

# Register payment with Betalingservice

## (Payment service – direct debit)

Do you need help? Contact our Online Banking Support  
Tel., Retail: (+45) 70 80 10 70 – Tel., Business: (+45) 70 80 10 71

You can register a payment for Payment service (direct debit) when you make a payment through Netbank or, if you have already paid the bill, via the menu item **Pay and transfer** → **Payment service agreements**.

### Via Pay or Pay a bill

#### Pay a bill

Standard payment  
Retrieve my standard payment (None) ▼

Payment details  
Amount   
Withdraw from account (Select) ▼  
Payment date   Empty field means as soon as possible  
Text on own account statement  max. 20 chars  
Code line 71 <  +  <  
Any leading zeros in the fields may be omitted

— Register payment with Betalingservice  
Select  
 Do not register  
 Register with Betalingservice

PBS no.   
Debtor group no.   
Customer no.

Next

Select the icon 'Pay' on the 'My overview' page or select 'Pay and transfer' in the menu on the left, followed by 'Pay a bill'.

Fill in the fields printed on the payment form as usual.

— Register payment with Betalingservice  
Select  
 Do not register  
 Register with Betalingservice

PBS no.   
Debtor group no.   
Customer no.

Next

Additional fields will now appear.

Tick the box 'Register with Betalingservice' and fill in:

- PBS no.
- Debtor group no.
- Customer no.

with data printed on the payment form.

Click 'Next' and approve with MitID.

The payment will appear in 'Payment service agreements', where it will be marked 'Under registration'.

**Remember** to pay any payment forms until the payment appears in 'Payment service agreements'.

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## Via 'Payment service agreements'

**Payment service agreements**

Account/account holder/account group: (A11) Register new agreement

Creditor name	From account	Agreement no.	Effective from
Altibox	77300001000000	8500000000	02.01.2009
Tandforsikring	77300001000000	9300000000	20.06.2017

Click 'Pay and transfer' – 'Payment service agreements' in the menu on the left.

If you have more than one Payment service agreement, an overview will be shown here.

Click 'Register new agreement'.

**Payment service agreements**

Withdraw from account: (Select)

PBS no.

Debtor group no.

Customer no.

Bills must be paid manually until the payment appears on the Betalingservice overview

Next

Additional fields will now appear.

Select the account from which the amount is to be withdrawn and fill in:

- PBS no.
- Debtor group no.
- Customer no.

with data printed on the payment form.

Click 'Next' and approve with MitID.

The payment will appear in 'Payment service agreements', where it will be marked 'Under registration'.  
**Remember** to pay any payment forms until the payment appears in 'Payment service agreements'.