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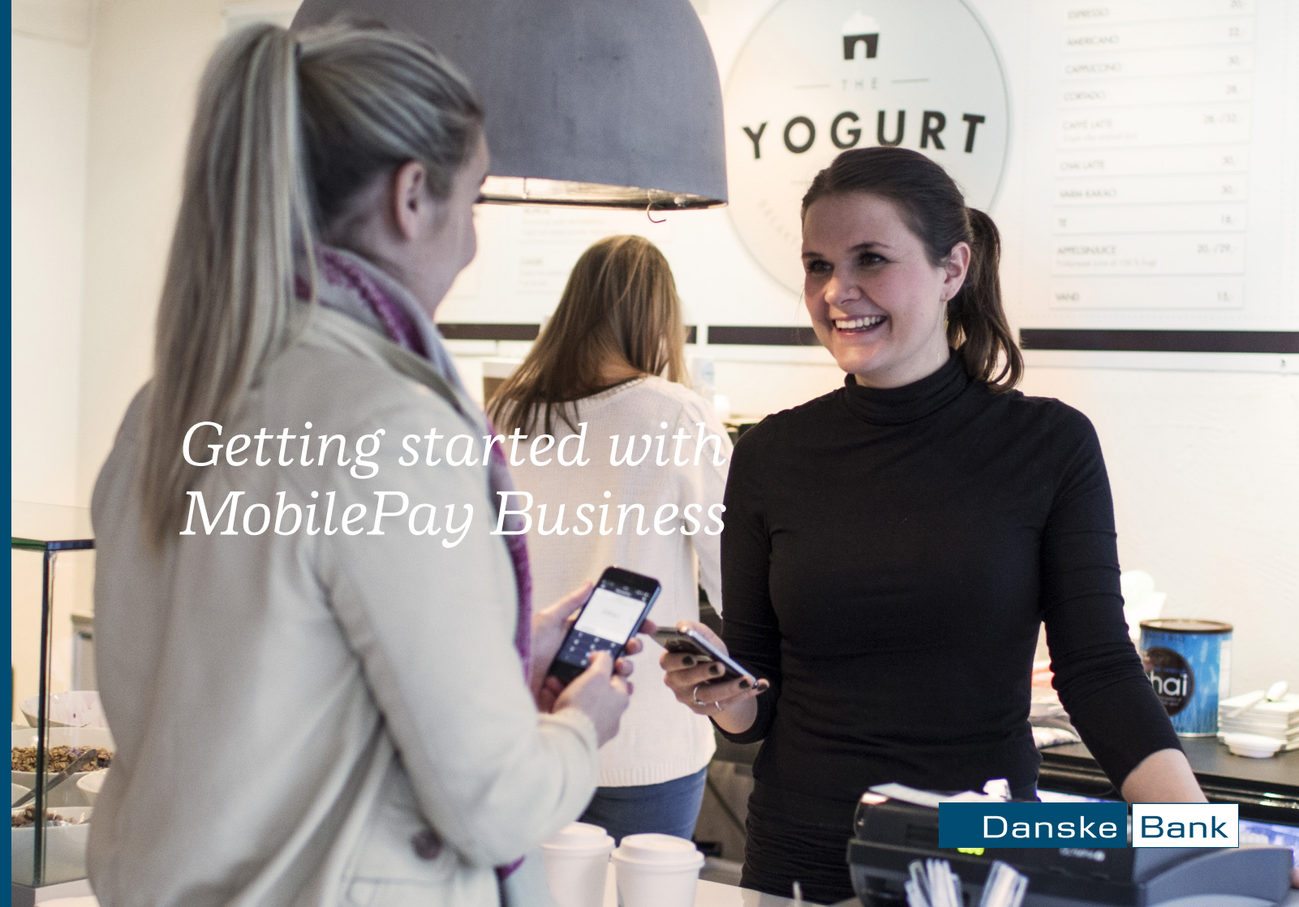


Getting started with MobilePay Business

Danske Bank

Quickstart guide

You set up MobilePay Business in Business Online via mobilepay.dk on your computer and afterwards in the MobilePay Business app on your phone.

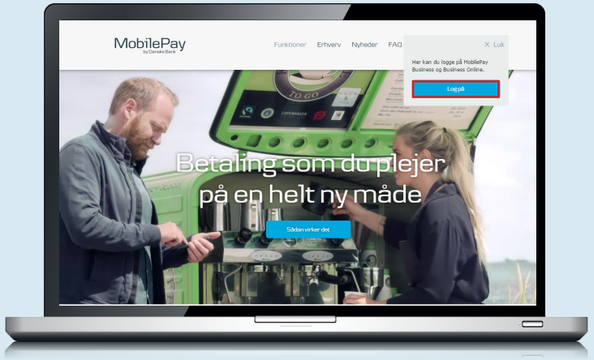
You use Business Online to manage MobilePay Business, and you use the app to receive payments.

You will need to use the following:

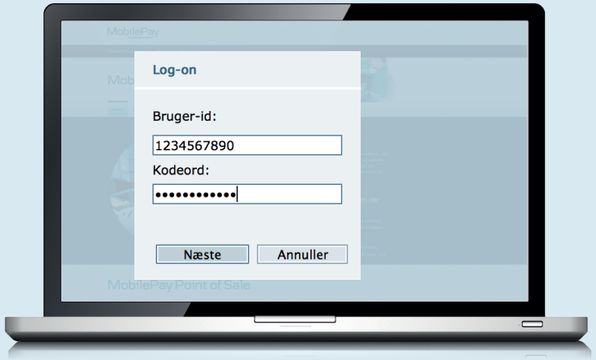
- A computer with Internet access
- An iPhone or an Android smartphone (NB: Windows phones cannot be used)
- A user ID, a temporary password and an eSafeID device. You receive these in separate letters.

1 Go to mobilepay.dk.

In the top, right-hand corner, click on “Log på” (Log On). You can also log on via danskebank.dk.

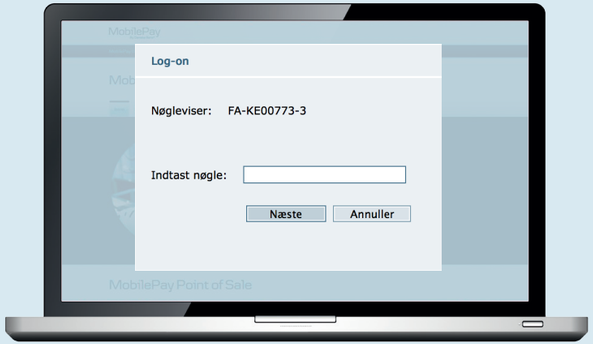


2 Enter your user ID and temporary password. Then choose a new password.

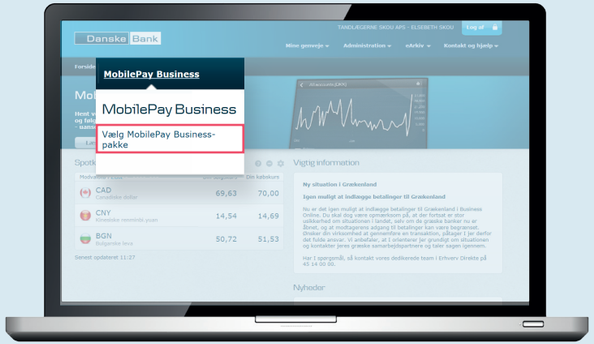


3 Enter the number from the eSafeID device.

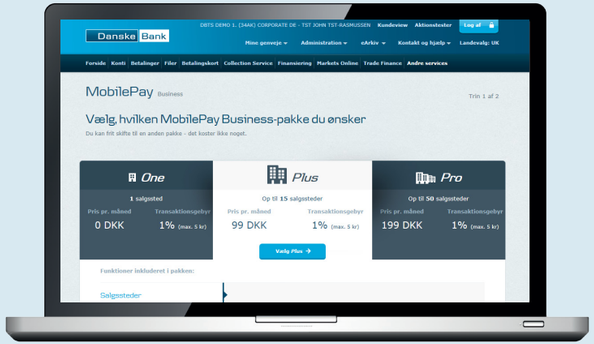
You are now logged on.



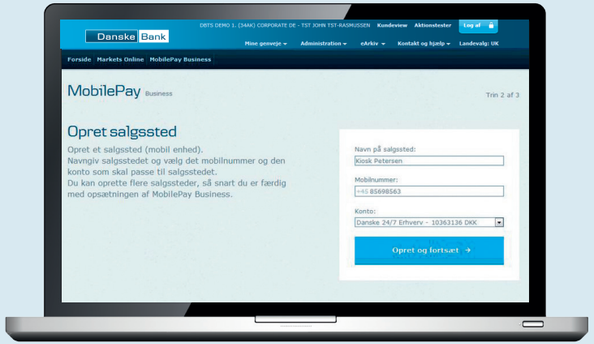
4 On the menu, choose “MobilePay Business” and “Vælg MobilePay Business-pakke” (Select MobilePay Business Package). If your business already uses Business Online, you can find MobilePay Business under “Andre services” (Other Services) on the menu.



5 Select the MobilePay Business package that fits your business’s needs. The first three months are free of charge for all the packages.

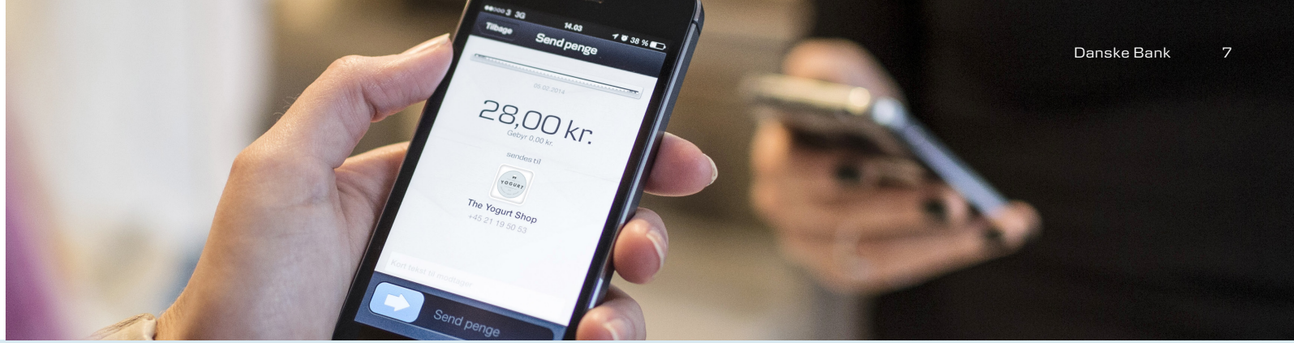


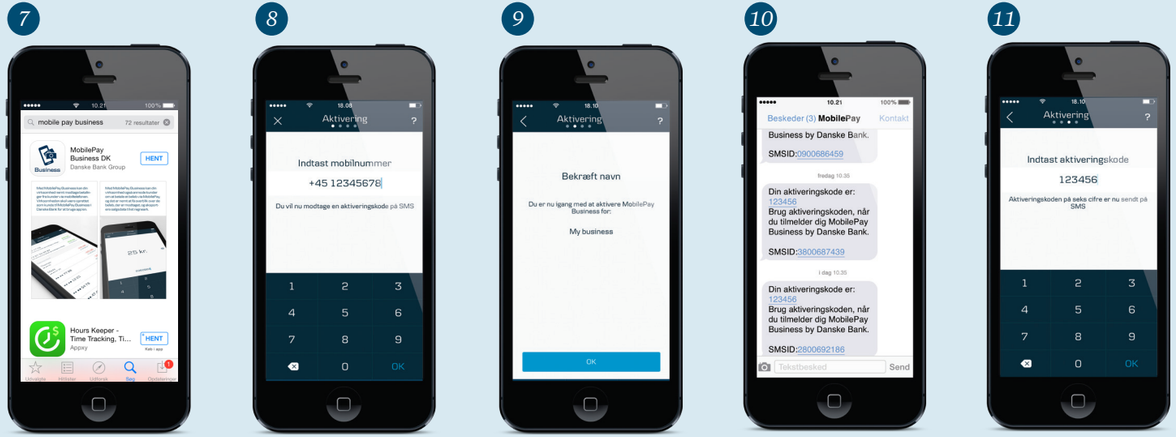
6 Set up your business’s first outlet. Enter the name of the outlet and the mobile phone number and select an account number in Danske Bank.



Download the MobilePay Business app

You are almost ready to use MobilePay Business.
Now you just need to download and activate the app.





7 Download the app by going to the App Store or Google Play and searching for "MobilePay Business". You can also scan the QR code.

8 Choose "Aktivér ny bruger" (Activate New User) and enter the mobile phone number you used when setting up the outlet on your computer.

9 Confirm your business's name.

10 You will receive an activation code in a text message.

11 Enter the activation code. Then choose a four-digit code that you will use to log on to the app in the future.

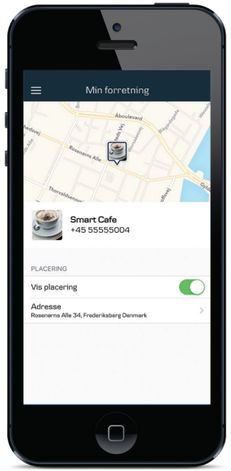
MobilePay Business is now ready to use, and you can receive payments from your customers. We will send you stickers showing your phone number and the MobilePay logo that you can post in your shop; you will receive them within a week.

Add your company logo

You can market your business further by adding your business's logo so that it will be shown on the customers' receipts and on the map in MobilePay.

How to upload your logo:

1. Open the MobilePay Business app
2. Open the menu and choose "Min forretning" (My Business)
3. Click on the logo, choose a picture and confirm

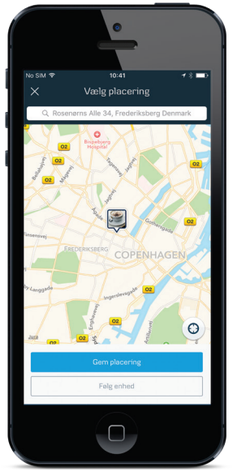


Make easy payments

By registering your business's location, you can make it easier for customers to pay – and easier for them to find your business. In MobilePay, customers can simply choose your shop and do not need to enter the phone number.

How to register your business's location:

1. Open the MobilePay Business app
2. Open the menu and choose "Min forretning" (My Business)
3. Click on the map, set your location or type in an address and click on "Gem placering" (Save Location)
4. Mark "Vis placering" (Show Location)



It is also possible to use the phone's location by choosing "Følg enhed" (Track Device). If your business is mobile, the location will be updated automatically when the phone changes location.