



Cheat sheet to getting started with Nets Easy

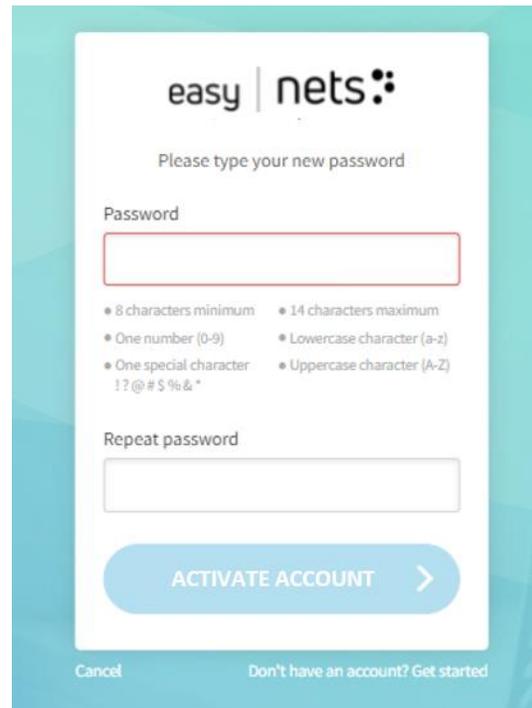
We are always working on making it easier to get started with Nets Easy. However, there are a lot of things we need to check when onboarding new customers – many of those are concerned with making sure we are meeting all the regulations in relation to money laundering and protecting consumers against fraud. To do this, we need to ask you for quite a lot of information.

This guide is for you to see how to submit your application correctly and to understand what information we need, so that you can be prepared and start receiving payments much faster.

Step 1: Activate account

Click on the link in the email you received, go to the application and set up your Easy account. This is also your login to the Easy admin portal.

1) Create password



easy | nets

Please type your new password

Password

- 8 characters minimum
- 14 characters maximum
- One number (0-9)
- Lowercase character (a-z)
- One special character (!?@#%&*)
- Uppercase character (A-Z)

Repeat password

ACTIVATE ACCOUNT >

Cancel Don't have an account? Get started

2) Log in

Log in using *the same email address* as the application was sent to and the password you just created.

Step 2: Complete application

Nets Easy checkout is used by all sorts of organizations, from parking apps to governments, ticket vendors to regular web shops. That is why some of the information we are asking you about might seem irrelevant to your business type. It is very important to fill out the application correctly though, as it needs to go through several risk evaluation and anti-money laundering checks.

To get started, you need to provide all the information we are asking you for. Here you will find some clarifications and examples of what to provide in each field. Oftentimes, most information is pre-filled (but editable), so completing the application should not be too time consuming.

Step 2: Complete application

1) Company information

Find your company using your organization number. In most cases much of the information is already pre-filled, but you can always edit and add details.

The screenshot shows a web interface for finding a company. At the top, there is a progress bar with four steps: 1) Company information, 2) Workshop and bank, 3) Confirm price and payment methods, and 4) Summary. The first step is active. Below the progress bar, the text "We make it **EASY** for you" is displayed. A search box titled "Find your company" contains the organization number "37427497" and a green "FIND" button. Below the search box is a "Change country" link. At the bottom of the page, there is a "Privacy notice" link.

The screenshot shows a form titled "Company information" with a "Not your company?" link. The form contains the following fields:

- Company registration: 37427497
- Company name: Nets A/S
- VAT number: DK37427497
- Address: Klausdalsbrovej 601
- Add additional address field (checkbox)
- Postal code: 2750
- City: Ballerup
- Company telephone: (empty field)
- Invoicing email: (empty field)

Step 2: Complete application

2) Beneficial owner information

Select "No" if you are applying for e.g. an NGO or an association and fill in the company information.

Beneficial owner information

Do the company you are signing up with, has a person owning more than 25% of the shares?

Yes, the company I am signing up with, is owned by one or more person with more than 25% of the shares

No, the company I am signing up with is not owned by one or more persons with more then 25% of the share

The company I am signing up with is owned by another company

Beneficial owner:
For a government organization, beneficial owners could be the senior management of the organization. For an NGO or an association, it is the authorized parties who have signatory rights.

The company I am signing up with is owned by another company

Please add all details about CEO/managing director or equivalent.

[Click here if you want to submit Board of Directors instead](#)

Country of residence: Choose country

First name:

Last name:

Nationality: Choose country

Personal identification number:

Birth date: Year Month Day

Role: CEO

Address: Street address

Postal code:

Country of residence: Denmark

First name:

Last name:

Nationality: Denmark

Personal identification number:

Birth date: Year Month Day

Role: CEO

Address: Street address

Postal code:

City:

Step 2: Complete application

2) Contact person

Add a contact person for questions regarding payments.

Contact person

First name

Last name

Telephone

Email

Step 2: Complete application

The screenshot shows a 'Webshop' application form with the following fields and options:

- Webshop URL:** A text input field with a red box around it.
- Name of your webshop:** A text input field with a red box around it. Below it is a blue link: "Add name of the integration partner (optional)".
- What kind of business do you have?:** Radio button options: "Combined office administrative service activities" (with a help icon) and "Show me the list with other business categories" (with a dropdown arrow).
- Expected annual turnover for online sales:** Radio button options: "Less than 5,000,000 DKK", "5,000,001 - 10,000,000 DKK", "10,000,001 - 30,000,000 DKK", and "More than 30,000,000 DKK".
- Average transaction value:** Radio button options: "Less than 500 DKK", "501 - 1,000 DKK", "1,001 - 5,000 DKK", and "More than 5,000 DKK".
- What type of products will you sell?:** Check box options: "Physical products" (with a help icon) and "Services".
- Will you charge the payment when you send the goods/execute the service?:** Radio button options: "Yes" and "No" (with a help icon).

3) Webshop

Web shop URL: www.example.com

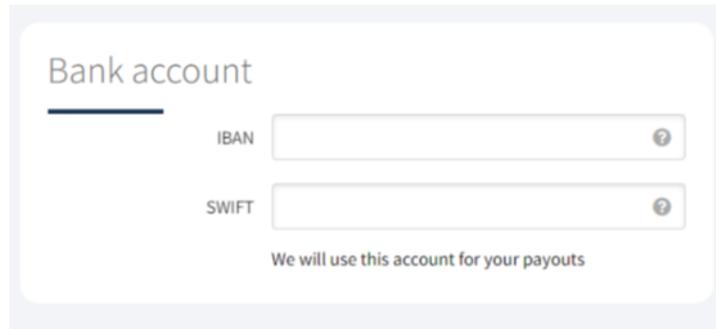
If you are applying for an organization without a web shop, the URL should be the address where the checkout will be placed, i.e. where the consumer will pay.

Integration partner: add a company name here if you have a technical partner helping you with your integration.

Step 2: Complete application

4) Bank account

Add the bank account where you wish to receive the payments from your checkout.



Bank account

IBAN

SWIFT

We will use this account for your payouts

Step 2: Complete application

5) Select payment methods and accept price plan

Choose minimum one payment method you would like accept payments in.

Confirm price and payment methods

Product: EASY Signon: XX DKK Subscription: XX DKK Subscription MobilePay: XX DKK

	XX DKK + XX %	<input checked="" type="checkbox"/>
 See price details for Dankort**	XX DKK + XX %	<input checked="" type="checkbox"/>
	XX DKK + XX %	<input checked="" type="checkbox"/>
	XX DKK + XX %	<input checked="" type="checkbox"/>

*We charge a fixed fee and percentage of each transaction.
**The Dankort price is the official Dankort price applicable at the time of the transaction (available on www.Dankort.dk/priser) and a Nets Easy service fee. The combined fee will be deducted before funds are settled, which will follow the settlement frequency agreed between the merchant and Nets.

Step 2: Complete application

6) Summary and signature

On this page you can see and edit all the information provided.

Company information ✓ Webshop and bank ✓ Confirm price and payment methods ✓ Summary 4

Summary

Product: Payment methods: VISA, Mastercard, Dankort, Invoice, MobilePay

Price: Signon: XX DKK
EASY subscription*: XX DKK
MobilePay: XX DKK
*Monthly billing

	TRANSACTIONS	REFUNDS
VISA / Mastercard	XX DKK + XX %	XX DKK
Dankort	XX DKK + XX %	XX DKK
Invoice	XX DKK + XX %	XX DKK
MobilePay	XX DKK + XX %	XX DKK

Company: Company registration: 37427497
Company VAT no: DK37427497
Company name: Nets A/S
Address: Klausdalsbrovej 601
2750 Ballerup
Telephone: 30507782
Invoicing email:

Signature

Specify the authorized signatories:

We need a signatory to sign in order to proceed

The signatory's information

First name:

Last name:

Position:

Email:

[Add more signatories](#)

Please check the information you have filled out. When clicking "send for signing" the application will be sent to the person(s) who are authorized to sign a binding application.

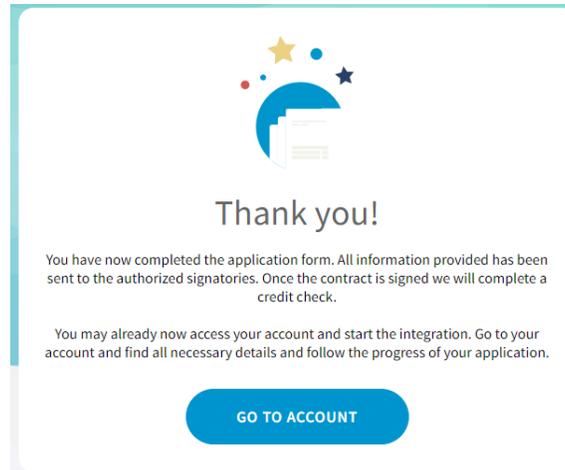
Signature

Add name, surname, and email for the person(s) who will complete the application by signing. The last thing you need to do is click on "send to approval". When that is done, a link is sent to the signatory who will complete the application by a digital signature.

Step 3: Application progress and additional information

Confirmation

The application is sent and awaits signing. First when all signatories have signed, Nets will start processing the application.



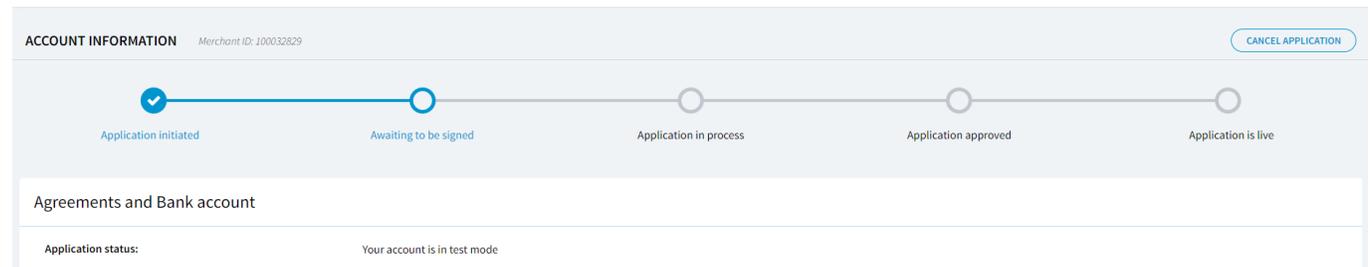
While you wait, you can log in to the Easy admin portal by clicking “Go to account” or using this link: <https://portal.dibspayment.eu/>

You will be able to follow the application progress in the portal and start to familiarize yourself with the different functions - as well as finding all the resources you need for integrating the checkout.

Step 3: Application progress and additional information

Follow your application

In this example, the user has logged onto the account and can see that the application has not yet been signed. After the application has been signed, Nets might ask for more information to be able to process the application.



Sometimes additional information is needed to process the application

In some cases, Nets need more information to be able to process the application. For example, we could need additional information on beneficial owner. Associations will need to send bylaws, annual report and certificate of registration. Depending on your industry, we sometimes also ask you to answer further financial questions.

Please reach out to us if you are not sure about how to proceed.

Denmark: ecommerce-dk@nets.eu or +45 70 20 30 77

Norway: ecommerce-no@nets.eu or +47 089 89 (press 4 in the menu)

Sweden: ecom-se@nets.eu or +46 8 609 92 00