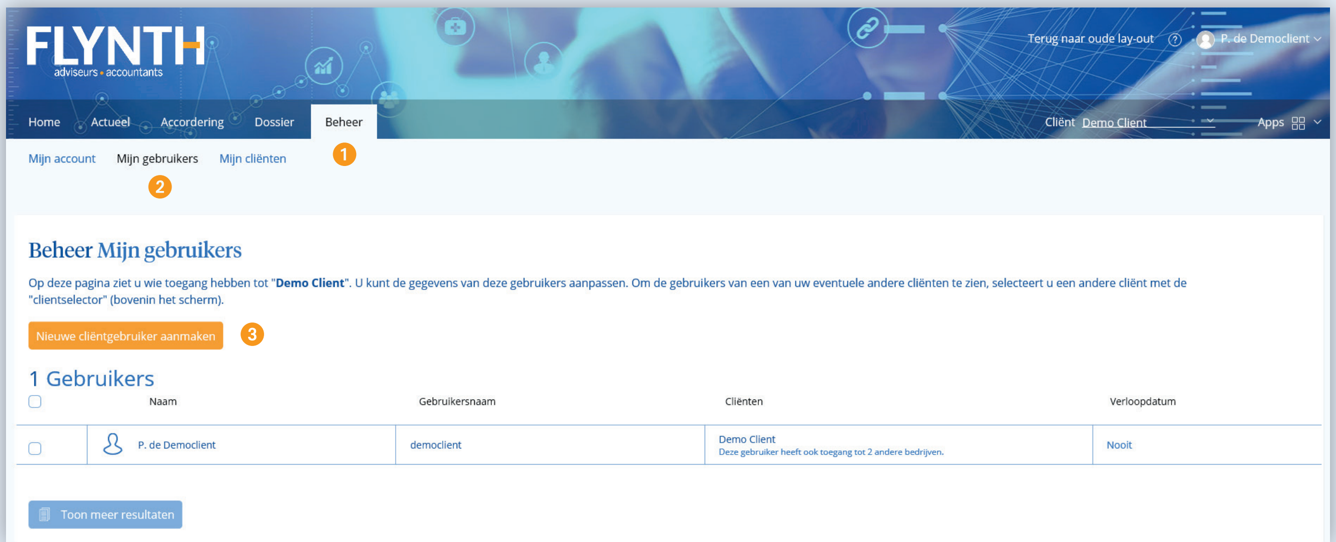
MIJNFLYNTH
ADMINISTRATION AND CREATING EXTRA USERS

You can add an additional user in MijnFlynth. For example an employee you want to authorise for access to MijnFlynth or part of MijnFlynth, such as an online service (Apps) or approval of a tax return.

Each separate business unit and you as the entrepreneur are referred to as 'clients' in MijnFlynth.
Via Cliënt (Client), you select the required business unit.



1. Click on **Beheer (Admin)**.
2. Then on **Mijn gebruikers (My users)**.
3. And then on the button **Nieuwe cliëntgebruiker aanmaken (Create new client user)**.

! You are guided through the process automatically.
! Complete the details in each step; click on **Volgende (Next)** in the bottom right to go to the next step.

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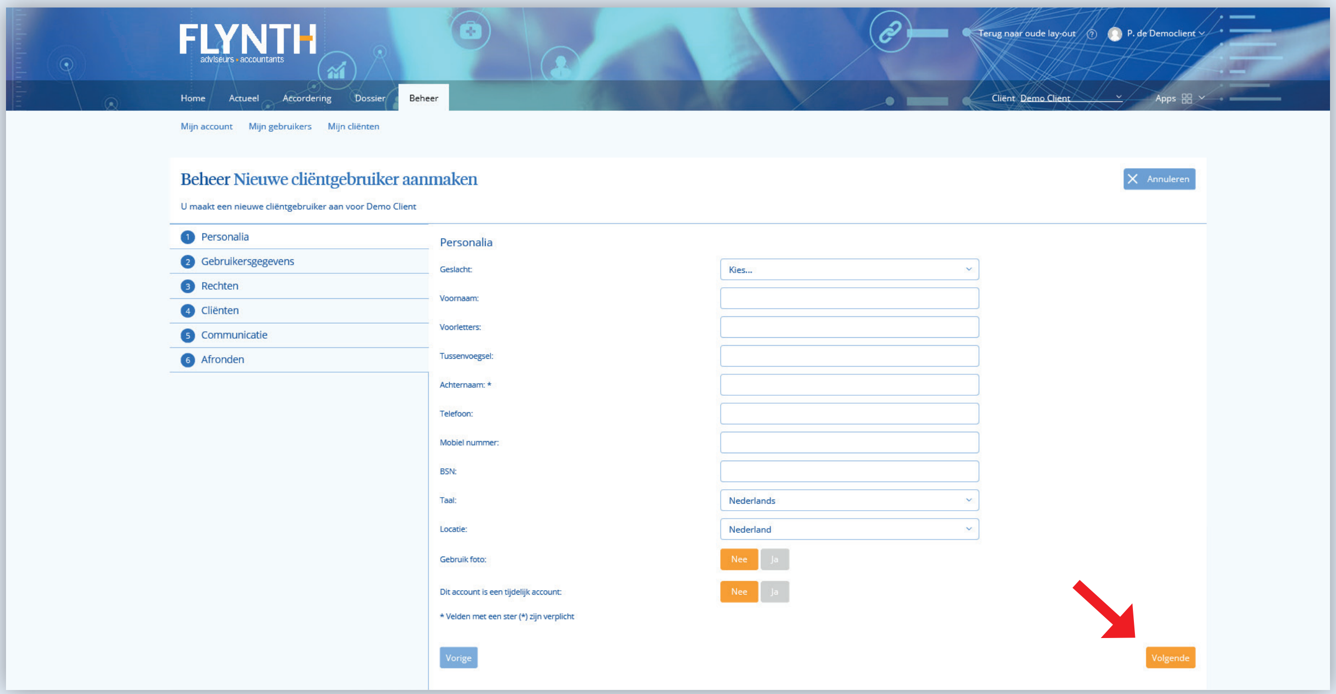

! In the above screen, only the surname is obligatory for creating an account.
Logging in is based on a code by text, so please enter the mobile number of your client user.

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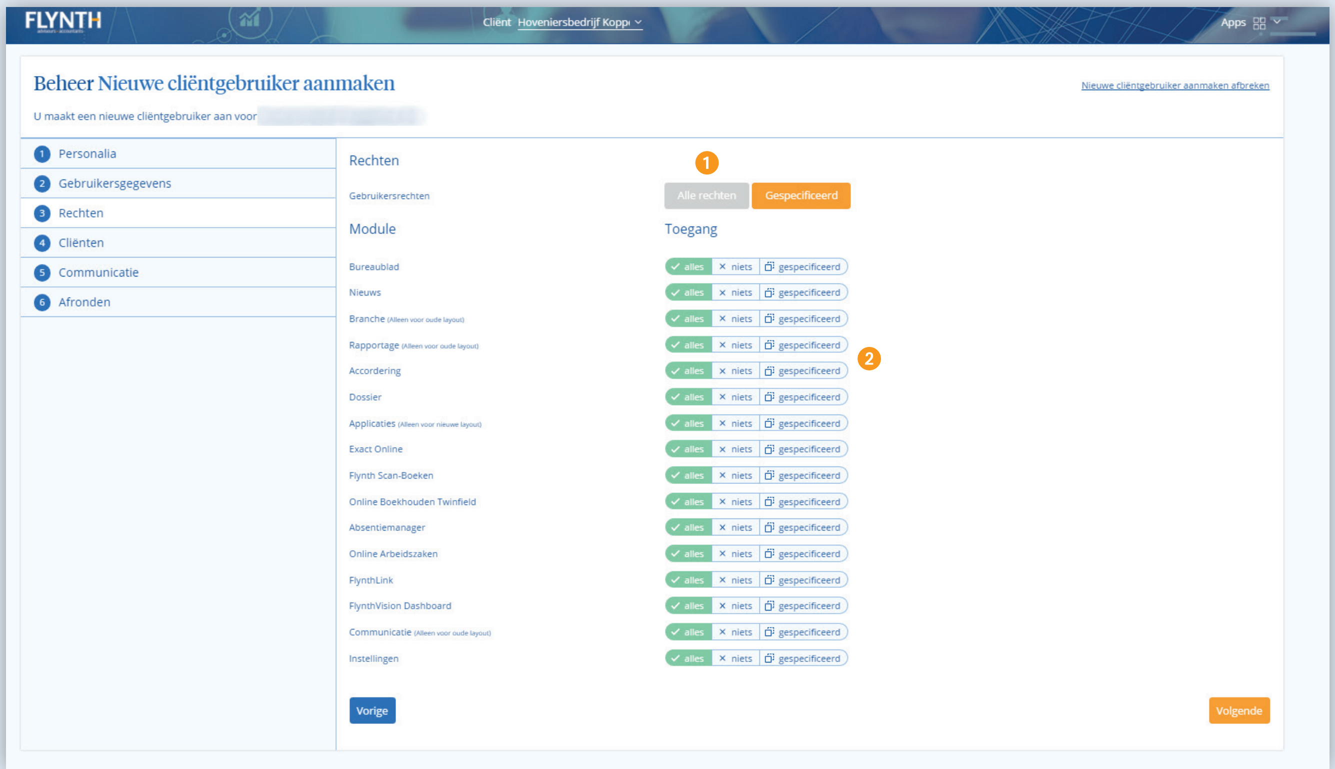

1. When allocating rights to your new user, please check carefully what he/she should be authorised to do/see in MijnFlynth. If your client user organises everything for you, you can click the button **Alle rechten (All Rights)**. If limited access is required, please specify the rights for each section..

2. A key section is your case file. You can give your user the option of viewing and updating your case file. Click on **Gespecificeerd (Specific)** to configure what should be displayed.

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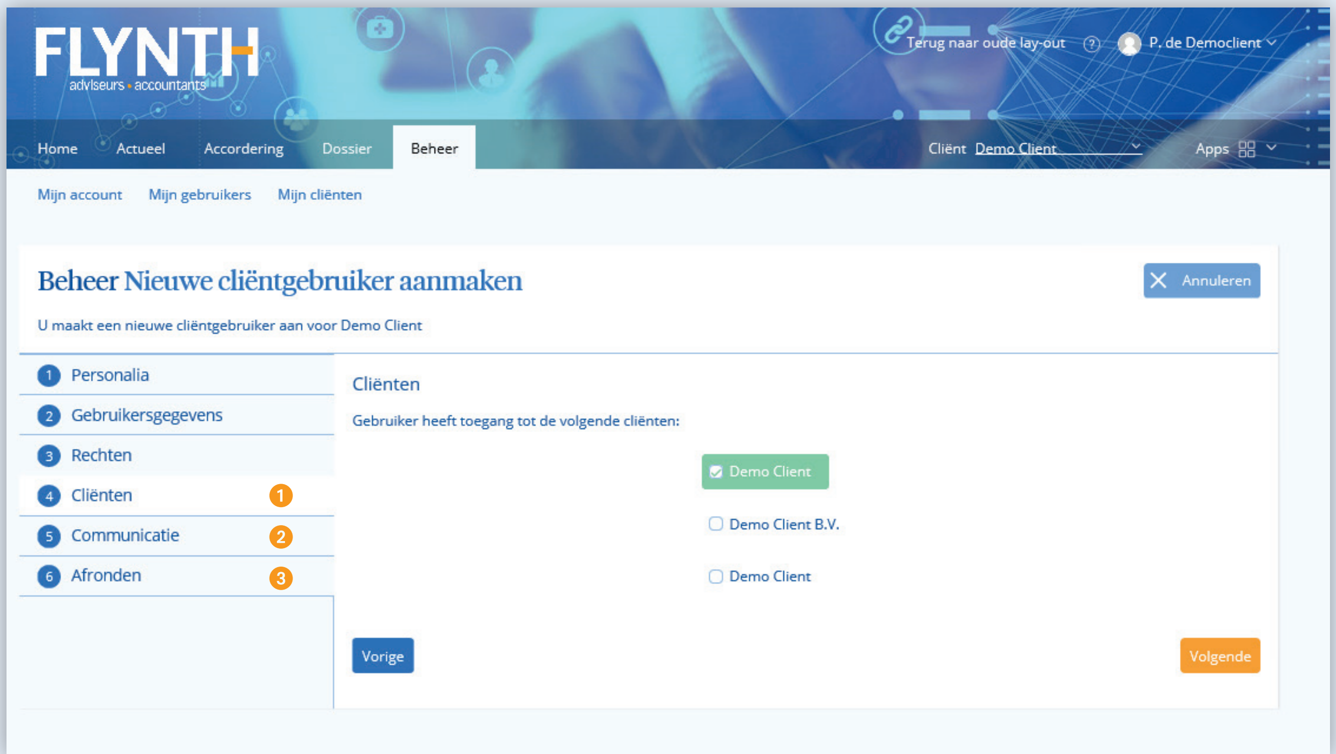

1. In step four, **Cliënten (Clients)**, you have the option of selecting which business units the new user can access.
2. In Communication, you can set the e-mail notifications the user should receive.
3. In step 6, **Afronden (Finish)**, check the details you entered, and click on **Opslaan (Save)** to create the user.

! The user will receive an e-mail with the user name and password.

Questions? Needing assistance?

Do you have any questions about creating a new user? Or do you need assistance? Then please contact your Flynth adviser.

Flynth adviseurs en accountants I Meander 261 I 6825 MC Arnhem I T 088 - 236 77 77 I **www.flynth.nl**

05-2021

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