Nordea Corporate Norwegian AML Act

Guide for registration of Approvers.

2025.05.28

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1. How to find the database

The database can be reached either by; logging on to Corporate Netbank, scrolling down until you get to **Andre tjenester/Other services** and choose **Dashboard**,

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

or via corporate.nordea.com (the log-on procedure is similar to that of logging on to Corporate Netbank)

At the top of the blue line, to the right, you will see your name and a pull-down meny. Choose <u>AdministrasjonAdministration</u>

_	
	Settings Profile
	Administration
5	Help & Support
	Visit help centre 🗗
	Send feedback
	Contact
	Log out

2. How to register an Approver based upon an existing netbank user.

All existing netbank users will be listed in the menu, and you can convert a user to an Approver by clicking on the 3 dots on the right side and choosing **<u>Edit user</u>**.



You will now see all the personal information that are registered for this user in the netbank..

NB! If you need to make changes, it is only possible to change the information in the white fields. The grey fields are locked and can only be changed by a netbank administrator.

Press NEXT

On this page you check Approver and press NEXT

er administration	l			Create user
User Information	~	Select user services		
Services	~	Colort convices you would like to cosign to t	his user	
Approver for Corporate Access	Payables	Select services you would like to assign to t	nis user	
Additional user information	0	Search		
Review	~	Q Search		
		Showing 1 Service		
		Select Service	Description 🛧	
		Approver for Corporate Access Payables	Only for customers with access to Norwegian accounts	
				Back Next

This page determines what permission the Approver will have. The choices made here MUST reflect the information included in the payment files.

If you are using an ERP vendor (i.e.Visma, Xledger, 24SevenOffice, PowerOffice, Aritma or others), you have to confirm if they include 1 or 2 social security numbers (SSN) in the payment file. Even if your setup in the ERP system is two approvers, but the ERP vendor only send 1 SSN, you <u>MUST choose **Alone**</u> <u>on this page</u>.

If you send payment files from your own ERP system, you can choose to include 1 or 2 SSN/Logon ID in the payment file. Your set-up must be reflected in what you select on this side.



Press NEXT

This fields on this page are normally blank, but are mandatory.

 \checkmark

 \checkmark

~

()

 \checkmark

User Information

Services

Approver for Corporate Access Payables

Additional user information

Review

Additional user information

Home address	
Street	
▲ This field is required	
Postal code	
This field is required	
City	
▲ This field is required	
Country	
	~
A This field is required	
Date of birth	
DD.MM.YYYY	
Country code	Mobile phone
No selection	✓ 00000000
▲ This field is required	This field is required

Press NEXT

This page shows a summary of the information that has been registered. To save the information, press **SAVE** at the bottom of the page.

ervices and permissions				🕑 Edit
howing 1 permission			Ň	
Name 🛧	Confirmation Permission	State	Service actions	
Approver for Corporate Access Payables	Two together	Pending		

Check Approver for Corporate Access Payables.

Services and permissions				
Showing 1 permission				
Name 1	Confirmation Permission	Requested by	State	Service actions
Approver for Corporate Access Payables	Two together	ac21162	Pending	Edit

If the administrator can confirm these changes alone, a "Confirm" button will appear on the dark blue line.

If two administrators are needed to confirm the changes, one other administrator must log-on to the database (via Dashboard in Corporate Netbank or the Administration in Nordea Corporate) and press «Confirm» in order to complete the registration. The status of the Approver will then change from **Pending** to **Active**.

Ser	Services and permissions					
А	pply action to 1 permission				🗊 Remove	
C	Name 🛧	Confirmation Permission	Requested by	State	Service actions	
C	Approver for Corporate Access Payables	Two together		Pending	Edit	

Apply action	on to 1 permission			Reject	Accept 🗊 Remove
Name	• 1	Confirmation Permission	Requested by	State	Service actions
Appro	over for Corporate Access Payables	Two together		Pending	Edit



3. How to register an Approver who is <u>not</u> an existing user in the netbank.

If you want to register an Approver who is not an existing user in the netbank, <u>it can be registered directly</u> into the database.

These fields are mandatory.	
	Create user 🗸
	Standard user
Enter user's personal details	Technical user
First name	
Last name	

The remaining fields are optional, until you get to Legal information

Legal information

If the Approver is a citizen of Norway, Sweden, Denmark, or Finland, the social security number <u>MUST</u> be registered. You select **Social security number**, under **Personal ID type**.

If the Approver is a citizen from a country outside the Nordics, passport number or National ID card number <u>MUST</u> be registered. You then select **Other personal identifier** from the menu.

Norway	~
Preferred language	
The user will receive emails and text messages in this language	
Norwegian	×
Norwegian Personal ID type	~
Norwegian Personal ID type Other personal identifier	~
Norwegian Personal ID type Other personal identifier Social security number	~

Register the type of ID document used and the document ID number. Send a verified copy of the ID document to your Nordea contact. When the copy of the ID is received and verified by the bank, <u>this box</u> will be checked and the Approver is activated.



Personal data checked by Nordea

Identified from

Passport

Document ID

123456789

Press Next

On this page you check Approver and press NEXT

Us	er administration					Create user 🗸
	User Information	~	Select user s	services		
	Services	\checkmark	Calantaria			
	Approver for Corporate Access Pa	iyables	Select services you	would like to assign to this	user	
	Additional user information	()	Search			
	Review	~	Q Search			
			Showing 1 Service			
			Stect Service		Description 🛧	
			Approver for Corp	porate Access Payables	Only for customers with access to Norwegian accounts	
						Back

This page determines what permission the Approver will have. The choices made here MUST reflect the information included in the payment files.

If you are using an ERP vendor (i.e.Visma, Xledger, 24SevenOffice, PowerOffice, Aritma or others), you have to confirm if they include 1 or 2 social security numbers (SSN) in the payment file. Even if your setup in the ERP system is two approvers, but the ERP vendor only send 1 SSN, you MUST choose Alone on this page.

If you send payment files from your own ERP system, you can choose to include 1 or 2 SSN/Logon ID in the payment file. Your set-up must be reflected in what you select on this side.

ser administration			Create user 💊
User Information	~	Permissions	
Services	\checkmark	Plassa specify permission for the Approver for Corporate Access Payables service	
Approver for Corporate Access Payables			
Additional user information	()	O Alone	
Review	~	Two together	
			Back Next

On the page for Additional user information, all fields are mandatory.

User Information	~	Additional user information
Services	~	
Approver for Corporate Access Payables	~	Home address Street
Additional user information		
Review		 ▲ This field is required Postal code ▲ This field is required City ▲ This field is required Country ▲ This field is required Additional citizenships? ▲ Yes ▲ No

Gender

~	
This field is required	
Date of birth	
DD.MM.YYYY	
Country code	Mobile phone
No selection	✔ 00000000
A This field is required	This field is required
Place of birth (city)	
This field is required	
Politically exposed person de	eclaration
Is the user or has the user recent	ly been a politically exposed person (PEP)?
Has anybody in the user's close f	amily or any close business associates, now
or recently been a politically exp	osed person (PEP)?
	Ť
⚠ This field is required	

If you want more information about what constitutes a politically exposed person (PEP), press the ?

On the last page you see a summary of what has been registered. Press Create user

Services and permissions			🕑 Edit
Showing 1 permission			
Name 🛧	Confirmation Permission	State Servic	e actions
Approver for Corporate Access Payables	Two together	Pending	
		F	ack Create user

If the administrator can confirm these changes alone, a "Confirm" button will appear on the dark blue line.

If two administrators are needed to confirm the changes, one other administrator must log-on to the database (via Dashboard in Corporate Netbank or the Administration in Nordea Corporate) and press «Confirm» in order to complete the registration. The status of the Approver will then change from **Pending** to **Active**.

Services and permissions				
Apply action to 1 permission				
Name 🛧	Confirmation Permission	Requested by	State	Service actions
Approver for Corporate Access Payables	Two together		Pending	Edit

App	action to 1 permission			Reject	Accept 🖻 Remove
	Name 🛧	Confirmation Permission	Requested by	State	Service actions
	Approver for Corporate Access Payables	Two together		Pending	Edit

Confirm				×
Accept permission? Please note that this acti allowed to control. (1 ou	on will be performed t of 1)	only on assig	gnmen	ts you are
		Can	cel	Confirm
The Approver is now active				
Showing 1 permission				
□ Name ↑	Confirmation Permission	Requested by	State	Service actions
Approver for Corporate Access Payables	Two together	-	Active	Edit

The Approver will have status «pending» until a verified copy of an ID has been received and confirmed by Nordea.

The following are valid Norwegian ID documents:

- Passport (Norwegian as well as foreign) (if you have the newest version of a Norwegian passport, you need to copy both the page with the picture as well as the page with the signature.)
- Norwegian driver's license. (both sides)
- National ID-card issued by an EU/EØS-country (both side of the card)
- Refugee passport (blue passport)
- Bank card with picture (both sides)

Valid ID for citizens from other countries:

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

Additional information regarding valid ID documents can be found at nordea.no

4. SUMMARY – for both types of Approvers

First name	Testen
Last name	Test
Logon ID	81238879029
Roles	Approver
Homo addrocc	
Ctroot	Coto 1
Sileei	
Postal code	0101
City	Byen
Country	Norway
Correspondence address	
Street	N/A
Postal code	N/A
City	N/A
Country	N/A
Legal information	
Citizenship	Norway
Preferred language	Norwegian
Personal ID type	OTHER
Personal ID number	ID 999999 NIDN Choose Other = NIDN
Additional citizenships	No Choose SSN = SOSE
Gender	Male
Date of birth	01.01.1901
Place of birth (city)	Byen
Politically exposed person	No