

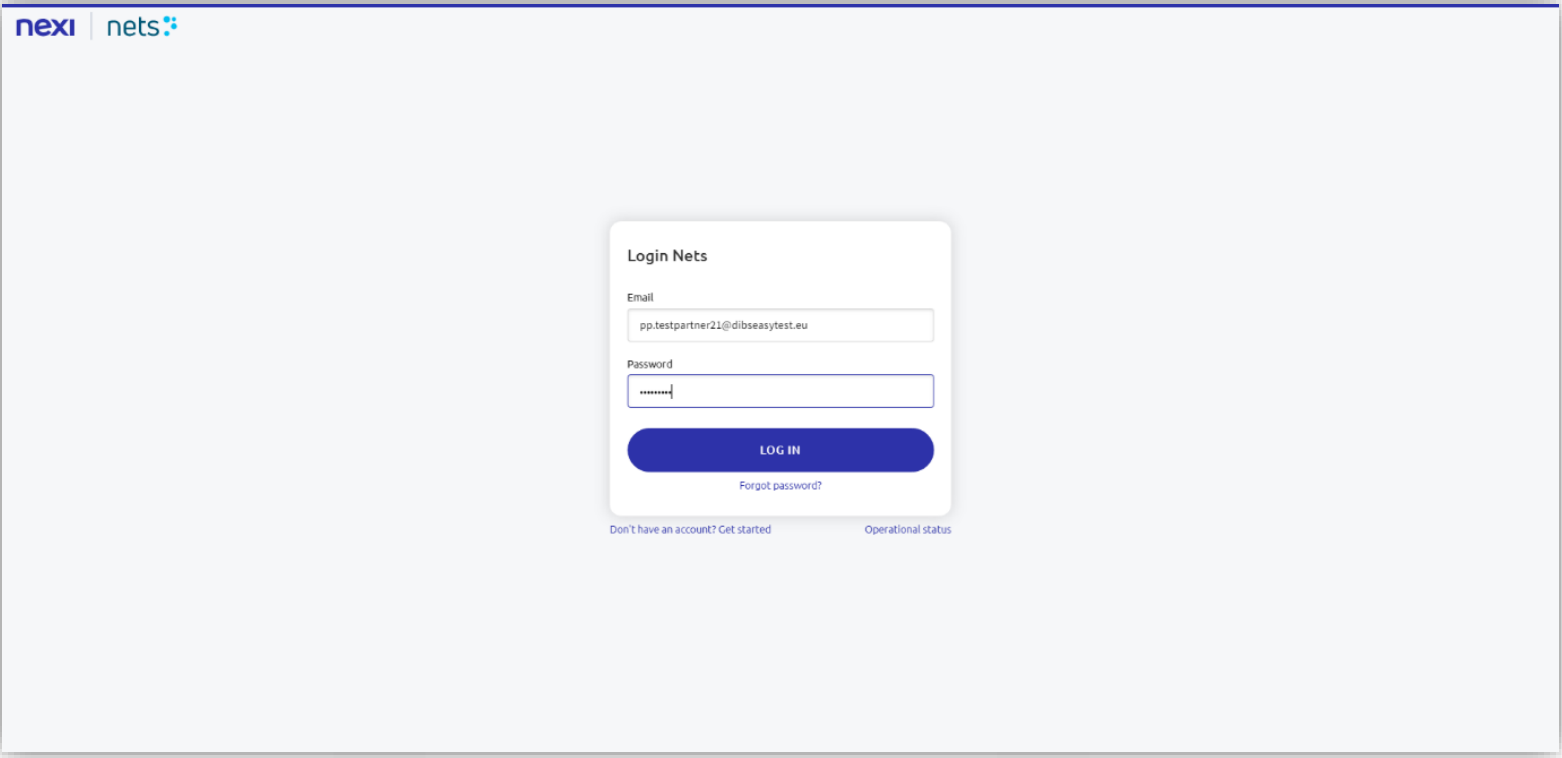
Partner Portal

Access and log in to Partner Portal

Log into the Partner Portal

1. Access is given by your PAM
2. Access the Partner Portal by using your email and password.

[GO TO THE PORTAL](#) 



The screenshot shows the Partner Portal login interface. At the top left, the 'nexi | nets' logo is displayed. The main content area features a 'Login Nets' form with the following elements:

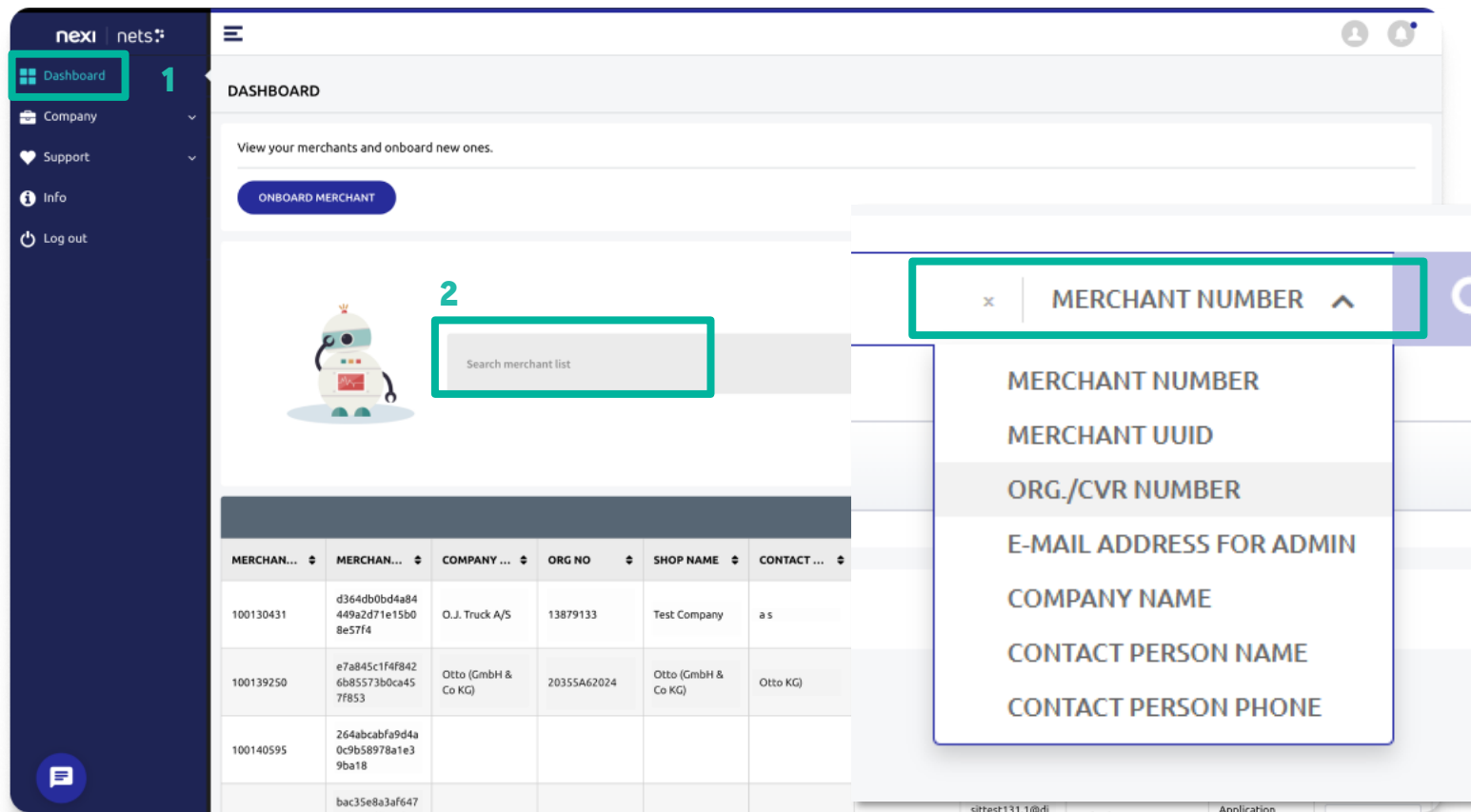
- Email:** A text input field containing the email address 'pp.testpartner21@dibseasytest.eu'.
- Password:** A text input field with masked characters (dots).
- LOG IN:** A prominent blue button.
- Forgot password?:** A link below the password field.

At the bottom of the form, there are two links: 'Don't have an account? Get started' and 'Operational status'.

Dashboard

Search for your merchant and find merchant information

1. Go to the landing page '**Dashboard**'
2. Search for your merchants with the different search options such as merchant number, CVR number, company name.



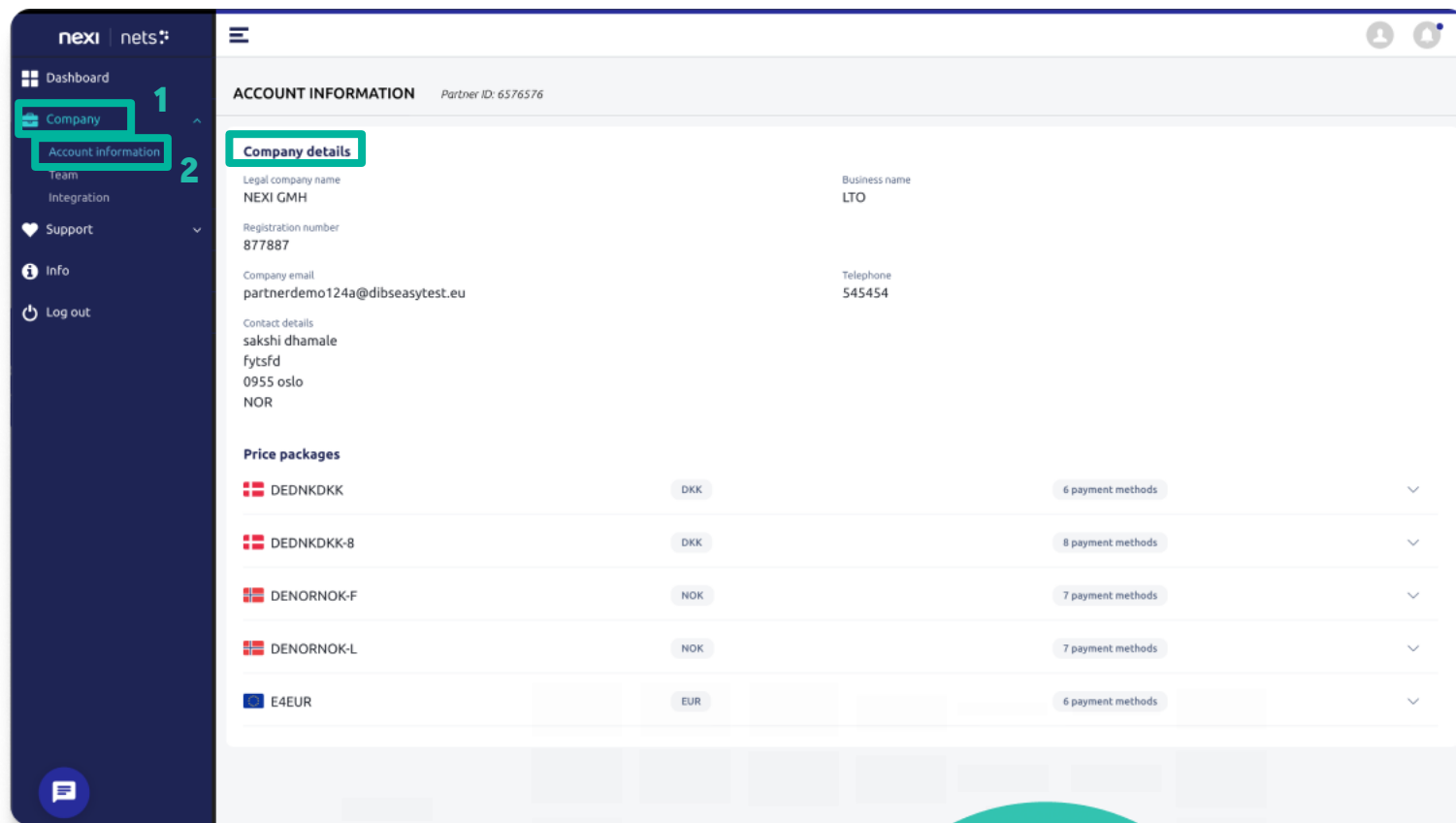
The screenshot shows the Nexi Partner Portal Dashboard. On the left sidebar, the 'Dashboard' menu item is highlighted with a red box and labeled '1'. The main content area is titled 'DASHBOARD' and includes a sub-header 'View your merchants and onboard new ones.' Below this is a red 'ONBOARD MERCHANT' button. A search bar with the placeholder text 'Search merchant list' is highlighted with a red box and labeled '2'. Below the search bar is a table of merchants. To the right of the search bar, a dropdown menu is open, showing search options: 'MERCHANT NUMBER', 'MERCHANT UUID', 'ORG./CVR NUMBER', 'E-MAIL ADDRESS FOR ADMIN', 'COMPANY NAME', 'CONTACT PERSON NAME', and 'CONTACT PERSON PHONE'.

MERCHAN...	MERCHAN...	COMPANY ...	ORG NO	SHOP NAME	CONTACT ...
100130431	d364db0bd4a84449a2d71e15b08e57f4	O.J. Truck A/S	13879133	Test Company	a s
100139250	e7a845c1f4f8426b85573b0ca457f853	Otto (GmbH & Co KG)	20355A62024	Otto (GmbH & Co KG)	Otto KG)
100140595	264abcabfa9d4a0c9b58978a1e39ba18				
	bac35e8a3af647				

Account information

View your company details and see your primary responsible person

1. Go to '**Company**' in the side bar on the right side
2. Go to '**Account information**' and here you can find '**Company details**'



ACCOUNT INFORMATION Partner ID: 6576576

Company details

Legal company name
NEXI GMH

Registration number
877887

Company email
partnerdemo124a@dibseasytest.eu

Business name
LTO

Telephone
545454

Contact details
sakshi dhamale
fytsfd
0955 oslo
NOR

Price packages

 DEDNKDKK	DKK	6 payment methods	▼
 DEDNKDKK-8	DKK	8 payment methods	▼
 DENORNOK-F	NOK	7 payment methods	▼
 DENORNOK-L	NOK	7 payment methods	▼
 E4EUR	EUR	6 payment methods	▼

Price Packages

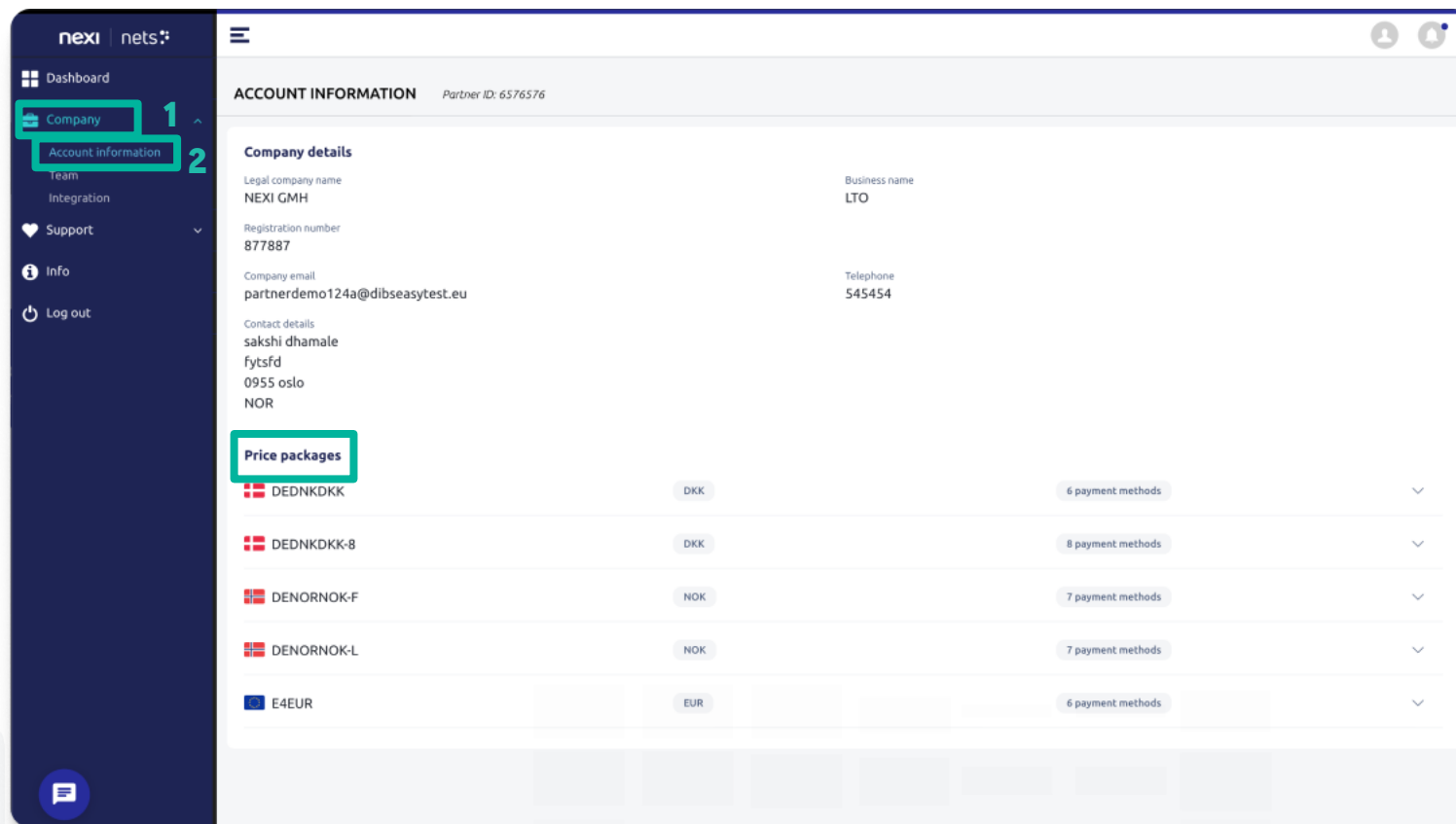
View what price packages you can offer to your merchants

1. Go to '**Company**' in the sidebar on the right side
2. Go to '**Account information**' and here you can find '**Price Packages**'
3. If you have any questions related to pricing, please contact our **Sales Support**

 +47021554400
Opening hours 8-16

 +46 852752500
Opening hours 9-17

 +45 70 20 30 77
Opening hours 8-16



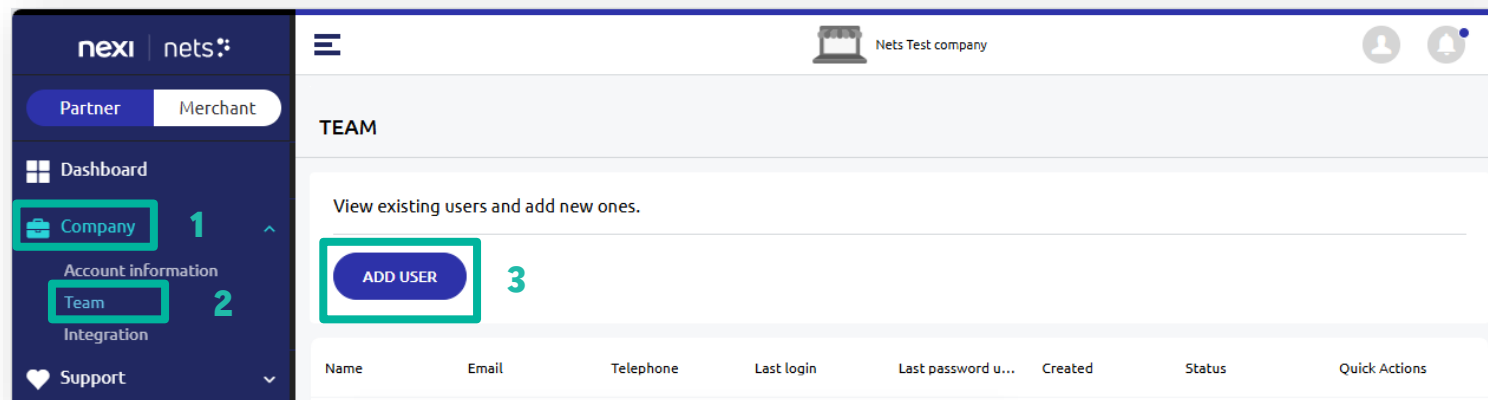
The screenshot shows the Nexi Partner Portal interface. On the left is a dark sidebar with navigation options: Dashboard, Company (highlighted with a red box and a '1'), Account information (highlighted with a red box and a '2'), Team, Integration, Support, Info, and Log out. The main content area is titled 'ACCOUNT INFORMATION' with 'Partner ID: 6576576'. It contains 'Company details' such as Legal company name (NEXI GMH), Business name (LTO), Registration number (877887), Company email (partnerdemo124a@dibseasytest.eu), Telephone (545454), and Contact details (sakshi dhamale, fytsfd, 0955 oslo, NOR). Below this is a section titled 'Price packages' (highlighted with a red box) which lists several packages:

Package Name	Currency	Payment Methods
DEDNKDKK	DKK	6 payment methods
DEDNKDKK-8	DKK	8 payment methods
DENORNOK-F	NOK	7 payment methods
DENORNOK-L	NOK	7 payment methods
E4EUR	EUR	6 payment methods

Manage your team members

Add access to the portal for one in your team

1. Go to '**Company**' in the side bar on the right side
2. Followed by clicking on '**Team**'
3. Click on '**Add user**'
4. Fill out **Name**, **Email**, **Telephone**, and preferred **Language**
5. Click on '**Add user**'
6. An email will be sent to the new user with an **activation link** that is valid for **5 days**



Add user 4

A Welcome email will be sent when you add a new user. The new user must activate the account by clicking the activation link in the email. The link is valid for 5 days. If you need to resend the welcome mail, go to the account section.

Name

Email

Telephone

Language ☒ English ☐ Swedish ☐ Norwegian ☐ Danish ☐ German

ADD USER 5

Support

You have a question, need to find user guides, or any other kind of support

1. In the side bar on the right side, click on **'Support'**
2. In the sub-categories you will find direct links to our **user guide, FAQ, integration guide, payment modules**, and more info about our **support**.

[GO TO SUPPORT PAGE](#)

