



## UMEÅ UNIVERSITY

# Register your account for salary payments

In order for us to know what account you want your salary paid into, you need to register your salary account with our bank, Danske Bank. Your account can be at another Swedish bank or a bank abroad. You do not need to be a customer with Danske Bank.

1. Open <http://www.danskebank.se/lonetjanst>.  
The form is only available in Swedish, please follow these English instructions in this document to navigate through the form. Ask your manager, or contact [your payroll specialist](#) if you need further help.

Click **Logga in** to log in (see picture).



2. Register in the Danske Bank customer registry by clicking **Registrera dig här**.

### Inloggning

 Mobilt BankID

 BankID på fil eller kort

Lösenord

**Ny löntagare?**  
Innan du kan logga in måste du registrera dig som löntagare. Du behöver då din arbetsgivares kundnummer hos Visma.  
[Registrera dig här](#)

3. Enter your Swedish personal identity number in the field **Personnummer** in the format YYYYMMDDXXXX, and your email twice to confirm it. **Enter the following customer number: 79191**. Press **Skicka** to submit the form.



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### Anmälan - Lönekonto

Personnummer

E-post  
  
 Bekräfta

Kundnummer

#### Hjälp

Ange ditt personnummer (ååååmmddnnnn), din e-postadress (som även ska bekräftas) samt din arbetsgivares kundnummer (erhålls av arbetsgivaren). Godkänn lagring av personuppgifter enligt Dataskyddsförordningen och välj Skicka.

Vi kommer att behandla de personuppgifter du lämnar i syfte att skapa ett löntagar/kontoregister för löneutbetalning. Läs [här](#) hur vi behandlar dina personuppgifter.

Jag samtycker till att mina personuppgifter behandlas enligt ovan.

Skicka

Avbryt

If the following message appears on the screen, you have forgotten to type your email account twice or your email addresses are not typed identically. Try again.

Följande fel har uppstått:

E-postadresserna måste stämma överens

If the following message appears on the screen, you have already been registered in the bank's customer registry. Go to point 4 to register your account.

Följande fel har uppstått:

Du är redan registrerad hos angiven arbetsgivare.

4. You have now registered in the customer registry. **The next step** is to register what account you would like your salary payments from Umeå University to be paid into. Log in through either Mobile BankID, BankID through file or card, or through Password.

### Inloggning

 Mobilt BankID

 BankID på fil eller kort

Lösenord

#### Ny löntagare?

Innan du kan logga in måste du registrera dig som löntagare. Du behöver då din arbetsgivares kundnummer hos Visma.

[Registrera dig här](#)



## UMEÅ UNIVERSITY

You need a BankID from your Swedish bank to authenticate yourself using Mobilt BankID or BankID på fil eller kort. It is free of charge and can be obtained online through your Swedish bank. The easiest one is “Mobilt BankID” if you have a Swedish identity number, a smartphone and internet connection. Go to <https://www.bankid.com/en/> and press **Learn more** to get more information or go straight to your bank to obtain one. If you cannot obtain a BankID, please contact your payroll specialist.

5. Enter your Swedish personal identity number in the field **Personnummer** in the format YYYYMMDDXXXX. Press **Fortsätt**.
6. Start the BankID app on your phone or on your computer and identify yourself against *Visma Enterprise AB*.
7. Once you are logged in, click **Min profil** in the menu.



8. It is mandatory to add an email account in order to get a confirmation from Danske Bank about your account registration. Press **Ändra e-post** to the right of the box to enter your email address. Then, press **Spara** to save.

### Min profil

Jag godkänner att mina personuppgifter lagras enligt [Personuppgiftslagen](#)

Namn  [Ändra namn](#)

Telefon  [Ändra telefon](#)

Mobil  [Ändra mobil](#)

E-post  [Ändra e-post](#)

Lösenord  Inget lösenord satt [Ändra Lösenord](#)



9. Choose **Lägg till kontouppgift** under **Kontouppgifter** to register your account number. How to enter your Swedish account number in the correct way is explained in English on the next page of this document. **Click Spara** to save.
10. If you do not have a Swedish account and would like your salary paid to a foreign account, please press **Byt till utländskt kontonummer** on the page **Lägg till kontouppgift**. Click **OK** in the pop-up box and enter your account details. Instructions on how to fill in this form can be found in English on the next page of this document. Click **Spara** when you are done.
11. Once you have saved, you have finished and can press **Logga ut** in the top left corner to log out.



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### Instructions on how to fill in account details

**Clearingnummer** is the bank's sorting code, a four-digit number specific to each Swedish bank. This can be found on your bank statement or under your account details online. How to type the sorting code (clearingnr) varies depending on your bank:

#### Handelsbanken

The sorting code for Handelsbanken is 6000, or your particular branch's code, e.g. 6130. Account numbers are a maximum of 9 digits long. The account needs to be a transaction account (Allkonto) for salary and pension depositions.

#### Nordea

For accounts where the account number is your personal identity number, use 3300.

For Plusgirokonto at Nordea, please use 9960, a two-digit prefix (18), e.g. 9960 18 45893425 (in total always 14 digits).

For regular accounts, fill in the sorting code found in your bank statement (4 digits) and your account number (7 digits).

#### Swedbank

Swedbank sometimes uses 5 digits, e.g. 8XXX-9. In that case, only enter the first four digits. Account numbers contain between 7 and 10 digits.

#### SEB

The SEB sorting code should always begin 5XXX. Account numbers contain 7 digits.

#### Other banks

Other banks' sorting codes contain 4 digits plus your account number. Find these in your bank statement or online.

### Registering a foreign bank account

IBAN is a standardised method to interpret and control a bank account number for international transactions within the EU/EEA established in 2006. Enter your IBAN number in the field **Kontonummer IBAN\***.

If your bank statement does not include an IBAN number, please contact your bank to obtain a correct one. The maximum length is 35 characters. The first two digits denote the country where the account is held. The two following digits are control digits and the rest represent the account number and potential sorting code.



## UMEÅ UNIVERSITY

A BIC/SWIFT number is made up of 8 or 11 digits.

Omit all spaces, dashes and full stops when typing your account number.

If your bank is registered outside the EU/ EEA, you must fill in **Mottagarbankens namn och address** with details on your bank's name and address.