

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.



 Log på Netbank Vælg NemID faneblade 	et, hvis du benytter NemID i Nordea
 Vælg Log på faneblade NemID Log på 	et, hvis du ikke benytter NemID
NEM ID Nordea Bank Danmark A/ Bruger-id	/S ?
Næste	

- 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

Log på Netbank Vælg aftale	
Vælg aftale	
© Privataftale, aftalenr.: 0003099768 Navngiv aftalen	
Erhvervsaftale, aftalenr.: 0003115593 <u>Navngiv aftalen</u>	
© Erhvervsaftale, aftalenr.: 0003113159 Navngiv aftalen	

- 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.

Nordea	Netbank				Log
A Daglig akonomi Opsparing og Betalinger & overførsler > Udenlandske betalinger > Konto > Mobil >	investering Lån Forsikring Rå Velkommen Bent Du var sidst logget på 18- Dit mobilnummer er: ****	d og information Indstillinger F e Jensen logget på F i 11-2013 kl. 08:30:39 3461, <u>du kan rette det her</u> .	& L Holding A/S	1 -2 -	Mine gerveje v Mail Print H Betalingsoversigt Filia Tito Betal regninger Overfar penge Medan voja K min fornale TIF: 70 33 C Opdater genveje > Flere oprysninger
Mail » Spar papir & penge »	Beskeder				Overblik over dine penge
Arláv 🕨	Du har betalinger liggen	de til godkendelse. <u>Se betalings</u>	oversigten.		
	Konti				Få din saldo på sms – så får du nemt og
	Kendenavn	Kontonr.	Dato	Saldo	hurtigt et overblik over dine penge.
	Driftskonto	1543 600 918	18-11-2013	-11.586.36	». Tilmold dia saldo-sms

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

Nordea	Netbank	Log of
A Daglig økonomi Opsparing og	investering Lån Forsikring Råd og information Indstittinger	Hine genveje 👻 Nali Print Hjælp
Betalinger & overforsler	Overfør penge	
Betal regninger		
Overfor penge	Indiast Continued multipring	
Timeld Betalingsservice		
Elektronisk indbetalingskort	Indtast oplysninger	Fra konto
Belabsmodtagerkartotek	* skal udfyldes	K
Udenlandske betalinger +	Harves på: Budgetkonto 1535 219 80	6 💌
Konto >	Tekst på eget kontoudskrift:	
Kort +	Beidosmodzager: Veig modzager	I il konto
Mobil +	Navn/kendenavn:	
Budget >	Rep.nr.	
Mail +	Kontonr.:	Besked til
Spar papir & penge 🕨	☐ Gem belobsmodtager	modtager
Arkiv k	Tekst til beløbsmo dtager:	a moundor
	(Max. 40 tegn)	3
	Betalione data:	Belah
	Betalingstoko	Delob
	becangenerieter	

You can enter multiple transfers before you click Send.

Sample front page in Netbank

Nordea	Netbank		Log af
+ Daglig økonomi Opsparing og	investering Lån Forsiltning Råd og informati	an indstillinger	Mine genveje 🗕 Nail Print Hjælp
Betalinger & overforsler	Betal regninger		
Betal regninger			289 March 201
Overfar penge	Indiast	Sattlering	Kortart
Tilmeld Becalingsservice			
Elektronisk indbetalingskort	Indtast oplysninger		
Belobsmodtagerkartotek		* skal udvideo	Fra konto
Udenlandske betalinger +	Velg kortart:		
Konto +	Heves pa	Budgetkanto 1335 219 806 -	D. I. I. I. I. I. I.
Kort +	seicosmodtager	Varg modtager	Betalingsinformation
Mobil F	Debitoridentitet + Gironr :	·[+	
Budget +	Navo/tekst bi kont-oudskrift:		Deeked til medteger
Fieth		Gem belobsmodtager	Besked til modtager
Spar papir & penge 🕨	Heddeleise til beløbsmodtager:	2	
Arkiv 🕨	(max 105 tegn)		Bolah
			H Delob
	Belab		
	Betalingsdato	· (dd.mm.8888)	Dato
	Retaingsfrekvens	Tilmeld Betalingsservice	Duto

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 <u>www.nordea.dk/netbankmedbrugere</u>. 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.

Nordea	Netbank		Log af
🕈 Daglig økonomi	Opsparing og investering Lån I	Forsikring Råd og information Indstillinger	Mine genveje 👻 Mail Print Hjæl
Min profil 🕨	Brugeroversig	t	
Design min Netban	•		
Mine genveje	Brugeroversigt		
Sikkerhed)	Navn	Rettigheder	
Snaterned ?	Bente Jensen	Godkende alene	Spær
spai papir & perige	Christian Jensen	Godkende to i forening	Spær
Adressekartotek	Aage Nielsen	Godkende to i forening	Spær
Brugeroversigt	Karin Olsen	Godkende to i forening	Spær

Nordea	Netbank		Log af
♠ Daglig økonomi Opspa	aring og investering Lån	Forsikring Råd og information Indstillinger	Mine genveje 🔻 Mail Print Hjæl
Min profil 🕨	Brugeroversig	t	
Design min Netbank 🕨			
Mine genveje	Brugeroversigt		
Sikkerhed >	Navn	Rettigheder	
Spar papir & penge	Bente Jensen	Godkende alene	Spær
Adrossokartotok	Adgange:	Online Investering, Netbank, Konto-Kik	
Auressekartotek	Oprettet som	26-09-2013	
Brugeroversigt	bruger:		
	Brugeraftalenummer	0003115593	
	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.

	10000411X	
♠ Daglig ekonomi Opsparing og	investering Lån Forsikring Råd og information Indstillinger	Mine genveje 👻 Mail Print Hjæl
Betalinger & overførsler 🕨	Velkommen Bente Jensen logget på F & L Holding A/S	Filial information
Udenlandske betalinger >		Medarbejderbanken
Konto 🕨	Du var slost logget på 12-11-2013 kl. 11:51:59	Tif: 70 33 33 33
Mobil 🕨	Dit mobilnummer er: ****3461, du kan rette det her.	» Flere oplysninger
Mail 🕨		
Spar papir & penge 🕨	Beskeder	Overblik over dine penge
Arkiv)	Du har betalinger liggende til godkendelse. Se betalingsgversigten.	
		and actions

Nordea	Netbank			Log af
A Daglig økonomi Opsparing o	g investering Lån Forsikring Råd og information Indstillinger		Mine genveje 🔻	Mail Print Hjæ
Betalinger & overførsler	Betalingsoversigt			
Betal regninger				
Overfør penge	Kontobevægelser Kontooplysninger Betalingsoversigt			
Tilmeld Betalingsservice	······································			
Elektronisk indbetalingskort	Konto Pengemarkedskonto 1544 552 275 💌		Sa	ldo: 19.995,88 kr
Beløbsmodtagerkartotek	Periode Kommende betalinger 💌			
Udenlandske betalinger 🕨				
Konto 🕨	November 2013			
Mobil >	Betalingsdag Modtager	Beløb	Sum	
	Tkke oodkendt 0 test	-24.11	-24.11	Sle

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.
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/erhvery.
Help	Contact Support on +45 70 33 44 44