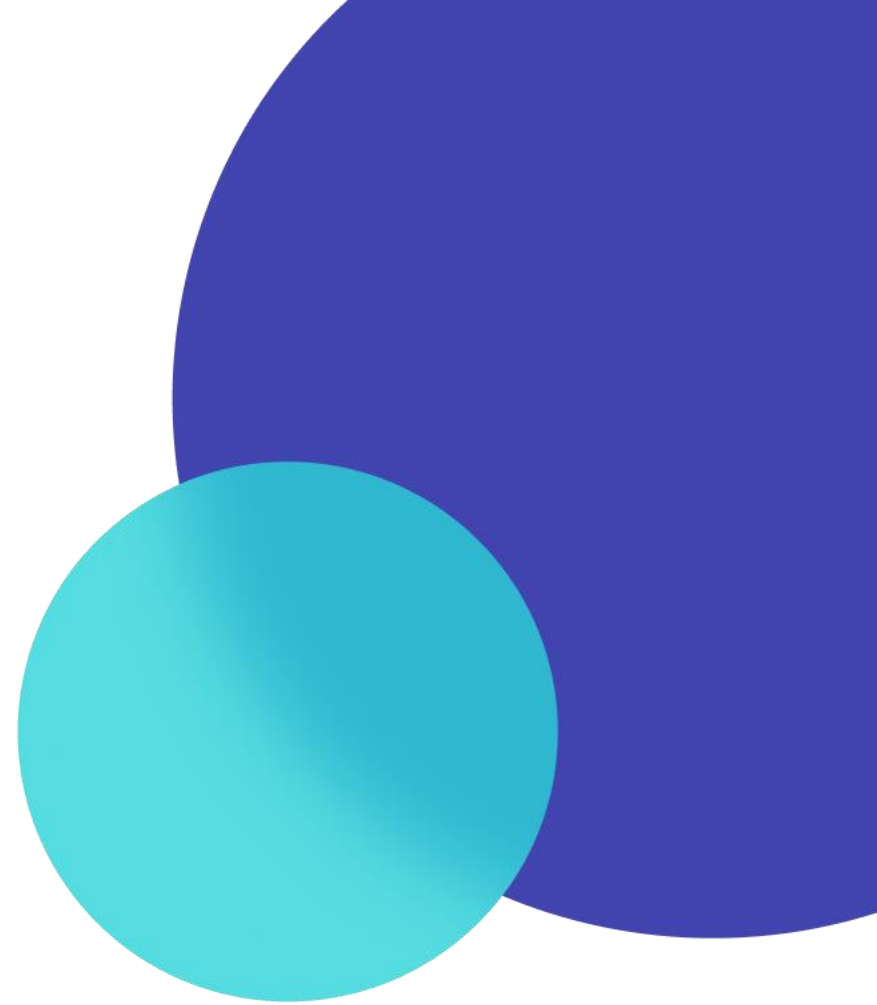


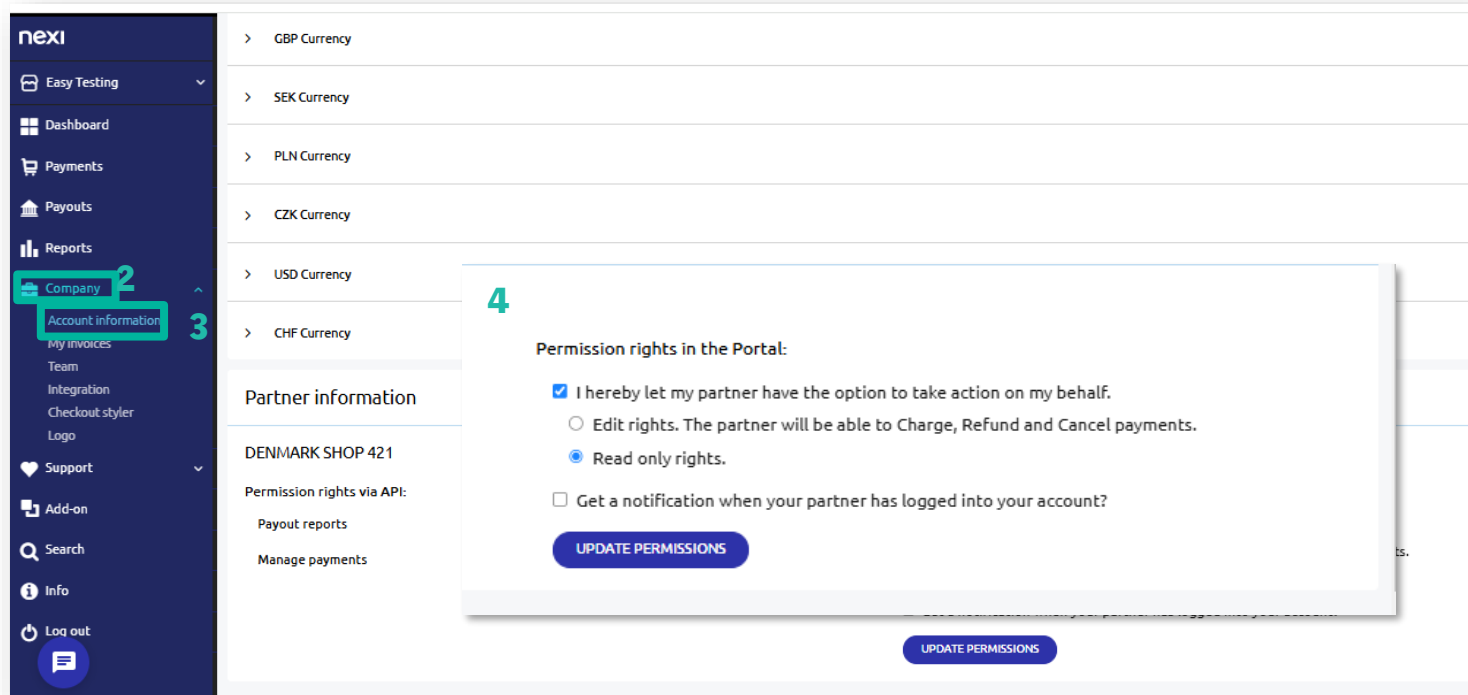
Manage your Merchant transactions



Sharing permissions

If your merchant wants to give you access to their portal to manage their transactions

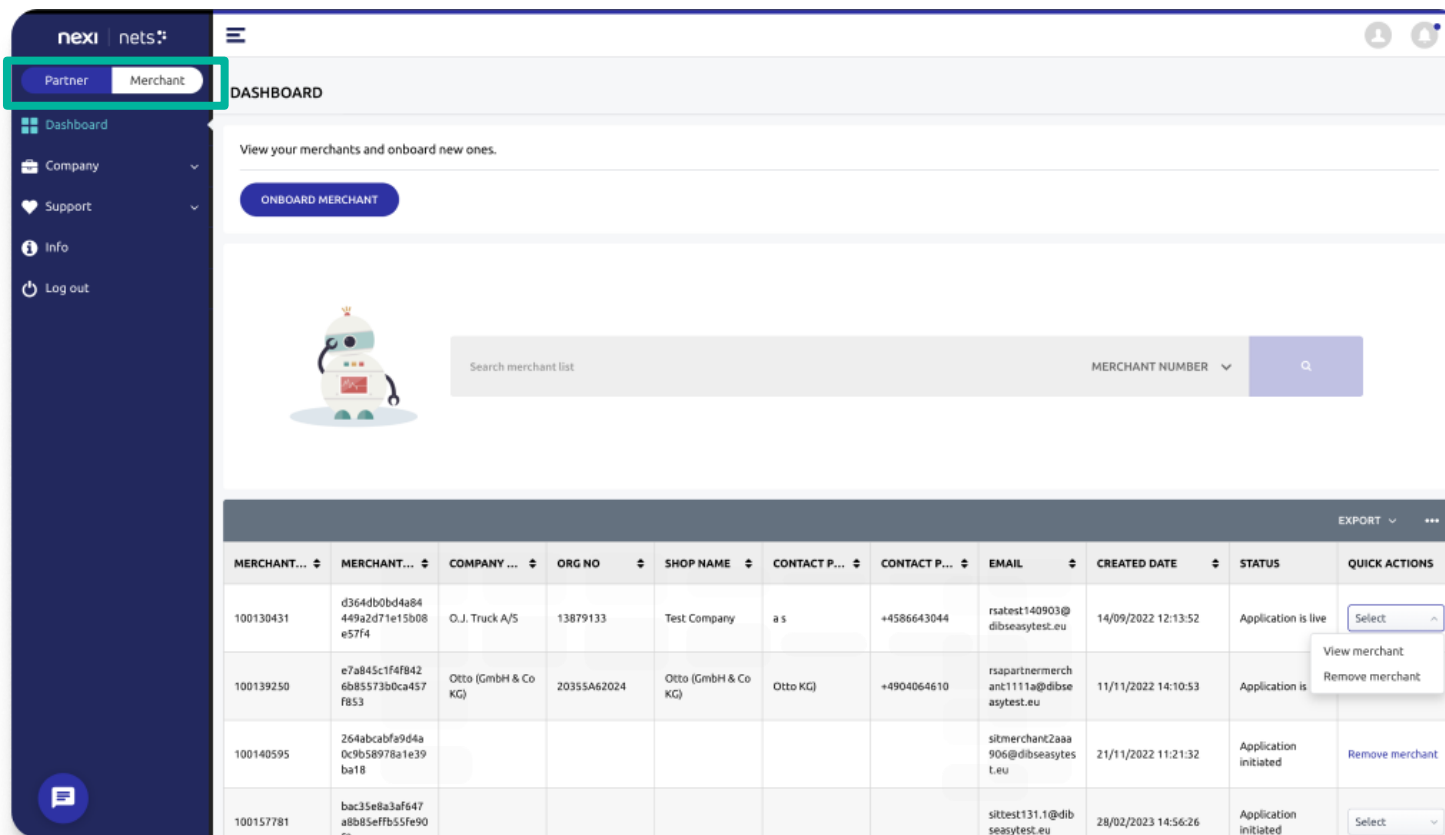
1. Merchant need to access the Merchant Portal
2. Click on '**Company**' in the side bar on the right side
3. Click on '**Account Information**'
4. Scroll down to manage permission rights
5. Choose the permission rights partner should have



Access to Merchant Portal

Once you, **as a Partner**, have gained access to the merchant's portal, you can log in to manage transactions

You can switch account to the merchant, by clicking on '**Merchant**' in the top left corner.



Merchant Portal Dashboard

View your merchants and onboard new ones.

[ONBOARD MERCHANT](#)

Search merchant list MERCHANT NUMBER

MERCHANT...	MERCHANT...	COMPANY ...	ORG NO	SHOP NAME	CONTACT P...	CONTACT P...	EMAIL	CREATED DATE	STATUS	QUICK ACTIONS
100130431	d364db0bd4e84449a2d71e15b08e57f4	O.J. Truck A/S	13879133	Test Company	a s	+4586643044	rsatest140903@dbseasytest.eu	14/09/2022 12:13:52	Application is live	Select
100139250	e7a845c1f4f8426b85573b0ca457f853	Otto (GmbH & Co KG)	20355A62024	Otto (GmbH & Co KG)	Otto KG	+4904064610	rsapartnermerchant1111a@dbseasytest.eu	11/11/2022 14:10:53	Application is	View merchant Remove merchant
100140595	264abcbaf9d4a0c9b58978a1e39ba18						sitmerchant2aaa906@dbseasytest.eu	21/11/2022 11:21:32	Application initiated	Remove merchant
100157781	bac35e8a3af647a8b85effb55fe90f8e						sitttest131.1@dbseasytest.eu	28/02/2023 14:56:26	Application initiated	Select

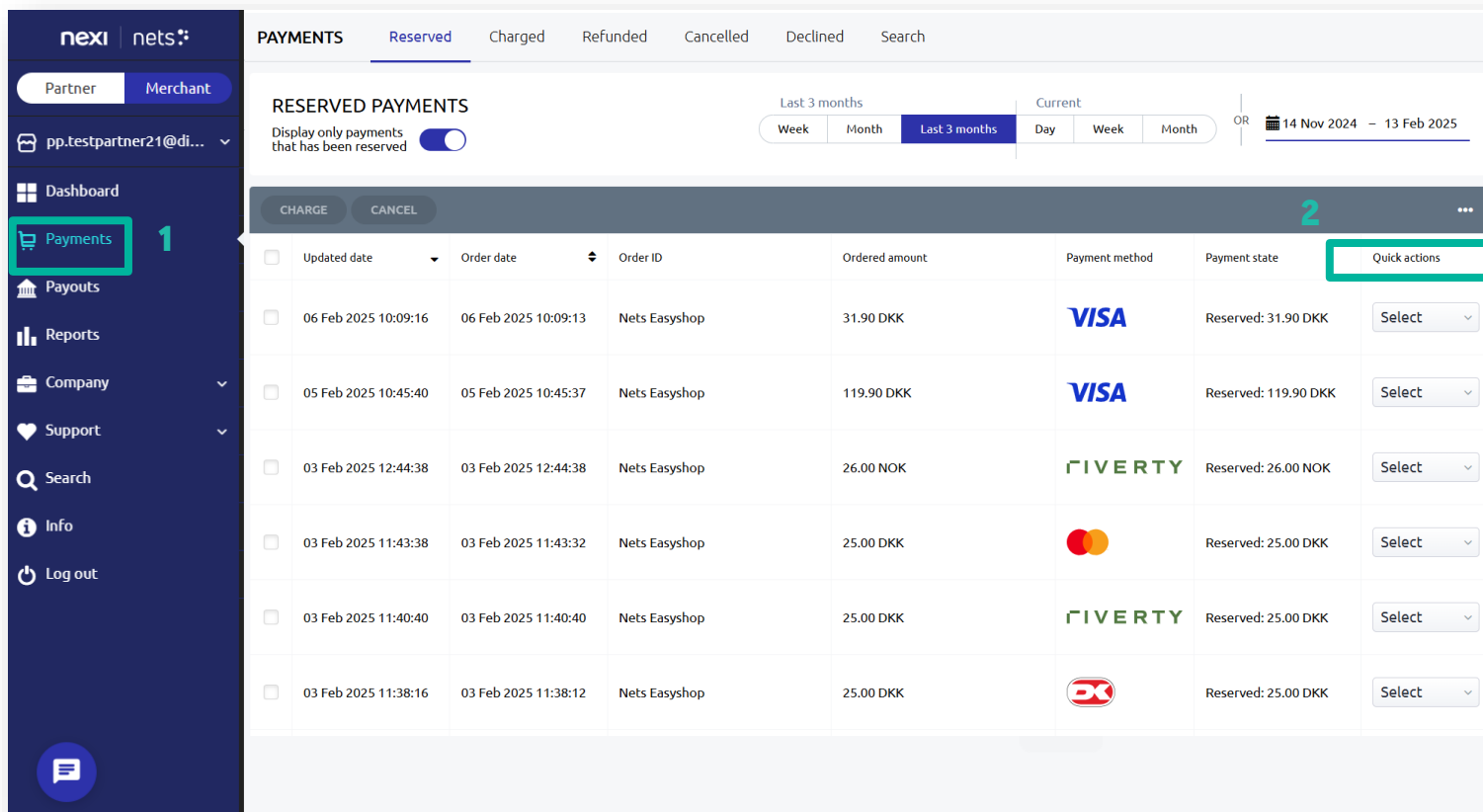
Manage transactions for your Merchant

1. Once you've entered the merchant's portal, go to '**Payments**' in the side bar on the right side
2. You can manage the payments via the '**Quick actions**'.
3. If you would like to **add** or **change** any **payment methods**, 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 displays the Nexi Merchant Portal interface. On the left is a dark blue sidebar with the 'nexi | nets' logo at the top. Below the logo are tabs for 'Partner' and 'Merchant', with 'Merchant' selected. A dropdown menu shows the email 'pp.testpartner21@di...'. The sidebar contains a list of menu items: Dashboard, Payments (highlighted with a red box and a red '1'), Payouts, Reports, Company, Support, Search, Info, and Log out. At the bottom of the sidebar is a blue circular button with a white speech bubble icon.

The main content area is titled 'PAYMENTS' and has a sub-tab 'Reserved' selected. Other tabs include 'Charged', 'Refunded', 'Cancelled', and 'Declined'. There is a search bar. Below the tabs, it says 'RESERVED PAYMENTS' and 'Display only payments that has been reserved' with a toggle switch. To the right, there are filters for 'Last 3 months' (selected) and 'Current', with sub-filters for 'Week', 'Month', 'Day', 'Week', and 'Month'. A date range '14 Nov 2024 - 13 Feb 2025' is shown. Below the filters are 'CHARGE' and 'CANCEL' buttons. A table of payments is displayed with columns: Updated date, Order date, Order ID, Ordered amount, Payment method, Payment state, and Quick actions. The table contains 7 rows of data. The 'Quick actions' column has a red box around it with a red '2' and a dropdown menu with 'Select'.

Updated date	Order date	Order ID	Ordered amount	Payment method	Payment state	Quick actions
06 Feb 2025 10:09:16	06 Feb 2025 10:09:13	Nets Easyshop	31.90 DKK	VISA	Reserved: 31.90 DKK	Select
05 Feb 2025 10:45:40	05 Feb 2025 10:45:37	Nets Easyshop	119.90 DKK	VISA	Reserved: 119.90 DKK	Select
03 Feb 2025 12:44:38	03 Feb 2025 12:44:38	Nets Easyshop	26.00 NOK	FIVERTY	Reserved: 26.00 NOK	Select
03 Feb 2025 11:43:38	03 Feb 2025 11:43:32	Nets Easyshop	25.00 DKK	Mastercard	Reserved: 25.00 DKK	Select
03 Feb 2025 11:40:40	03 Feb 2025 11:40:40	Nets Easyshop	25.00 DKK	FIVERTY	Reserved: 25.00 DKK	Select
03 Feb 2025 11:38:16	03 Feb 2025 11:38:12	Nets Easyshop	25.00 DKK	DK	Reserved: 25.00 DKK	Select

Get support via our chat

If you need more information on **how to use the portal** effectively, just click the **chat icon** to start a conversation and get support!

