



Partner portal

How to onboard your merchants

TWO DIFFERENT WAYS ON HOW YOU CAN ONBOARD YOUR MERCHANT

OPTION 1: VIA WEBFORM

Automate an activation link by filling out the webform in the portal

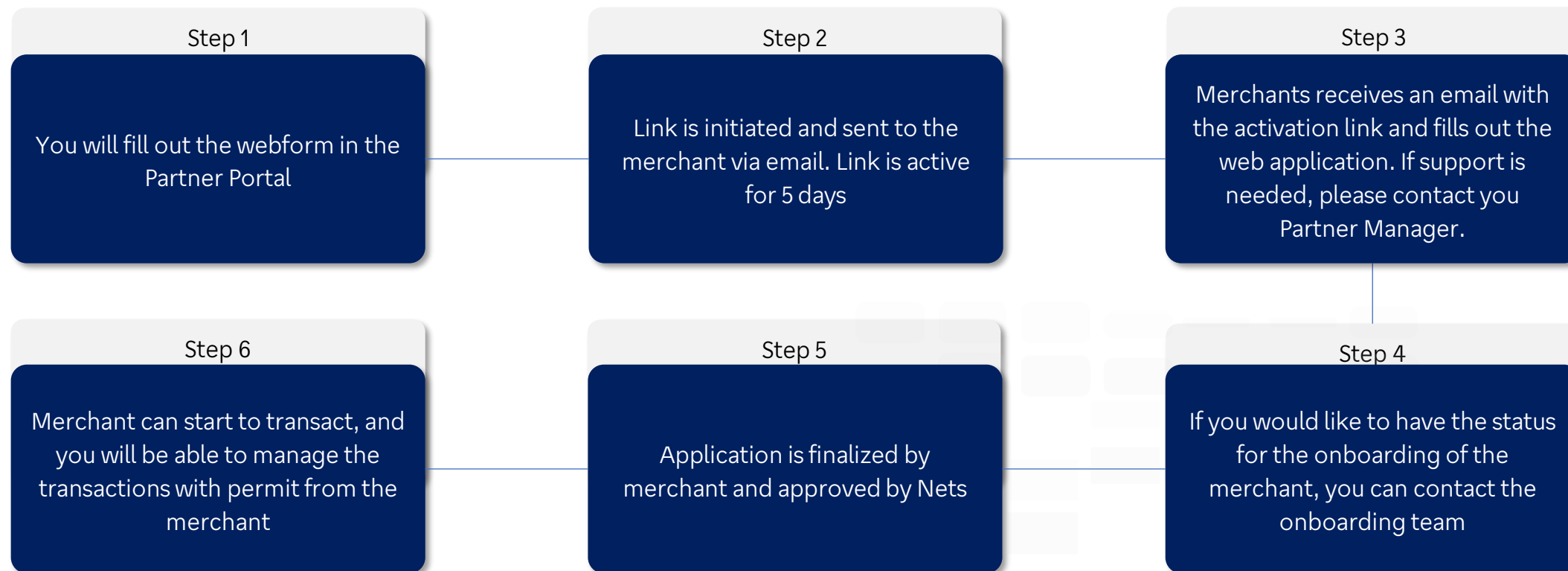
OPTION 2: VIA BOARDING API

Use our boarding API0 to onboard a new merchant

Step by Step Journey; Onboarding via webform

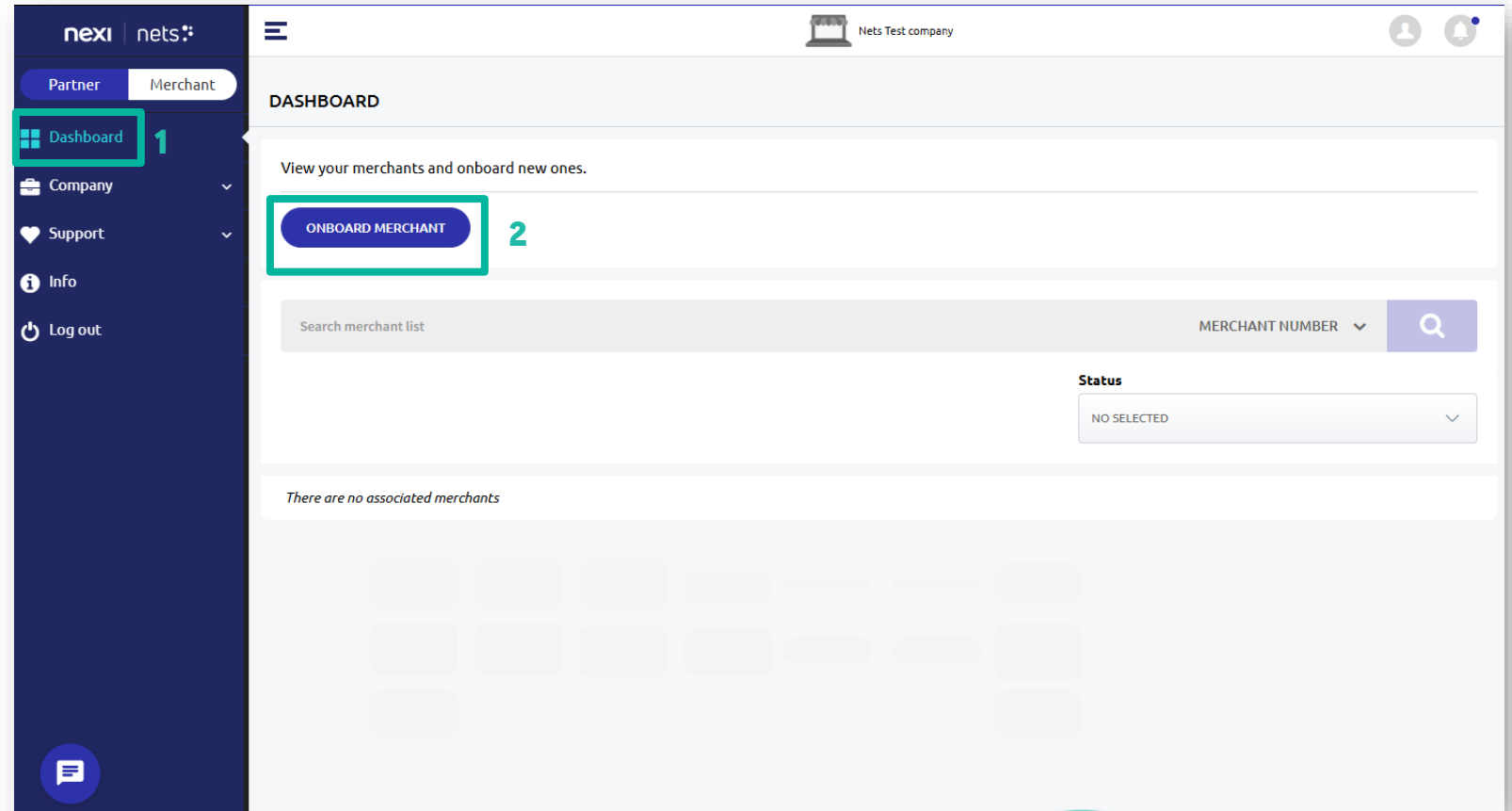
Onboard your merchant faster with less manual input, directly from your easy partner portal account

Option 1: Onboard merchant via webform



Create a sign-up link

1. Click on '**Dashboard**' in the side bar on the right side
2. One the start page you will find the button '**Onboard Merchant**'
3. When clicking on '**Onboard Merchant**', you will be directed to fill out the **webform**

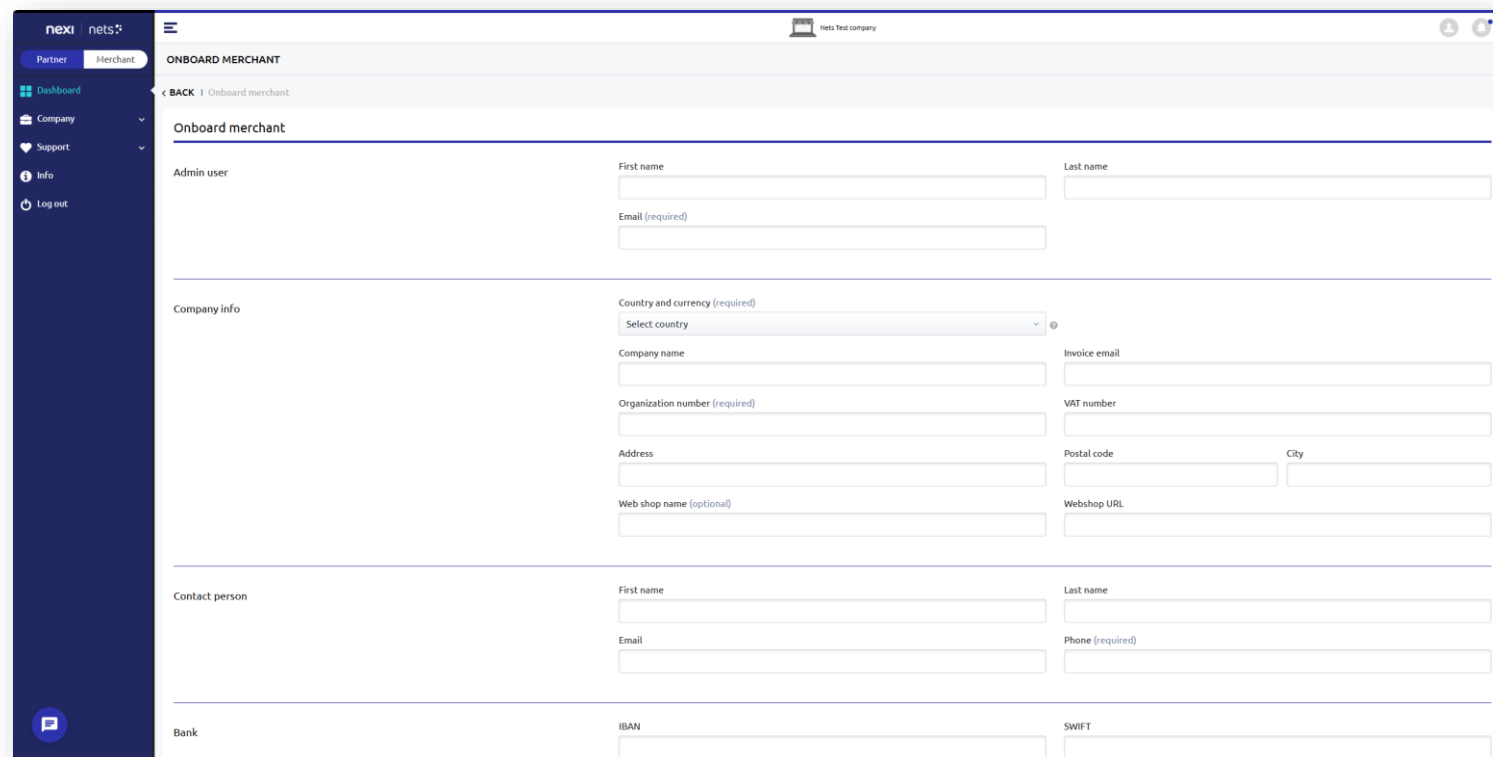


Fill out the Webform

1. The required information to filled out is marked as **'Required'**.

All info that you decide to not fill out, needs to be filled out by the merchants when they receives the web application.

Find more detailed view of the form on the next slide



The screenshot displays the 'ONBOARD MERCHANT' webform in the Nexi Partner Portal. The interface includes a dark blue sidebar with navigation links: Partner, Merchant, Dashboard, Company, Support, Info, and Log out. The main content area is titled 'ONBOARD MERCHANT' and contains a 'Back' link and the form title 'Onboard merchant'. The form is organized into sections: 'Admin user' with fields for First name, Last name, and Email (required); 'Company info' with fields for Country and currency (required), Company name, Invoice email, Organization number (required), VAT number, Address, Postal code, City, Web shop name (optional), and Webshop URL; 'Contact person' with fields for First name, Last name, Email, and Phone (required); and 'Bank' with fields for IBAN and SWIFT. Required fields are indicated by a red asterisk.

How to fill out the webform 1 / 2

Onboard merchant

REQUIRED FIELDS

Admin user

First name

Last name

Email (required)

Company info

Country and currency (required)

Select country

Company name

Invoice email

Organization number (required)

VAT number

Address

Postal code

City

Web shop name (optional)

Webshop URL

How to fill out the webform 2 / 2

REQUIRED FIELDS

Contact person

First name

Last name

Email

Phone (required)

Bank

IBAN

SWIFT

Products

☒ Card

☐ Invoice

☐ Swish

☐ Vipps

☐ Installment

☐ MobilePay

☐ Dankort

☐ PayPal

☐ Ratepay-SEPA

☐ Ratepay-Invoice

☐ Trustly

☒ Apple Pay

☐ Klarna

Settings

Interface language

☒ English ☐ Swedish ☐ Norwegian ☐ Danish ☐ German

Email link activation

☒ Send activation link to merchant

CREATE MERCHANT

You have now successfully created your merchant!

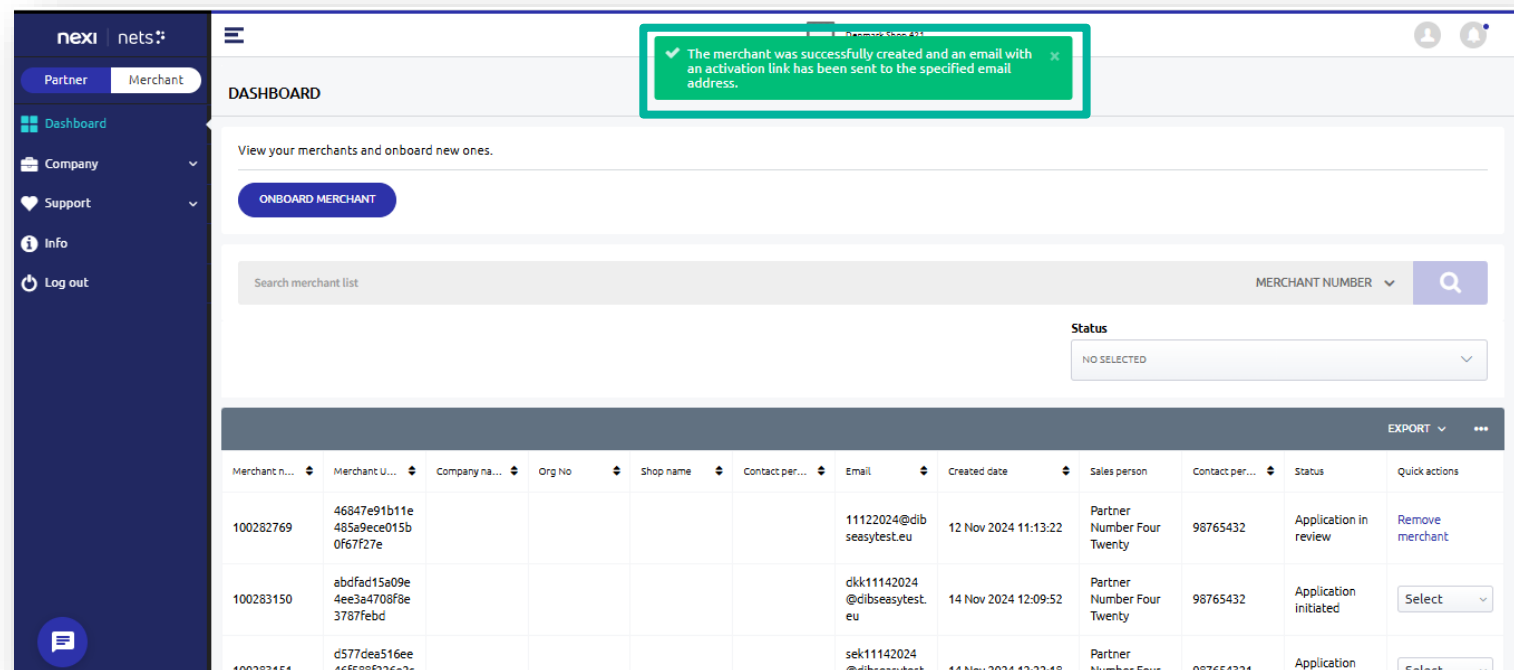
1. An **activation email** will be sent to the email mentioned in the form and the link in the email is **valid for 5 days**.

Merchants operating in the **industries below** must complete an **additional questionnaire*** and provide extra **supporting documents**.

Save time by sending the questionnaire directly to your merchant upon creation.

Travel
Subscriptions
Ticketing

Furniture
Hotel
Ski resorts (Norway only)



The screenshot shows the 'Merchant' tab in the Partner Portal. A green notification box at the top states: 'The merchant was successfully created and an email with an activation link has been sent to the specified email address.' Below this is the 'DASHBOARD' section with an 'ONBOARD MERCHANT' button. A search bar for 'Search merchant list' and a 'MERCHANT NUMBER' dropdown are present. A table lists the created merchants with columns for Merchant ID, Merchant UUID, Company name, Org No, Shop name, Contact person, Email, Created date, Sales person, Contact person, Status, and Quick actions.

Merchant n...	Merchant U...	Company na...	Org No	Shop name	Contact per...	Email	Created date	Sales person	Contact per...	Status	Quick actions
100282769	46847e91b11e485a9ece015b0f67f27e					11122024@dibseasytestLeu	12 Nov 2024 11:13:22	Partner Number Four Twenty	98765432	Application in review	Remove merchant
100283150	abdfad15a09e4ee3a4708f8e3787febd					dik11142024@dibseasytest.eu	14 Nov 2024 12:09:52	Partner Number Four Twenty	98765432	Application initiated	Select
100283151	d577dea516ee46f588f226e2c					sek11142024@dibseasytest	14 Nov 2024 12:22:18	Partner Number Four	987654321	Application	Select

***Don't have the questionnaire?**

Contact your PAM to get the latest version

Keep track of sign-up links

When you would like to check the status of the sign-up links for a merchant

1. Go to '**Dashboard**' in the side bar to the right. In here you can see all the merchant you have onboarded in one place.
2. '**Search**' on the merchant you would like to administer the sign-up link for. There is also a possibility to filter from the oldest to newest.
3. If you would like to have an overview in excel its possible to **export** the list

The screenshot displays the Nexi Partner Portal interface. On the left, a dark blue sidebar contains navigation links: 'Dashboard' (highlighted with a green box and a red '1'), 'Company', 'Support', 'Info', and 'Log out'. The main content area is titled 'DASHBOARD' and includes a sub-header 'View your merchants and onboard new ones.' with an 'ONBOARD MERCHANT' button. Below this is a search bar with a 'Search merchant list' input (highlighted with a green box and a red '2') and a 'MERCHANT NUMBER' dropdown menu. A table lists merchants with columns: MERCHANT..., MERCHANT..., COMPANY..., ORG NO, SHOP NAME, CONTACT P..., CONTACT P..., EMAIL, CREATED DATE, STATUS, and QUICK ACTIONS. The first row shows merchant ID 100130431 with status 'Status'. A dropdown menu for the status is open, showing options: 'NO SELECTED', 'APPLICATION INITIATED', 'AWAITING TO BE SIGNED', 'APPLICATION IN PROCESS', 'APPLICATION APPROVED', 'APPLICATION REJECTED', 'APPLICATION IS LIVE', and 'SIGNING EXPIRED'. The 'NO SELECTED' option is highlighted with a green box.

Full transparency of different statuses



Initiated - The process is initiated but the customer has yet to completed it or sent it for signature.



Awaiting to be signed - the application has been completed and sent for E-signing.



In process - The customer has signed the application and is now awaiting Nets' approval.



Live - The application has been approved, and the customer is now live.



Rejected - The application has been rejected, and the customer cannot onboard on Easy.



Expired - The application link has expired.

Administrate sign up link

Re-send a link to your merchant or remove an already sent link

1. Go to '**Dashboard**' in the side bar to the right.
2. '**Search**' on the merchant you would like to administer the sign-up link for
3. Use the '**Quick Actions**' to do the needed change
4. If you want to re-send a link, use the '**Resend activation link**' button

Please notice that an email address can only be used once.

The screenshot shows the 'nexi nets' Partner Portal Merchant Dashboard. The left sidebar has a 'Dashboard' menu item highlighted with a green box and labeled '1'. The main content area has a 'Search merchant list' input field highlighted with a green box and labeled '2'. Below the search field is a table of merchants. To the right of the table, a 'QUICK ACTIONS' dropdown menu is open, showing options: 'View merchant' and 'Remove merchant'. This menu is labeled '3'. Another 'QUICK ACTIONS' dropdown menu is shown below it, also labeled '4', with the 'Resend activation link' option highlighted with a green box.

MERCHANT...	MERCHANT...	COMPANY ...	ORG NO	SHOP NAME	CONTACT P...	CONTACT P...	EMAIL
100130431	d364db0bd4a84449a2d71e15b08e57f4	O.J. Truck A/S	13879133	Test Company	a s	+4586643044	rsatest140903@dibseasytest.eu
100139250	e7a845c1f4f8426b85573b0ca457f853	Otto (GmbH & Co KG)	20355A62024	Otto (GmbH & Co KG)	Otto KG)	+4904064610	rsapartnermerchant1111a@dibseasytest.eu
100140595	264abcbaf9d64a0c9b58978a1e39ba18						sitmerchant2aaa906@dibseasytest.eu
100157781	bac35e8a3af647a8b85effb55fe90f8...						sittest131.1@dibseasytest.eu

Follow up on onboarding status

1. The merchant should **check their e-mail** and **spam filter** regularly for **Approval** or **request for information**
2. If all **information** and signatory **is in order** the approval time can be as quick as 5 **business days**
3. If **information is missing** or is not in line with public registers, the Onboarding team will contact the merchant by **phone and e-mail**
4. Merchants can see **approval status** in the **Easy portal** but will also receive **e-mails with updates**
5. If it has been **more than 5 days** and you have checked all of the above, you can request a status on the onboarding to easy-onboarding@nets.eu with merchant ID



Boarding new Merchants with API

What is Boarding API

Allows you as a Partner to facilitate the onboarding process for new merchants.

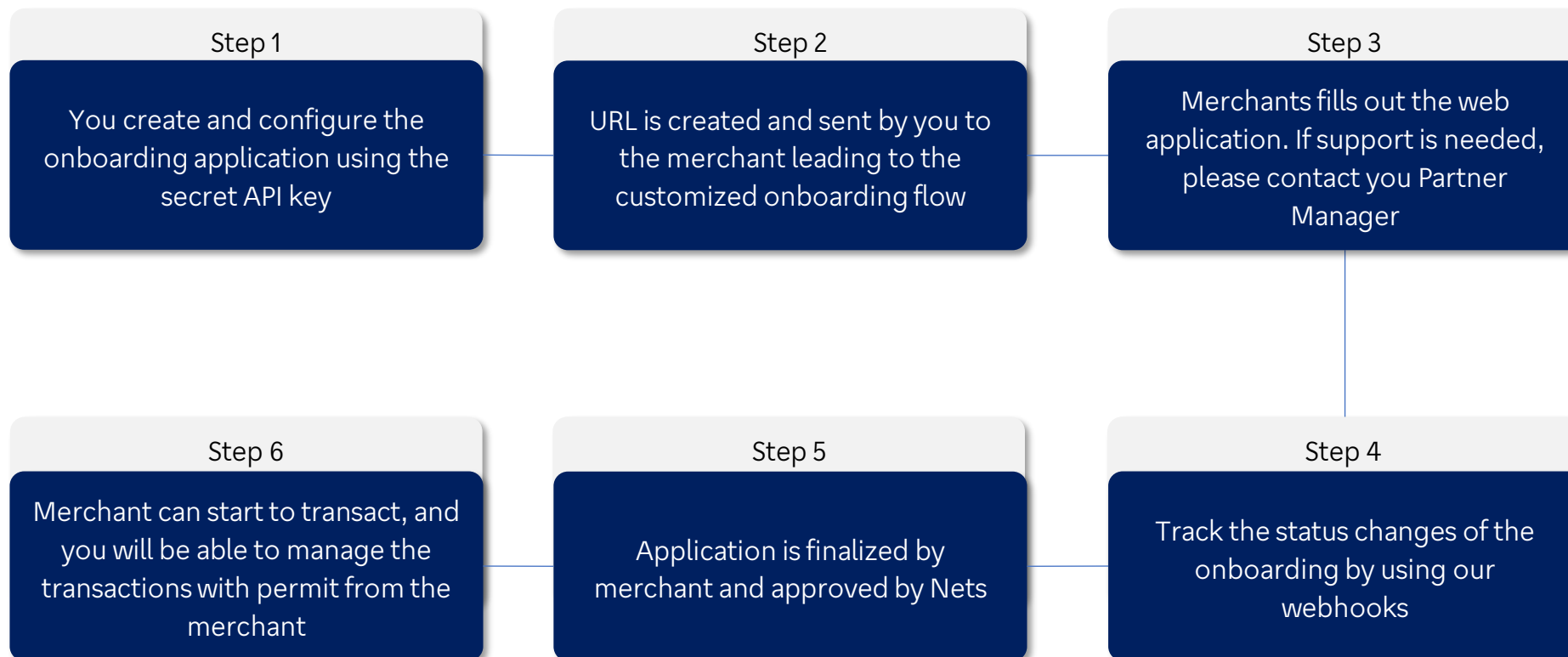
Why you should use Boarding API

- No paperwork required
- Less work for your merchants

Can be customized with prepopulated values

Step by Step Journey; Onboarding new Merchant via API

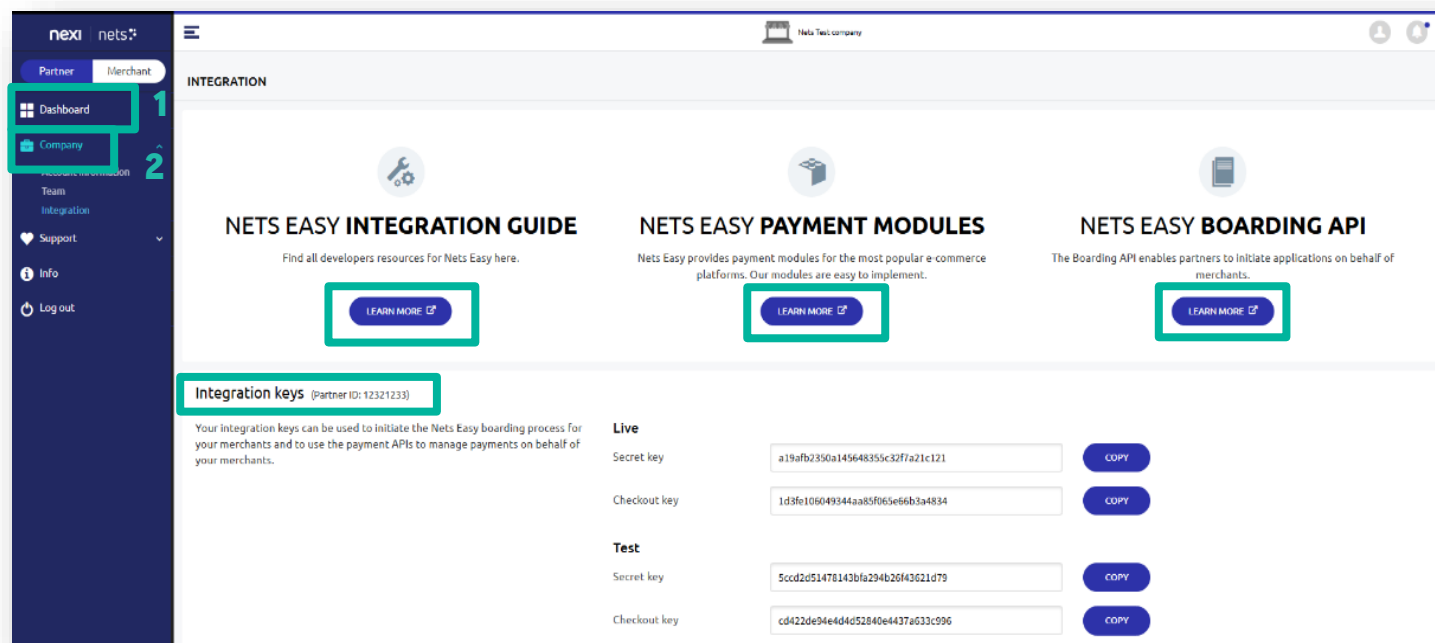
Option 2: Onboard new merchant via Boarding API



Integration Keys for Boarding API

Find and use the integration keys for the boarding process

1. Go to '**Company**' in the side bar on the right side.
2. Click on '**Integration**' - here you will be able to find your unique **partner integration keys** to be used for the **boarding process** for your merchants
3. You can both find the **live** keys and the **test** keys.
4. You will also find the **links** to **documentation** our **integration guide**, **payment modules**, and **boarding API**.



Integration keys (Partner ID: 12321233)

Your integration keys can be used to initiate the Nets Easy boarding process for your merchants and to use the payment APIs to manage payments on behalf of your merchants.

Live

Secret key	a19afb2350a145648355c32f7a21c121	COPY
Checkout key	1d3fe106049344aa85f065e66b3a4834	COPY

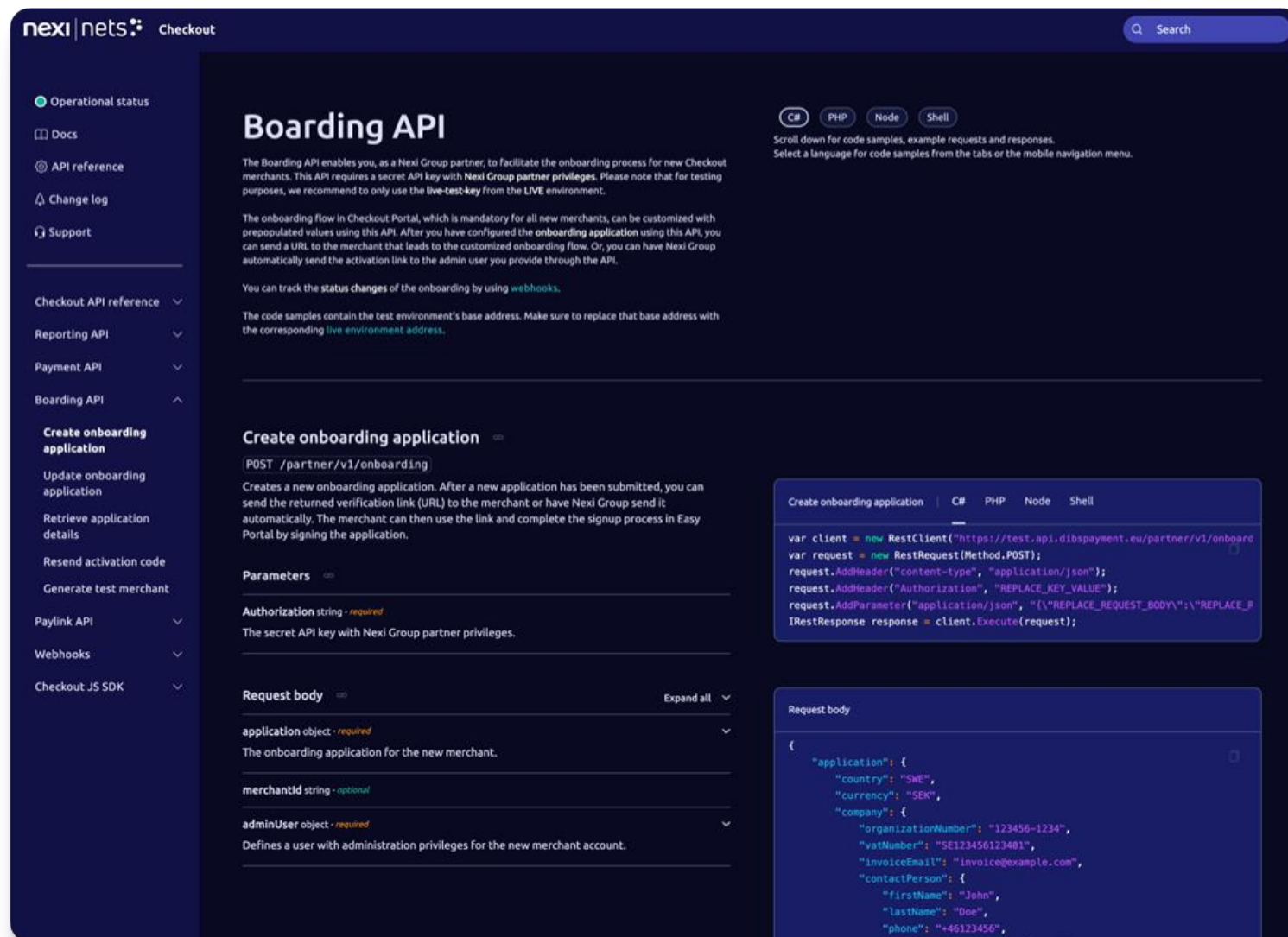
Test

Secret key	5ccd2d51478143bfa294b26f43621d79	COPY
Checkout key	cd422de94e4d4d52840e4437a633c996	COPY

Boarding API

If you need to find more technical guidelines for the boarding API, there is material on our developer site.

[GO TO BOARDING API](#)

The screenshot shows the 'Boarding API' documentation page in the Nexi Checkout Partner Portal. The page is dark-themed with a sidebar on the left containing navigation links: Operational status, Docs, API reference, Change log, Support, Checkout API reference, Reporting API, Payment API, Boarding API, Create onboarding application, Update onboarding application, Retrieve application details, Resend activation code, Generate test merchant, Paylink API, Webhooks, and Checkout JS SDK. The main content area is titled 'Boarding API' and includes a description of the API's purpose, a note about the onboarding flow, and a section for 'Create onboarding application' with a POST endpoint. The 'Create onboarding application' section includes a description, parameters (Authorization string), and a request body (application object, merchantId, adminUser object). On the right, there are tabs for code samples in C#, PHP, Node, and Shell, with the C# tab selected. The C# code sample shows how to create a new onboarding application using the RestClient and RestRequest classes. Below the code sample, there is a 'Request body' section with a JSON object containing application details like country, currency, company, organizationNumber, vatNumber, invoiceEmail, and contactPerson.