

Self-administration

How to create a new user

The guide is intended for users with administrator rights for **Self-administration** in Online Banking. You can use the function **Self-administration** to create and manage users and powers of attorney in Online Banking.

1. How to create a new user

Log in to Online Banking via sydbank.dk

- Click on "**Administration**" in the menu
- Click on "**Create new user**"

Enter the civil registration number and full name as it appears on the national health insurance card of the new user.

Then enter the user's contact details (telephone number, email address and preferred language).

The user can now log in using their personal **MitID**.

If the user prefers to create a new MitID for Online Banking

- Log in the first time using the personal **MitID**:
- Click on "**Settings**"
- Click on "**MitID**"
- Click on the tab "**Create and activate MitID**"
- Click on "**Create and activate MitID**"

1.

The screenshot shows a web form titled "New user" with a "Help" link in the top right corner. Below the title is a progress bar with three steps: "Person", "User", and "Create". The "Person" step is currently active. The form contains the following fields and elements:

- ID No.:** A yellow input field with a "Create foreign user" link to its right.
- First name(s):** A text input field.
- Last name:** A text input field.
- Continue:** A blue button.
- Right sidebar:** A vertical box containing the text "Enter ID No. and name."

Self-administration

How to create a new power of attorney

1. How to create a new power of attorney

Log in to Online Banking via sydbank.dk

- Click on **Administration** in the menu
- Click on **Powers of attorney**
- Click on **Create new power of attorney**

Enter the name of the new power of attorney and choose attorneys from the list below. Then choose account rights. The list shows which individuals and accounts are covered by the administrator agreement. Please take care to stay within the grey bar.

2. Add a new user to an existing power of attorney

Log in to Online Banking via sydbank.dk

- Click on **Administration** in the menu
- Click on **Powers of attorney**
- Click on the power of attorney to which the user is to be added
- Click on **Edit power of attorney**
- Click on **Select agents**
- Click on the agent to be added
- Click **Ok** at the bottom
- Click **Save and activate**

After activation, it is ready for use.

1.

The screenshot shows the 'Power of attorney' page. At the top right, there are 'Print' and 'Help' icons. Below the title, there is a 'Create new power of attorney' button highlighted with a red box. To the right of this button is the text 'Persons and users'. Below the button is a search input field with the placeholder text 'Search e.g. for agent or name of power of attorney'. A 'Hotline' message states: 'The power of attorney has been activated 9. August 2023'. At the bottom, there are two columns: 'Agents' and 'Power of attorney to', both containing greyed-out content.

2.

The screenshot shows the 'Power of attorney' page with the 'Save and activate' button highlighted with a red box. At the top right, there are 'Print' and 'Help' icons. Below the title, there are two buttons: 'Back to list of powers of attorney' and 'Save draft'. To the right of 'Save draft' is the 'Save and activate' button. Below these buttons is a section titled 'Name and status' with an input field and the instruction 'Give the power of attorney a suitable name, e.g. Bookkeeping'. Below this is a section titled 'Agents' with a 'Select agents' button and the instruction 'Add one or more persons who are to have rights to accounts and/or custody accounts.'. Below that is a section titled 'Rights to accounts' with a 'Select rights to accounts' button. Below that is a section titled 'Rights to custody accounts' with a 'Select rights to custody accounts' button. At the bottom, there are three buttons: 'Back to list of powers of attorney', 'Save draft', and 'Save and activate' (highlighted with a red box).

Self-administration

How to block or delete a user

1. How to block a user

Log in to Online Banking via sydbank.dk

- Click on "Administration" in the menu
- Click on "Persons"
- Click on the person, you wish to block

2. How to delete a user

Log in to Online Banking via sydbank.dk

- Click on "Administration" in the menu
- Click on "Persons"
- Click on the person, you wish to delete

If the individual is *no longer an employee*, you must also cancel the link by clicking on "Delete person."

1.

The screenshot displays the Sydbank administration interface. At the top right, there is a "Back to Persons" link with a dropdown arrow. The main content is divided into three sections: "Person", "Online Banking", and "Contact details".

Person section: Shows fields for "Name" and "ID No." with redacted values. A blue button labeled "Delete person" is highlighted with a red box.

Online Banking section: Shows a table of user details:

User ID	Status
ALY	Active
Last logged in	Contact
28. September 2023 at 10:34	No
Administrator	Letters from the Bank are preferred in
No	danish

Contact details section: Includes an information icon (i) and fields for "Mobile number", "Landline work", "Mobile number abroad", and "Landline abroad". At the bottom, there are two blue buttons: "Block user" and "Delete user", with the "Delete user" button highlighted by a red box.

2.