Pay

Activate your account in Merchant Portal

Hi,
You have been setup as a user in Merchant Portal. In our web service you will find an overview of your card transactions, service fees and other electronic documents.
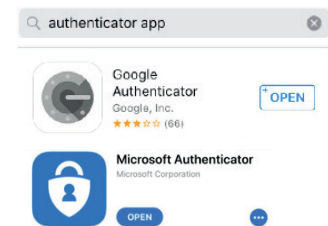**You need to activate your user account** within 10 days via a computer.

To get started, click on the activation link and follow the instructions:

1. Download Authenticator app to your mobile phone
Download either Google Authenticator or Microsoft Authenticator app to your phone. You find them in App store for iphone or Google Play for Android.

2. Click on the activation link via a computer
You will receive an email from no-reply@merchantportal.swedbankpay.com with an activation link to Merchant Portal.

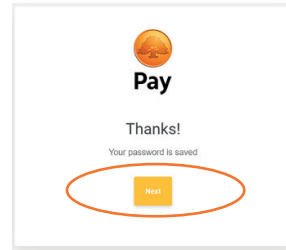### 3. Click on Activate your account
Choose a password and click on "Confirm".
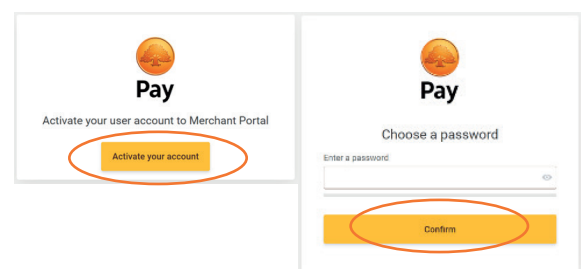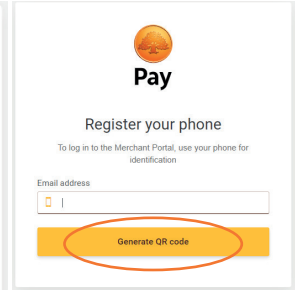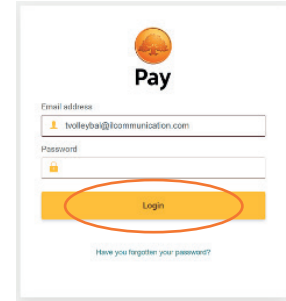
4. Your password is saved
Click on "Next".

5. State your password and click on Login
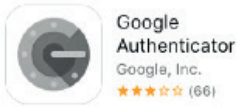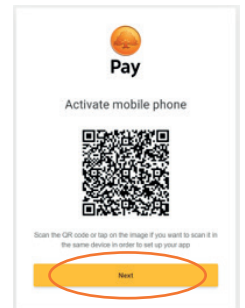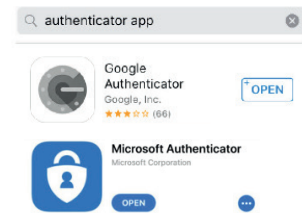Click on "Generate QR-code".

A QR-code will appear on the website.

6. Register your mobile phone by scanning the QR code
Open the downloaded app in your mobile.
(Google Authenticator or Microsoft Authenticator)
Scan the QR-code visible on the computer with the app and click on "Next".
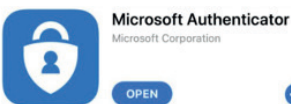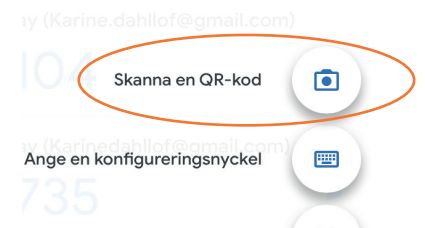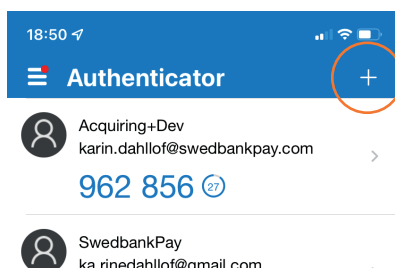
Please see below how to scan in each app.

Google Authenticator
Google, Inc.
★★★☆☆ (66)

1. Press the "+" sign at the bottom of the app to scan the QR-code.
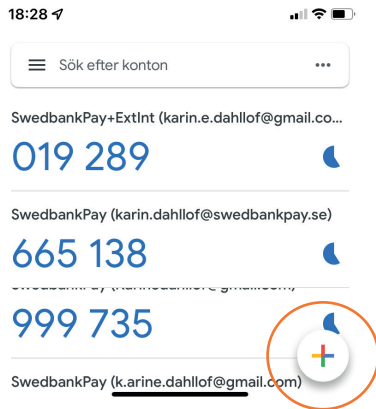
2. Press the "camera symbol" to scan Swedbank Pay's QR-code.

Microsoft Authenticator
Microsoft Corporation
OPEN

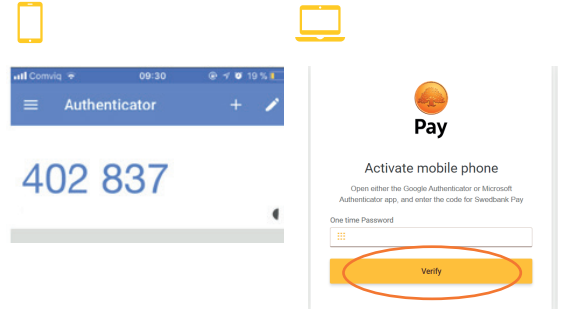1. Press the "+" sign the right top corner to scan the QR-code.

2. Choose "Other" (last option) to scan Swedbank Pay's QR-code.
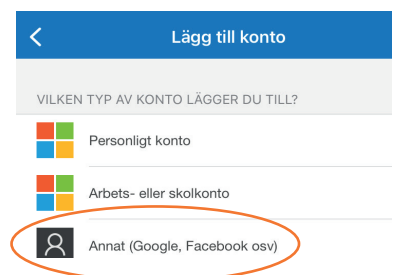
7. State the six-digit code, <u>without</u> space, from the mobile phone

Click on "Verify".

8. Confirm your user information

Confirm your user information the first time you login.

Now your account is activated, and you can login

After activation is completed we send you an email from no-reply@merchantportal.swedbankpay.com.

To login go to **swedbankpay.se,** click on "**Logga in"**, choose **Merchant Portal.**
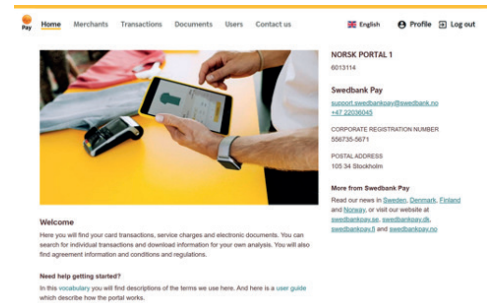
At https://www.swedbankpay.se/support/loggain you can find answers to your questions. If you want to contact us email at support@swedbankpay.se or call +46 (0)8-411 10 80, business days 9-18.