



# Taking Svea Payments' payment service in use in Suomisport



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

## 1. Getting ready

### Take out:

#### **Names, social security numbers and information about the political influence of board members**

This information is filled in when ordering the service. Filling in all information correctly ensures a speedy activation process.

#### **Names, social security numbers, information about the political influence and e-mail addresses of signatories**

The association's 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 another signed and official document such as the minutes of a board meeting.

## 2. Ordering the service

### This is how you order the payment service:

#### **Log in to Suomisport**

Go to your association's front page and click on "Ota uudet toiminnot käyttöön".

#### **Fill in your association's information**

Some information about the association and its main contact person are automatically filled in. The main user in Suomisport becomes the main contact person in Svea Payments' system. Please note that the main contact person, "Pääyhteyshenkilö", is the person with whom Svea Payments communicates regarding the payment service. When you are ready, click "Lähetä tiedot ja allekirjoita" in the upper right corner of the page. The bank account number that you fill in should be in the association's name. If needed, you can change the main contact person later on in Svea Payments' service.

#### **Confirm your order**

You will be forwarded to Svea Payments' service in order to fill in some additional information about the association. Please be careful to fill in the correct information about board members and signatories. Remember to fill in information about all board members to ensure a speedy agreement process. When you are ready, you can confirm your order.

### 3. Ordering the payment service, associations with several divisions

#### An association with several divisions can order the service like this:

##### **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 instructions in section 2.

##### **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 such a case, we ask you to primarily contact Svea Payments' customer service. The payment service can not be ordered as usual by following the instructions in section 2.

##### **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.

### 4. Signing of the agreement and activation of the service

#### This is how you sign the agreement and finalize the order process:

##### **Check your email**

The official signatories of the association will receive a link by email for signing the agreement electronically. All signatories should sign the agreement.

##### **Provide an extract of signed minutes and extract from the Finnish Register of Associations**

Before the service can be activated, you should provide an extract from the Finnish Register of Associations and a signed extract from the minutes of a board meeting, where the current board and signatories were chosen. These can be sent by email to [info.payments@svea.fi](mailto:info.payments@svea.fi).

#### What next:

##### **The service is activated**

The main contact person will be informed when all the necessary documents and signatures have been received and the service is activated. You can also check the status of the process on the front page of Suomisport, when you are logged in as a representative of the association.

##### **Extranet user credentials**

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

##### **More information and support**

Our customer service is happy to help you with any questions. You can contact us by email at [info.payments@svea.fi](mailto:info.payments@svea.fi) or call us at 09 4241 7050 (weekdays between 8 am and 4 pm).