

## How to register approvers.

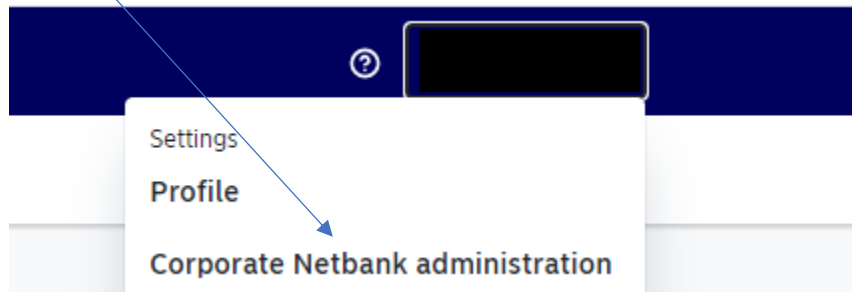
The CAN/New Admin database can be reached in two ways, either by logging on to Corporate Netbank, scrolling down until you reach **Andre tjenester (Other Services)** and select **Dashboard**

### Andre tjenester

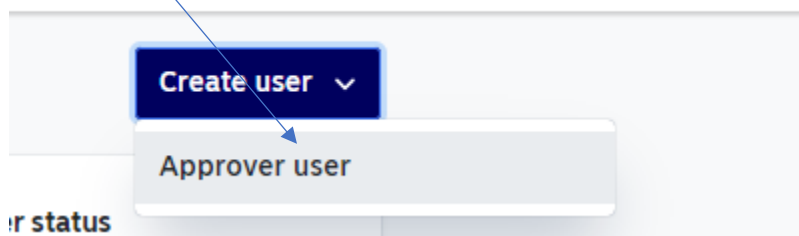
Cash pool	Inn- og utbetalingstjenester	Nordea Corporate
Global Cash Pool/KVK ›	Arkivsøk NO › Corporate File Payments › Archive (e.g. Account Statements/eRedovisning) › GiroLink › Total IN / Total IN Basic ›	Dashboard › Accounts & Transactions › Payments › e-Markets ›

or via Corporate.nordea.com (The log-on procedure is identical to that of Corporate Netbank)

At the top of the blue line, to the right, you will see your name and a pull-down menu. Choose **Corporate Netbank administration**.



Select **Approver user** in the pull-down menu **Create user**



On this page, you can either choose to register a completely new approver (i.e. a person who is not an existing user in Corporate Netbank), or choose to copy an existing user in Corporate Netbank. The pictures below show how to copy a user from Corporate Netbank.

**NB! This procedure must be done for registering all approvers, both existing and new.**

**Create user**

User Information  
Approver permission  
Review

**Create user**

Do you want to create a new user or copy user from Corporate Netbank?

Create new user  
 Copy user from Corporate Netbank

Scroll down until you find the user you want to copy, mark it, and click **Next** at the bottom of the page..

On the next page you will find the existing information registered on the user.

## Home address

### Street

 This field is required

### Postal code

### City

### Country

This page will most likely be empty and needs to be filled in.

## Legal information

### Citizenship

Norway



### Preferred language

The user will receive emails and text messages in this language

Norwegian



### Personal ID type

Social security number



### Personal ID number

### Politically exposed person declaration

Are you/the user or have you/the user recently been a politically exposed person (PEP) or has anybody in your/the users close family or any close business associates, now or recently been a politically exposed person (PEP)?



No



All this fields MUST be filled in. If you want to read more about what constitutes a politically exposed person, click [?](#)

Next you have to select which company the approver will represent. If the approver is to represent all companies in Corporate Netbank, you choose the main agreement. This assures approver rights for all accounts under the agreement.

If different users are ment to have approver rights for a specific company, then you must select the company from the drop-down menu.

## Employment information

### Company

### E-mail

### Country code

### Mobile phone

### Employee ID Optional

## Approver permission

Please specify what permission the person should have as an approver

- Alone
- Two together

ⓘ User data was copied from existing Corporate Netbank user

[Back](#) [Next](#)

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If the company policy is to have two approvers, this must be registered here. This also requires that you register more than one approvers. And the information from at least two approvers must be included in the payment file.

The next page is a summary of what has been registered, and at the bottom of the page you will see the user information.

Employment information	
Company	CASH MANAGEMENT SALES
E-mail	[REDACTED]
Mobile phone	[REDACTED]
Employee ID	N/A
Personal data checked by Nordea	Yes

When users/approvers are copied from Corporate Netbank, they are already authorized, and the user data has been controlled by Nordea.

Name ↑	Confirmation Permission	State
Approver for Corporate Access Payables	Two together	Pending

ⓘ User data was copied from existing Corporate Netbank user

[Back](#) [Create user](#)

The approver will be registered when you click on [Create user](#)


<a href="#">Block user</a>	<a href="#">User report</a>	<a href="#">Delete user</a>	<a href="#">Edit user</a>	<a href="#">Reject All</a>	<a href="#">Accept All</a>
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The next screen is a summary of what has been registered. If it is correct, click on [Accept all](#) at the top of the page.

To activate the user/approver you follow the normal Corporate Netbank routine using Nordea eID

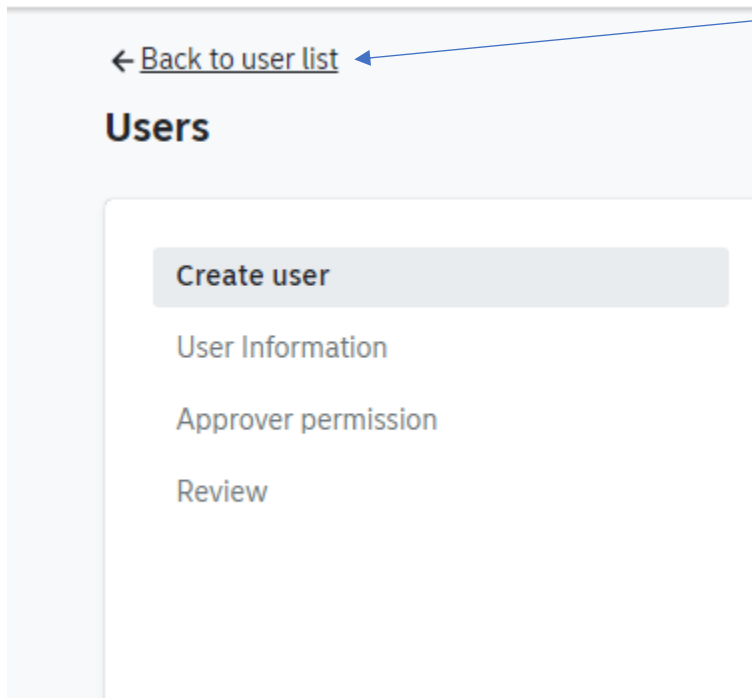
If the company agreement requires double verification, another administrator must log-in and complete the verification process.

Showing 1 permission

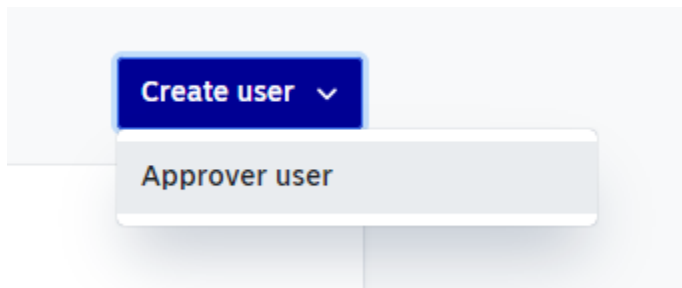
<input type="checkbox"/> Name ↑	Confirmation Permission	State	Service actions
<input type="checkbox"/> Approver for Corporate Access Payables	Two together	Active	 Edit

When the final verification is done, the user/approver is active.

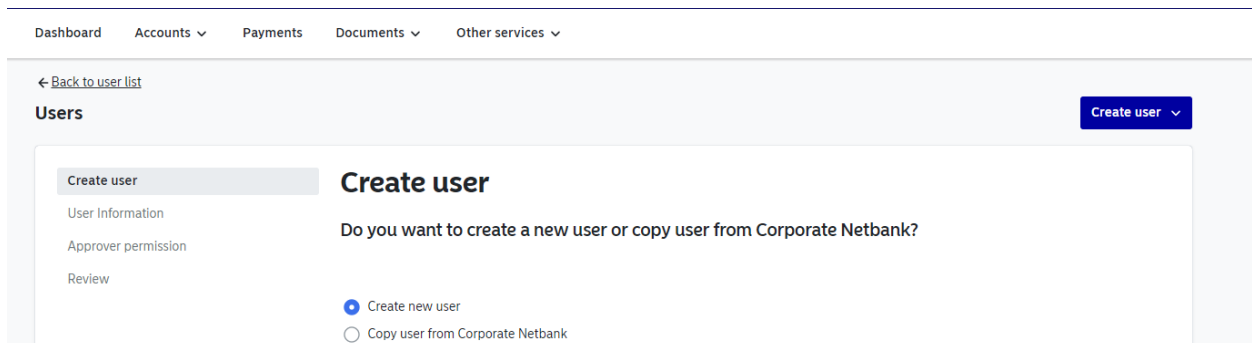
If you want to register more approvers, you go back to the first page by clicking on **Back to user list**



and choose **Approver user**



From here you can choose to copy a user/approver from Corporate Netbank, or create a new approver who is not already registered in Corporate Netbank.



Below you can see how to register a new user/approver.

Create user



User Information

Approver permission

Review

## Enter user's personal details

First name

Last name

Home address

Street

Postal code

City

Country





## Correspondence address

Copy home address

Street Optional

Gata 1

Postal code Optional

0102

City Optional

Oslo

Country Optional

Norway

## Legal information

Citizenship

Norway

Preferred language

The user will receive emails and text messages in this language

Norwegian

If the approver is from one of the Nordic (Nordea) countries, you must always use his or hers Social Security Number (SSN) or D-number.

If the approver is from another country, choose **Other personal identifier**, and use passport number or national ID card number. The number used should match the ID copy sent to Nordea.

## Personal ID type

Social security number


Social security number


Other personal identifier

Do you know if the approver is a «Politically exposed person»?

Personal ID number

010100 12345

 This personal identification number is not valid for the selected citizenship

Politically exposed person declaration 

Are you/the user or have you/the user recently been a politically exposed person (PEP) or has anybody in your/the users close family or any close business associates, now or recently been a politically exposed person (PEP)?


No 

**Next you have to select which company the approver will represent. If the approver is to represent all companies in Corporate Netbank, you choose the main agreement. This assures approver rights for all accounts under the agreement.**

If different users are ment to have approver rights for a specific company, then you must select the company from the drop-down menu.

## Employment information

Company

NORDEA TEST 

E-mail

hans.hansen@nordea.com

Country code

+47 

Mobile phone

99999999

Employee ID Optional

This follows the set-up in the Corporate Netbank agreement. If this requires “Two together”, the same applies here. **Be aware that if you choose «Two together”, it follows that you must have information from at least two approvers in the payment files.**

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Create user	✓	<h2>Approver permission</h2> <p>Please specify what permission the person should have as an approver</p> <p><input type="radio"/> Alone</p> <p><input type="radio"/> Two together</p>
User Information	✓	
<b>Approver permission</b>		
Review		

The approver will have status «pending» until a copy of a valid ID has been sent to, and approved by, Nordea.

Valid IDs for Norwegian citizens are:

- Passports (any nationality). If the approver has the new Norwegian passport, both the page with the picture and the page with the signature must be included in the copy.
- Norwegian driver’s license (both sides).
- National ID card from any EU/EEA
- Immigrant’s passport (blue passport)
- Bank ID card with picture (both sides)

Valid IDs for citizens outside Norway are:

- Passports
- National ID card with picture (both sides)

All copies sent to Nordea must be verified by a Nordea representative, a lawyer, a CPA or a “Notarius Publicus”

Next you will see an summary of all the information registered:

Create user ✓  
User Information ✓  
Approver permission ✓  
**Review**

## Review

### User Information

User	
First name	Hans
Last name	Hansen
Logon ID	N/A
Roles	N/A

Home address	
Street	Gata 1
Postal code	0102
City	Oslo
Country	Norway

Correspondence address	
Street	Gata 1
Postal code	0102
City	Oslo
Country	Norway

Employment information	
Company	NORDEA TEST
E-mail	hans.hansen@nordea.com
Mobile phone	+4799999999
Employee ID	N/A
Personal data checked by Nordea	No

User Information

Block user User report Delete user Edit user

Reject All **Accept All**

Accept by clicking on **Accept All**

If the company agreement requires double verification, another administrator must log-in and complete the verification process

**Remember to complete all verifications before the copies of the IDs of the new users are sent to Nordea!**

The routine is the same as for registering users in Corporate Netbank, If Nordea already has received, and accepted, a copy of an ID, then the user/approver will be active once the internal verification process is completed.

Showing 1 permission

<input type="checkbox"/> Name ↑	Confirmation Permission	State	Service actions
<input type="checkbox"/> Approver for Corporate Access Payables	Two together	Active	Edit

# Nordea

If the approver is new, and Noreda has not received a copy of a valid ID, it will have status **Pending** until such time that a copy of a valid ID has been received and verified by Nordea.

The routine is the same as in Corporate Netbank, i.e. you have to send a verified copy of a valid ID to your contact in Nordea. The bank will then authorize the use of Norwegian accounts.

Personal data checked by Nordea

Identified from

Document ID

When Nordea has registered the receipt of the ID, the bank will activate the user.

When you have completed the registration, you may return to the list of users. Here you will find all the information you have registered on the user(s) . It will show that the person is a user in Corporate Netbank, and is a certified approver.

It will also show if the ID is not yet approved by the bank

**Users** Create user

Search:

Company:

User type:

User role:

User status:

Show only users with pending actions. (I can confirm 1 out of 1).

Showing 1 of 54 user

Name	Company	User type	Roles	Status	Pending
██████████	CASH MANAGEMENT SALES	Person	Approver Netbank	Active	Approver confirmation

It is possible to use the **pull down menu** and **view**, as well as **search**, based upon different roles and statuses.