

User manual BK Portal – Create a user

Registration:

4.

- 1. Open a internet browser: Chrome, Edge, Safari or Firefox
- 2. Open <u>https://portal.bkhengeren.no</u> portal.bkhengeren.no
- 3. Click on, Registrer 、

(Registration)	Hengeren for de kvalitetsbevisste	BK POF	RTAL	
	💄 E-p	ost 🔤		
	Pass	sord 🔤		
	G	Registrer		
Fill out the form a. Org.nr = company reg b. Choose roll	sistration number	Hengeren for de Kvaliteisbevi	en BK	PORTAL
i. Dealer (forhar	ndler)		Fornavn	5
1. Most c	common, gives you	.	Etternavn	5
full acc	cess to the system.		Epost	5
II. ACCOUNTAIL(N	egnskap) Ny gives access	C.	Mobil	-
to invo	bices. Should be	gistration number	Org.nr	-
used b	y the		Firmanavn	H
accour c. When you are finishe	ntants. d click Registrer.		REGISTRER	When ready click here

- 5. Your registration is now sent over to BK Hengeren for approval.
 - a. This can take from a few minutes to a few hours.
- 6. When you are approved you will get an email with your password, you can now log in with your email and the given password.
 - a. The password is difficult, please use the copy and paste function. You can change password here.

н	ageren for de kvalitetsbevisste
*	Min Side
ළු	Dokumenter
⊞	Eksport
⊞	Statistikk
\geq	Forespørsler
1	Reklamasjon
	Ordre
6.	Levering
ľ	Faktura
Q 0	Delekatalog
-	To odeerche