

Corporate Netbank Administration User guide



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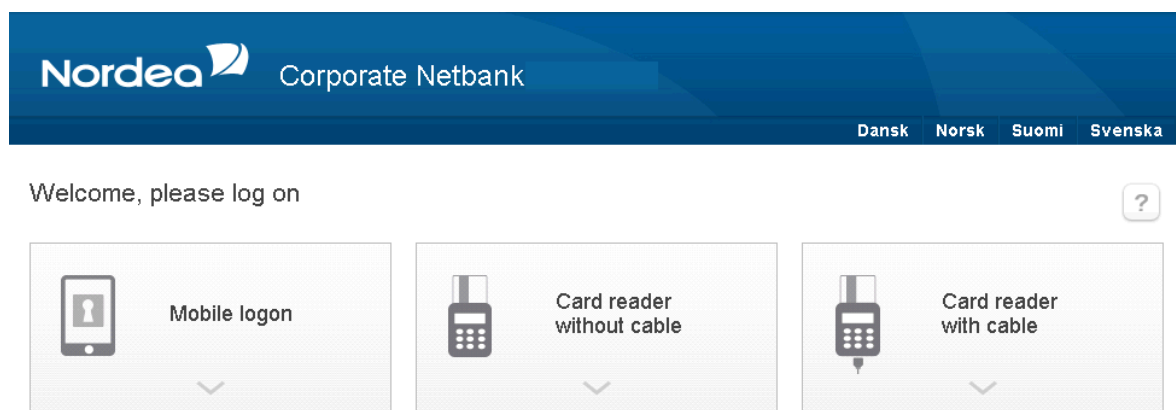
Introduction

Corporate Netbank Administration (CNA) is a tool used to create and maintain users and their powers of attorney in Corporate Netbank. Furthermore, CNA offers various reports and the possibility to define alternative account names.

This handbook guides you through CNA. More information is found in the help texts (see [chapter 5](#)).

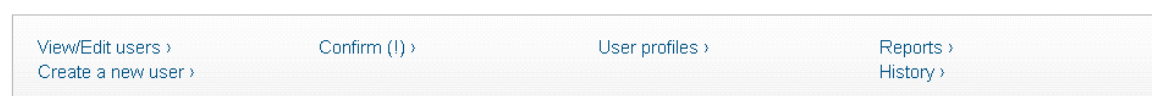
1. Logon to Corporate Netbank Administration

To access Corporate Netbank Administration, please go to www.nordea.com. Select Log in on the upper right corner of the screen and Corporate Netbank from the list that appears. Logon according to the instructions described on the logon screen by ‘mouse over’ the arrows.



Corporate Netbank Administration is found in the module Administration.

Administration



2. Create and manage users

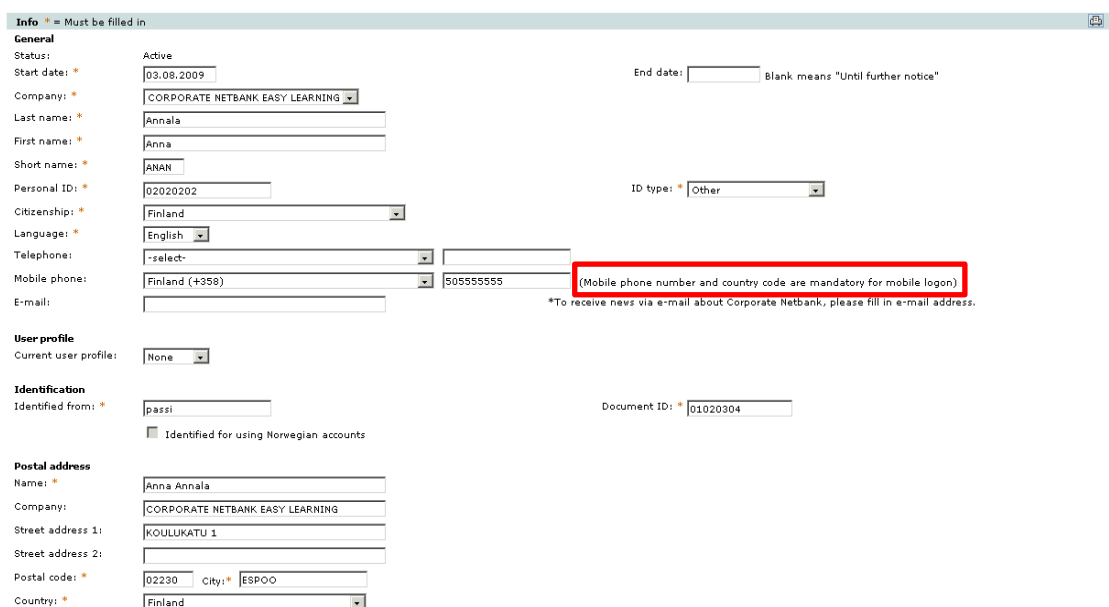
There are several ways to create and maintain users in CNA, and it is therefore a good idea to do some planning before you start. First of all, consider if there are several users with similar authorisation rights. If so, we recommend you use user profiles, which is a collection of rights that you can connect users to. If a change is needed to the rights, you will only have to change the user profile, and all the connected users will be updated automatically. You can create as many user profiles as you like, but a user can only be connected to one user profile at the time. Furthermore, once you have connected a user to a user profile, you cannot add additional rights to the user without disconnecting the user from the user profile first. The only exception is administration rights and e-Markets.

The alternative to user profiles is to set up the rights individually per user. This is the only option if the following services are relevant, because they cannot be part of user profiles:

- Group Account FI
- Global Cash Pool/KVK
- Local agreements in Finland and Sweden

2.1. Create user and user information

No matter if you are using user profiles or not, you will need to register basic information about the user. Select Create user in the left-hand menu and the info screen will open. Please note that if the user wants to use Nordea Codes app, the mobile number with the country code needs to be added here.



Info * = Must be filled in

General

Status: Active

Start date: * 03.08.2009 End date: [] Blank means "Until further notice"

Company: * CORPORATE NETBANK, EASY LEARNING

Last name: * Annala

First name: * Anna

Short name: * ANNAN

Personal ID: * 02020202 ID type: * Other

Citizenship: * Finland

Language: * English

Telephone: * -select-

Mobile phone: * Finland (+358) 505555555 (Mobile phone number and country code are mandatory for mobile logon)

E-mail: * [] *To receive news via e-mail about Corporate Netbank, please fill in e-mail address.

User profile

Current user profile: None

Identification

Identified from: * passi Document ID: * 01020304

Identified for using Norwegian accounts

Postal address

Name: * Anna Annala

Company: CORPORATE NETBANK, EASY LEARNING

Street address 1: KOULLUKATU 1

Street address 2: []

Postal code: * 02230 City: * ESPOO

Country: * Finland

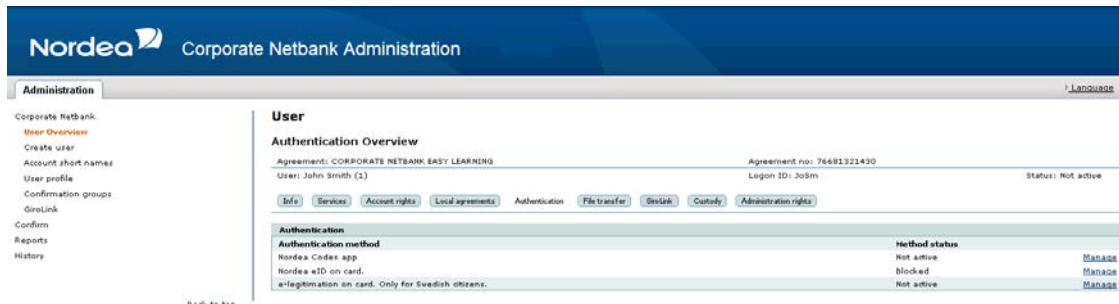
Please note the following:

- **Administrator:** This selection is managed by Nordea, and marked for users with administration rights.
- **Identified for Norwegian accounts:** Norwegian regulation (money laundering law) requires that users with access to Norwegian accounts are identified by a Nordea employee in person. The identification can alternatively be done by a governmental notary public.
The selection is managed by Nordea. Note that the fields personal ID, ID type and citizenship will be locked for editing when the user is identified.
- **User profile:** All defined user profiles will be seen on this list. Connect the user to a user profile by selecting the desired user profile and save. Note that the user profile will override the user's possible current rights, and no additional rights can be added except for administration rights and e-Markets. Note also that connecting a user to a user profile requires confirmation (see [chapter 2.5](#) for more information about confirmation).

- **Postal address:** It is crucial to keep the address up to date, as it is Nordea's contact information for the user. The Nordea eID card & PIN code are sent to the postal address.

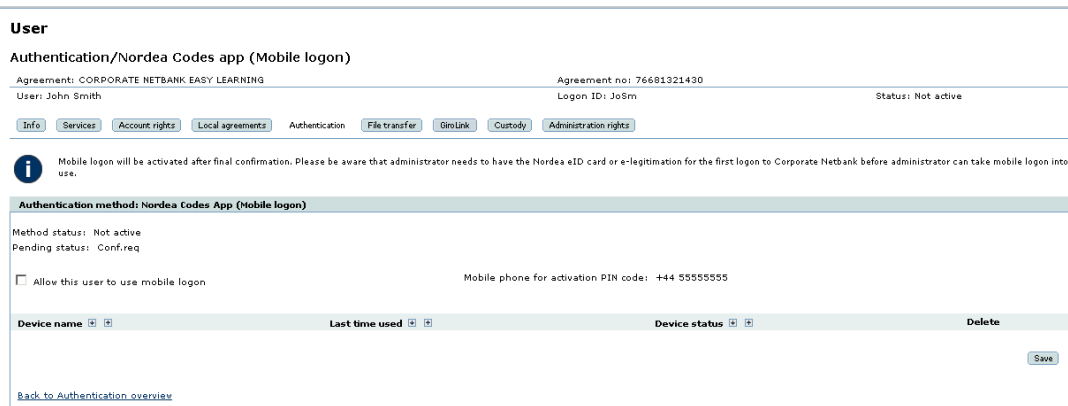
2.2. Order Nordea Codes app, eID or activate e-legitimation

Go to the Authentication screen in order to get to the overview of possible authentication methods. There are three available methods:



1. Nordea Codes app

Click Manage next to Nordea Codes app.



Allow this user to use mobile logon: When ticking Allow this user to use mobile logon, user can take mobile logon in use in Corporate Netbank.

When unticking Allow this user to use mobile logon, all user's devices will be deleted and the user must use another authentication method.

Method status: When the Allow this user to use mobile logon change has been finally confirmed, status changes from 'Not active' to 'Active' and the user can now connect devices.

Pending status: 'Confirmation required'. This is visible only when 'Allow this user to use mobile logon' has been ticked but not finally confirmed and activated.

Mobile phone for activation code: Shows the mobile phone number to which the activation code will be sent.

Device name: Shows the name of the device. Name is created by user. This field is blank until user has added a device.

Last time used: Shows date and time for when user last time has logged on to Corporate Netbank with mobile logon.

Device status: Shows the status of the device. Status can be 'Active' or 'Locked'.

Delete device:

The button **Delete** will become visible after the device has been activated. When you delete users final device user will need a card and a card reader to use Corporate Netbank. If you want to make sure the user does not add another device for mobile logon you also need to untick the field 'Allow this user to use mobile logon'.

Click **Save**. The user will be able to add devices in Corporate Netbank after final confirmation.

Please note that the user will need an eID card for the first time logon to Corporate Netbank. More detailed instructions will be found on Logon page and Corporate Netbank User Guide.

2.Nordea eID on card

Click Manage next to Nordea eID.

User

Authentication/Nordea eID on card

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430
 User: Anna Andersson (1) Logon ID: 1240975228 Status: Active

Info Services Account rights Local agreements Authentication File transfer Custody Administration rights

Authentication method: Nordea eID on card

Current status:	Active	Address for card and PIN code:	Anna Andersson
Card ordered on:	19.04.2016		CORPORATE NETBANK EASY LEARNING
Card expiry date:	01.05.2021		NORDEA
Card blocked on:	-		
Nordea eID number:	70000000368		10571 STOCKHOLM
Nordea eID card number:	9752263370307261		Sweden
Name on card:	Anna Andersson	Edit name on card:	<input type="text"/> (Max 25 characters)

Order and activate a new Nordea eID card. A card reader will be included.
 Order and activate a new Nordea eID card. No card reader will be included.

Order card

Block Nordea eID card. Block card

If the user has forgot the PIN code a PIN reminder can be ordered. The PIN code is sent by post. Order PIN code

Order card: Cards can be ordered with or without a card reader. Select the desired option and click Order card. If the user already has a Nordea eID card, that card will be blocked immediately after a new card has been ordered.

The name on the card consists of the user's first and last name, and it is printed on the card. The maximum number of characters is 25, and longer names will therefore be cut. You can change the name by keying in the desired name in the field Edit name on card. **Note that ordering cards requires confirmation** (see [chapter 2.5](#) for more information about confirmation).

Block current card: You can block the card by selecting Block card.

Order PIN code: The PIN code will be sent to the user when you order the card. If the user forgets the PIN code, you can resend it by selecting Order PIN code. The PIN code will be sent by post to the users' address as in the User Info screen.

3.e-legitimation on card

Click Manage next to e-legitimation on card.

User

Authentication/e-legitimation on card

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430
User: Anna Smith (1) Logon ID: 1896802010 Status: Active

[Info](#) [Services](#) [Account rights](#) [Local agreements](#) [Authentication](#) [File transfer](#) [Administration rights](#)

Authentication method: e-legitimation on card

Status:	Not active
Activated on:	-
Inactivated on:	-
Social security number:	839471932

Activate e- legitimation on card for Corporate Netbank. User must have a valid e-legitimation on card. [Activate](#)

[Back to Authentication overview](#)

Activate e-legitimation: Click Activate to enable e-legitimation for use in Corporate Netbank. The user must have a valid e-legitimation on card in advance. **Note that the activation requires confirmation** (see [chapter 2.5](#) for more information about confirmation).

Inactivate e-legitimation: Once you have activated e-legitimation on card for use in Corporate Netbank, an Inactivate button will appear. Select this to disable the use of e-legitimation on card for this user in Corporate Netbank.

2.3. Define user rights individually

Several steps are involved when setting up the rights, and those are described in the following chapters.

2.3.1. Services

Go to the Services screen for overview of the available services.

User

Services

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430
 User: Anne Smith (L) Logon ID: 1896802010 Status: Active

Info Services **Account rights** Local agreements Authentication File transfer Administration rights

Confirmation groups for Payments, Corporate File Payments and Corporate Access Payables

Group 1
 Group 2

Services

Accounts

Accounts and Balances

Payments

Intercompany payment

- Ordinary account rights
- Limited account rights

Global Cash Pool Transfer

- Ordinary account rights
- Limited account rights

New payment

- Ordinary account rights
- Limited account rights

Financial payment

- Ordinary account rights
- Limited account rights

Select the desired services and save. Be aware that many of the services require additional set-up. The table below gives an overview of what is required:

Accounts & Balances	Select accounts on the Account rights screen (see chapter 2.3.2).
Intercompany payment New payment Financial payment	<p>Select accounts and account rights on the Account rights screen (see chapter 2.3.2).</p> <p>Locked templates: Sub-selections for ordinary account rights and limited account rights appear when locked templates are activated (by Nordea). Selecting the latter means that you cannot give the user confirm rights on the Account rights screen.</p> <p>Confirmation groups: Activating Confirmation groups in the left-hand menu results in the following:</p> <ul style="list-style-type: none"> ▪ All users will be placed in confirmation group 1 by default. You can change the group on this screen. Note that this requires confirmation (see chapter 2.5 for more information about confirmation). ▪ The confirmation right Two groups together

	will be selectable on the Account rights screen (see chapter 2.3.2 for more information about account rights).
File transfer	File types are selected on the File transfer screen (see chapter 2.3.4).
Custody – Holdings and transactions	Securities accounts are selected on the Custody screen (see chapter 2.3.6).
Custody - Instructions	Cash accounts are selected on the Account rights screen (see chapter 2.3.2). Securities accounts are selected on the Custody screen (see chapter 2.3.6).
Local services in Finland and Sweden	Local agreements are set up by Nordea but you can give users access to them on the Local agreement screen (see chapter 2.3.3).
Group Account FI	The group account is selected on the Group Account FI screen (see chapter 2.3.7).
View/Confirm files NO	Requires that File transfer is also selected.
Global Cash Pool/KVK	The rights within this service are set up by Nordea and cannot be seen in CNA.
eRedovisning	The rights within this service are set up by Nordea and cannot be seen in CNA.
GiroLink	The rights within this service can be viewed and changed. A new user is set up by Nordea and cannot be done in CNA.
Total IN/Total IN Basic	Accounts are selected on the Account rights screen (see chapter 2.3.2). The service will be available one banking day after it has been selected in CNA.
Corporate File Payments	Accounts are selected on the Account rights screen (see chapter 2.3.2). The service will be available one banking day after it has been selected in CNA.
NIM Online	Requires an agreement with Nordea Investment Management AB
e-Markets	e-Markets cannot be selected in CNA. Instead, the users connect this service themselves in Corporate Netbank. However, you can see when the user has selected the service. The rights within this service are set up by Nordea and cannot be seen in CNA.
User administration	This selection is marked for users with administration rights. The administration rights are managed by Nordea, but you can view them on the Administration rights screen (see chapter 2.3.8).

2.3.2.Account rights

Go to the Account rights screen to manage the account rights for several services.

Corporate Netbank administration

[Log off](#) | [Help](#) | [Language](#)

User

Account rights

Agreement: NORDEA BANK DANMARK A/S Agreement no: 1511100721 Status: Active
 User: Anna Aalto (1) Logon ID: 2085008295 Status: Active

Select service: **Account number:**
 Payments / Intercompany payment

Current service:
Payments / Intercompany payment

Account rights

Select all account rights in this page:

<input type="checkbox"/>	Account number	CCY	Name	View	Key in	Conf. rule	Status
<input checked="" type="checkbox"/>	All accounts		7380 NETBANKING SERVICES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No right to confirm	
<input checked="" type="checkbox"/>	All accounts		NORDEA AXESS TEKNIKSTÖD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No right to confirm	
<input type="checkbox"/>	All accounts		NORDEA BANK DANMARK A/S	<input type="checkbox"/>	<input type="checkbox"/>	Alone Two together Two groups together	

Select the desired service from the list and click the Select button to see the available accounts. You have two options:

- a. **All accounts:** This means that all current and future accounts will be selected. Choose this by marking the All accounts group and select the desired rights (View, Key-in and Confirm). There are several possible confirmation rights:
 - Confirm alone
 - Confirm two together
 - Confirm two groups together: Users with Two groups together can only confirm payments together with users from the opposite confirmation group, or someone with confirm alone or two together rights. The user's group is shown next to the users name on top of the screen.
Two groups together can only be selected when confirmation groups are activated

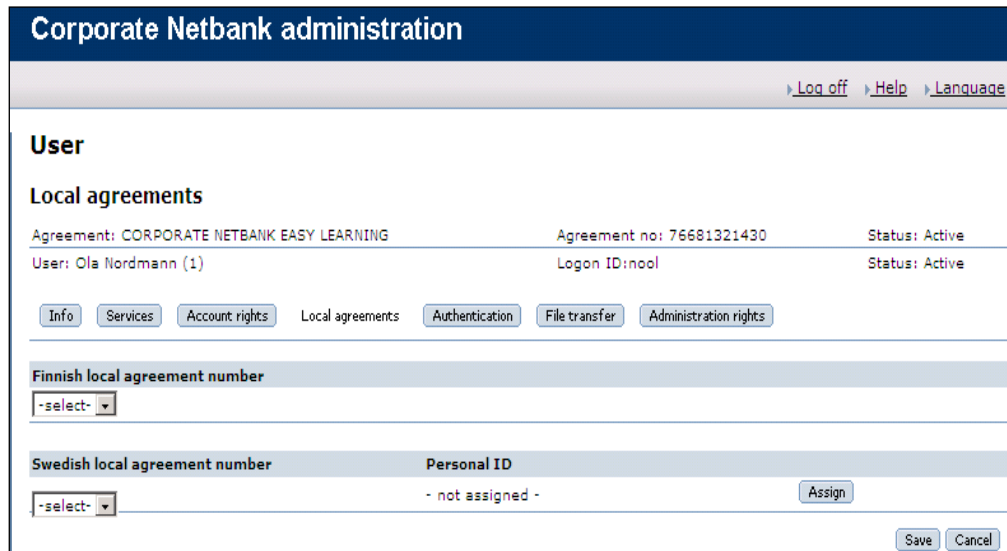
- b. **Single accounts:** Open the plus sign in front of the All accounts group to view the accounts. Select the accounts of interest and define the rights (View, Key in and Confirm).

Save the updates before you continue, and be aware that expanding account rights beyond view rights requires confirmation (see [chapter 2.5](#) for more information about confirmation).

Note that you can search for an account by entering the account number in the Account number field and clicking Search. Note that the account number has to be entered in the exact format, including space characters, dots, hyphens and currency.

2.3.3. Local services in Finland and Sweden

Go to the Local agreements screen. This requires that Local Services in Finland and/or Sweden is selected on the Services screen (see [chapter 2.3.1](#) for more information about the services).



The screenshot shows the 'Corporate Netbank administration' interface. At the top, there are links for 'Log off', 'Help', and 'Language'. Below this is the 'User' section, which includes 'Local agreements' information:

- Agreement: CORPORATE NETBANK EASY LEARNING
- Agreement no: 76681321430
- Status: Active
- User: Ola Nordmann (1)
- Logon ID:nool
- Status: Active

Navigation tabs include: Info, Services, Account rights, Local agreements (selected), Authentication, File transfer, and Administration rights.

Fields for local agreement numbers:

- Finnish local agreement number:** A dropdown menu currently showing '-select-'.
- Swedish local agreement number:** A dropdown menu currently showing '-select-'.
- Personal ID:** A dropdown menu currently showing '- not assigned -'.

Buttons at the bottom include 'Assign', 'Save', and 'Cancel'.

Local Services in Finland: Select an agreement number from the list and save.

Local Services in Sweden: Select an agreement number from the list and click Assign. Several local Swedish agreements can be connected to your Corporate Netbank agreement, but only one can be connected to a user.

Note that adding local services requires confirmation (see [chapter 2.5](#) for more information about confirmation).

2.3.4. File transfer

Go to the File transfer screen to select file types. This requires that file transfer is selected on the Services screen (see [chapter 2.3.1](#) for more information about the services).

Corporate Netbank administration

> Log off > Help > Language

User

File transfer

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430 Status: Active
 User: Hans Hansen (1) Logon ID: HH Status: Active

Info Services Account rights Authentication File transfer Custody Administration rights

Include file type

File types			
Name	From file type set	Manage	Remove
Elektroniskt kontoutdrag SWIFT MT940	NO	Manage	Remove
Treasury file	File type set	Manage	Remove
Account statement ver 2 DK	File set DK	Manage	Remove
Account statement ver 3 DK	File set DK	Manage	Remove
Elektroniskt kontoutdrag FI	File type set	Manage	Remove
Referensbetalningar FI	File type set	Manage	Remove
Fakturabetalningstjänst FI	File type set	Manage	Remove
Löner och pensioner FI	File type set	Manage	Remove
Edifact NO	File type set	Manage	Remove
Telepay NO	File type set	Manage	Remove
Elektroniskt kontoutdrag SE	File type set	Manage	Remove

You have the following options:

a. Include file types

1. Click Include file type
2. Select a file type set from the list that appears and click Select.
3. Select the desired file type by clicking Include next to the File type.
4. Mark the desired accounts/identifiers and click Include selected.

Corporate Netbank administration

> Log off > Help > Language

User

File transfer

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430 Status: Active
 User: Hans Hansen (1) Logon ID: HH Status: Active

Info Services Account rights Authentication File transfer Custody Administration rights

Include file type

File type name: Företagets betalningar FI from file type set [File type set] [0000247711]

Include identifier

Identifier	Owner
<input type="checkbox"/> 00024026	CORPORATE NETBANK EASY LEARNING

Include selected Cancel

5. Some file types require additional rights. If so, select Edit rights and add the desired rights (View, Key-in and Confirm). Note that changing the rights requires confirmation (see [chapter 2.5](#) for more information about confirmation).

Corporate Netbank administration

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User

File transfer

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430 Status: Active
 User: Hans Hansen (1) Logon ID: HH Status: Active

[Info](#) | [Services](#) | [Account rights](#) | [Authentication](#) | [File transfer](#) | [Custody](#) | [Administration rights](#)

Include file type

File type name: Företagets betalningar FI from file type set [File type set] [0000247711]

[<< Back to File types](#)

[Include identifier](#)

Identifiers included

<input type="checkbox"/> Identifier	Owner	Rights	Status
<input type="checkbox"/> 00024026	CORPORATE NETBANK EASY LEARNING	V,_,_	Active

[Remove selected](#) [Edit rights](#)

b. Maintain file types

Click Manage next to the file type, and an overview of selected accounts/identifiers will be shown. Remove accounts/identifiers by marking them and clicking Remove selected. Add more accounts/identifiers by selecting Include accounts/identifiers and follow the same procedure as in a)

c. Remove file types

Click Remove next to the file type you want to remove.

2.3.5. Administration of GiroLink

By using the link GiroLink in the left hand menu you get an overview of the confirmation rights for identifiers (account number or company number). You get information for those companies with a GiroLink agreement that is included in the Corporate Netbank agreement.

Corporate Netbank Administration

[Language](#) | [Help](#) | [Log off](#)

GiroLink

Agreement: NORDEA BANK DANMARK A/S Agreement no: 1511100721 Status: Active

Select companies

- All
- GCPUBTEST 5 - 1
- GCPUBTEST 5 - 2
- GCPOTTEST 5
- NORDEA AB AXESS HELPFÖREK
- NORDEA BANK AB (PUBL)
- NORDEA BANK AB (PUBL)
- NORDEA BANK DANMARK A/S
- NORDEA BANK SVERIGE AB C/O SUNDBERG
- NORDEA IT NETBANKING SOLUTIONS SE
- PLUSSEKOT TESTKONTO 18
- TEST CORPORATE NETBANK/CMS NORDEA C/O TOMMY SILÉN, SZ8

[Continue](#) | [Cancel](#)

You can change the rights of an Identifier (account number or company number). Please note that the confirmation rights alone or two together are connected to the identifier and apply for all users connected to the identifier.

View and change user's authorisation for GiroLink

When you have selected a user with the service GiroLink you will find a tab GiroLink in the top menu. In this screen information regarding the user's current authorisation for GiroLink is presented. Please note that a new user in GiroLink always needs to be created by Nordea. All information agreed in the GiroLink Power of Attorney is presented. If no information is presented, please contact Nordea.

Confirmation rights for identifiers

In this table the user's current confirmation rights are presented. You can add or remove confirmation rights for an identifier by ticking or unticking the check box in front of the service.

Press Save to update the screen and the rights are updated after final confirmation.

Add or remove file type

In this table user's current rights are presented. You can add or remove a file type for the user by ticking or unticking the check box in front of the file type name.

Press Save to update the screen and the rights are updated after the final confirmation.

User profiles

The service GiroLink can be part of the user profiles, but you need to update the GiroLink rights for each user, even if the user is part of the user profile.(see chapter 2.4 how to create user profiles)

Copy user

The service GiroLink can be copied for a user but not the individual user rights.

2.3.6.Custody

Custody - Holdings and transactions

Go to the Custody screen to manage securities accounts. This requires that Holdings and transactions is selected on the Services screen (see [chapter 2.3.1](#) for more information about the services).

Select Holdings and transactions from the list and click Select.

Corporate Netbank administration

[Log off](#) | [Help](#) | [Language](#)

User

Custody

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430 Status: Active
 User: Anna Andersson (1) Logon ID: ANNA Status: Active

[Info](#) | [Services](#) | [Account rights](#) | [Local agreements](#) | [Authentication](#) | [File transfer](#) | [Custody](#) | [Administration rights](#)

Custody services

Service: Select service:

Holdings and transactions

[Include securities accounts](#)

Securities accounts included

<input type="checkbox"/>	Account number	Name	Owner	Bank	Rights	Status
<input type="checkbox"/>	All accounts		CORPORATE NETBANK EASY LEARNING		V,-,-	Active

 [Edit rights](#)

You have the following options:

a. Change account rights for already added accounts

Select Edit rights to define the rights (View and Confirm).

Corporate Netbank administration

[Log off](#) | [Help](#) | [Language](#)

User

Custody

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430 Status: Active
 User: Anna Andersson (1) Logon ID: ANNA Status: Active

[Info](#) | [Services](#) | [Account rights](#) | [Local agreements](#) | [Authentication](#) | [File transfer](#) | [Custody](#) | [Administration rights](#)

Service: Holdings and transactions

Securities accounts included - Edit rights

View Conf.rule

<input type="checkbox"/>	Account number	Name	Owner	Bank	View	Conf.rule	Status
<input checked="" type="checkbox"/>	All accounts		CORPORATE NETBANK EASY LEARNING		<input checked="" type="checkbox"/>	<input type="text" value="No right to confirm"/>	Active
<input checked="" type="checkbox"/>	All accounts		MAGNUSSONS HOTELL AB		<input checked="" type="checkbox"/>	<input type="text" value="No right to confirm"/>	Active

b. Remove accounts

Mark the account(s) and select Remove selected.

c. Include accounts

Select Include securities accounts to add accounts. You have two options:

1. **All accounts:** This means that all current and future accounts will be selected. Choose this by marking the All accounts group.
2. **Single accounts:** Open the plus sign in front of the of All accounts group to see all the accounts. Select the accounts of interest by marking the accounts and save.

Select Edit rights to define the account rights (View and Confirm). Note that expanding account rights beyond view rights requires confirmation (see [chapter 2.5](#) for more information about confirmation).

Custody Instructions

There are two places to define rights for Custody Instructions:

- a. **Cash accounts:** Go to the Account rights screen, select Custody Instructions from the list and add accounts and account rights (see [chapter 2.3.2](#) for more information about account rights).
- b. **Securities accounts:** Go to the Custody screen and select accounts in similar way as for Holdings and transactions.

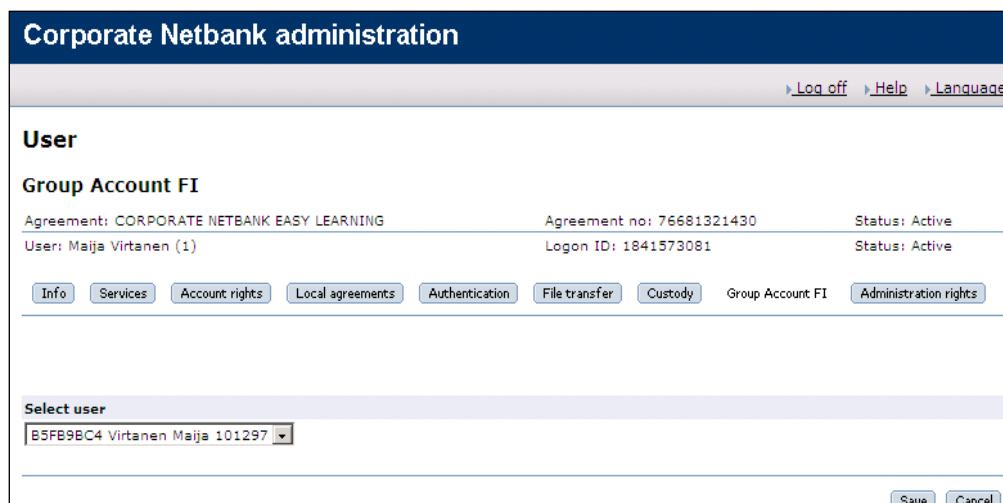
Note that expanding account rights beyond view rights requires confirmation (see [chapter 2.5](#) for more information about confirmation).

2.3.7.Group Account FI

Go to the Group Account FI screen. Note that Accounts & Balances, Intercompany payments and Group Account FI must be selected on the Services screen (see [chapter 2.3.1](#) for more information about the services).

Choose the desired user from the drop down menu and save.

Note that confirmation is required (see [chapter 2.5](#) for more information about confirmation).



The screenshot shows the 'Corporate Netbank administration' interface. At the top right, there are links for 'Log off', 'Help', and 'Language'. The main content area is titled 'User' and 'Group Account FI'. It displays the following information:

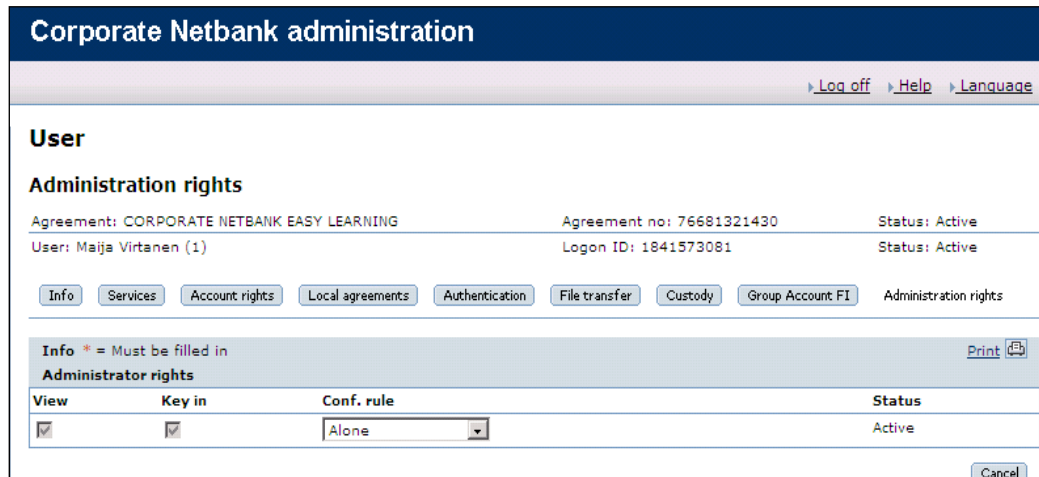
Agreement: CORPORATE NETBANK EASY LEARNING	Agreement no: 76681321430	Status: Active
User: Maija Virtanen (1)	Logon ID: 1841573081	Status: Active

Below this information are several navigation tabs: Info, Services, Account rights, Local agreements, Authentication, File transfer, Custody, Group Account FI, and Administration rights. The 'Group Account FI' tab is currently selected.

At the bottom, there is a 'Select user' section with a dropdown menu showing 'B5FB9BC4 Virtanen Maija 101297'. There are 'Save' and 'Cancel' buttons at the bottom right.

2.3.8. Administration rights

Administration rights are managed by Nordea, but you can view the rights on the Administration rights screen.



Corporate Netbank administration

Log off Help Language

User

Administration rights

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430 Status: Active
 User: Maija Virtanen (1) Logon ID: 1841573081 Status: Active

Info Services Account rights Local agreements Authentication File transfer Custody Group Account FI Administration rights

Info * = Must be filled in Print

View	Key in	Conf. rule	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Alone	Active

Cancel

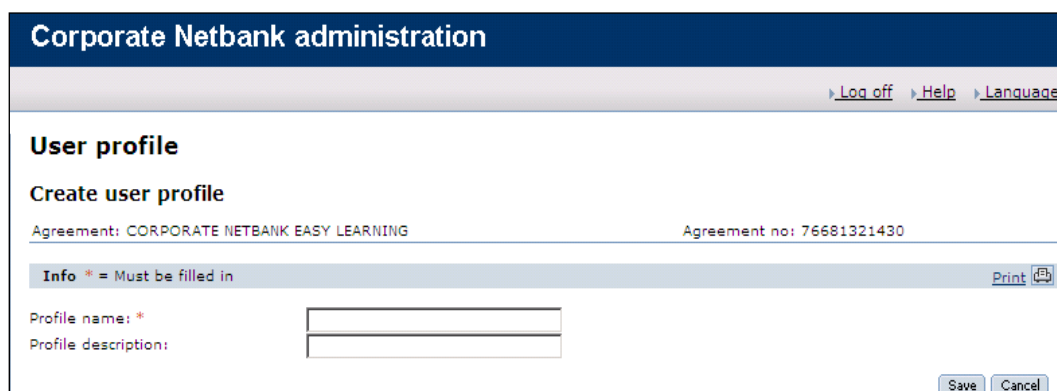
2.4. Define user rights via user profile

The procedure of defining rights via user profile is similar to individual set-up. First of all, note that the following services cannot be a part of user profiles, and rights must be defined for each user individually if they are relevant:

- Group Account FI
- Global Cash Pool/KVK
- Local agreements in Finland and Sweden

a. Create user profile

Select User profile from the left-hand menu, followed by Create user profile. Give the user profile a name and a description and save.



Corporate Netbank administration

Log off Help Language

User profile

Create user profile

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430

Info * = Must be filled in Print

Profile name: *

Profile description:

Save Cancel

b. Define user profile rights

Define the rights in a similar way as for individual set-up (see [chapter 2.3](#) for more information about the rights).

c. Confirm the user profile

Confirm the user profile before you connect users to it (see [chapter 2.5](#) for more information about confirmation).

d. Connect users to the user profile

Connect users to the user profile one by one on the User info screen by selecting the desired user profile and save.

Once a user is connected to a user profile, you cannot add individual rights to the user. The only exception is the administration rights, e-Markets and GiroLink.

Note that confirmation is required (see [chapter 2.5](#) for more information about confirmation).

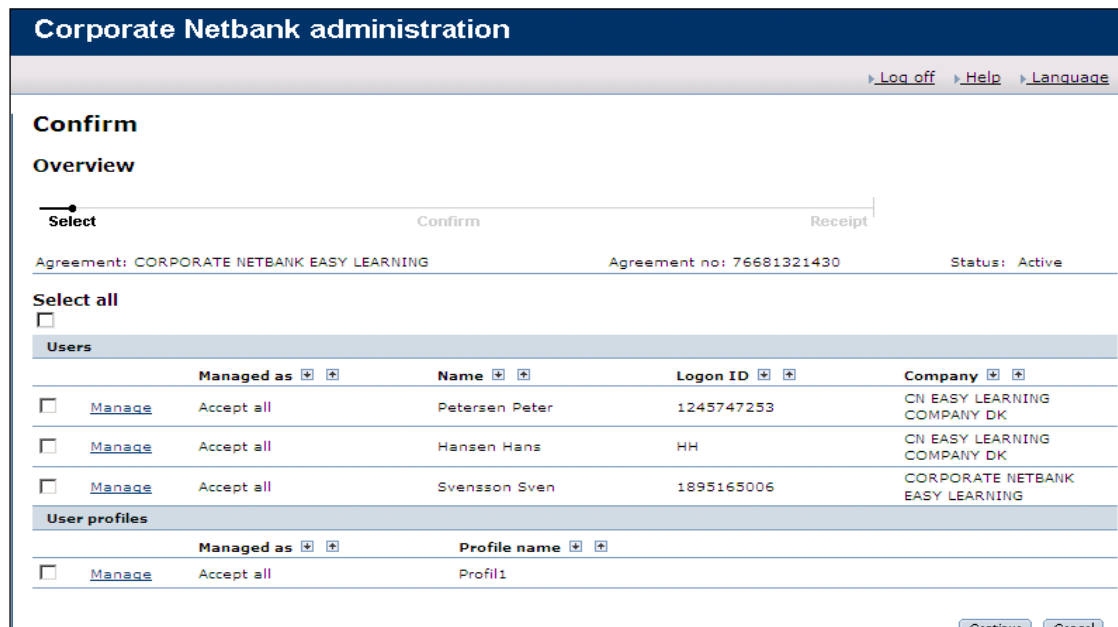
2.5. Confirmation

The following changes require confirmation before they become active:

- Giving Key in rights
- Giving Confirm, Confirm alone, Two together or Two groups together as confirmation rule
- Changing confirmation groups
- Connecting users to user profiles
- Activating/ordering authentication methods

Reducing or removing rights (e.g. from "Confirm alone" to "Confirm two together") does not require confirmation.

Select Confirm from the left-hand menu to view all the users and user profiles that have changes awaiting confirmation.



Corporate Netbank administration

[Log off](#) [Help](#) [Language](#)

Confirm

Overview

Progress bar: **Select** | Confirm | Receipt

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430 Status: Active

Select all

Users

	Managed as	Name	Logon ID	Company
<input type="checkbox"/> Manage	Accept all	Petersen Peter	1245747253	CN EASY LEARNING COMPANY DK
<input type="checkbox"/> Manage	Accept all	Hansen Hans	HH	CN EASY LEARNING COMPANY DK
<input type="checkbox"/> Manage	Accept all	Svensson Sven	1895165006	CORPORATE NETBANK EASY LEARNING

User profiles

	Managed as	Profile name
<input type="checkbox"/> Manage	Accept all	Profil1

a. Select users/user profiles to confirm

Select the desired users or user profiles and click Continue to get a detailed overview of the awaiting changes.

Be aware that you cannot confirm changes made by yourself unless you have confirm alone rights on the Administration rights screen.

b. Confirm

Confirm the changes for the selected users or user profiles with your Nordea eID card or e-legitimation according to the instructions on the screen. A receipt will be shown after successful confirmation.

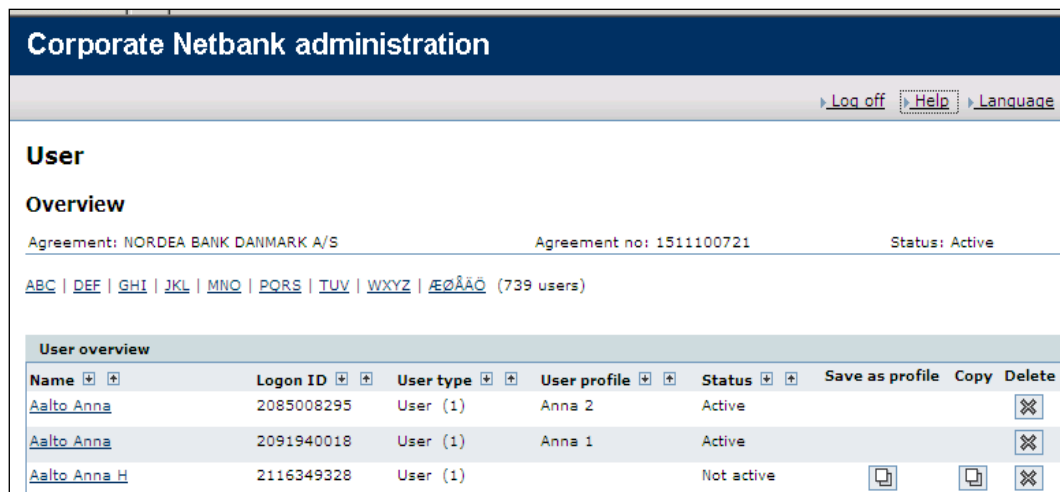
Note that you may reject changes as long as the final confirmation has not been done. This is done by clicking Manage on the Confirm overview screen followed by selecting the items to reject. Rejected changes must also be confirmed.

2.6. User overview

Select User overview from the left-hand menu in order to get an overview of all the users.

The following information is especially important to note:

- **Status:** The status of a user can be either active, not active or expired. The user has to be active in order to log on to Corporate Netbank.
- **Logon ID:** The Logon ID of administrators is replaced by their short name.
- **User profile:** If the user is connected to a user profile, the name of the profile is listed here.
- **Save as profile:** Selecting this will create a user profile with the same rights as the selected user. Administration rights and e-Markets will not be included in the user profile.
- **Copy:** Selecting this will create a new user with the same rights as the selected user. Administration rights and e-Markets will not be copied to the new user.



The screenshot shows the 'Corporate Netbank administration' interface. At the top, there are links for 'Log off', 'Help', and 'Language'. Below this is a 'User Overview' section with the following details: Agreement: NORDEA BANK DANMARK A/S, Agreement no: 1511100721, Status: Active. There are navigation links for user groups: ABC | DEF | GHI | JKL | MNO | PQRS | TUV | WXYZ | ÅÖÄÅÖ (739 users). The main part of the screenshot is a table titled 'User overview' with the following columns: Name, Logon ID, User type, User profile, Status, Save as profile, Copy, and Delete. The table contains three rows of user data.

Name	Logon ID	User type	User profile	Status	Save as profile	Copy	Delete
Aalto Anna	2085008295	User (1)	Anna 2	Active			
Aalto Anna	2091940018	User (1)	Anna 1	Active			
Aalto Anna H	2116349328	User (1)		Not active			

2.7. User profile overview

Select User profile from the left-hand menu in order to see all the user profiles that are established. The column Users tells you how many users are connected to the user profile. Click the name of the user profile to see the name of the users.

Corporate Netbank administration

Log off Help Language

User profile

Overview

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430

[Create user profile](#)

User profile					
Name	Description	Users	Profile type	Copy	Delete
Anna 1		0	Company (1)		
Anna 2		0	Company (1)		

3. Reports and logs

The following reports and change logs are offered in CNA:

3.1. User report

Each user is summarised in a user report. There are two ways to get to the user report:

- a. Select the user of interest on the User - Overview screen, followed by User report from the left-hand menu.

All account groups are by default collapsed in the user report. View the accounts within the All account groups by selecting Expand All accounts to list the individual accounts in the group and clicking View report.

Corporate Netbank administration

Log off Help Language

User Report customization

Collapse "All accounts"

Expand "All accounts" to list the individual accounts in the group

[View report](#)

User Report [Print](#)

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430

User: Maija Virtanen Logon ID: 1841573081

Info

General

Status: Active

User type: User/Admin

Start date: 26.05.2009

End date:

Company: CORPORATE NETBANK EASY LEARNING

Last name: Virtanen

First name: Maija

Short name: MaVi

Personal ID: 123

ID type: Other

Citizenship: Finland

Preferred language: Svenska

Telephone:

Mobile phone:

E-mail:

Identified from: 123

Document ID: passport

Identified for using Norwegian accounts: Yes

Postal address

- b. Select Reports and User reports from the left-hand menu. An overview of all the users will be displayed. Select the users of interest and also select if you prefer to

have All accounts expanded or collapsed. Click Print when the selection is done, and the user reports for the selected users will be printed.

Corporate Netbank administration

Log off Help Language

User reports

1. Select user(s) *

(12 Users)

User overview			
<input type="checkbox"/>	Name	Logon ID	Short name
<input type="checkbox"/>	Andersson Anna	ANNA	ANNA
<input type="checkbox"/>	Annala Anna	1254611218	ANAN
<input type="checkbox"/>	Hansen Hans	HH	HH
<input type="checkbox"/>	Nordmann Kari	1242647247	KAR
<input type="checkbox"/>	Nordmann Ola	nool	nool
<input type="checkbox"/>	Petersen Peter	1245747253	PP
<input type="checkbox"/>	Smith Anne	1896802010	ANNS
<input type="checkbox"/>	Smith John	JoSm	JoSm
<input type="checkbox"/>	Svensson Sven	1895165006	SVSV
<input type="checkbox"/>	Sorensen Soren	1247268248	SS
<input type="checkbox"/>	Virtanen Maija	MaVi	MaVi
<input type="checkbox"/>	Virtanen Vilma	VIVI	VIVI

(12 Users)

Collapse "All accounts"
 Expand "All accounts" to list the individual accounts in the group

Print

3.2. History

History holds information on all changes made to the agreement, users and user profiles, along with a time stamp for the change and the short name of the user who did the change. You can trace history events up to 15 months back in time.

There are two possible ways to get to the history:

- a. Select History from the left-hand menu, and you will have the following options:

Search in CCM

Select this option to view changes to the agreement made by Nordea.

Search in user profiles

Select this option to view changes made to user profiles. All profiles are selected by default in the drop-down menu User profiles. Alternatively, you can select a specific user profile.

Search in users

Select this option to view changes made to users. All users are selected by default in the drop-down menu Users. Alternatively, you can select a specific user.




It is common for all that you can search for either all events or a specific event by selecting the desirable options on the Event list. Select a time period and click Search. Click the plus signs on the result list if you want to view more details about the change.

- b. Select Reports and History reports from the left-hand menu. The history report holds the same information as the History described above, but with all plus signs expanded by default. The events are sorted by Time of event in descending order. Select the time period of interest and click Select.

Corporate Netbank administration

Log off Help Language

History report Print

 Export to Excel

Agreement: CORPORATE NETBANK EASY LEARNING
Agreement no: 76681321430
Time period: 21.12.2010 - 20.01.2011

Event	Subject	Time of event	Changed by
Service added nool	Local services in Finland	20.01.2011 10:49	MaVi
Service group	Local services		
Details updated VIVI	VIVI	19.01.2011 15:18	MaVi
Admin Status	Yes Expired		
File type included 1841573081	SEPA Account statement FI	19.01.2011 15:06	MaVi
Account/Identifier	FI69 1660 3000 0099 62		
Owner	CORPORATE NETBANK EASY LEARNING		
Rights	V:-!-		
File type included 1841573081	SEPA Account statement FI	19.01.2011 15:06	MaVi
Account/Identifier	FI11 1660 3000 0024 70		
Owner	CORPORATE NETBANK EASY LEARNING		

3.3. User expiry date report

The User expiry date report lists users with end date in a given period of time. Select Reports and User expiry date report from the left-hand menu. Select the desired time period and click View report.

Corporate Netbank administration

[Log off](#) [Help](#) [Language](#)

User expiry date report [Print](#)

Agreement: NORDEA BANK DANMARK A/S
Agreement no: 1511100721
View users with expiry date in the given time period: 12.01.2011 - 28.02.2011

Name	Logon ID	Short name	Expiry date
Anna Aalto	2085008295	AANA	15.02.2011

In addition to the report, you are alerted when selecting the User – Overview screen if there are users whose end dates will pass in the upcoming quarter.

3.4. Agreement report

The agreement report gives a summary of the agreement data, i.e. services, accounts, users and user profiles

Corporate Netbank administration

[Log off](#) [Help](#) [Language](#)

Agreement Report [Print](#)

Agreement Report

Agreement: CORPORATE NETBANK EASY LEARNING Agreement type: Corporate Netbank Agreement no: 76681321430 Status: Active
 CET Date & time: 16.04.2012 10:38

Info

Start date: 23.03.2009
End date:
Authentication methods: One Time Code card (OTC)
 Nordea eID on card
 e-legitimation
E-customer hierarchy name: CORPORATE NETBANK EASY LEARNING
E-customer hierarchy ID: 2009377517
CC ID: 2000709347
Main customer: CORPORATE NETBANK EASY LEARNING
Street address: NORDEA
City: STOCKHOLM
Postal code: 10571
Business registration no: 9552013899
Country: Sweden
Customer responsible unit: Corporate Netbank
Local customer ID, DK
Local customer ID, NO
Local customer ID, FI
Local customer ID, SE 9552013899

Services, Accounts and Account rights

Service groups	Services
Accounts	Accounts and Balances
Payments	Intercompany payment
Payments	New payment

4. Account short names

An account short name is an alternative account name that is optional to add. The name will be shown within Accounts & Balances and Payments in Corporate Netbank.

Select Account short name from the left-hand menu.

Search for accounts by selecting Account type, Account owner and Bank, or key in a specific account number. Click Search.

Enter the account short name in the input field that appears next to the account, and click OK to save the short name(s).

Corporate Netbank administration

[Log off](#) | [Help](#) | [Language](#)

Account short names

Account type:

Account owner: Bank: -or- Account number:

Search result					
Account number	CCY	Owner	Bank	Name	Short name
445 80 41-3USD	USD	BJÖRCK EIVOR	Nordea SE		<input type="text"/>
6002.04.13223	DKK	CHRISTINE QUEEN OF TEST	Nordea NO		<input type="text"/>
RFT002	EUR	CN easy learning	DRESDEFF	CN easy learning	<input type="text"/>
3001 17 07135DKK	DKK	CORPORATE NETBANK EASY LEARNING	Nordea SE		<input type="text"/>
3001 17 07135EUR	EUR	CORPORATE NETBANK EASY LEARNING	Nordea SE		<input type="text"/>
3001 17 07135NOK	NOK	CORPORATE NETBANK EASY LEARNING	Nordea SE		<input type="text"/>

5. Help

In addition to this guide, you can also find help instructions inside CNA. Select Help on the upper right corner of the screen, and instructions for the screen you are at will open on a new window. You may navigate within the Help.

Corporate Netbank Administration - Help

[Close window](#)

User - Overview

Here you can view a list of all existing users in the agreement.
The following information and options are available:

- **Name:** Click to enter the user
- **Logon ID:** Unique number for identifying a user or administrator in Corporate Netbank
- **User type:** User and/or administrator
- **User profile**
- **Status:** Describes whether the user is active (the user has an active code card and can use Corporate Netbank), inactive (code card activated), blocked (the administrator has blocked the code card) or expired (End date has passed).
- **Save as profile:** Save the authorisation of the user as a user profile.
- **Copy:** Copy common features to a new user, including authorisations and user profiles. Unconfirmed items are not copied to the new user.
- **Delete:** Delete the user from the agreement.

You may sort the columns in the user overview table either by alphabet or number by using the small **arrows** next to the column name.

Note!

If confirmation in groups functionality is activated, the users' group belonging will appear next to the user type

6. Quick Guide

The following page contains a shorter version of the instructions on the previous pages.

Corporate Netbank Administration Quick Guide

Logon

To access Corporate Netbank Administration, please go to www.nordea.com.

- Select Log in on the upper right corner of the screen and Corporate Netbank from the list that appears.
- Logon according to the instructions described on the logon screen. You can change the language by clicking the desired Language on the upper right corner of the screen.
- Select Administration module.

Create a user

Select Create user from the left-hand menu. Enter basic user information and save.

- Go to the Authentication screen and select Manage next to the desired method. Note that e-legitimation can only be used by Swedish citizens.
- Define the user's rights by either connecting the user to a user profile on the User info screen or follow the next steps to set up the rights individually.
- Select services on the Services screen.
- Go to the Account rights screen. Select a service from the list and click Select to view available accounts. You may give the user view, key in and confirm rights. Note that "confirm two groups together" is available only if confirmation groups are activated.
- Go to the Local agreements screen
 - Local Services in Finland: Select an agreement number from the list and save.
 - Local Services in Sweden: Select an agreement number from the list and click Assign
- File types are set up on the File transfer screen.
 - Click Include file type and select a file type set from the list that appears.
 - Click Include next to the desired file type and select accounts/identifiers. Add view, key-in and confirm rights if needed.
- Select securities accounts on the Custody screen.
- Go to the Group account FI screen and choose the user from the list.
- Confirm the user.

Create a user profile

- Select User profile from the left-hand menu, followed by Create user profile. Give the user profile a name and a description.
- Select rights to the user profile in similar way as for individual set up. Note that Group Account FI, Global Cash Pool/KVK and Local agreements in Finland and Sweden cannot be part of user profiles.
- Confirm the user profile
- Connect users to the user profile one by one on the User info screen by selecting the desired user profile.
- Confirm the users

User overview

Select User overview from the left-hand menu in order to get an overview of all the users. Note that the users have to be active in order to log on to Corporate Netbank. Administration rights and e-Markets will not be included if you save a user as a user profile or copy a user.

User profile overview

Select User profile from the left-hand menu in order to see all the user profiles. The column Users tells you how many users are connected to the user profile. Click the name of the user profile to see the name of the users.

Confirm

Select Confirm from the left-hand menu.

- Select the users/user profiles that you would like to confirm, or select Manage for more information.
- Click the Continue button on the lower right corner of the screen followed by Confirm. Note that you must confirm with the same authentication method as you logged on with.

Manage account short names.

Select Account short name from the left-hand menu.

- Select Account type, Account owner and Bank, or key in a specific account number. Click Search.
- Enter the account short name next to the account and Click OK.

Reports and logs

- **Agreement report**
the agreement report gives a summary of the agreement data, i.e. services, accounts, users and user profiles.
- **User report**
Users are summarised in user reports. There are two ways to get to the report: Either select the user from the User overview and User report from the left-hand menu or select Reports and User reports from the left-hand menu.
- **History**
History holds information on all changes made to the agreement, users and user profiles, along with a time stamp for the change and the short name of the user who did the change. You can trace history events up to 15 months back in time. Select History from the left-hand menu or Reports and History reports.
- **User expiry date report**
The User expiry date report lists users with end date in a given period of time. Select Reports and User expiry date report from the left-hand menu. Select the desired time period and click View report.