

Business eBanking - creating a balance notification by text

STEP 1

Go to www.danskebank.co.uk. Using the green log on button on our homepage (top right hand corner) select 'Business eBanking [eSafe ID]'.



STEP 2

Log on to Business eBanking - complete your details on the log on screens and then click on 'Continue'.



STEP 3

Complete your contact details on the front page in User Information. Select 'Edit' to enter your mobile phone number. In the first text box, remove the zero from your mobile phone number and enter +44, followed by the second digit of your number. In the second text box, enter the remaining digits of your mobile phone number. For example, if your mobile phone number is 01234 567890, enter +441 in first text box, followed by 234567890 in the second text box. You can also complete your email details if you wish to receive a notification by email. When you have completed your details, click on 'OK'.



STEP 4

You now need to verify your Electronic Signature. Please check your details are correct, complete your log on password as indicated and select 'OK'. If your details are incorrect, select 'Cancel' and re-enter your correct mobile phone number and email details as per Step 3.



STEP 5

You are now ready to set up your text notification. In Main Menu click on 'Contact & Help' and select 'Notification Centre'.



STEP 6

Select 'Subscription' from the top menu, and then click on 'Create new subscriptions'. Click on the '+' symbol beside 'Accounts', then click on the '+' symbol beside 'Balance Information' to expand this section. You can now select the account(s) you want to receive a balance notification for. Click on the specific account number in the list of accounts, and then click on the arrow '>' to the right hand side of the account number. This account will now be displayed in the 'Selected accounts' box on your screen. If you want to receive a notification on all accounts, click on '>>'. All accounts will now be displayed in the 'Selected accounts' box on your screen.



STEP 7

You can now select the notification interval e.g. daily, and the time you wish to receive your balance notification. Select 'text' in the Delivery options to receive your notification by text. You can also select other delivery options as indicated. If the delivery options are shaded greyed, you have not completed your contact details correctly within User Information. Please refer to Step 3 for details on how to complete. Select 'Activate' to complete your notification subscription and a pop up 'Message from webpage' will then appear. Please read the information and then click on 'OK' to confirm your subscription.



STEP 8

The next screen will now show the notification subscription you have created. Other types of notifications can also be set up under 'Subscription' in Step 5. These include Account balance service, Payments exceeding a specific amount and Payment cannot be processed, and can be received by email or on your Mobile Business App.



STEP 9

A text will be sent to your mobile phone to confirm that your notification subscription has been set up. You will now receive your balance notifications by text.



Danske Bank