

# New bank for salary payments

**In September, Uppsala University will change banks for salary payments, from Nordea to Danske Bank. This means that by September 1st, you must have registered your account with Danske Bank in order to receive your salary – do this as soon as possible!**

## **What must I do?**

All employees must log in to Danske Bank's salary service with BankID/Mobile BankID to register their account. The registration means that your salary is deposited into your account in the bank of your choice – you do not need to become a customer of Danske Bank.

**Last day for this is September 1, 2023**

Scan the QR code to get to the instructions on how to register your account with Danske Bank on Medarbetarportalen. You need to do both step 1 and 2 in the instruction!



**NOTE!** If you do not register your account in time, your salary will be paid out via a payment notice sent to your home address.

## **I already have an account registered with Danske Bank - do I still need to log in?**

Yes, you need to link your account with Uppsala University's customer number at Danske Bank by following the instructions in the QR code.

**Link to Medarbetarportalen:**  
<https://mp.uu.se/sv/web/info/anstallning/manualer-anstallning/anmalan-lonekonto-manual>

## **I lack a BankID or use a foreign account**

You will require help from the Payroll Unit to register your information. A form must be submitted to the Payroll Unit via your contact person/administrator at your department/equiv. The form is available at Medarbetarportalen if you scan the above QR-code.

## **I am a new employee this summer**

You must register your salary account with both Danske Bank and Nordea (who handles Uppsala University's salary payments up to and including the payments in August).



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