

GULDBERGSGADE 29N 2200 KØBENHAVN N

PHONE: +45 46 46 00 19 MAIL: HOUSING@KEA.DK

WWW.KEA.DK

REF: MIMJ

- 1. Go to your Danish bank's website Example: <u>www.danskebank.dk</u>
- 2. Choose language (English) if possible



3. Log-on: eBanking /"netbank"



4. Log-on with your NEM-ID: User ID, personal password & NEM-ID code





GULDBERGSGADE 29N 2200 KØBENHAVN N

PHONE: +45 46 46 00 19 MAIL: HOUSING@KEA.DK WWW.KEA.DK

REF: MIMJ

- 5. Choose "Pay & transfer" /"Betalinger og overførsel"
- 6. "Pay indbetalingskort" / "Betal regninger"

page.aspx?gsChalResp=lFtJIbZl6VWhF	-TW4wJjaPBIOGjm7 🏓	∘⊻≞	8 🛃 >	🚺 🔯 Danske eBanking	
anske <mark>Bank</mark>					
Pay & transfer Accounts C	ards & currency	Loans	Investmen	Statements & agreeme	
Pay and transfers	Regular tra	nsfers	Pa	/ees	
Transfer funds	View and create regular		View	View and edit payees	
Pay indbetalingskort	transfers				
Elektronisk indbetalingskor	rt				
See also					
Direct debit summary					
Transaction processing times					



GULDBERGSGADE 29N 2200 KØBENHAVN N

PHONE: +45 46 46 00 19 MAIL: HOUSING@KEA.DK

WWW.KEA.DK

REF: MIMJ

#### See examples below



7. Insert payment information

#### DANSKE BANK EXAMPLE

	About e
me Pay & transfer Accounts Cards & currency Loans Investment S	tatements & agreements
ayindbetalingskort	
ndbetalingskort	
Transfer from account: Budget-Nattergalevej - 4280468142 • Available funds? Text on account statement:	INDBETALINGSKORT
(If blank, payee will be inserted automatically) Payer:	Message: (Cannot be filled in for this form type)
Amount: Payment date: 04.12.2013	
Code line: +71  <	
a send receipt to payer a bill and register it for bill Elektronisk indbetalingskort (electronic payment form) bill Save as payee bill bill Save as payee bill bill bill bill bill bill bill bill	gskort?
Approve transfer now      Put in out-tray for later approval     OK     Clear form	



About eBa	PAY INDBETALINGSKORT /"BETAL REGNINGER":
	<u>Choose form type/"Vælg kortart":</u> +71
(ŗ	<u>Transfer from account/"hæves på":</u> Choose the account you want to make the transfer from
r this form	<u>Text on account statement/"navn/tekst til</u> <u>kontoudskrift":</u> Don't write any text! – it is automatically inserted
	<u>Amount /"beløb":</u> Write the amount you have to transfer
	<u>Payment date /"betalingsdato":</u> Choose date of payment – remember to pay in time
	<u>Code line / "debitoridentitet + gironr":</u> +71< (write the numbers in the bottom of the invoice)
	Pay bill and register for it /"betalingsfrekvens": No information needed

Next step: - Approve transfer now (if asked)

- OK / "send"

#### NORDEA EXAMPLE

Nordea	Netbank	Log af ···
A Daglig økonomi Opsparing og investering	Lån Forsikring Råd og information Indstillinger	Mine genveje 👻   Mail   Print   Hjælp
Betalinger & overførsler	Betal regninger	
Betal regninger		
Overfør penge	Indtast Godkend Kvittering	
Tilmeld Betalingsservice		
Elektronisk indbetalingskort	Indtast oplysninger	
Beløbsmodtagerkartotek	*	skal udfyldes
I denlandske betalinger	Vælg kortart: *	71 ‡
Konto h	Hæves på *	Grundkonto 0746 191 669 \$
	Beløbsmodtager *	Vælg modtager ‡
KOFE P		- ELLER -
Mobil	Debitoridentitet + Gironr.: *	71 < +
Budget 🕨	Navn/tekst til kontoudskrift: *	
Mail 🕨		Gem beløksmedtager
Spar papir & penge 🕨	Moddelelce til heldhsmodtager:	
Arkiv 🕨	(max 105 tegn)	Skal ikke udfyldes
	Beløb *	
	Betalingsdato *	04-12-2013 (dd-mm-åååå)
	Betalingsfrekvens	🔄 Tilmeld Betalingsservice 💿 Én gang 🛛 🔾 Flere gange
		Send Næste regning Annullér