
- Click **Ret min forside** to edit your front page.
- Make your changes and click **Gem** to save them.

If users are assigned, this selection will apply to all users.

You can receive a text message showing the account balance at specific points in time or when the balance reaches a specified amount.

- Click **Mobil**.
- Click **Bestil SMS med saldo** to order a text message with your account balance.
- Check that the mobile phone number is correct. If the number is not correct, click **Ret mobilnr.** and edit it.
- If you have not stated your mobile phone number, click **Ret mobilnr.** to add it.
- Select **Interval SMS** to receive a text message with your account balance at the interval you specify.
- Alternatively, select **Over/under SMS** to receive a text message when your account balance reaches the amount chosen.
- Select the relevant text message and click **Gem** to save it.
- You have now registered for a text message with balance details.

If users are assigned, they can select text messages individually.

Tips on security

- Use a security package with a firewall and an antivirus program and make sure it is updated automatically.
- Use up-to-date versions of your operating system, web browser and e-mail program. Activate the automatic update.
- Be extra careful when you open mails with attached files. They might contain a virus. Be particularly careful with files with odd or tempting names, even if they are sent by someone you know.

Read more on www.nordea.dk/erhverv.

Help

Contact Support on +45 70 33 44 44