Danske Bank
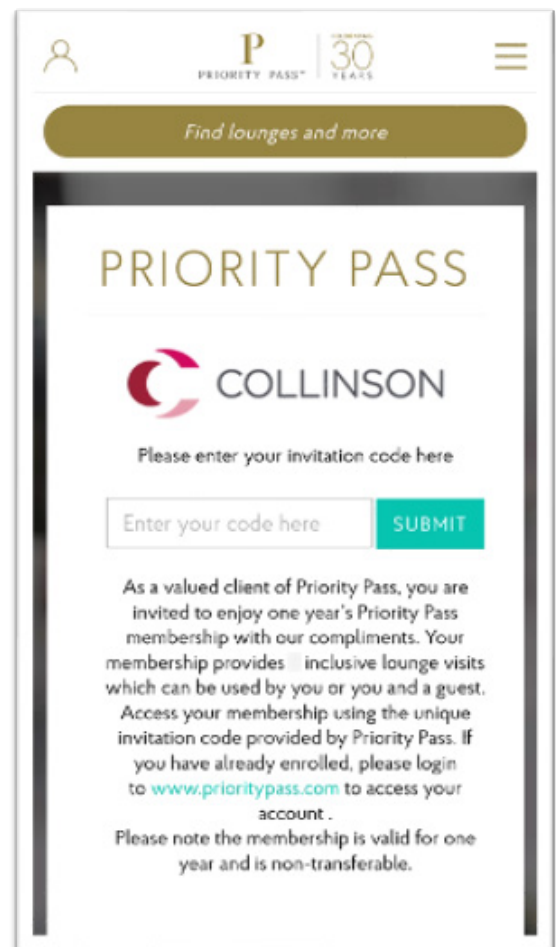
Digital Priority Pass Registration Guide for Customers
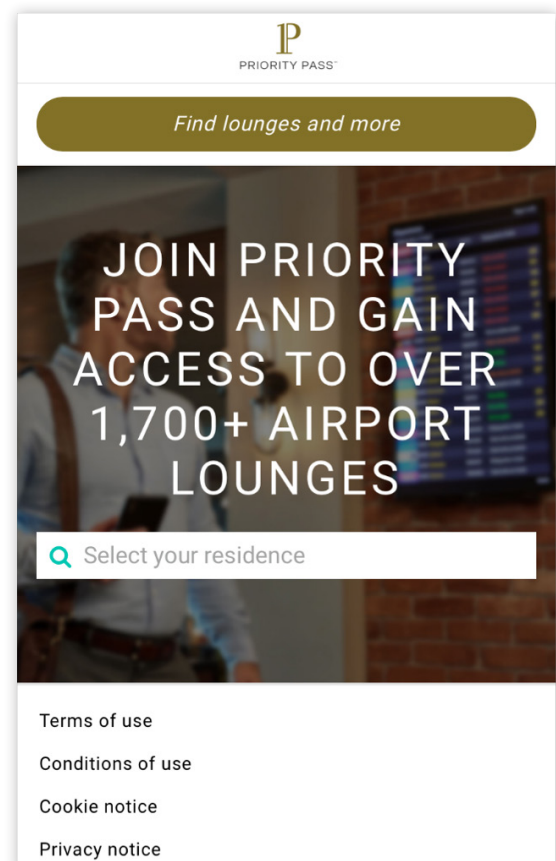
Registration steps:

1. Find the letter sent to you by Danske Bank. This was sent to you either by post or to your digital mailbox, depending on your preference.

2. In the letter, find the 'Guide to getting the Digital Priority Pass' section, it contains your **URL** and **Invitation ID/Invitation Code**

3. Once you type in the URL or scan the QR code, you will be taken to the Priority Pass website, see example screen shot.

4. Enter the Invitation ID from your letter and select **'Submit.'**

5. The page will reload.

6. Choose your **country of residence** from the list. You can start typing and then select the right choice. Once selected, the page will reload, see example screen shot.

7. Here, you will be provided with more information about your membership, including the fee for non-complimentary visits and fees for guests, see example screen shot.
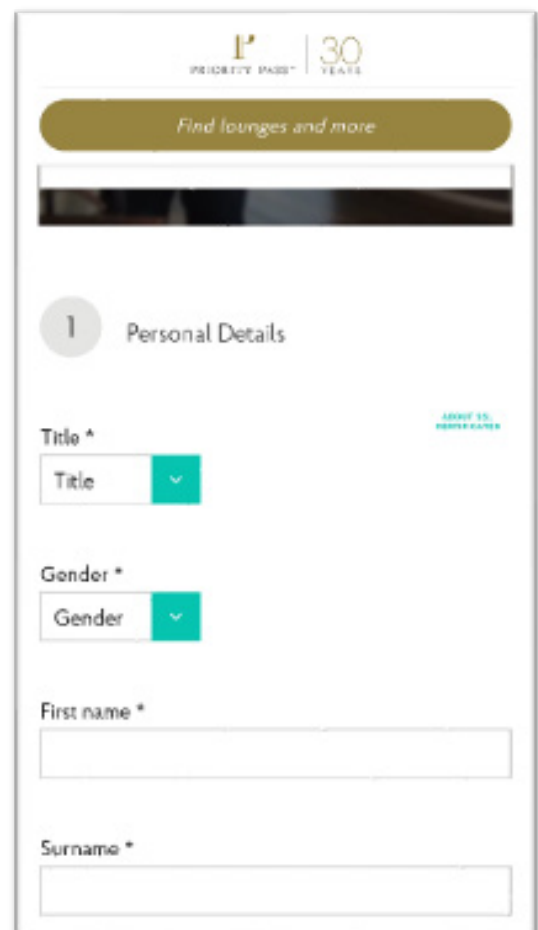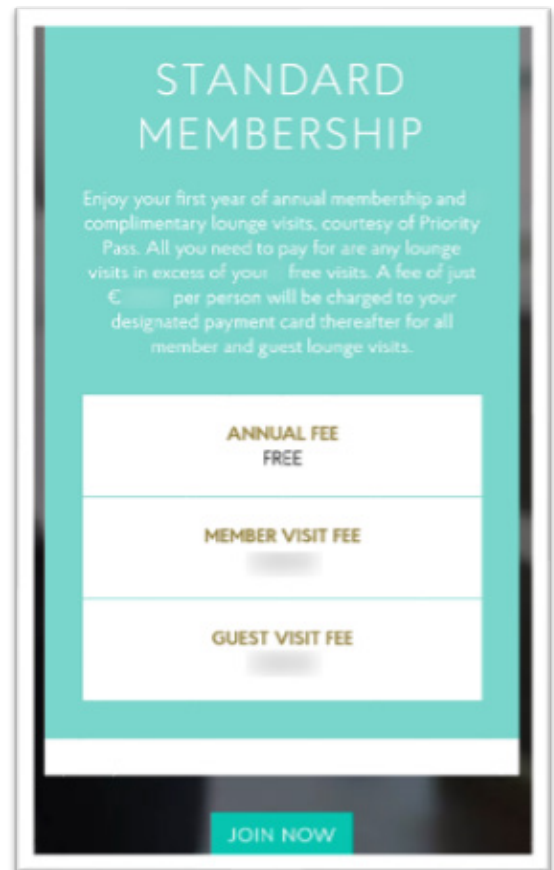
8. Select the '**Join Now**' button.

9. The page will reload, and you will be requested to provide the personal details that are needed to complete the registration.

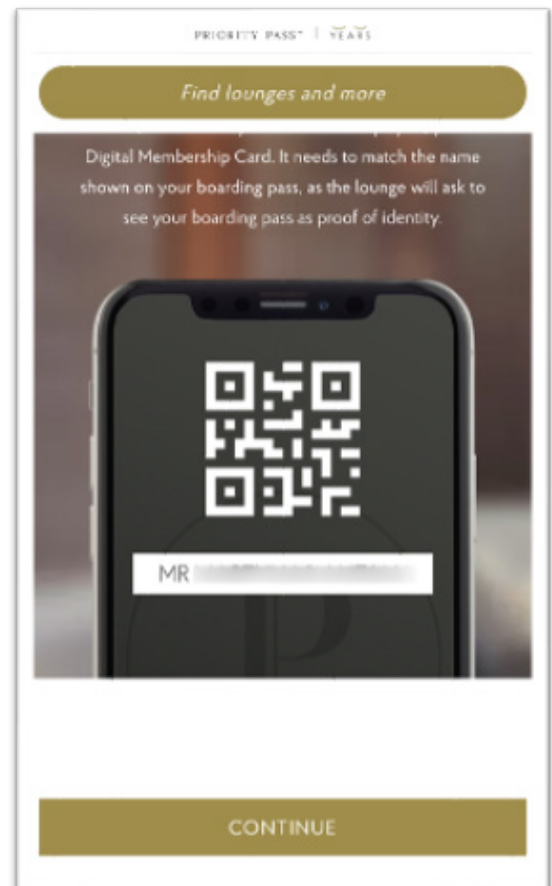

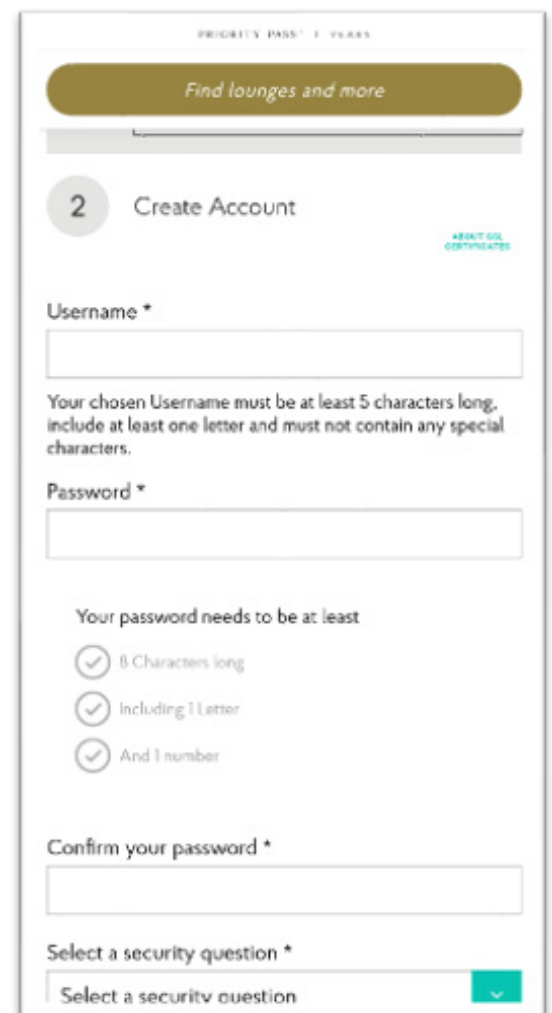10. The personal details you will need to fill in are as follows:

   • Title (Mr., Mrs., Ms., etc.)

   • Gender

   • First name

   • Surname

   • Email

   • Confirm email

   • Date of birth

   • Telephone number

11. After filling in the information, scroll down and you will see a snippet of how your personal details will be presented on the Digital Membership Card:

12. Select '**Continue**'

13. A '**Create Account**' screen will open.

14. Type in a chosen username for your account (a username must consist of at least 5 characters; it must not contain any special characters and it must include at least one letter (for example JoeBloggs)

15. Create a password (a password must include at least one letter and one number and must consist of at least 8 characters)

16. Confirm your password by entering it again.

17. Select '**Select a security question**' and choose from the dropdown list (for example, where were you born?)

18. Enter the answer to the security question and select **'continue'.**

Your password needs to be at least

✓ 8 Characters long

✓ Including 1 Letter

✓ And 1 number

Confirm your password *

⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

Select a security question *

Where were you born?   ⌄

Answer to your security question *

⬚

CONTINUE

19. A billing page will open, insert the card details which will be used to pay for any visits that are not complimentary under your card agreement. You also need to provide a billing address.

20. Enter the cardholder's name as stated on your chosen payment card.

21. Select the card type (for example, Mastercard, Visa)

22. Enter the card number.

23. Enter the card verification value (CVV)

24. Enter the card expiry date – month and year.

Note: You may be required to complete extra card security verification with your card provider.

3   Billing

Billing details

Cardholder's name *

Card type *   ▾

Please enter your long Payment Card number with no spaces or special characters.

Card Number *

Card security number *

Card expiry date *

01   ▾   2024   ▾

25. Scroll down to find **'Billing address'**

26. Enter your address, street, house number, apartment number, city, zip/post code and country of residence.

Billing address

☐ This is a business address

Address Line 1 *

[   ]

Address Line

[   ]

Address Line

[   ]

City *

[   ]

Zip/Post Code

[   ]

Residence *

27. Scroll down and you will see a Membership Declaration. You can then read the provided documents: the Priority Pass Conditions of use, Privacy Policy, and Terms of Use.

28. The Membership Declaration states: I understand that entry into the Lounges is conditional upon me presenting a valid Priority Pass membership card. I agree to abide by the program Conditions of use, the Privacy Policy, and Terms of Use. Lounge usage fees for my guest / my guests and me are to be charged to the payment card indicated at the prevailing rate. I realize my membership is extended to me as an enhancement benefit. My membership is subject to renewal on a basis agreed with my card issuer.

Membership Declaration*

☑ I understand that entry into the Lounges is conditional upon me presenting a valid Priority Pass membership card. I agree to abide by the programme Conditions of Use, the Privacy Policy and Terms of Use. Lounge usage fees for my guest / my guests and me are to be charged to the payment card indicated at the prevailing rate. I realize my membership is extended to me as an enhancement benefit. My membership is subject to renewal on a basis agreed with my card issuer.

* If you do not wish to consent to the above declaration, please contact the card issuer through whom you receive Priority Pass as a benefit and advise that you no longer wish to participate in the Priority Pass programme.

[JOIN PRIORITY PASS]

29. Afterwards tick the empty tick box and select **'Join Priority Pass'**
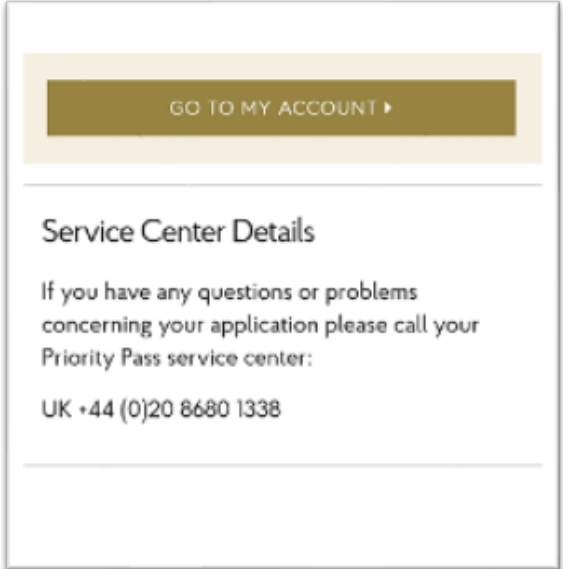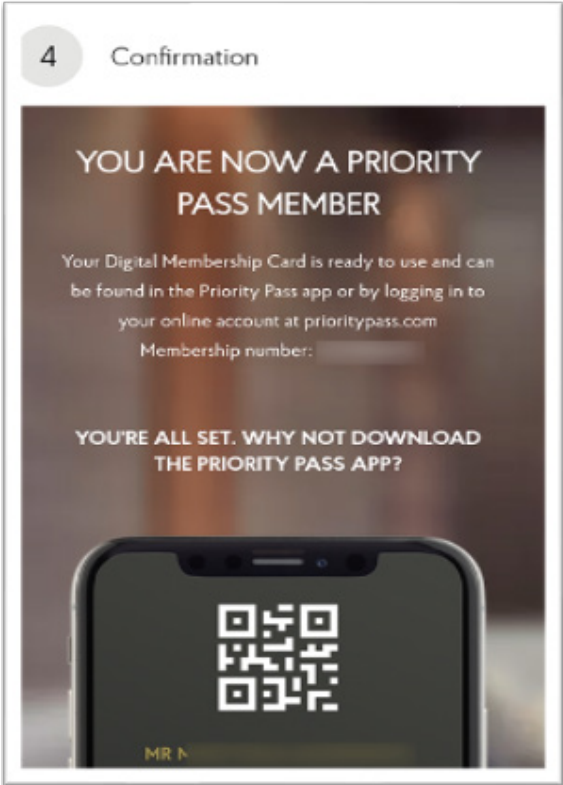
You will then see 'Your Membership plan' summary and receive a confirmation that you have successfully registered. You will also receive a confirmation email to the email address you provided.

After registration, you can access your **Digital Membership Card** using the Priority Pass website or the app. You log in using the username and password you created. You also have the option to take a screen shot of your QR code, and save this to you photo gallery, or if you would prefer, you can print out the QR code for future lounge visits.

On the same confirmation page, you can scroll down and find a **'Go to my Account'** button.

Once selected, you will be directed to your account where you can find your digital card/QR code, read more information about your membership plan, view your visit history, change your payment details, rate lounges you visited and (if you register using a digital device) download the Priority Pass app instantly.

Danske Bank