

# Corporate Netbank Administration User guide



## Table of Contents

<b>Introduction</b> .....	<b>2</b>
<b>1. Logon to Corporate Netbank Administration</b> .....	<b>2</b>
<b>2. Create and manage users</b> .....	<b>2</b>
2.1. Create user and user information .....	3
2.2. Order Nordea ID, activate Swedish Mobile BankID or e-legitimation, block Nordea eID card .....	4
2.3. Define user rights individually .....	7
2.3.1. Services.....	8
2.3.2. Account rights.....	10
2.3.3. Local services in Finland and Sweden .....	11
2.3.4. File transfer .....	12
2.3.5. Administration of GiroLink .....	13
2.3.6. Custody .....	14
2.3.7. Group Account FI .....	16
2.3.8. Administration rights.....	16
2.3.9. Nordea Corporate - Cash Management requests.....	17
2.3.10. Nordea Corporate – Trade Finance.....	17
2.4. Define user rights via user profile .....	18
2.5. Confirmation .....	18
2.6. User overview.....	19
2.7. User profile overview .....	20
<b>3. Reports</b> .....	<b>20</b>
3.1. User report .....	20
3.2. History .....	21
3.3. User expiry date report.....	23
3.4. Agreement report .....	24
<b>4. Account short names</b> .....	<b>25</b>
<b>5. Help</b> .....	<b>25</b>
<b>6. Quick Guide</b> .....	<b>26</b>

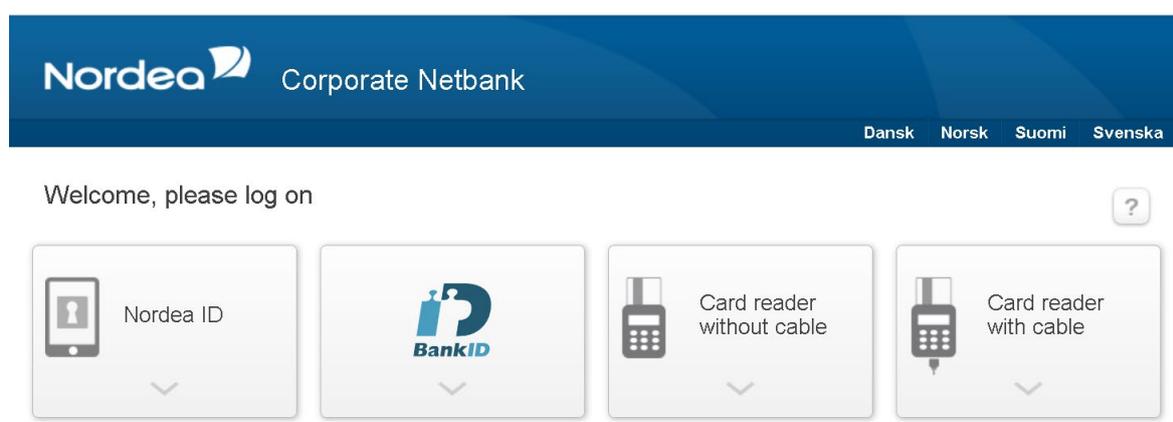
## Introduction

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](#)).

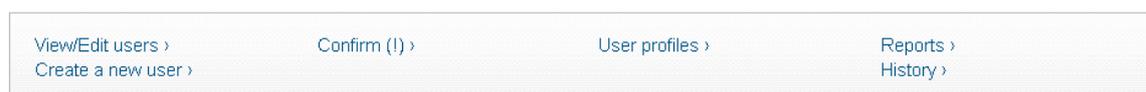
## 1. Logon to Corporate Netbank Administration

To access Corporate Netbank Administration, please go to [www.nordea.com](http://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 ID app, the mobile number with the country code and email address 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: \* ANAN

Personal ID: \* 101090-0812 ID type: \* Social security number

Date of birth: \* 10.10.90

Citizenship: \* Finland

Language: \* Suomi

Telephone: -select-

Mobile phone: -select-

E-mail:

**User profile**

Current user profile: None

**Identification**

Identified from: \* passi Document ID: \* 01020304

Identified for using Norwegian accounts

Politically exposed person: \* -select-

**Postal address**

Name: \* Anna Annala

Company: CORPORATE NETBANK EASY LEARNING

Street address 1: KOULUKATU 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.
- **Date of birth:** Anti-Money laundering law 'AML' requires that users are registered with date of birth.
- **Identified for Norwegian accounts:** Norwegian regulation (Anti-Money laundering law 'AML') 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.
- **Politically exposed person:** Anti-Money laundering Act 'AML' requires that users answer to questions about politically exposed person - Is the user or has the user recently been a politically exposed person (PEP)?  
Has anybody in the user's close family or any close business associates, now or recently been a politically exposed person (PEP)?

A Politically exposed person is a person who serves or has served in the position or function of:

- Head of state, head of government, minister or assistant minister
- Member of national assembly
- Member of a governing body of political party

- Member of a high-level judicial body, the decisions of which are not subject to further appeal, except in exceptional circumstances
  - Member of the board of an auditor general's office, a court of auditors or a central bank
  - Ambassador, chargé d'affaires or high-ranking officer of the armed forces
  - Member of an administrative management or supervisory body of a state-owned enterprise
  - Director, member of the board or other person in the senior management of the international organisation.
- **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 preferred to use users own address here.

## 2.2. Order Nordea ID, activate Swedish Mobile BankID or e-legitimation, block Nordea eID card.

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

The screenshot shows the 'User Authentication Overview' page in the Nordea Corporate Netbank Administration system. The user is identified as Bart Simpson with a Logon ID of 000111000111. The status is 'Not active'. The page features a navigation menu on the left and a main content area with a breadcrumb trail and a table of authentication methods.

Authentication method	Method status	
Nordea ID	Not active	<a href="#">Manage</a>
Swedish Mobile BankID	Not active	<a href="#">Manage</a>
Nordea eID on card	Not active	<a href="#">Manage</a>
e-legitimation on card. Only for Swedish citizens.	Not active	<a href="#">Manage</a>

### 1. Nordea ID

Nordea ID is the preferred logon method.  
Click Manage next to Nordea ID.

## User

### Authentication/Nordea ID

Agreement: [test Agreement](#) Agreement no: 222222211  
 User: Bart Simpson Logon ID: 000111000111 Status: Not active

- Info
- Services
- Account rights
- Authentication
- File transfer
- Corporate Access File Transfer
- GiroLink
- Custody
- Netbank International
- Administration rights
- Signer access
- Cash Management requests

**i** Temporary PIN code and activation code can now be ordered.

**Authentication method: Nordea ID**

Method status: Not active

Allow this user to use Nordea ID Mobile phone number for activation code: +358 12345678

E-mail: test@test.com

[Save](#)

---

Order temporary PIN code and activation code [Order](#)

## User

### Authentication/Nordea ID

Agreement: [test Agreement](#) Agreement no: 222222211  
 User: Bart Simpson Logon ID: 000111000111 Status: Active

- Info
- Services
- Account rights
- Authentication
- File transfer
- Corporate Access File Transfer
- GiroLink
- Custody
- Netbank International
- Administration rights
- Signer access
- Cash Management requests

**Authentication method: Nordea ID**

Method status: Active

Allow this user to use Nordea ID Mobile phone number for activation code: +358 12345678

Temporary PIN code and activation code ordered on: 21.12.2021 10:14 E-mail: test@test.com

[Save](#)

---

Order temporary PIN code and activation code [Order](#)

Device name	Last time used	Device status	Delete
21.12.2021 10:14 CET		Not active	<a href="#">✕</a>

Temporary PIN code and activation code has been ordered and finally confirmed.

**Allow this user to use Nordea ID:** When Allow this user to use Nordea ID has been ticked and temporary PIN code and activation code have been ordered, then user can take Nordea ID app in use for logon to Corporate Netbank  
 When unticking allow this user to use Nordea ID, all user’s devices will be deleted and new temporary PIN code and activation code must be ordered for user to be able to logon with Nordea ID app again or the user must use another authentication method.

**Method status:** When the Allow this user to use Nordea ID has been ticked and Order of temporary PIN code and activation code has been finally confirmed, Method status changes from ‘Not active’ to ‘Active’. The user can now logon to Corporate Netbank with Nordea ID app.

**Pending status:** “Conf.once”. This is visible only when temporary PIN code and activation code has been ordered, but not finally confirmed.

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

**E-mail:** Shows the e-mail address to which the temporary PIN code will be sent.

**Device name:** Shows the name of the device. First device will be added to list of devices when temporary PIN code and activation code has been ordered and finally confirmed.

**Last time used:** Shows date and time for when user last time has logged on to Corporate Netbank with Nordea ID app.

**Device status:** Shows the status of the device. Status can be 'Not active', 'Active' or 'Locked'.

### Delete device:

The button **Delete** will become visible after device has been added. If user has an eID card and you want to make sure that the user can not add another device, you also need to untick the field Allow this user to use Nordea ID.

If the user does not have eID card and you delete the final device, user can not logon again until a new activation code and temporary PIN code for the user is ordered.

Click **Save**. The user will be able to add devices in Corporate Netbank after final confirmation and after you as administrator have logged out of Corporate Netbank.

More detailed instructions will be found on Logon page and Corporate Netbank User Guide.

## 2. Swedish Mobile BankID

Click Manage next to Swedish Mobile BankID.

The screenshot shows the 'Corporate Netbank Administration' interface. The main content area is titled 'User Authentication/Swedish Mobile BankID' for user 'Bart Simpson'. It displays the following information:

- Agreement: TEST Agreement (Agreement no: 222222211)
- User: Bart Simpson (Logon ID: 000111000111)
- Status: Active

Below this information are several tabs: Info, Services, Account rights, Local agreements, Authentication, File transfer, Corporate Access File Transfer, Custody, Group Account FI, Netbank International, and Administration rights. The 'Authentication' tab is selected, showing the 'Authentication method: Swedish Mobile BankID' section. This section includes:

- Method status: Not active
- Activated on:
- Inactivated on:
- Social security number: xxxxxxxxxx

At the bottom of this section is an 'Activate' button and a link to 'Back to Authentication overview'.

**Activate Swedish Mobile BankID:** Click Activate to enable Swedish Mobile BankID for use in Corporate Netbank. The user must have a Swedish Social Security number.

**Note:** Swedish Mobile BankID is ready for use after final confirmation. As enrolment is not offered via Corporate Netbank, user must have taken the method in to use separately.

**Inactivate Swedish Mobile BankID:** Once you have activated and finally confirmed Swedish Mobile BankID for use in Corporate Netbank, an Inactivate button will appear. Select this to disable the use of Swedish Mobile BankID for this user in Corporate Netbank.

## 3. Nordea eID on card

Click Manage next to Nordea eID.

It is no longer possible to order new Nordea eID cards.  
Active Nordea eID cards can be used until further noticed.

**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](#)

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

## 4. 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: Anne 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 (1) 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:

<b>Accounts &amp; Balances</b>	Select accounts on the Account rights screen (see <a href="#">chapter 2.3.2</a> ).
<b>Intercompany payment</b> <b>New payment</b> <b>Financial payment</b>	Select accounts and account rights on the Account rights screen (see <a href="#">chapter 2.3.2</a> ).
	<p><b>Locked templates:</b> 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><b>Confirmation groups:</b> Activating Confirmation groups in the left-hand menu results in the following:</p> <ul style="list-style-type: none"> <li>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 <a href="#">chapter 2.5</a> for more information about confirmation).</li> <li>The confirmation right Two groups together will be selectable on the Account rights screen (see <a href="#">chapter 2.3.2</a> for more information about account rights).</li> </ul>
<b>File transfer</b>	File types are selected on the File transfer screen (see <a href="#">chapter 2.3.4</a> ).
<b>Custody – Holdings and transactions</b>	Securities accounts are selected on the Custody screen (see <a href="#">chapter 2.3.6</a> ).
<b>Custody - Instructions</b>	Cash accounts are selected on the Account rights screen (see <a href="#">chapter 2.3.2</a> ). Securities accounts are selected on the Custody screen (see <a href="#">chapter 2.3.6</a> ).

<b>Custody – eCustody (new)</b>	Securities accounts are selected on the Custody screen (see <a href="#">chapter 2.3.6</a> ).
<b>Local services in Finland and Sweden</b>	Local agreements are set up by Nordea but you can give users access to them on the Local agreement screen (see <a href="#">chapter 2.3.3</a> ).
<b>Group Account FI</b>	The group account is selected on the Group Account FI screen (see <a href="#">chapter 2.3.7</a> ).
<b>View/Confirm files NO</b>	Requires that File transfer is also selected.
<b>Global Cash Pool/KVK</b>	The rights within this service are set up by Nordea and cannot be seen in CNA.
<b>Archive (e.g Account Statements/eRedovisning)</b>	The rights within this service are set up by Nordea and cannot be seen in CNA.
<b>GiroLink</b>	The rights within this service can be viewed and changed. A new user is set up by Nordea and cannot be done in CNA.
<b>Total IN/Total IN Basic</b>	Accounts are selected on the Account rights screen (see <a href="#">chapter 2.3.2</a> ). The service will be available one banking day after it has been selected in CNA.
<b>Corporate File Payments</b>	Accounts are selected on the Account rights screen (see <a href="#">chapter 2.3.2</a> ). The service will be available one banking day after it has been selected in CNA.
<b>Flerkontosystem NO</b>	Requires a separate authentication agreement for Flerkontosystem NO.
<b>Netbank International</b>	Requires a Netbank International agreement. After the service has been added for a user, the user makes the connection request for the Single Sign On (SSO) to Netbank International by following the Netbank International link in the CN front page and by adding their Nordea ID there. After this you must verify that the user name matches the Nordea ID and confirm. You can disconnect users Nordea ID under User/ Netbank International. User rights in Netbank International are set up by Netbank International system administrator.
<b>Betalingservice</b>	Selecting the service grants permission for the user to use the Danish direct debit service Betalingservice.
<b>e-Markets</b>	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.
<b>Dashboard</b>	User rights in Dashboard are set up by Nordea, but you can deselect/select the service in CNA.
<b>Trade Finance Global</b>	Requires an agreement with Nordea Trade Finance
<b>Corporate Netbank Administration</b>	This selection is marked for users with Corporate Netbank administration rights. The administration rights are managed by Nordea, but you can view them on the Administration rights screen (see <a href="#">chapter 2.3.8</a> ).
<b>Premium API Administration</b>	Premium APIs are marked in this section for Admin or User/Admin with Premium API administrations rights. The administration rights are managed by Nordea, but you can view them on the Administration rights screen. (see <a href="#">chapter 2.3.8</a> ).
<b>Open Banking services</b>	Selecting the service grants permission for the user to create Personal signing key used within Open Banking Corporate API services. Requires that both Personal

	signing key and Premium APIs are included in the agreement by Nordea.
<b>Nordea Corporate</b>	Requires that Nordea Corporate is included in the agreement. Select the Cash Management request(s) and/or Trade Finance options that the user is authorized to do. The rights are selected on the Nordea Corporate - Cash Management screen and/or Trade Finance screen. (see <a href="#">chapter 2.3.9</a> , <a href="#">chapter 2.3.10</a> )

## 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

Info Services Account rights Authentication

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

Current service: Payments / Intercompany payment

**Account rights** Print

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 right, there are links for 'Log off', 'Help', and 'Language'. The main section is titled 'User' and 'Local agreements'. It displays the following information:

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

Below this information are several tabs: Info, Services, Account rights, Local agreements (selected), Authentication, File transfer, and Administration rights.

There are two main sections for local agreements:

- Finnish local agreement number:** A dropdown menu currently showing '-select-'.
- Swedish local agreement number:** A dropdown menu currently showing '-select-'. To its right is a 'Personal ID' field showing '- not assigned -' and an 'Assign' button.

At the bottom right of the form are 'Save' and 'Cancel' buttons.

**Local Services in Finland:** Select an agreement number from the list and save. Several local Finnish agreements can be connected to your Corporate Netbank agreement, but only one can be connected to a user.

**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

Name	From file type set		
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**

[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]

[<< 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

Go to GiroLink screen. You get an overview of the confirmation rights for identifiers (account number or company number) 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

- GCPSUBTEST 5 - 1
- GCPSUBTEST 5 - 2
- GCPTOTEST 5
- NORDEA AB AXESS HELPDESK
- 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
- PLUSGIROT TESTKONTO 18
- TEST CORPORATE NETBANK/CMS NORDEA C/O TOMMY SILÉN, S26

[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

---

**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

You have the following options:

## a. Change account rights for already added accounts

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

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, followed by 'Custody' information including 'Agreement: CORPORATE NETBANK EASY LEARNING', 'Agreement no: 76681321430', and 'Status: Active'. The user is identified as 'Anna Andersson (1)' with 'Logon ID: ANNA' and 'Status: Active'. A navigation bar includes buttons for 'Info', 'Services', 'Account rights', 'Local agreements', 'Authentication', 'File transfer', 'Custody', and 'Administration rights'. The 'Service: Holdings and transactions' section is active, and the 'Securities accounts included - Edit rights' section is visible. A table lists securities accounts with columns for 'Account number', 'Name', 'Owner', 'Bank', 'View', 'Conf.rule', and 'Status'. Two rows are shown: 'All accounts' for 'CORPORATE NETBANK EASY LEARNING' and 'All accounts' for 'MAGNUSSONS HOTELL AB'. Both have 'View' checked and 'Conf.rule' set to 'No right to confirm'. A 'Save' button is at the bottom right.

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

- All accounts:** This means that all current and future accounts will be selected. Choose this by marking the All accounts group.
- 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:

- 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).
- 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).

## Custody eCustody (new)

Go to the Custody screen to manage securities 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).

When service eCustody (new) is selected in Custody also eCustody (new) Role must be selected – due to the user’s access level in eCustody (new). Select between following options: Full access (Selected as default), Custody user or Corporate Actions user.

### 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).

**Corporate Netbank administration**

Log off Help Language

**User**

**Group Account FI**

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

Select user

B5FB9BC4 Virtanen Maija 101297

Save Cancel

### 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

**2.3.9. Nordea Corporate - Cash Management requests**

Go to the Nordea Corporate - Cash Management requests screen to manage the rights for the selected Cash Management requests.

[< Back to Service overview](#)

**User**

**Nordea Corporate - Cash Management requests**

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430  
 User: iBart Simpson Logon ID: 11053119032 Status: Not active

Info Services Account rights Authentication File transfer GiroLink Custody Administration rights Signer access Cash Management requests

Accounts Cash Management services Payment investigations

Select request rights

<input type="checkbox"/>	Name	CC-ID	View	Key in	Conf. Rule	Status
<input checked="" type="checkbox"/>	CN EASY LEARNING COMPANY DK	2000710469	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Alone	
<input checked="" type="checkbox"/>	CORPORATE NETBANK EASY LEARNING	2000710353	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Two together	
<input checked="" type="checkbox"/>	CORPORATE NETBANK EASY LEARNING	2000709347	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Two groups together	
<input checked="" type="checkbox"/>	CORPORATE NETBANK EASY LEARNING	2000708359	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No right to confirm	

Select the rights for the request(s).

Choose by marking the company(ies) and selecting 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 requests 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.

Save the changes before you continue (see chapter 2.5 for more information about confirmation).

**2.3.10. Nordea Corporate – Trade Finance**

Go to the Nordea Corporate – Trade Finance screen to manage the rights for the selected Trade Finance requests.

**User**

**Nordea Corporate - Trade Finance**

Agreement: CORPORATE NETBANK EASY LEARNING Agreement no: 76681321430  
 User: Bart Simpson Logon ID: 11053119032 Status: Not active

Info Services Account rights Authentication File transfer GiroLink Custody Administration rights Signer access Cash Management requests Trade Finance

Bank guarantee Letter of credit

Select request rights

<input type="checkbox"/>	Name	CC-ID	View	Create	Status
<input type="checkbox"/>	CN EASY LEARNING COMPANY DK	2000710469	<input type="checkbox"/>	<input type="checkbox"/>	

Select the rights for the request(s).

Choose by marking the company(ies) and selecting the desired rights (View and Create).

Save the changes before you continue (see chapter 2.5 for more information about confirmation).

## 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.

The screenshot shows the 'Corporate Netbank administration' interface. At the top, there is a dark blue header with the text 'Corporate Netbank administration'. Below the header, there are navigation links: 'Log off', 'Help', and 'Language'. The main content area is titled 'User profile' and 'Create user profile'. It displays 'Agreement: CORPORATE NETBANK EASY LEARNING' and 'Agreement no: 76681321430'. A blue bar indicates 'Info \* = Must be filled in'. There are two input fields: 'Profile name: \*' and 'Profile description:'. At the bottom right, there are 'Save' and 'Cancel' buttons.

### 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).

### e. Remove user from user profile

When removing the user from the user profile it is possible to save the user profile's authorisation as the user's own authorisation.

## 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: **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"/> <a href="#">Manage</a>	Accept all	Petersen Peter	1245747253	CN EASY LEARNING COMPANY DK
<input type="checkbox"/> <a href="#">Manage</a>	Accept all	Hansen Hans	HH	CN EASY LEARNING COMPANY DK
<input type="checkbox"/> <a href="#">Manage</a>	Accept all	Svensson Sven	1895165006	CORPORATE NETBANK EASY LEARNING

**User profiles**

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

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

### 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 ID app, Swedish Mobile BankID, 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.

**Corporate Netbank administration**

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

---

**User**

**Overview**

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

[ABC](#) | [DEF](#) | [GHI](#) | [JKL](#) | [MNO](#) | [PQRS](#) | [TUV](#) | [WXYZ](#) | [ÆØÅÄÖ](#) (739 users)

User overview						
Name	Logon ID	User type	User profile	Status	Save as profile	Copy Delete
<a href="#">Aalto Anna</a>	2085008295	User (1)	Anna 2	Active		
<a href="#">Aalto Anna</a>	2091940018	User (1)	Anna 1	Active		
<a href="#">Aalto Anna H</a>	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
<a href="#">Anna 1</a>		0	Company (1)		
<a href="#">Anna 2</a>		0	Company (1)		

## 3. Reports

The following reports 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

**User Report**

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"/>	Sørensen Søren	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 CN**

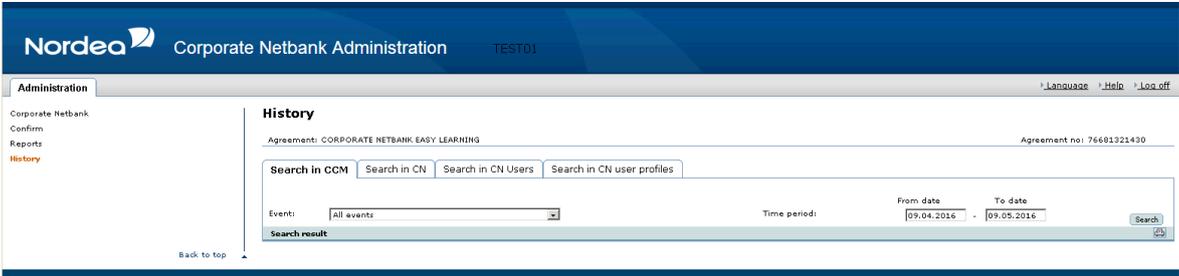
Select this option to view changes in service Corporate Netbank.

**Search in CN 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.

**Search in CN 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.



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 Lanqu

**History report** Print

Export to Exc

**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 Owner: FI69 1660 3000 0099 62 CORPORATE NETBANK EASY LEARNING			
Rights: V:--			
File type included 1841573081	SEPA Account statement FI	19.01.2011 15:06	MaVi
Account/Identifier Owner: FI11 1660 3000 0024 70 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

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

-or-

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](http://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 Swedish Mobile BankID requires Swedish social security number, 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. Available services depend on the selection of services in the agreement level done by Nordea.
- 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.
- Select request rights on the Nordea Corporate - Cash Management requests screen.
- 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 was 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.