

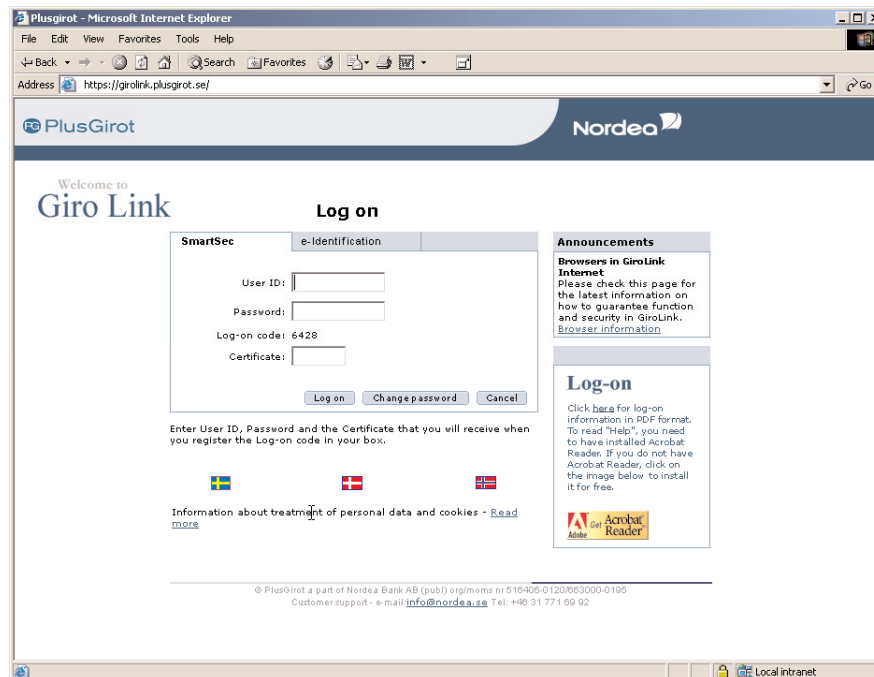
Getting started with GiroLink Internet



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SmartSec



Log on – new customers with SmartSec

- 1 Change your PIN code to the card in accordance with the instructions that come with the card and card reader.
- 2 Click on the SmartSec icon.
- 3 Contact PlusGiro on +46 (0)31 771 69 92 to activate your UserID stated in the letter. You will also be issued with a temporary password.
- 4 Enter **UserID** and the temporary **Password** on the screen.
- 5 Start the card reader and press **Certifiera** (Certify).
- 6 Enter the **Log-on code** shown on your monitor into the card reader when it displays **Kontonr** (Account no.) or Log in.

Kontonr=

Log in=

- 7 Press **Klar** (ready).
- 8 If you entered your log-on code under **Kontonr**: (Account no:), the screen will now display **Belopp**: (Amount:). Do not enter any data at this point – simply press **Klar** (ready).

Belopp=

- 9 Enter the PIN code for your card and press **Klar** (ready).
- 10 **The certificate** which is shown on the card reader display should be typed into your monitor.
- 11 Click on **Log on**.
- 12 You will be notified that **Your password is too old**. To change your password, see page 4.

SmartSec

Log on – existing customers, SmartSec

- 1 Click on the SmartSec tab.
- 2 Enter the **User ID** you have previously been given.
- 3 Type the **Password** you have previously been given.
- 4 Start the card reader and press **Certifiera** (Certify).
- 5 Enter the **Log-on code** shown on your monitor into the card reader when it displays **Kontonr:** (Account no:) or **Log in** on the screen.

Kontonr=

Log in=

- 6 Press **Klar** (ready).
- 7 If you entered your log-on code under **Kontonr:** (Account no:), the screen will now display **Belopp:** (Amount:). Do not enter any data at this point – simply press **Klar** (ready).

Belopp=

- 8 Enter the PIN code for your card and press **Klar** (ready).
- 9 The certificate which is shown on the card reader display should be typed into your monitor.
- 10 Click on **Log on**.
- 11 NB: Once a month, you will be sent information about changing your password. See further details on the following page.

SmartSec

PlusGiro - Microsoft Internet Explorer

Address <https://girolink.plusgirot.se/>

PlusGiro Nordea

Welcome to
Giro Link

Change Password

You can change your Password by filling in this form completely.

Your User ID:

Your old Password:

Your new Password:

Verification of new Password:

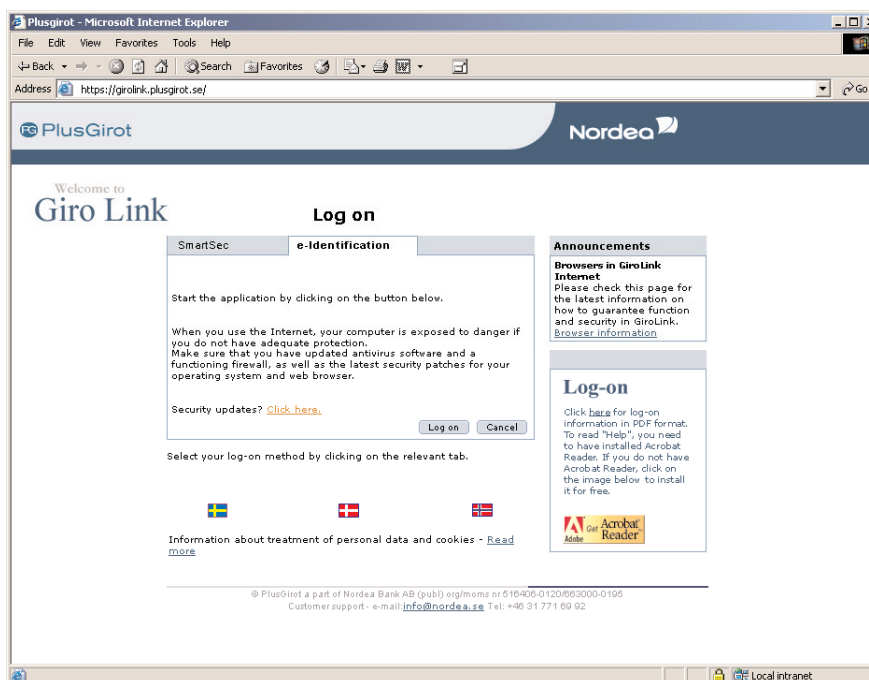
© PlusGiro et a part of Nordea Bank AB (publ) org/moms nr 516406-0120/863000-0195
Customer support - e-mail: info@nordea.se Tel: +46 31 771 69 92

Changing your password

You are encouraged to change your password once a month for security reasons.

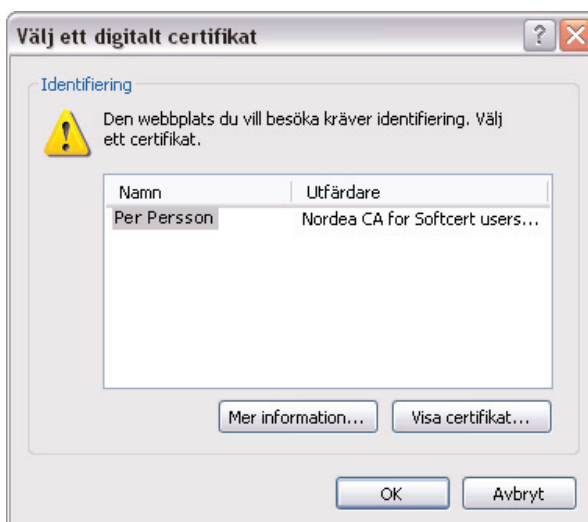
- 1 Enter your **UserID**.
- 2 Enter your **old password**.
- 3 Enter a **new password** which must comprise at least 6 and a maximum of 8 characters, 1 of which must be a numeral.
- 4 Verify your **password** by re-entering it.
- 5 Press on **Execute**.
- 6 Once the password has been changed, you will be shown the normal log on window and you can log on using your **new password**.

Nordea e-identification



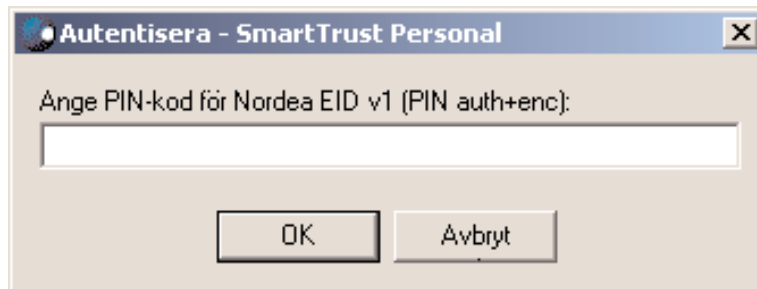
Log on – new and existing customers with e-identification

- 1 For Nordea card certificates – change your PIN code to the card in accordance with the instructions that came with the card.
For Nordea file certificates – Create your ID document in accordance with the instructions when you download your file certificate.
- 2 Click on the **e-Identification** icon if you want to use your file certificate or card certificate.
- 3 Click on the **Log on** button.
- 4 If you have both card and file certificates or you have more than one file certificate, you need to select which certificate you wish to use. Highlight it in the list and click on **OK**.

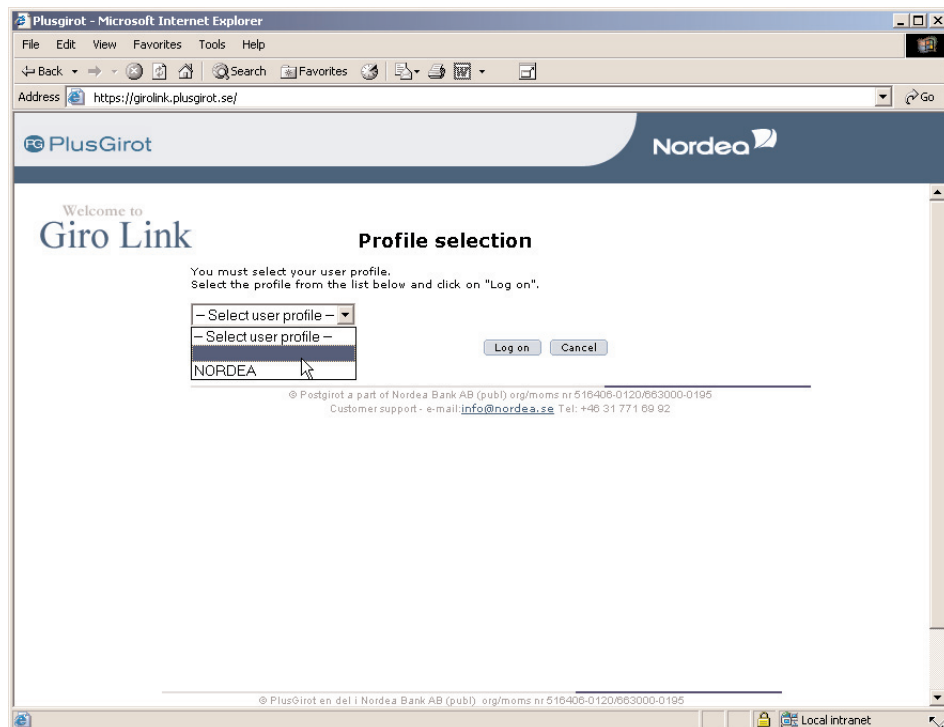


Nordea e-identification

- 5 The dialogue box **Autentisera** (Authenticate) - SmartTrust Personnel then appears. This is where you enter your PIN code.



- 6 If, as user, you are involved in more than one agreement /company, you will be shown a dialogue box which asks you to select which agreement /company you wish to work on. Select in the drop down menu and then click on **Logga in** (Log in).



Nordea e-identification

Changing the PIN code for e-identification users

- Card certificates

- 1 Insert the card into the card reader.
- 2 Launch the Administration Utility program via **Start > Programs > SmartTrust Personal**.
- 3 Go to the **Allmänt** (General) tab, select your smart card and click on **PINKod** (PIN code).
- 4 Select **Ändra PIN-kod** (Change PIN code).
- 5 Enter your old PIN code and then confirm your new one.
- 6 Click on **OK**. Your new PIN code must contain between 5 and 8 characters. Try to avoid using combinations based on your personal identity number/national insurance number.

- File certificates

- 1 Launch the Administration Utility program via **Start > Programs > SmartTrust Personal**.
- 2 Go to the **Allmänt** (General) tab, select your file certificate and click on **PIN**.
- 3 Enter your old PIN code and then confirm your new one.
- 4 Click on **OK**. Your new PIN code must contain between 7 and 12 characters, including at least two numbers and at least 4 letters (except å,ä,ö,Å,Ä and Ö). Try to avoid using combinations of figures based on your personal identity number/national insurance number.

Whom do I contact?

If you have any questions or comments, please contact us by dialling +46 (0)31 771 6992 or by e-mail: info@nordea.se.