



Welcome to Mywallet

MyWallet is a digital account for cashless payment systems in laundries etc.. You can transfer money to your MyWallet account with your credit card.

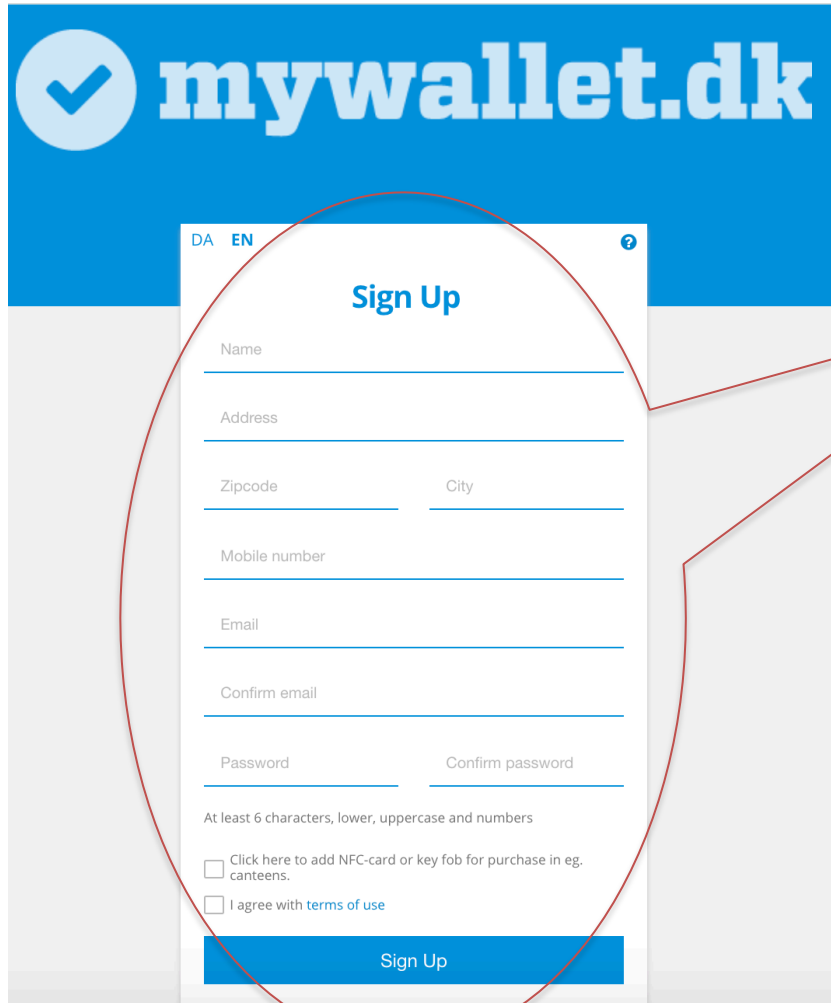
Mywallet gives you easy access to payment without cash and minimizes the administration of payments.

You can read all about setting up your new account on the following pages.

Notice: You will be issued a card or key fob at the location where you shop.

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1. CREATE AN ACCOUNT



The screenshot shows the mywallet.dk Sign Up page. A red circle highlights the form fields, and a red arrow points from the instructions to the form. The form includes fields for Name, Address, Zipcode, City, Mobile number, Email, Confirm email, Password, and Confirm password. It also has checkboxes for adding an NFC-card and agreeing to the terms of use, and a blue Sign Up button at the bottom.

DA EN ?

Sign Up

Name

Address

Zipcode City

Mobile number

Email

Confirm email

Password Confirm password

At least 6 characters, lower, uppercase and numbers

☐ Click here to add NFC-card or key fob for purchase in eg. canteens.

☐ I agree with [terms of use](#)

Sign Up

1. Fill out the blank spaces.
2. Tick off in "***I agree with the terms of use***".
3. Press "***Sign up***".
4. You can now log on to your account.

2. ADD NFC CARD/KEY FOB

The screenshot shows the 'NFC card' section of the MyWallet app. On the left is a dark navigation menu with options: Overview, Account information, NFC card (selected), Services, Add funds, Creditcard Information, Automatic Refill, Credit, and Withdrawal. The main area has a header 'NFC card' and a top bar with icons for mail, documents, settings, and home. There are two panels: the left panel contains an information box with the text 'Here you can attach your MyWalletCard to your account. You will find the cardnumber on the front of your MyWalletCard received.' Below this is a text input field labeled 'MyWallet card number' with the number '1234' entered, and a blue 'ADD' button. The right panel contains a list titled 'List of all your MyWallet kort' with the text 'No cards added' below it. A red speech bubble originates from the bottom and points to the 'ADD' button and the input field.

You can add and change NFC card or Key fob.

1. Type the card number and press **"Add"**.

You can see the card number in the list on the right side when it is added.

2. Delete card number/key fob by pressing on the red X.
Remove by pressing **"Approve"**.

3. ADD FUNDS

You have to transfer money to the account before you can use the card for payment.

The card is ready for use when you have completed the transfer of funds.

1. Press **"Add funds"** under the users name.
2. Press **"Use new card"**.
3. Choose amount from the list and press **"Next"**.
4. Choose creditcard and press **"Next"**.

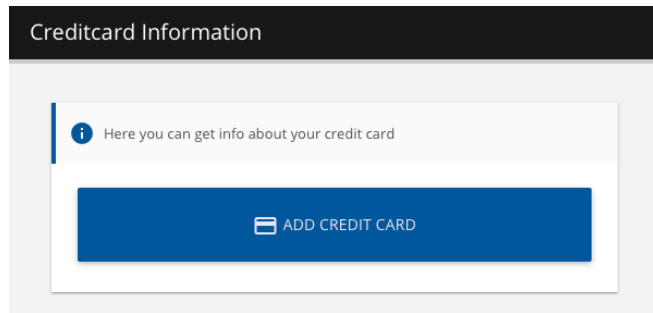


5. Tick off in **"I agree with terms of use"** and press **"Finish"**.

4. CREDIT CARD INFORMATION

You can save your creditcard information by adding it to the account. In order to use automatic refill you must save your creditcard information.

1. Go to **"Credit card information"** and press **"Add credit card"**.



2. Choose credit card and press **"Continue"**.
3. Fill in your credit card information and press **"Gennemfør betaling"**.

Your credit card is now saved and can be used for refill when you choose **"Use saved card"**.

You can activate automatic refill to ensure that you always have money on your account. You need to save your creditcard under ***"Creditcard information"*** before you can use the function.

Automatic refill

Transfer a specific amount (e.g. 200 kr.) when the balance is under a specific amount (e.g. 50 kr.).

The screenshot shows the 'Automatic Topup' settings interface. At the top, a header bar reads 'Automatic Topup'. Below it, an information icon and text state: 'Here you can enable automatic topup. This will add funds to your wallet whenever the balance drops below the lower limit configured by you.' The settings are as follows:

Setting	Value
Deactivate automatic topup	<input checked="" type="checkbox"/>
Amount To Refill	200,00 kr. (with a dropdown arrow showing '200,00 kr. incl. fee')
Refill when below amount	50,00

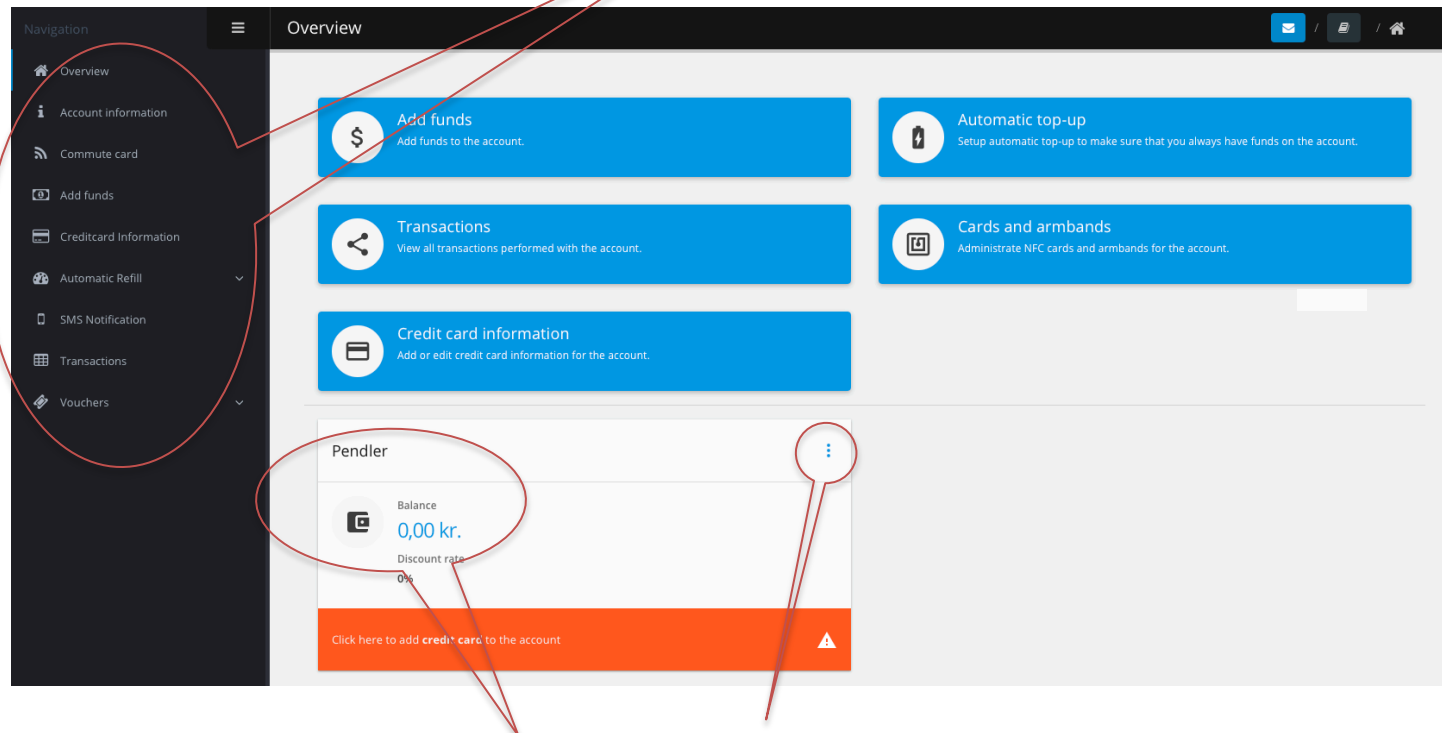
A blue 'SAVE' button is located at the bottom right of the form. A red speech bubble is drawn around the toggle switch, the 'Amount To Refill' field, and the 'Refill when below amount' field.

1. Press on ***"Activate automatic topup"***.
2. Choose refill amount and minimal balance for automatic refill. E.g. Fill with 200 kr. when the balance is under 50 kr.
3. Press on ***"Save"*** to complete.

6. OVERVIEW OF YOUR ACCOUNTS

You will see this display when you log on to your account. The log on page will give you a quick overview of your information. Look at the explanations below:

Press the in the menu to see the additional functions.



You can see the balance and discount when you are signed in. Use the short cuts to go to the different functions.

7. LOGIN/FORGOT PASSWORD

Login

1. Type your email and password to log on to the website.
2. Tick off in **"Remember me"** if you want to save your email on the website.
3. Press on **"Login"** to log on to your account.



The screenshot shows the mywallet.dk login interface. A white 'Sign In' form is centered on a blue background with the mywallet.dk logo. The form contains fields for 'Email' and 'Password', a 'Remember Me' checkbox, and a blue 'Sign In' button. Below the button are links for 'Don't have an account yet? Sign Up' and 'Lost Password?'. Red annotations include a large oval around the email and password fields, a line pointing from the third step of the instructions to the 'Sign In' button, and a circle around the 'Lost Password?' link with a line pointing towards the text on the right.

Forgot your password?

1. Press on **"Lost password"**.
- 2 Type your E-mail and press **"Send"**.

You will receive a new password within a few minutes. Look in your the "Spam" inbox if you do not receive the password.

Account information

Your personal account information.

Full Name

Address

Zipcode

City

Mobile number

Email

Save

Password

Change password.

Old Password

New Password

Save

Change account information

1. Type your new information.
2. Press on **"Save"** to complete.

Change password

1. Type your new password.
2. Press on **"Save"** to complete.

You can withdraw the remaining balance to your bank account if you no longer use the account. You can also choose to withdraw a smaller part of your balance.

Withdrawal

i Here you can select an amount to withdraw from your balance. Enter your bank account details and the money will be transferred to you as soon as possible.

Maximum amount to withdraw: 0,00 kr.

Amount *

Bank *

Registration number * 0 / 4

Repeat registration number * 0 / 4

Bank Account * 0 / 10

Repeat bank account * 0 / 10

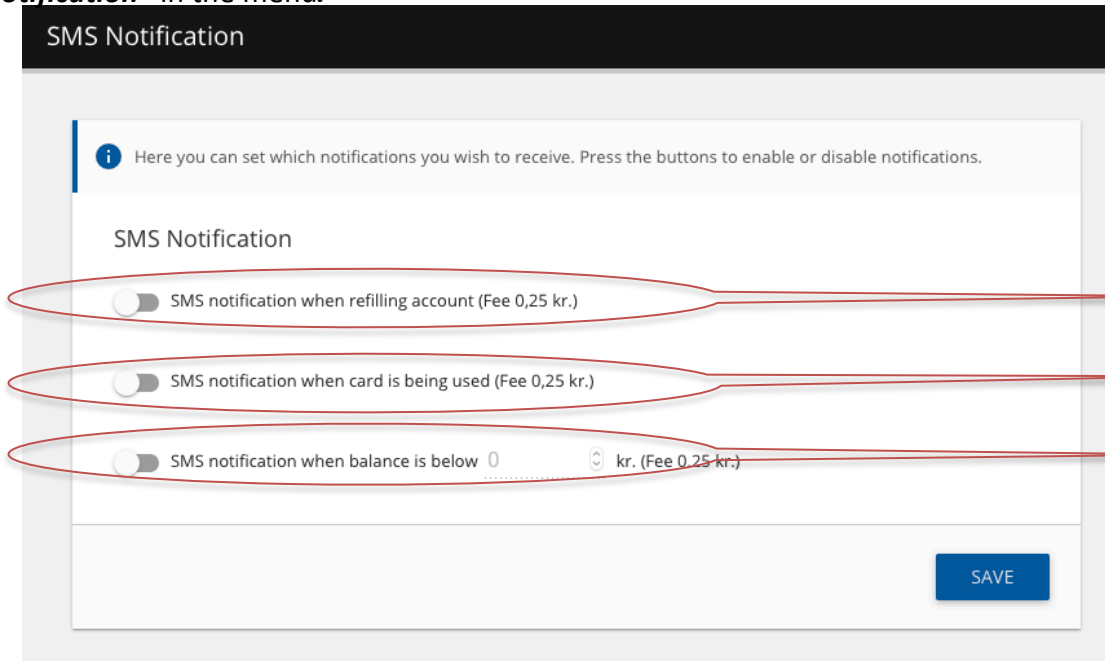
Tekst til egen kontoudskrift * 0 / 20

WITHDRAW

1. Go to **"Withdrawal"** in the menu.
2. Type the amount you want to withdraw (Maximum amount shows the balance).
3. Fill in your banking information and complete by pressing **"Withdraw"**.

You wil receive the amount on your bank account within 5 days.

You can choose to receive an SMS when you refill and use the card. You can activate SMS notification under **"SMS notification"** in the menu.



Choose when you want to receive an SMS by activating the buttons. Complete by pressing **"Save"**.

Receive an SMS when you refill

Receive an SMS when the card is used

Receive an SMS when the balance is under ex. 50 kr.

 SMS notification is activated

 SMS notification is not activated

You can see all of your receipts under **"Transactions"** in the menu. You can see what you bought when and how you paid.

i	Credit card	9992664	25. May 2020 - 10:02:10	0,00 kr.	Completed revenue	Tilføjelse af kreditkort	Pay4it - Betaling	
i	Credit card	9741740	28. Apr 2020 - 15:06:17	0,00 kr.	Completed revenue	Tilføjelse af kreditkort	Pay4it - Betaling	
✗	Wallet	9654047	17. Apr 2020 - 12:26:27	-20,00 kr.	Denied	Madplan	Pay4it Demo Skole	
✗	Wallet	9653981	17. Apr 2020 - 12:07:11	-105,00 kr.	Denied	Madplan	Pay4it Demo Skole	
i	Credit card	8489456	2. Jan 2020 - 13:00:07	0,00 kr.	Verified	Tilføjelse af kreditkort	Pay4it - Betaling	
i	Credit card	8489292	2. Jan 2020 - 12:42:43	0,00 kr.	Verified	Tilføjelse af kreditkort	Pay4it - Betaling	

Press "i" to see details on the receipt. You can also see if your payment is failed or completed.