Nordea

Guide for registration of approvers in Nordea Corporate

2024-11-11

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1 How to register a new approver

The database can be reached, 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**.

Settings
Profile

Corporate Netbank administration

All Corporate Netbank users will be displayed in the menu, and you can convert a user into an approver by clicking on the three vertical dots on the right, and selecting **Edit user.**

Active

Active   Edit user

Active   Delete user
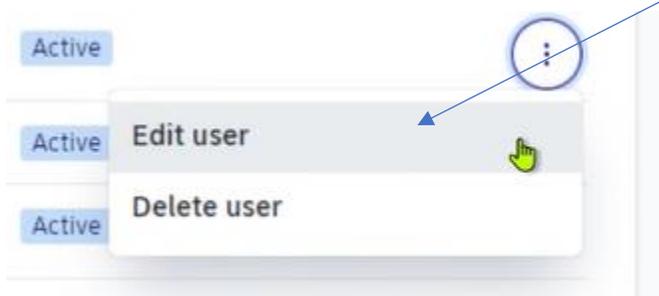
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If the approver is not an existing user in Corporate Netbank, you can create an approver by clicking on **Create user** and selecting **Approver user.**

Nordea
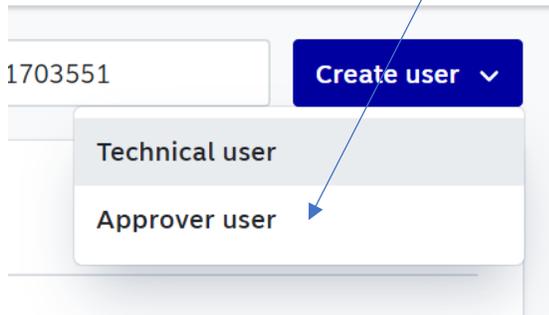
2   How to copy from an existing user in Corporate Netbank

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.
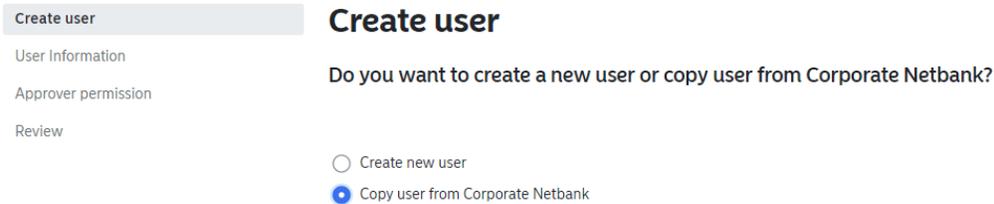
Create user	**Create user**
User Information	Do you want to create a new user or copy user from Corporate Netbank?
Approver permission	
Review	○ Create new user
	● Copy user from Corporate Netbank

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.

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If the approver is a citizen of Norway, Sweden, Denmark or Finland, the Social Security Number (SSN) must be registered.

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 ⑦
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 **?**

Nordea

If the approver is a citizen of a country outside the Nordics, passport number, or national ID-card number MUST be registered. All other fields are also mandatory.

Personal ID type

Other personal identifier ⌄

Personal ID number

⚠ This field is required

Additional citizenships?

◯ Yes

◯ No

Gender

⌄

Date of birth

DD.MM.YYYY 📅

Place of birth (city)

Nordea

3   Approver permissions

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 meant 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

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

Nordea

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.

User	
First name	Test
Last name	Testen
Logon ID	36364212411
Roles	Approver
Home address	
Street	Gata 1
Postal code	0101
City	Oslo
Country	Norway
Correspondence address	
Street	Gata 1
Postal code	0101
City	Oslo
Country	Norway
Legal information	
Citizenship	Norway
Preferred language	Norwegian
Personal ID type	OTHER
Personal ID number	12345
Additional citizenships	No
Gender	Male
Date of birth	01.01.2000
Place of birth (city)	Oslo
Politically exposed person	No

The information registered in the payment file must be identical to what Is registered in this field.

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 by registered when you click on **Create user**
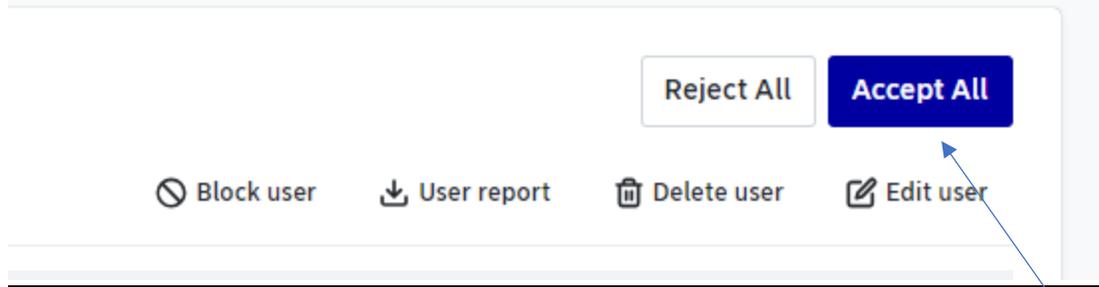
The next screen is a summary of what has been registered. If it is correct, click on **Accept all** at the top of the page.

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.
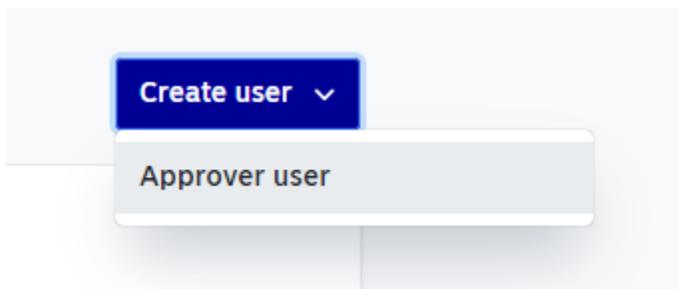

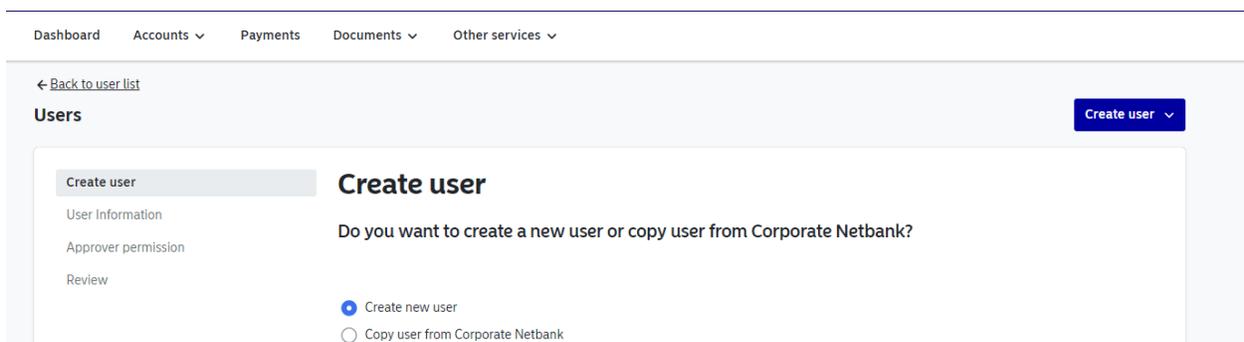When the final verification is done, the user/approver is active.

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

← Back to user list

Users

Create user

User Information

Approver permission

Review
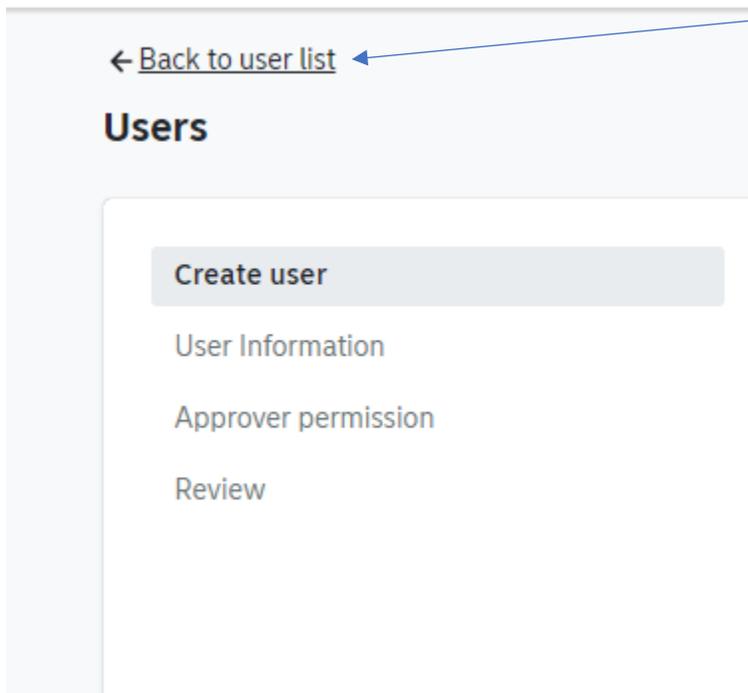
and choose **Approver user**

Create user ⌄

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.

Dashboard   Accounts ⌄   Payments   Documents ⌄   Other services ⌄

← Back to user list
Users   Create user ⌄

Create user   **Create user**

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

Approver permission

Review
                     ⦿ Create new user
                     ◯ Copy user from Corporate Netbank

Nordea

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

Hans

Last name

Hansen

Home address

Street

Gata 1

Postal code

0102

City

Oslo

Country

Norway ⌄

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 <u>always</u> use his or hers Social Security Number (SSN) or D-number.

If the approver is from another country, choose **<u>Other personal identifier</u>**, 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

4   Politically exposed persons

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   ⑦

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 meant to have approver rights for a specific company, then you must select the company from the drop-down menu.

Nordea

Employment information

Company

| NORDEA TEST | ⌄ |

E-mail

| hans.hansen@nordea.com |

Country code   **Mobile phone**

| +47 | ⌄ | | 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**.

Create user   ✓
User Information   ✓
Approver permission
Review

Approver permission

Please specify what permission the person should have as an approver

○ Alone
○ Two together

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
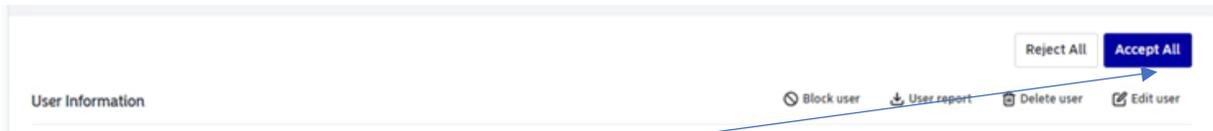- National ID card with picture (both sides)

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:

Nordea

Accept by clicking on **Accept All**

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

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/approverwill be active once the internal verification process is completed.

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.

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

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Users

Create user ⌄

Search

🔍 Name, status, etc.

Company

All companies ⌄

User type

All ⌄

User role

Approver ⌄

User status

All ⌄

◯ 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.**