


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 the **cogwheel**  in the right-hand corner
- Click on **“Kundeindstillinger” (customer settings)**
- Click on **“Personer” (individuals)**
- Click on **“Opret person og bruger” (create individual and user)** in the right-hand corner


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).

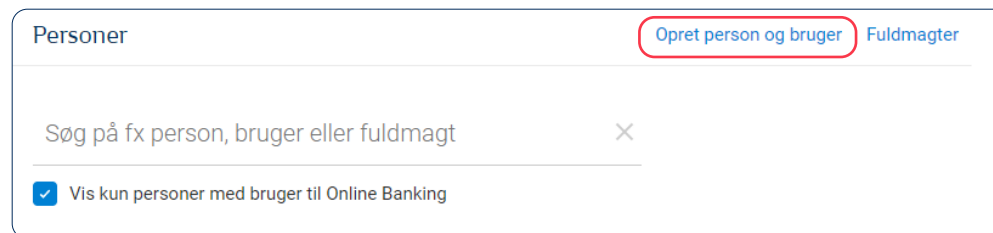
The user can now log in using their personal **MitID**.

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

Log in the first time using the personal **MitID**:

- Click on the **cogwheel**  in the right-hand corner
- Click on **“Sikkerhed” (security)**
- Click on the tab **“Opret og aktiver MitID” (create and activate MitID)**
- Click on **“Opret og aktiver MitID” (create and activate MitID)**

1.



Personer Opret person og bruger Fuldmagter

Søg på fx person, bruger eller fuldmagt


Vis kun personer med bruger til Online Banking

Self-administration

How to create a new power of attorney or add a new user to an existing power of attorney

1. How to create a new power of attorney


Log in to Online Banking via sydbank.dk

- Click on the **cogwheel**  in the right-hand corner
- Click on **“Kundeindstillinger” (customer settings)**
- Click on **“Fuldmagter” (powers of attorney)**
- Click on **“Opret ny fuldmagt” (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.

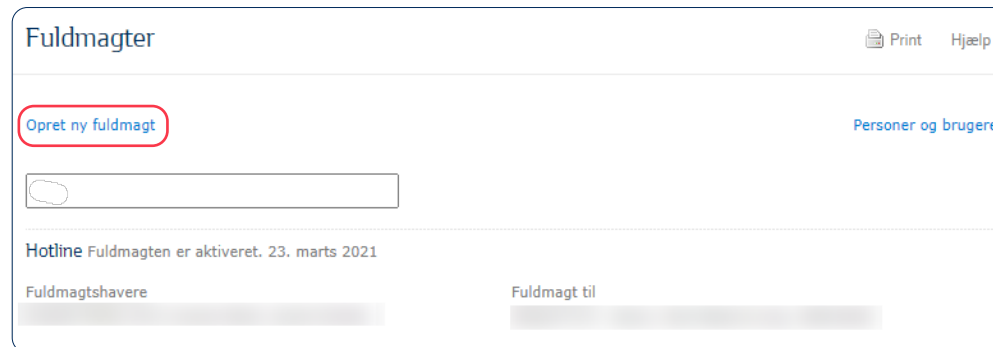
2. Add a new user to an existing power of attorney

Log in to Online Banking via sydbank.dk

- Click on the **cogwheel**  in the right-hand corner
- Click on **“Kundeindstillinger” (customer settings)**
- Click on **“Fuldmagter” (powers of attorney)**
 - click on the power of attorney to which the user is to be added
- Select **“Rediger fuldmagt” (edit power of attorney)**
- Click on **“Vælg fuldmagtshavere” (choose attorneys)**.
- Click **Ok** at the bottom
- Click **“Gem og Aktiver” (save and activate)**

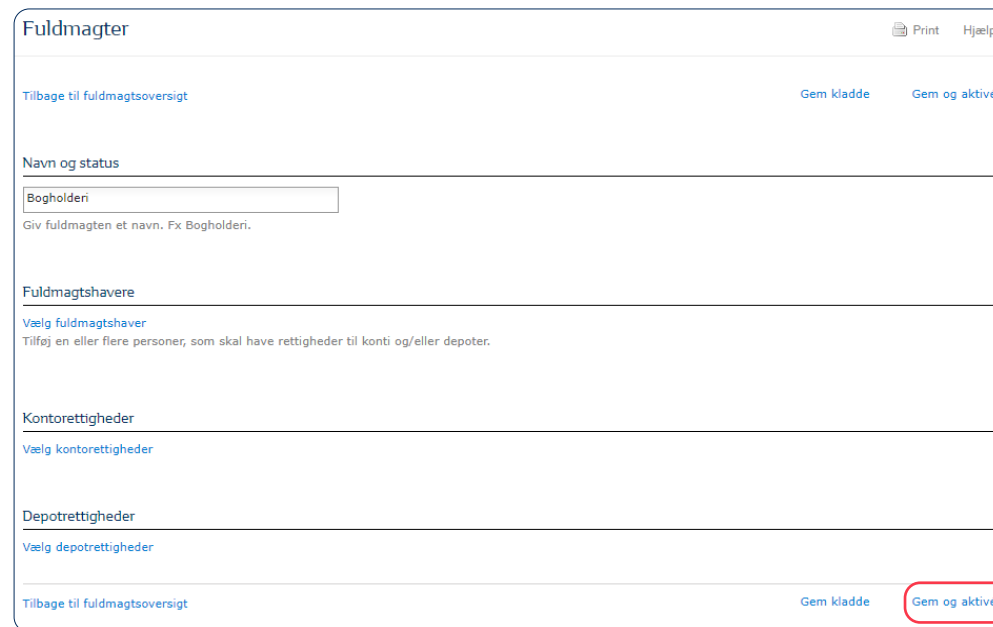
After activation, access is possible and the user can use it.

1.



The screenshot shows the 'Fuldmagter' page with a 'Print' and 'Hjælp' icon in the top right. A red circle highlights the 'Opret ny fuldmagt' button. Below it is a text input field. A 'Hotline' message states 'Fuldmagten er aktiveret. 23. marts 2021'. At the bottom, there are two greyed-out fields labeled 'Fuldmagtshavere' and 'Fuldmagt til'. A link 'Personer og brugere' is visible on the right side.

2.



The screenshot shows the 'Fuldmagter' page with 'Print' and 'Hjælp' icons. A 'Tilbage til fuldmagtsoversigt' link is at the top left, and 'Gem kladde' and 'Gem og aktivér' links are at the top right. The 'Navn og status' section has a 'Bogholderi' input field and a note 'Giv fuldmagten et navn. Fx Bogholderi.'. The 'Fuldmagtshavere' section has a 'Vælg fuldmagtshaver' link and a note 'Tilføj en eller flere personer, som skal have rettigheder til konti og/eller depoter.'. The 'Kontoretigheder' section has a 'Vælg kontoretigheder' link. The 'Depotrettigheder' section has a 'Vælg depotrettigheder' link. At the bottom, 'Tilbage til fuldmagtsoversigt' is on the left, 'Gem kladde' is in the middle, and 'Gem og aktivér' is on the right, highlighted with a red circle.

Self-administration

How to block or cancel a user

1. How to block a user

Log in to Online Banking via sydbank.dk

- Click on the **cogwheel**  in the right-hand corner
- Click on **“Kundeindstillinger” (customer settings)**
- Click on **“Personer” (individuals)**

The list **“Personer” (individuals)** shows the basic data/details about the user. Here you can manage the user by clicking on their name.

2. How to cancel a user

Log in to Online Banking via sydbank.dk

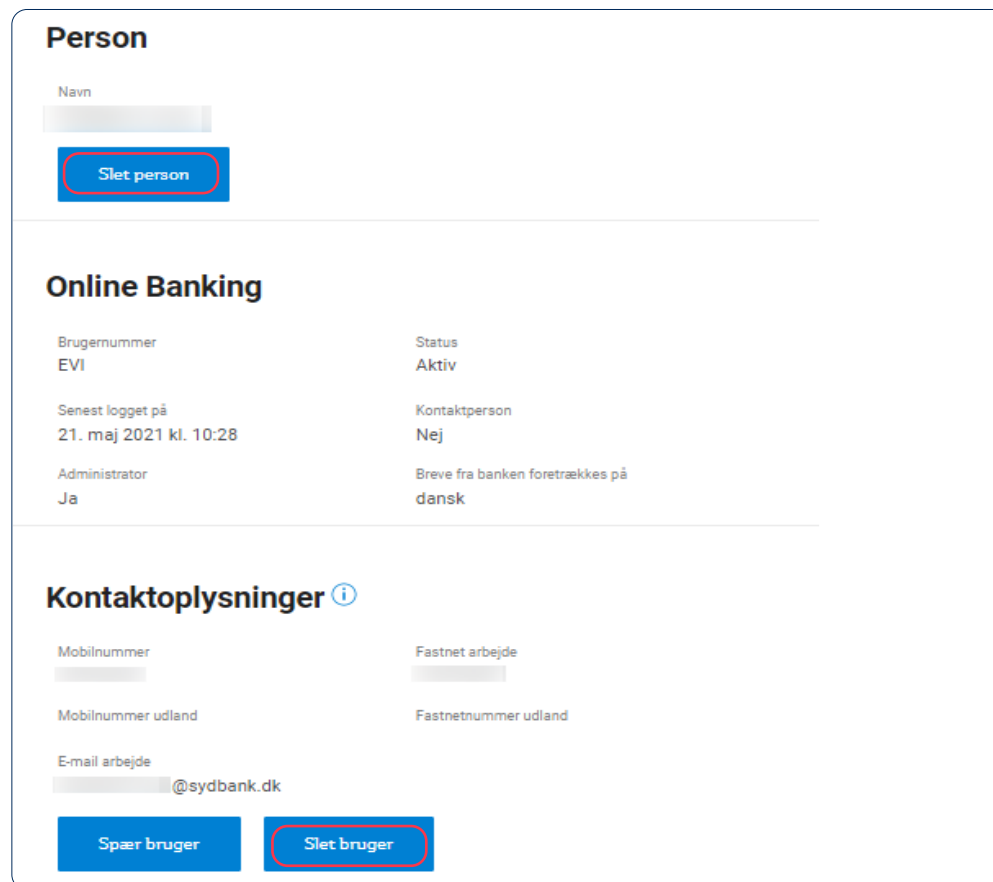
- Click on the **cogwheel**  in the right-hand corner
- Click on **“Kundeindstillinger” (customer settings)**
- Click on **“Personer” (individuals)**

To cancel a user, you must click on **“Slet bruger” (delete user)**.

The list **“Personer” (individuals)** shows the basic data/details about the user.

If the individual is *no longer an employee*, you must also cancel the link by clicking on **“Slet person” (delete individual)**.

1.



The screenshot shows the Sydbank user management interface. It is divided into three main sections: 'Person', 'Online Banking', and 'Kontaktoplysninger'. The 'Person' section has a 'Navn' field and a 'Slet person' button. The 'Online Banking' section displays user details in a table. The 'Kontaktoplysninger' section has several input fields and two buttons: 'Spær bruger' and 'Slet bruger'.

Online Banking	
Brugernummer EVI	Status Aktiv
Senest logget på 21. maj 2021 kl. 10:28	Kontaktperson Nej
Administrator Ja	Breve fra banken foretrækkes på dansk

2.