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Deposit information via Internet

User Manual

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1 Introduction

1.1 This document

This is the manual for Insättningsuppgift via Internet, or Payment Statements via the Internet in English. The manual includes detailed information about Insättningsuppgift via Internet and is aimed at readers who will:

- Make a decision on whether to use Insättningsuppgift via Internet
- Adapt the company's procedures to be able to use Insättningsuppgift via Internet

1.2 What is Bankgirot?

Bankgirot is a European clearing house tasked with delivering market-leading solutions in the payments area that increase customers' competitiveness.

As the only clearing house for mass payments in Sweden, Bankgirot has a central role in the Swedish payments infrastructure and processes the great majority of these types of payments.

The bankgiro system is:

- An open system for both payers and payees
- The link between payers and payees

All payment institutions operating in Sweden can sign an agreement to participate in the bankgiro system. Bankgirot processes payments and information about incoming and outgoing payments for all parties.

Regardless of your bank connection:

- As a payee you can receive payments from all payers
- As a payer you can reach all payees

Within the framework of the bankgiro system, Bankgirot has established collaborations with several of the largest business, accounting and communication software companies. Together we create efficient business solutions for all payment needs, saving your business both time and money.

1.3 What is a bankgiro number?

A bankgiro number is an address that points to a bank account. A bankgiro number can be associated with the bank and account number of your choice.

When you want to receive payment, you simply quote your bankgiro number – you never need to provide your bank account details. The actual account is always hidden from the payer. If you change banks, you can keep your bankgiro number and your bankgiro payments will continue to arrive just as before.

1.4 What is Insättningsuppgift via Internet?

Insättningsuppgift via Internet, or Payment Statements via the Internet in English, is a web service that provides you with access to information about incoming payments to your company's bankgiro number. You can quickly and effectively see the total incoming payments together with the complete details of each individual payment.

The web service can also be used as a complement to the product Bankgiro Inbetalningar (Bankgiro Receivables) in order to obtain information about paper-based deposits. For more information about Bankgiro Inbetalningar, visit www.bankgirot.se.

Insättningsuppgift via Internet handles only SEK in domestic payments from October 31, 2016.

2 Terms and definitions

This table lists Bankgirot's definitions of the terms associated with the Insättningsuppgift via Internet service.

Term	Definitions
User manual	A manual that describes a service, how it is used and how a company adapts its procedures to use the service.
Bank day	All days except Saturdays, Sundays, Epiphany, Good Friday, Easter Monday, First of May, Ascension Day, Sweden's National Day, Midsummer Eve, Christmas Eve, Christmas Day, Boxing Day, New Year's Eve and New Year's Day (all according to the Swedish calendar), as well as any other days currently stipulated by the Swedish Act (1989:253) on Public Holidays.
Bankgiro number	An address that points to a bank account. A bankgiro number can be associated with the bank and account number of your choice.

3 Insättningsuppgift via Internet in practice

By connecting over the Internet you can quickly and easily access current information on payments made to the company's account via Bankgirot.

3.1 What can I search?

All searches are based on the credited bankgiro number. You can search for:

- Deposits made on a particular day
- Deposit information for a particular period
- Payments within a particular amount interval made in a specified period

Clicking a payment displays detailed payment information for that particular payment.

For more information on how Insättningsuppgift via Internet works, see the online help available in the web service.

4 Prerequisites

4.1 Authorisation

You must have the necessary authorisation in order to connect to Insättningsuppgift via Internet. Contact your bank for help with such authorisation.

4.2 Logging in

There are two alternative methods for logging in to the web service:

- Via your company's Internet bank
- Via Bankgirot (direct login)
 - Downloaded Bank-ID
 - Downloaded Mobile Bank-ID
 - Electronic ID card. The electronic ID card is issued by the bank and also requires a card reader connected to a PC with the necessary software installed.

When logging in via Bankgirot (direct login), companies with no Internet bank and accounting firms acting on behalf of customers with different banks can access Insättningsuppgift via Internet directly via www.bankgirot.se.

Note: Your bank will inform you which login alternatives can be used.

4.2.1 Via your company's Internet bank

Contact your bank for more information about how to log in via your company's Internet bank.

4.2.2 Via Bankgirot (direct login)

The table shows how direct login works.

Step	Description
1	Open your web browser.
2	<ul style="list-style-type: none">• Enter the address https://www.bgonline.se/web in the web browser's address field. Note: It is important to begin the address with "https://". This ensures that a secure connection is established. <p><i>or</i></p> <ul style="list-style-type: none">• Use the direct link found at www.bankgirot.se.• If you use an electronic ID card make sure it is inserted firmly in the card reader. Enter your PIN in the field. The PIN is displayed as asterisks (*) when you enter it.• Click OK.

3	<ul style="list-style-type: none">• You are now logged in to Bg Online. If you have access to several services via Bg Online then select the desired service. Otherwise you will be routed directly to Insättningsuppgift via Internet.• To close the connection, click the "Log out" button and close your web browser as normal. A page will appear confirming that the connection has been closed.
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4.3 Service opening hours

Insättningsuppgift via Internet is available all bank days between 08:00 and 19:00. The service is also available outside these hours, even on public holidays, but the service may be interrupted.

5 Online help and printouts

5.1 Online help

All pages include a Help button. Click this button to view additional information about the service.

5.2 Printouts

Click the "Print" button to print a payment statement or a particular page. If you have more than 40 payments you must go to the next page and click "Print" again. This must be repeated for each page.

6 Security

Security is important when transferring payments and payment information over the Internet. As such, the information that is transferred is protected in several different ways.

6.1 Authorisation check

Authorisation to view the payment statements for a particular bankgiro number is linked to you personally. Your identity is checked using an electronic ID card (EID) and a card reader connected to your PC. Alternatively you can download a Bank-ID on file to your computer.

6.2 Strong encryption

All information transferred between Bankgirot and your PC is encrypted, that is, encoded.

6.3 Important considerations: authorisation and electronic ID cards

In order to maintain security, you need to consider a number of important points.

- Read through the terms and conditions of the service that you receive when you order authorisation.
- Never lend your electronic ID card and PIN to anyone else. Your card is linked to you personally.
- Carefully follow the security rules that apply at your workplace.

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- Always immediately inform your bank if you have lost your electronic ID card or suspect that someone has uncovered your PIN.
 - Cancel your authorisation by informing the bank that you no longer need access to the service.

7 History

Payees using Insättningsuppgift via Internet have access to payment information for 13 months. Following a service upgrade (no later than November 2014) the history function will be extended to a total of 16 months.

8 Contact channels and addresses

Contact channels and addresses	
Bankgirot's Customer Service	Telephone, fax and e-mail to Customer Service can be found at www.bankgirot.se under Contact.
Postal address	Bankgirot 105 19 Stockholm
Website	Why not visit our website, www.bankgirot.se , where you can find the latest information on our services, frequently asked questions and manuals.