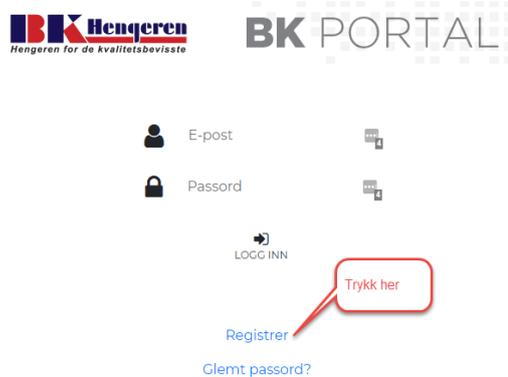


User manual BK Portal – Create a user

Registration:

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



4. Fill out the form
 - a. Org.nr = company registration number
 - b. Choose roll
 - i. Dealer (forhandler)
 1. Most common, gives you full access to the system.
 - ii. Accountant(Regnskap)
 1. This only gives access to invoices. Should be used by the accountants.
 - c. When you are finished click Registrer.



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.

