

Creating a user profile in the Online Shipping Tool

1. Log in to the customer portal at portal.postnord.com.
2. On the left-hand side of the customer portal's front page, select "*Company settings*" and then "*Users.*"
3. Click the "*Invite user*" button that then appears on the page.
4. In the menu presented on the page, activate your customer number and/or business ID.
5. Specify the new user's access rights for various functions of the customer portal.
6. Decide whether the user may access all the addresses available in the Online Shipping Tool. If you select "*Restricted to shipping templates,*" the user may only create shipments with the templates indicated by the administrator. Scroll down to choose which templates the new user may use.
7. In the last view, state the user's name (first and last) and e-mail address. The e-mail address is used for logging in, and a link for creating a password is sent to it.
8. Click on "*Invite user*" to send an invitation to the e-mail address you have indicated.