TAKING SVEA PAYMENTS' PAYMENT SERVICE IN USE IN SUOMISPORT

Guide for clubs and associations



Updated 4/2023

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1. GETTING READY

This is a guide to how a club or association can take Svea Payments' payment service in use in Suomisport.

Please take out:

NAMES, SOCIAL SECURITY NUMBERS AND INFORMATION ABOUT THE POLITICAL INFLUENCE OF BOARD MEMBERS ENTERED INTO THE FINNISH REGISTER OF ASSOCIATIONS

The law requires Svea Payments to know and to gather certain information about the actual beneficiaries of its customers. When it comes to associations, the actual beneficiaries are the board members that have been entered into the Finnish Register of Associations. This is why, when ordering the payment service, you are asked to fill in information about the association's board members. By filling in the information correctly, you can help us in activating your payment service as quickly as possible.

NAMES, SOCIAL SECURITY NUMBERS, INFORMATION ABOUT THE POLITICAL INFLUENCE AND EMAIL ADDRESSES OF SIGNATORIES

At this point, you should fill in the information of the signatories, even if they are the same persons as in the previous step when filling in the information about board members.

The signatories will receive a link for signing the agreement by email. The person(s) signing the agreement should be authorized signatories registered in the Finnish Register of Associations or in some other signed and official document such as the minutes of a board meeting.

For signing the agreement, please take out your own online bank user credentials.

2. ORDERING THE PAYMENT SERVICE

LOG IN TO SUOMISPORT

Go to your association's front page and click on "Enable new functionalities". This takes you to a page where you can review your association's information and accept the applicable terms and conditions. When you have done this, you can save the information and continue to the payment service agreement.

Some information about the association and its main contact person are automatically filled in. The bank account number that you fill in should be in the association's name. The main user in Suomisport becomes the main contact person in Svea Payments' system, with whom Svea Payments communicates regarding the payment service. You will be able to change the main contact person after being redirected to Svea Payments' service.



When you are ready, you can save and continue.

CLUB'S FRONT PAG	e administration ~	ACTIVITIES ~	DEVELOPMENT ~		
-					
- '					
CLUB					ADMINISTRATORS
valimotie 10, 00380 helsinki Show divisions (3) → Regional organisation: Etelä-Suomen Liikunta ja Urheilu View details → Enable new functionalities →					View all club users → Access right requests →
ADMINISTRATIVE TOOLS		TOOLS	OPERATIONAL TOOLS		DEVELOPMENT TOOLS
	Members Member list • Member class	ises >	Club events • Group events		Tähtiseura > Join the Tähtiseura service >
	Season fees • Membership	fees	Roups Group details and management		OKM's Grant Service
	Reports Reports on club activities		Communications Notifications to member classes and grou		QUESTIONS?
	Licensed persons Club licenses/game passes	and insurances	Purchasing for individual users Purchasing · Shopping cart · Orders		View Instructions or send support request

The club's front page in Suomisport.

CONFIRMING THE ORDER

Next, you will be redirected to Svea Payments' service to fill in some additional information about the association. Some information has been automatically filled in for you.

Please be careful to fill in the correct information about board members and signatories.

Settlement model

Lastly, you will be able to choose a settlement model for the payment service. A settlement model refers to the way in which payments are made to the association's bank account. Bundled settlements daily, weekly or monthly are included in the regular payment service. In a bundled settlement, all the payments that can be settled to the association, are collected into one settlement.

You will also be able to choose transaction-specific settlements, which means that payments are settled to the association's bank account separately with the original reference number. This settlement model has a fee of $0,07 \in$ per settlement.



Please note that the bank account number that you fill in should be in the association's name.

When you have filled in and reviewed all the information, you can proceed to the next phase.

SIGNING THE PAYMENT SERVICE AGREEMENT

On the next page, you will see a summary of the information that you have filled in.

The agreement is signed electronically in the Signicat-service. If you are an official signatory of the association, and wish to sign the agreement immediately, you can do that now. You will be redirected to Signicat to sign the agreement, and the other signatories will receive a link for signing the agreement by email.

If you are not an official signatory of the association or you don't want to sign the agreement immediately, you can choose to sign later, and a link for signing the agreement will be sent by email to all the signatories.

The link for signing the agreement is valid for 30 days. The agreement is signed electronically using your own online bank user credentials.

2.1 ORDERING THE PAYMENT SERVICE, ASSOCIATIONS WITH SEVERAL DIVISIONS

IF ALL DIVISIONS USE THE SAME BANK ACCOUNT

If all of the association's divisions use the same bank account for receiving settlements of payments made through the payment service, you can order the service as usual by following the previous instructions.

IF DIVISIONS USE DIFFERENT BANK ACCOUNTS

If there is a need to forward payments made through the payment service to different bank accounts, should every division with a different bank account have their own service. In this case, we ask you to contact Svea Payments' customer service by email at <u>info.payments@svea.fi</u>. The payment service can't be ordered as usual by following the previous instructions for ordering the payment service.

CHANGES IN EXISTING SERVICES



If your association already has a payment service in use, and wishes to add a division with its own bank account, please contact Svea Payments' customer service and a separate service for the division(s) will be created manually.

3. SIGNING THE AGREEMENT AND ACTIVATION OF THE SERVICE

CHECK YOUR EMAIL

The official signatories of the association will receive a link by email for signing the agreement electronically. All signatories need to sign the agreement before the payment service can be activated.

PROVIDE AN EXTRACT FROM THE FINNISH REGISTER OF ASSOCIATIONS

Before the payment service can be activated, we need an up-to-date extract from the Finnish Register of Associations. This can be sent by email to <u>info.payments@svea.fi</u>. The association's main contact person will receive instructions regarding finalizing the agreement by email.

ACTIVATION OF THE SERVICE

The main contact person will be informed when all the necessary documents and signatures have been received and the service is activated at Svea Payments. However, please wait for the service to be activated in Suomisport as well. You can check the status of the process on the front page of Suomisport when you are logged in as a club's representative.

Extranet user credentials are automatically created for the main contact person. With these, payments can be looked up and managed in our older Extranet: <u>https://www.maksuturva.fi/extranet/Login.xtnt</u>. Reports can be dowloaded and information updated in our new Extranet: <u>https://www.maksuturva.fi/dashboard/Login</u>. For the time being, we have two portals in use as the new Extranet is still under development.

3.1 SUPPORT AND CONTACT

Svea Payments' customer service is happy to help with any questions regarding the agreement or the payment service. You can contact us by email at <u>info.payments@svea.fi</u> and by phone weekdays 8 am-4 pm at +358 9 4241 7050.

Welcome to Svea Payments!