

ACCOUNT CHANGE

Merchant Portal

1 Log In To The Portal

Welcome!

Sign in to see your payments.

E-mail

someone@example.com

Password

Sign in

[Forgot your password?](#)

2 Go To Settings



3 Click On Payout Accounts

Settings



General



Accounts



Payout accounts



My profile



Support



4 Click On Change Payout Accounts

Payout accounts

Change payout accounts

Here is a list of your current sales locations that you receive payments to

30000002 - Backoffice - Online

Follow the instructions
presented to you in the
Merchant Portal.

For additional guidance through the
process, follow the next slides for an
easy step-by-step guide

ACCOUNT CHANGE

Merchant Portal

1 Select MIDs

STEP 1 OF 7

Select sales location

Select the sales location that should have its payout account updated

☐ 30000002 - Backoffice - Online

If you have any issues or questions, please contact
support.nordics@worldline.com.

Cancel

Next →

2 Select Reason

STEP 2 OF 7

Select a reason

Select the reason for the bank account change

- ☐ Pricing / better offer from other bank
- ☐ Restructuring of company
- ☐ Payment to third party
- ☐ Previous account closed
- ☐ Other

"Other" is min. 9 characters

3 Select Account Type

STEP 3 OF 7

Select your new bank account

To securely verify your new bank account, you will be redirected to Tillisy — a licensed Open Banking service powered by Enable Banking. This is part of our partnership with Roaring.io to ensure a safe and seamless process. We are only going to access your account information. **No** transaction data will be processed.

Is it a personal or business account? We accept both personal and business accounts for sole proprietors.

- ☐ Personal
- ☐ Business

Find your bank

If your bank is not listed, please contact support.

"Savings Account" will be declined

4 Search For Bank

Continue with your bank account

Search for your bank

Nordea Nordea

SEB SEB

Danske Bank

5 Connecting To Bank



Waiting for you to complete authentication in the popup window...

Cancel

ACCOUNT CHANGE

Merchant Portal

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Approve Connection

Authentication is initiated by **Worldline**. After you complete authentication, the list of your payment accounts, accounts balances and transactions will be shared with the authentication initiator. By pressing "Continue authentication" button you agree with the terms of Enable Banking API service. Press "Cancel" button if you are not willing to share your payment accounts data.

Continue authentication

Cancel

7

Select Account

Your accounts

We found the following eligible account. Please select one to continue.

A window will appear with a list of account(s) where you have to select the account you want the change made to

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Signatories

Signing combinations

Below you find the persons and / or combinations of persons who have the right to sign agreements for your company. Please select the option that will apply to agreement of bank account change with Worldline.

☐ Lina Anna Elisabeth Nordström

☐ Karl-Johan Staffan Tångby

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E-mail For Signatories

STEP 5 OF 7

Selected signatories

The following person(s) have been selected as a signatory for the bank account change.

Please provide an email address for each signatory. They will receive a link to the provided email address to sign the bank account change.

Email

Language

Select language

If you have any issues or questions, please contact support.nordica@worldline.com.

Previous

Next

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Select Date

STEP 6 OF 7

Choose a date for your bank account change

The date you select will be reviewed by our support agents, and they will do their best to accommodate your request. Please note that the final date may vary based on processing times and other factors.

☐ As soon as possible

☐ Pick my own date

ACCOUNT CHANGE

Merchant Portal

Information

Thank you for submitting your request for an account change. Your case is being handled and a confirmation email will be sent out when the change is done.

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Summary Overview

Request summary

Here is a summary of the bank account change you are about to submit.

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Submit

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Request Sent

Settings

- General
- Accounts
- Payout accounts
- My profile
- Online
- Support

Payout accounts

[Change payout accounts](#)

 You have an ongoing account change request. You have to wait for it to be completed before starting a new one.

Here is a list of your current sales locations that you receive payments to

30000002 - Backoffice - Online