

Manual: Activating an Account

HR & salary online

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1 Introduction

This manual explains step by step how, as a new user, you can activate your account for HR & Payroll Online and, if you are an employee, sign in to the Nmbrs Payroll mobile app. The latter is described in section 2.7.

These steps only apply if you have not previously had a Nmbrs account linked to the email address being used.

2 Activating an Account

2.1 Activating Your Account via the Invitation Email

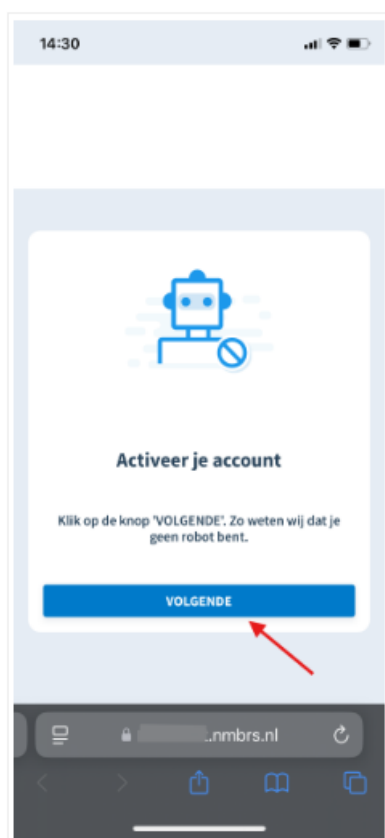
As soon as a customer, manager, or employee login has been created for you, you will automatically receive an activation email.

Have you not received this email? Check your junk mail (spam) folder. Please note that the activation link in the email is only valid for 24 hours.

The invitation email contains two important pieces of information:

- Your username (this is your email address)
- A unique activation link

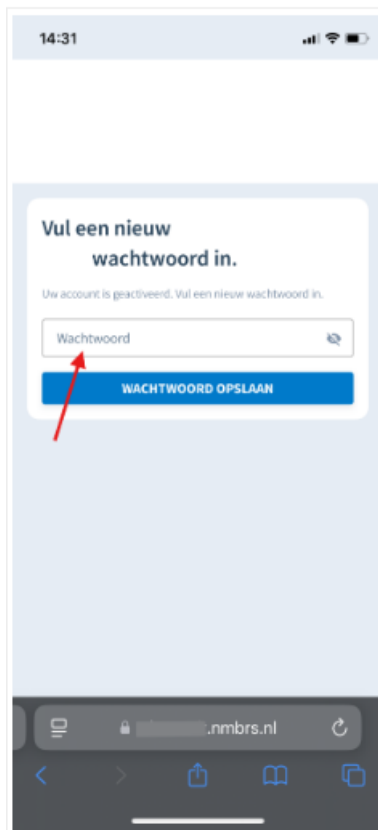
Click the activation link to go directly to the correct page. The page will look similar to the following:



2.2 Creating a Password

Click the 'Next' button to create a new secure password. The password must meet the following security requirements:

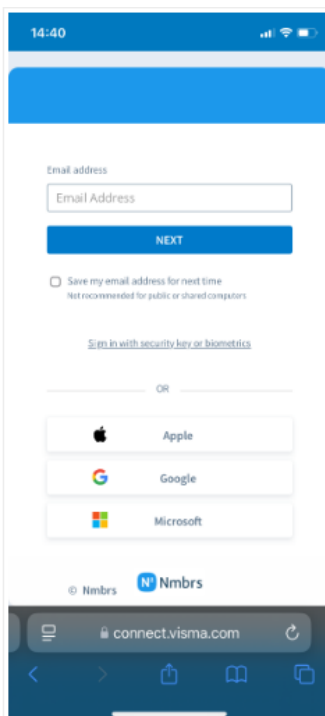
- At least 15 characters
- At least one number
- At least one special character
- At least one uppercase letter
- At least one lowercase letter
- Note: Do not use < or > characters



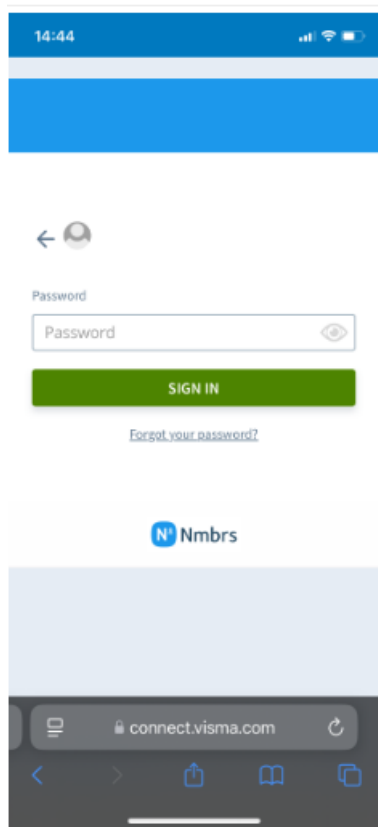
2.3 Signing in to Visma Connect

After setting your password, you will automatically be redirected to connect.visma.com. This is Visma's central and secure sign-in platform, of which HR & Payroll Online is part.

1 Enter your email address on this page:



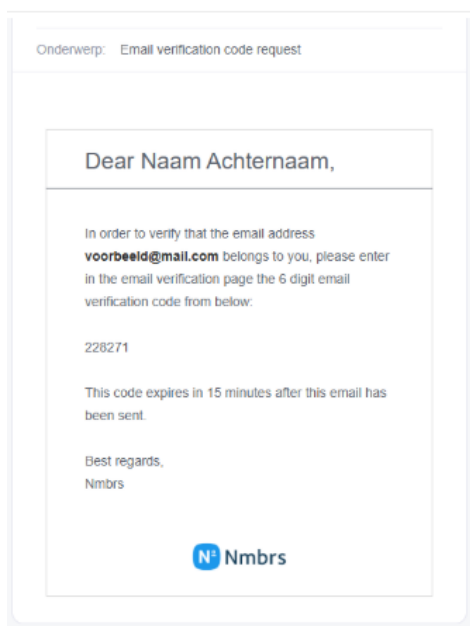
2 Enter the password you have just created:



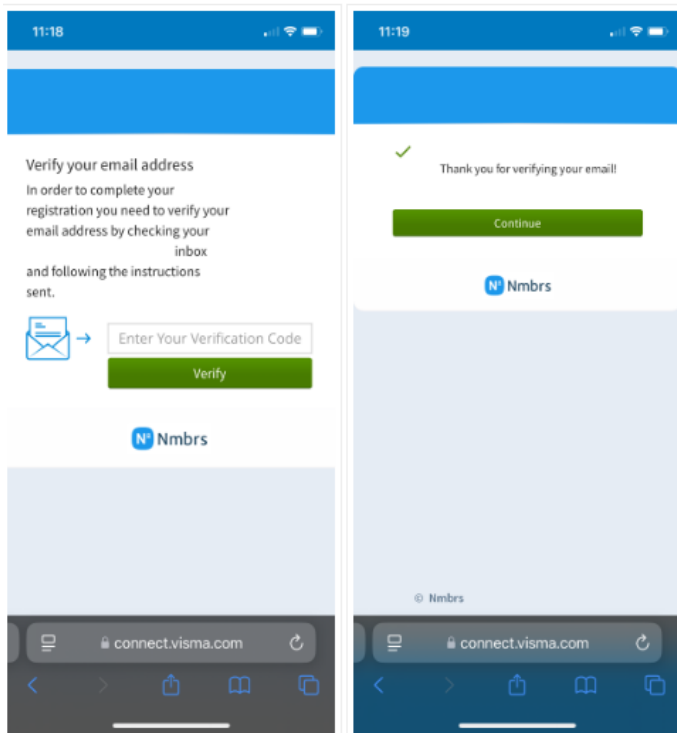
A screenshot of a mobile application's login screen. At the top, a blue status bar shows the time 14:44 and signal icons. Below is a blue header bar. The main content area has a back arrow and a user icon. A 'Password' label is above a text input field containing 'Password' and a toggle eye icon. Below the input is a green 'SIGN IN' button. A link 'Forgot your password?' is below the button. The N³ Nmbrs logo is at the bottom. A browser address bar at the very bottom shows 'connect.visma.com'.

2.4 Verifying Your Email Address

A verification code will now be sent from do.not.reply@mail.connect.visma.com. Enter this code on the screen to confirm that the email address is correct. Then click 'Verify'.



An email verification code request from N³ Nmbrs. The subject is 'Email verification code request'. The email is addressed to 'Dear Naam Achternaam,'. The body text states: 'In order to verify that the email address **voorbeeld@mail.com** belongs to you, please enter in the email verification page the 6 digit email verification code from below:'. The code '228271' is provided. A note says 'This code expires in 15 minutes after this email has been sent.' The email ends with 'Best regards, Nmbrs' and the N³ Nmbrs logo.

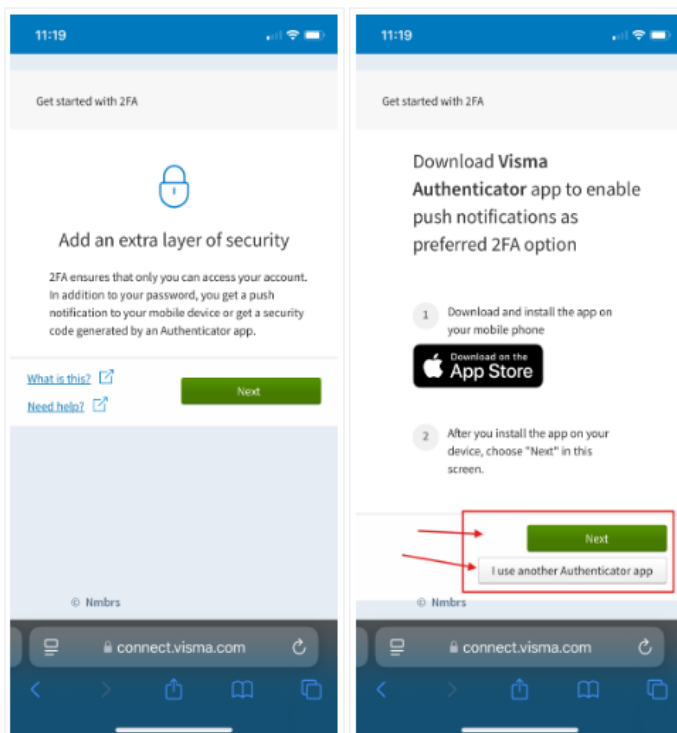


2.5 Setting Up Two-Factor Authentication (2FA)

To ensure the security of your payroll and personal data, two-factor authentication is mandatory.

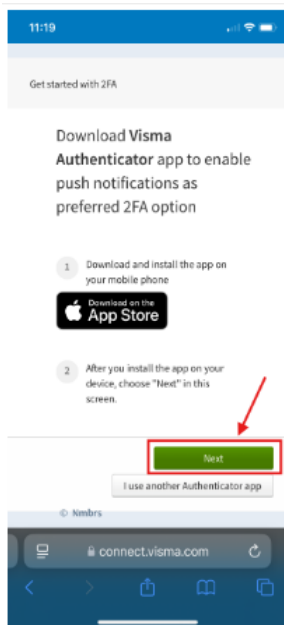
Important: Do not close the mobile browser you are using during this process!

You can choose between the official Visma Authenticator app or an alternative authenticator app (such as Google Authenticator or Microsoft Authenticator). The main advantage of Visma Authenticator is that it allows you to approve sign-in attempts through push notifications, eliminating the need to manually enter 6-digit verification codes.



Based on the screen shown above, select Visma Authenticator. Click the green Next button and then follow the steps below.

1 Click the green Next button.



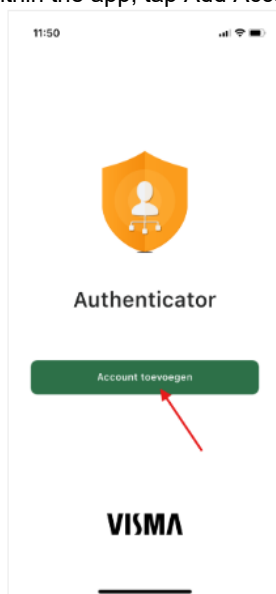
2 On the next screen, click Download App, or open the Apple App Store or Google Play Store and search for Visma Authenticator.



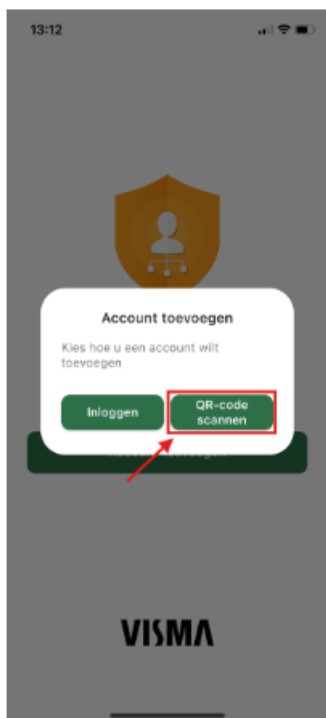
3 Download and install the app on your phone (do not close your current mobile browser).

4 Open the Visma Authenticator app. You do not need to sign in to the app.

5 Within the app, tap Add Account.



6 Select Scan QR Code.



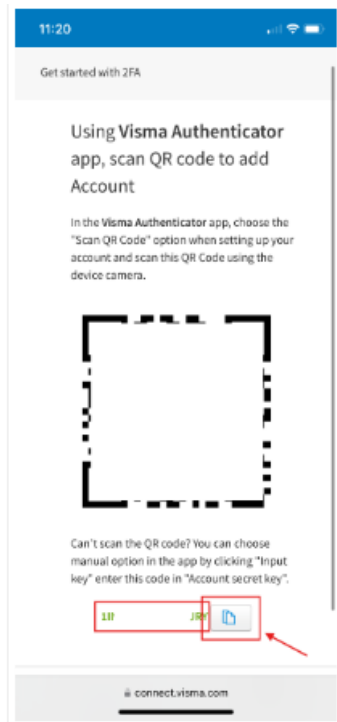
7 Allow the app to access your camera.

8 Tap the Input Key button at the bottom of the screen if scanning does not work or if you prefer manual setup.

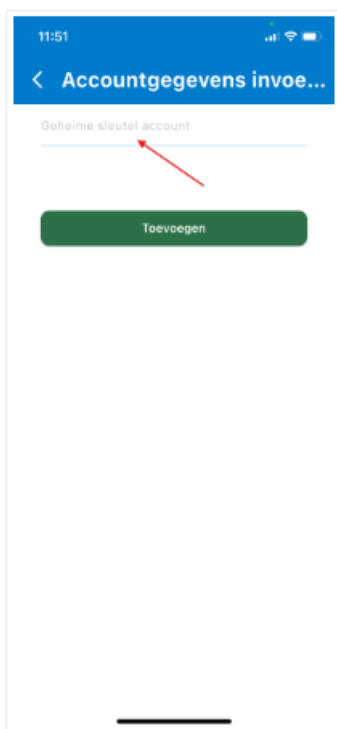


9 Return to the mobile browser where you were configuring 2FA.

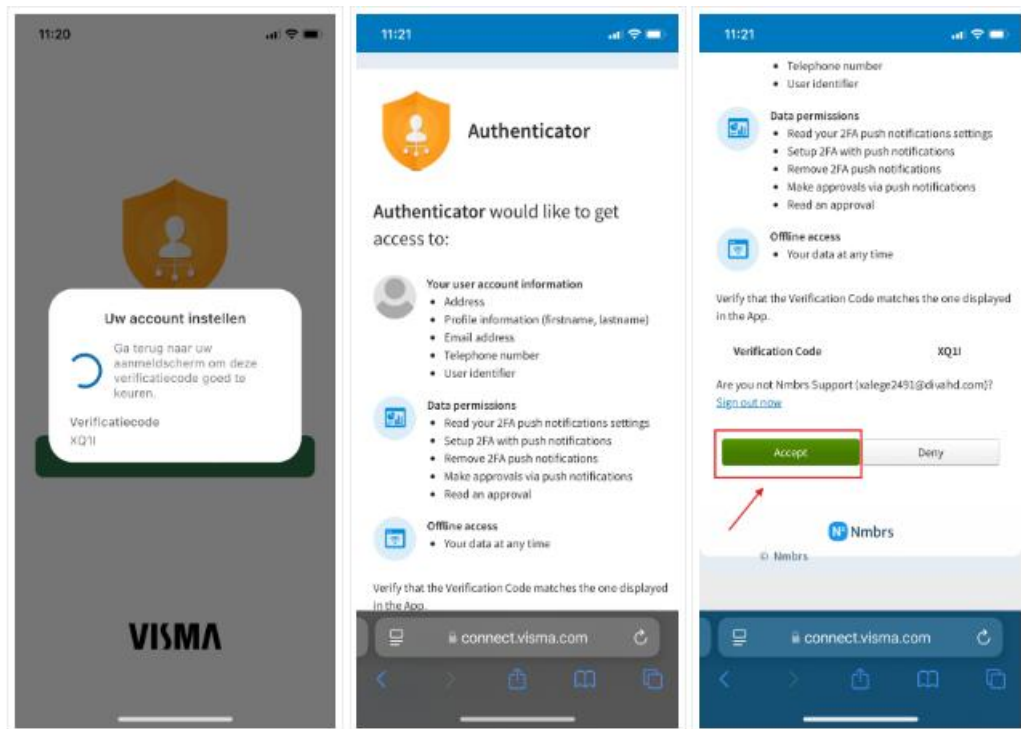
10 Copy the code displayed at the bottom of the screen (you can use the convenient copy button on the left).



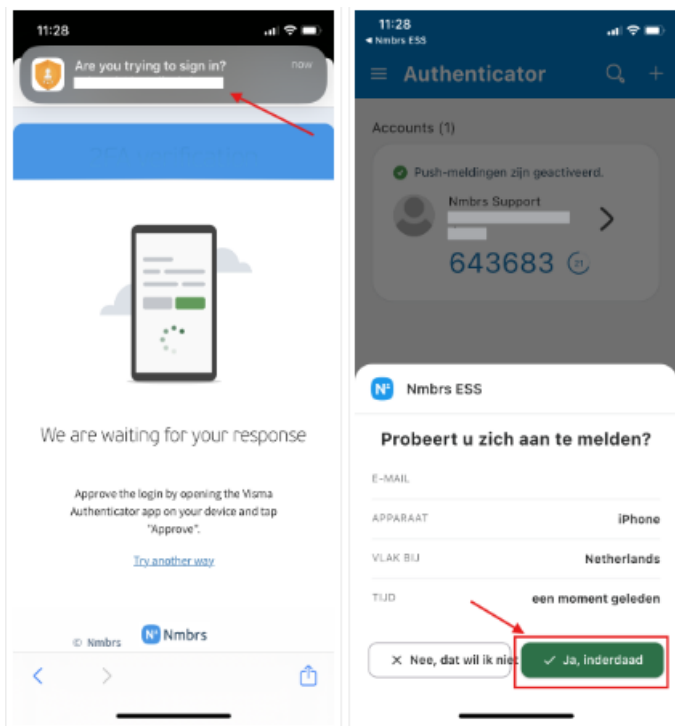
11 Open the Visma Authenticator app again, paste the code into the Account Secret Key field, and tap Add.



12 Return to the browser, click Accept, and then open the Authenticator app again.



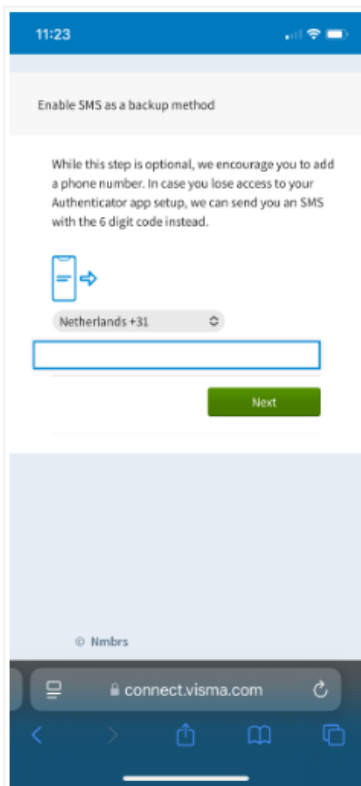
13 Allow the app to send notifications so that you can receive push notifications whenever you sign in. The notification will appear as follows:



If you later prefer entering verification codes manually instead of receiving push notifications, you can disable notifications for the Visma Authenticator app through your phone's general settings.

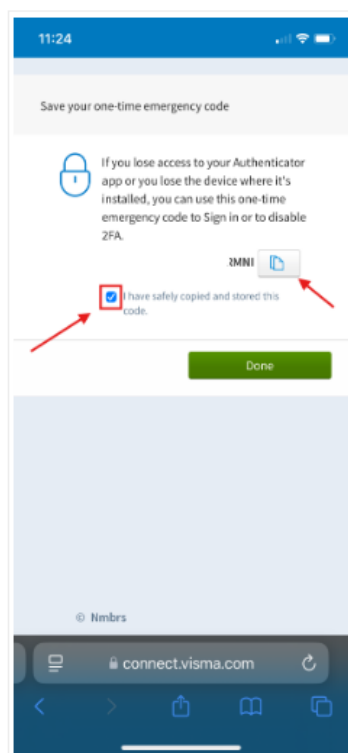
2.6 Setting Up a Backup and Completing the Process

After linking the app, you may optionally provide a phone number as a backup sign-in method. This can be useful as an additional recovery option, but it is not required. You may skip this step by clicking Next.



The screenshot shows a mobile app interface with a blue header bar displaying the time 11:23. Below the header, the title 'Enable SMS as a backup method' is centered. A paragraph of text explains that while optional, adding a phone number allows for SMS-based recovery if access to the Authenticator app is lost. Below the text is a small icon of a smartphone with an arrow pointing to a text input field. The input field is pre-filled with 'Netherlands +31' and has a dropdown arrow on the right. Below the input field is a green 'Next' button. At the bottom of the screen, there is a copyright notice '© Nmbrs' and a browser address bar showing 'connect.visma.com'.

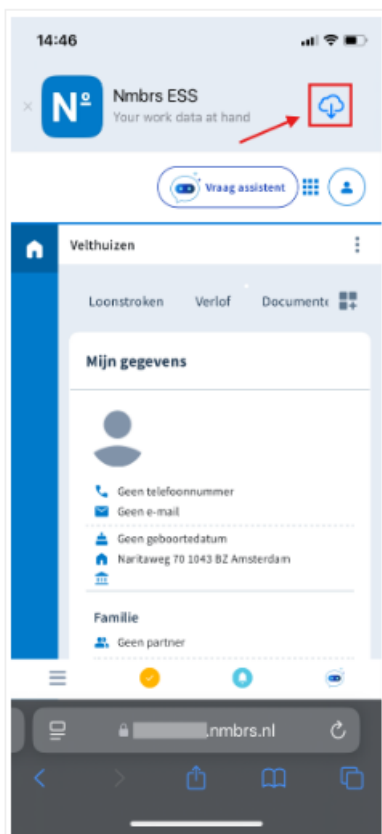
You will then be shown a one-time emergency code (recovery code). Store this code safely and securely, for example in a password manager or as a printed copy. You will need this code if you ever lose your phone or switch to a new device. After saving the code, click Done.



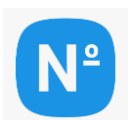
The screenshot shows a mobile app interface with a blue header bar displaying the time 11:24. Below the header, the title 'Save your one-time emergency code' is centered. A paragraph of text explains that if access to the Authenticator app or the device is lost, the one-time emergency code can be used to sign in or disable 2FA. Below the text is a small icon of a document with a lock. Below the icon is a checkbox with a blue checkmark, labeled 'I have safely copied and stored this code.' Below the checkbox is a green 'Done' button. At the bottom of the screen, there is a copyright notice '© Nmbrs' and a browser address bar showing 'connect.visma.com'. Red arrows point to the checkbox and the 'Done' button.

2.7 Signing in to the Nmbrs Payroll Mobile App

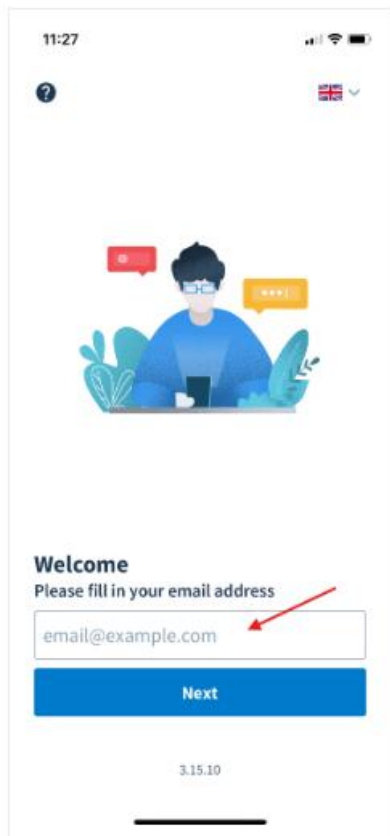
Your account has now been successfully activated. Because Nmbrs does not function optimally through a mobile web browser, we recommend using the mobile application directly. In most cases, a link to the app is displayed at the top of the webpage.



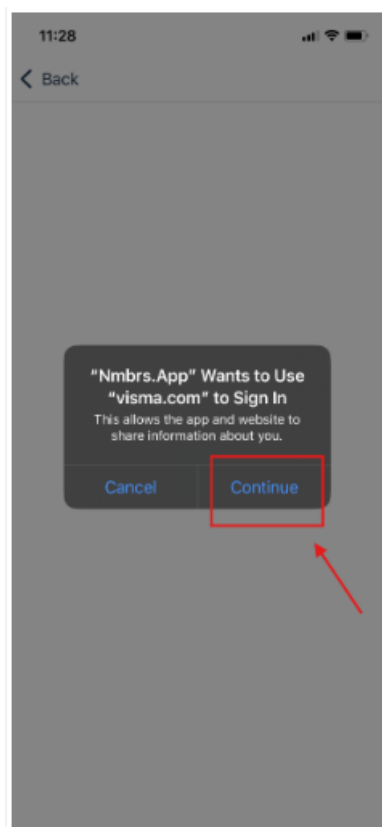
You can also download the app manually from the Google Play Store (Android) or the Apple App Store (iOS).



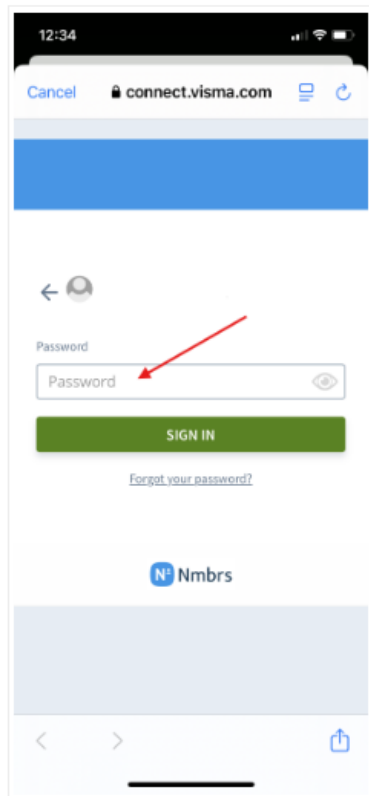
1. Open the app after installation and enter your email address. You can change the app language using the option in the top-right corner.



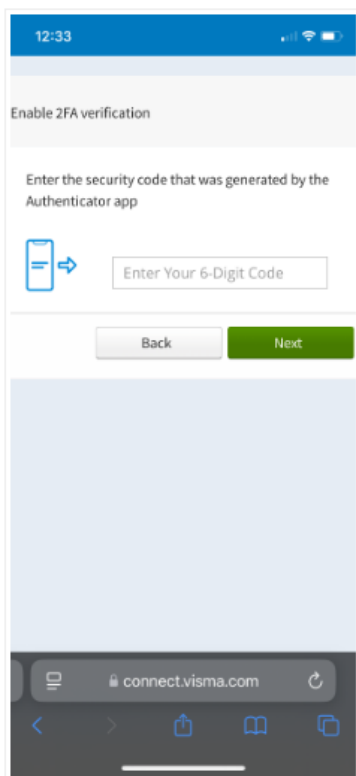
2 Allow the app to use visma.com for authentication. As mentioned earlier, Nmbrs uses the central Visma Connect platform for sign-in.



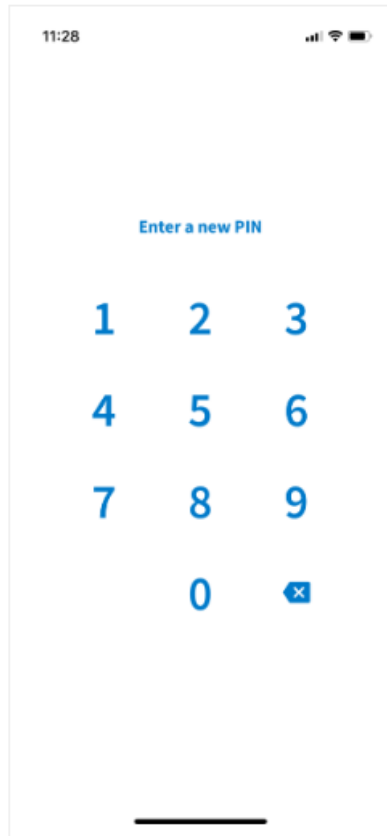
3 Enter your password.



4 Enter the 6-digit verification code from your authenticator app, or approve the sign-in request using the push notification from the Visma Authenticator app.



5. Finally, you will be asked to create a 4-digit PIN code. This improves usability because the next time you open the app, you will not need to enter your full password and 2FA code again. Instead, the PIN will be sufficient. If your device supports it, you can also replace the PIN with biometric authentication such as Face ID or fingerprint recognition.



You have now successfully signed in and are ready to use the Nmbrs Payroll app.

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