This instruction sets out the working method to make documents available to Flynth Audit securely through the MijnFlynth portal. Documents that the Audit department shares with you are visible in the tab 'Case file', as usual.

- 1 Log in on the MijnFlynth home page. (https://mijn.flynth.nl/)
- 2 In the box 'Formulieren' ('Forms') on the right, there is a link to submit documents to Flynth Audit. Click on the link.





3 Then click start.

Home	Actueel	Accordering	Facturen	Dossier	Formulier	Beheer		<u>_</u>	est Audit Fo	rmul ~	Apps =	
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		Vorige	] ——						St	art 3		

Olick or drag files to the square box; you can submit one or more documents simultaneously.

Then click on 'Volgende' ('Next').

Home	Actueel	Accordering	Facturen	Dossier	Formulier	Beheer		Test Aud	it Formu 🗸	Apps 🔠 🗸
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6 In the last screen, confirm by clicking on the button 'Formulier insturen' ('Forward form') to submit the document or documents to Flynth Audit.

ossier	Formulier	Beheer		
		Formulier Upload hie	r uw audit documenten	
		Bevestig uw upload Druk op de knop formulier insturen, o Antwoorden bewerken	om het document bij Flynth Audit aan te leveren. Formulier insturen	6



#### ADD NEW (CLIENT) USER

Under Nieuwe (client) gebruiker toevoegen (Add new (client) user), you can add a colleague with the same authorisation to use the system. Go to www.flynth.nl/mijnflynth and click on 'Nieuwe (client) gebruiker toevoegen ' ('Add new (client) user'). Follow the instructions in the flyer.



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