

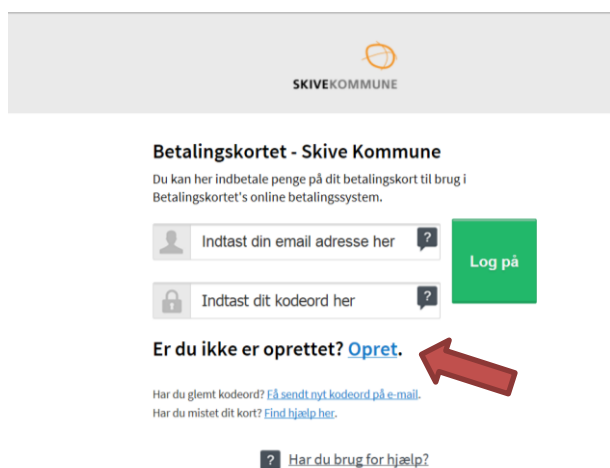
Instructions for using Skivekommunekortet

Skive Kommunekortet is a payment card similar to the Rejsekort. The card must be registered and charged before it can be used. Skive Kommunekortet can only be used in institutions in Skive Kommune that have implemented the solution. The card is personal and can be locked if lost. Replacement cards costs 25 kr.

How to use Skive Kommunekortet

Once you have received a Skive Kommunekort, you must register on this website:

[Betalingskort.skivekommune.dk](https://betalingskort.skivekommune.dk)



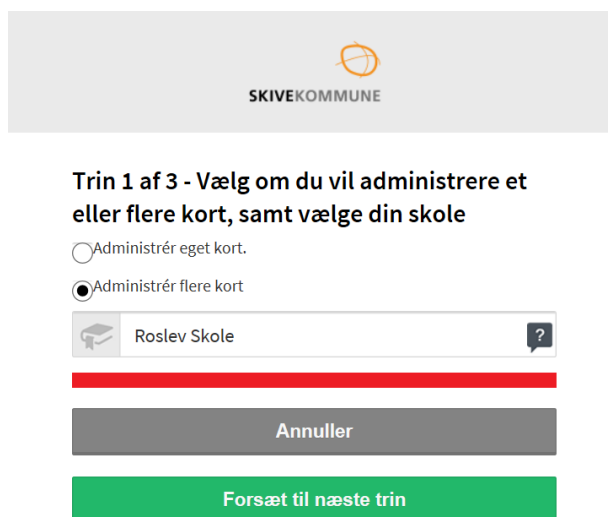
The screenshot shows the login page for 'Betalingskortet - Skive Kommune'. At the top is the Skive Kommune logo. Below it, the title 'Betalingskortet - Skive Kommune' is followed by a brief description: 'Du kan her indbetale penge på dit betalingskort til brug i Betalingskortet's online betalingssystem.' There are two input fields: 'Indtast din email adresse her' and 'Indtast dit kodeord her', both with question mark icons. A green 'Log på' button is to the right. Below the fields, there is a link: 'Er du ikke oprettet? [Opret.](#)' with a red arrow pointing to it. At the bottom, there are two links: 'Har du glemt kodeord? [Få sendt nyt kodeord på e-mail.](#)' and 'Har du mistet dit kort? [Find hjælp her.](#)' and a help icon with the text 'Har du brug for hjælp?'.

The first time you enter the page select **Opret**

Here you will be able to manage your own card or multiple cards at the same time and choose which institution you are affiliated with.

If you, as parents or relatives, manage your children/relatives Skive Kommunekort select **Administrer flere kort.**

Press **Fortsæt til næste trin**



The screenshot shows the first step of the registration process: 'Trin 1 af 3 - Vælg om du vil administrere et eller flere kort, samt vælge din skole'. There are two radio button options: 'Administrér eget kort.' and 'Administrér flere kort.' The second option is selected. Below the options is a dropdown menu showing 'Roslev Skole' with a question mark icon. At the bottom, there are two buttons: a grey 'Annuller' button and a green 'Fortsæt til næste trin' button.

Enter your email (*mailadresse*), *first name (fornavn) and last name (efternavn) and phone number (telefonnummer)* by tapping the corresponding field.

Press **Fortsæt til næste trin**

Trin 2 af 3 - Kontakt- & brugerinformation

Du skal indtaste din e-mail adresse, dit navn og evt. telefonnummer.

Indtast e-mail adresse

Indtast fornavn og efternavn

Indtast telefonnummer

Fortsæt til næste trin

Create password (Opret kodeord). In the field, select a password of at least 7 letters and 1 number. The field will turn green when the password satisfies the requirements.

Repeat the password (Bekræft kodeord her)

Press **Godkend**

Trin 3 af 3 - Opret kodeord.

Du skal angive mindst 7 tegn og 1 tal.

Opret kodeord her

Bekræft kodeord her

Tilbage

Godkend

Skift sprog: Dansk ▼

You are now set up as an administrator and can log into the system.

When you reach the front page you have different choices. Her you can also choose to change language to English at the bottom.

Once you have been registered you can buy "goods" in the Shop – for example, payment for a camp trip.

Some institutions only have the Shop and there therefore won't have Skive Kommunekort.

The card that your child/relatives have been handed over must now be activated. This is done by choosing: **Tilføj kortbruger**

Hej Økonomisk Sekretariat,

Du har ikke oprettet noget betalingskort endnu som du kan administrere.

Velkommen til din personlige side.

Din kortsaldo er 0,00 DKK.

Foretag en indbetaling

Overførsel, saldohistorik & saldo e-mail

Ændre det daglige rådighedsbeløb

Skift dit kodeord

Skift dine kontaktoplysninger

Spær betalingskort

Tilføj kortbruger

Ændre kortbruger

Udbetal saldo

Shop

Log af

Skift sprog: Dansk

In the first fields, choose which institution the cardholder belongs to and then choose if you are a citizen/student (borger/elev) or an employee. Choose **Borger/Elev**

Enter username (**brugernavn**) – for example the users first name.

Enter users first- and lastname (**brugerens for- og efternavn**)

Enter the card number (**kortnummeret**). It is on the front of the Skive Kommunekort – bottom right and is between 8 and 10 digits.

Press **Godkend**

Kontakt- & brugerinformation

Du skal nu vælge brugerens brugernavn, indtaste navnet på betalingskortets indehaver, samt brugerens kontaktoplysninger.

Roslev Skole

Er du borger/elev eller ansat?

Indtast ønsket brugernavn

Brugernavnet skal være på max 10 tegn/tal.

Indtast brugerens for- & efternavn

99156306

Inmadsen@yahoo.com

Indtast brugerens kortnummer

På brugerens udleverede betalingskort er der påført et nummer på 8-10 cifre. Dette skal du indtaste i felterne herunder.

Once the card is added, money must be added to the card before it can be used in the institutions in Skive Kommune that have implemented the solution.

Choose **Foretag en indbetaling** – to deposit money on the card (minimum 50 kr.) You can distribute, for example 200 kr. between the different cards you manage. Deposits occur as when shopping online.

If you want to limit how much money the user can use per day, choose **Ændre det daglige rådighedsbeløb**.

There must be at least 1 kr. per day to avoid using the full amount on the card at once.

If you want a maximum daily consumption to be the same every day, it can be inserted in the box **Alle dage**.

If there has been a maximum daily consumption and this is no longer desired, tick off in the box **Slå det fra** in the bottom of the page.

Press **Aktiver dagligt rådighedsbeløb**

Daglige rådighedsbeløb

Her kan du sætte et dagligt loft på dit betalingskort. Hvis man vil begrænse forbruget sættes grænsen til 1 kr. Hvis der ikke indtastes en grænse, er hele kortets saldo til rådighed hver dag.

Minna Jensen

Alle dage	<input type="text" value="000,00"/>	DKK
Mandag	<input type="text" value="20.00"/>	DKK
Tirsdag	<input type="text" value="20.00"/>	DKK
Onsdag	<input type="text" value="20.00"/>	DKK
Torsdag	<input type="text" value="20.00"/>	DKK
Fredag	<input type="text" value="20.00"/>	DKK
Lørdag	<input type="text" value="20.00"/>	DKK
Søndag	<input type="text" value="20.00"/>	DKK
Slå det fra	<input type="checkbox"/>	

Aktiver dagligt rådighedsbeløb

The card is ready for use at the cash register at the school/at the institution. Remember to log off.

Overview of the buttons on the front page:

Foretag en indbetaling – when you want to deposit money into the account.

Overførsel, saldohistorik og saldo e-mail – when you want to move money between accounts or if you didn't define which card the money should be on. In addition, you have the ability to view the balance story as well as set automatic balance email notifications.

Ændre det daglige rådighedsbeløb – when you want to limit how much can be used on the card every day. You can choose between the different cards associated with the account. There must be 1 kr. in each field to register the minimum amount. Can be switched off by putting the tick off the checkbox in bottom. Remember to activate daily availability.

Skift dit kodeord – here you can change your password.

Skift dine kontaktoplysninger – if you change phone number or email.

Spær betalingskort – if the card is gone/broke. One you have blocked a card, the option of **Åben betalingskort**, is accessible if the card is found again.

Tilføj kortbruger – if you get new cards in the family you have to manage. In the parent account you can manage multiple cards at once.

Ændre kortbruger – if the user is to manage his card in the future – for example, when children grow up.

Udbetal saldo – if you move away from Skive Kommune or for some reason want to close your account.

Shop – webshop were you can pay for schooltrips, food in the kindergarden or a new Skive Kommunekort. You pay as in a regular webshop with your credit card.

If you need help, Økonomisk Sekretariat can be contacted by mail Okit@skivekommune.dk or phone 9915 56 56 on weekday in the period 9-13