

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.

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- rted, click on this Activation link and follow the instructions: Download either Google Authenticator or Microsoft Authenticator You find them in App store for jptong, or Google Play for Androic Click on the activation link in this email via a computer. Click on Activate your account.
- Choose a pase ord and click on Confire
- word is saved, click on Next
- State your password and clic Click on Generate QR-code ord and click on Logir
- Open the downloaded app in your mobile phone. Scan the QR-code visible on the computer with the app and click on Next.
- State the six-digit code and click on Verify. Now your account is activated and you can login





3. Click on Activate your account Choose a password and click on "Confirm".





4. Your password is saved Click on "Next".



Q authenticator app

Google Authenticator Google, Inc.

Microsoft Authent



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

A QR-code will appear on the website.



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Pay

Activate mobile phone



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 Googla, Inc. 1. Press the "+" sign at the bottom of the app to scan the QR-code.





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



2. Press the "camera symbol" to scan Swedbank Pay's QR-code.



2. Choose "Other" (last option) to scan Swedbank Pay's QR-code.





7. State the six-digit code, without space, from the mobile phone Click on "Verify".





8. Confirm your user information Confirm your user information the first time you login.

First name	Last Name
EMAIL	
tvolleybal@ilcommunication.com Choose language	
English	

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.**



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