

MijnFlynth

Quick Start Guide



User Manual

MijnFlynth is your personal, secure and fast access to Flynth's online services. Through MijnFlynth, you can communicate and collaborate easily with your advisor. MijnFlynth consists of various components. The following pages provide a brief introduction.

Update august 2026

Log in

1



Flynth

Welcome to MijnFlynth

2 Sign in to your MijnFlynth account

Preferred Language English

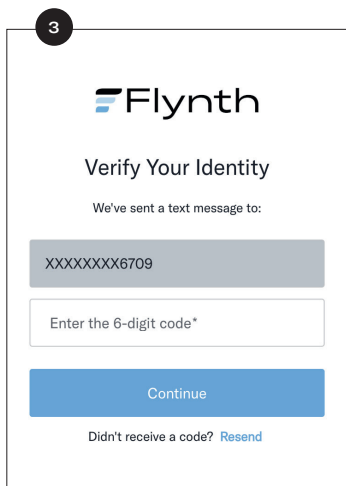
Email address*

Password* 👁

[Reset password](#)

Continue

3



Flynth

Verify Your Identity

We've sent a text message to:

XXXXXXXX6709

Enter the 6-digit code*

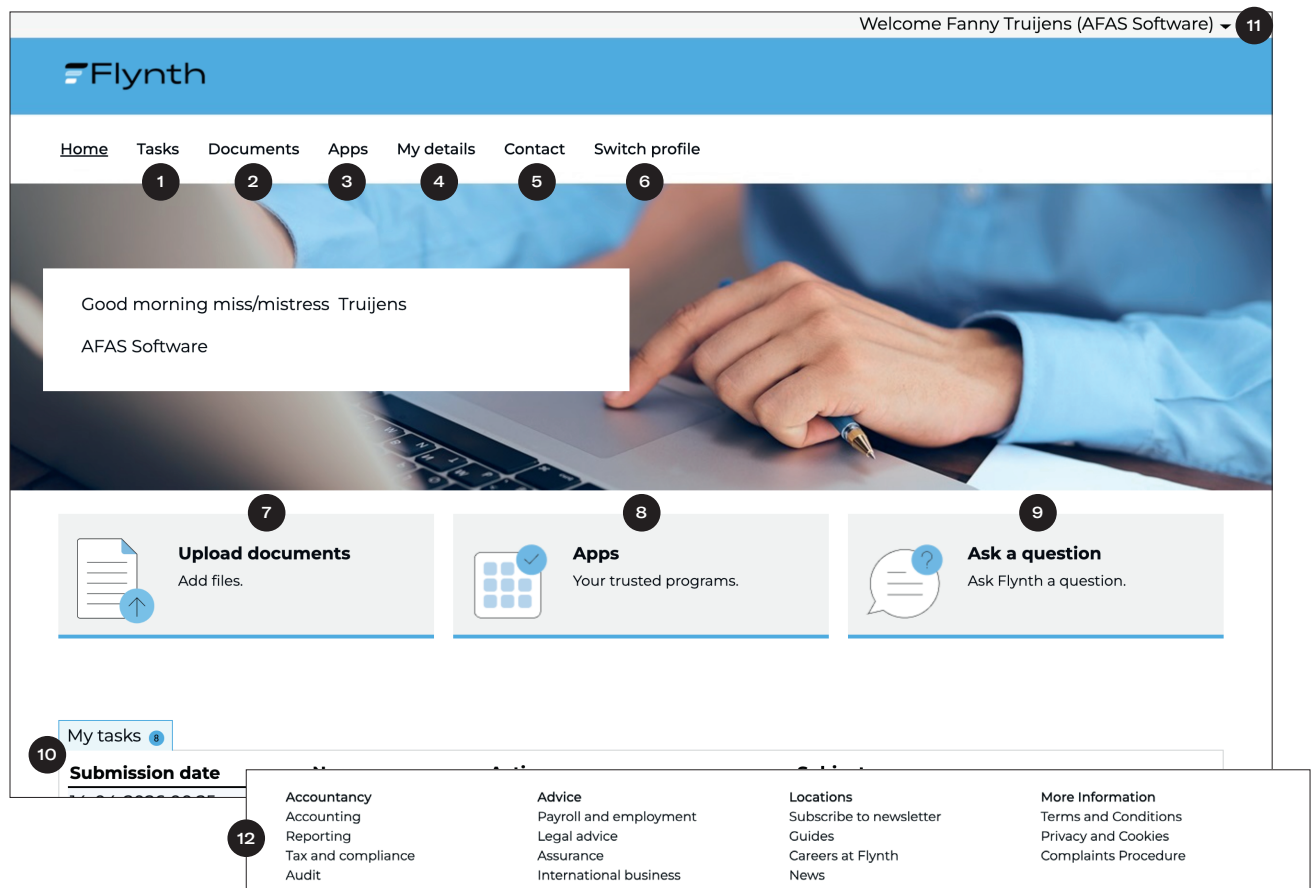
Continue

Didn't receive a code? [Resend](#)

- 1 Go to www.mijnflynth.nl/en.
- 2 Enter your email address and password. If you have forgotten your password or have not logged in before, click 'Reset password'.
- 3 You will receive a six-digit code by text message. Enter it on the next screen.

Home

Here you will find an overview of your outstanding tasks and three shortcut buttons. You can use these to upload a document, open apps or ask a question.



Click a task to open it and approve or reject it.

- 1 **Tasks:** outstanding tasks that require action.
- 2 **Documents:** view documents, permanent records and documents made available by Flynth.
- 3 **Apps:** access your online services.
- 4 **My details:** view, manage and update your details, and view your contacts.
- 5 **Contact:** ask Flynth a question and view the FAQs.
- 6 **Switch profile:** select the relevant organisation or personal profile.
- 7 **Upload documents:** upload a document quickly and easily.
- 8 **Apps:** access your online services.
- 9 **Ask a question:** send Flynth a question quickly and easily.
- 10 **My tasks:** overview of your outstanding tasks.
- 11 **Log out.**
- 12 **Links:** At the bottom of the page, you will find useful links to the Flynth website.

My tasks

My tasks 8

Submission date	Name	Action	Subject
14-04-2026 00:25	AFAS Software	To be dealt with	Aangifte dividendbelasting
31-03-2026 15:48	Fanny Truijens	Signature required	Ondertekenverzoek "Opdrachtbevestiging"

Document details

2

Attention
Please review the attached VAT statement. If you agree with the VAT statement, click **Approve**. If you do not agree and/or adjustments are required, click **Reject** and provide an explanation. **Both approved and rejected documents can be found under 'Documents'.**

3

Organisation's name	AFAS Software
Message type	Suppletie-aangifte btw
Identification	111222333B03
Year	2025
Te betalen bedrag	233.00
Betalingskenmerk	2111222331503400
Uiterste aangifte-/...	31-03-2026

4

Actions
☒ Approve
☐ Reject

- 1 The table shows the type of task. If you have submitted a question and Flynth has replied, it will also appear in this overview. Click a task to open it and view more information.
- 2 This section briefly explains the action required.
- 3 This section contains information about the document. You can view the document at the bottom of the page.
- 4 Click here to approve or reject the document.
 - a. If you click 'Approve', a confirmation window will appear.
 - b. If you click 'Reject', you will be asked to provide an explanation.

Confirm action

Confirm the 'Approve' action here.

Confirm

4a

Confirm action

Confirm the 'Reject' action here and give a response.

Response

Format

B *I* U

Attachments

choose files or drag them here

4b

Signing

Welcome Fanny Truijens (AFAS Software) ▾

Flynth

HomeTasksDocumentsAppsMy detailsContactSwitch profile

Home » Document signing

Document details

Attention

Click on the URL shown in the *comment* to sign the document(s). This task will be automatically closed once signed. **You will find the signed documents under 'Documents'.**

2

Submission date

31-03-2026 15:48

Subject

Ondertekenverzoek "Opdrachtbevestiging"

Comment

<https://my.validsign.eu/authentication?target=https%3A%2F%2Fmy.validsign.eu%2Ftransaction%2FvEpTjelZP0256tMq-UIDZxIINNio%3D%2Fsign&loginToken=NDh1Y0xmQUhRTmhZeWdFT2lkMUdyK1NJV1IKV2kxTkVTRWQ3dG1IRHhyRQpDTHNUV05UaTVIdVFtMNBhMSUpmUFpzVmJSMnU4UHJ4UXBvS2IOT0VknVVIRkVaRkY1ZVRGVFpHczJXRmQxVERKU1VXdExXa2REUTAxcGNtVlFWM3BDVURFemRufBUBUVZQVWxSSk5VbHhNMnRoVkhoWVlVUjFORzFVZ>

Please note: some documents are signed using the signing software ValidSign.

- 1 Open the task.
- 2 Click the URL in the explanation. This will open the ValidSign page, where you can sign the document.
- 3 Click 'Sign'.
- 4 Click 'Confirm'.
- 5 Click 'Finish'. You will be returned to the client portal.

Example Document ValidSign

ValidSign Example Document Thank you for downloading the ValidSign Example Document. Within this document we have created 2 Text-Tags for Signer1 and Signer2. They will automatically be set when you will use this document. Signer 1 Signer 2



SIGN

3

File

The screenshot shows the Flynth web interface. At the top is a blue navigation bar with the Flynth logo and links for Home, Tasks, Documents (highlighted), Apps, My details, and Contact. Below this is a breadcrumb trail: Home » Documents. The main heading is 'Documents', followed by a subtext: 'Here you will find all your documents, clearly organised into categories. You can also upload new files for your Flynth contact.' Below this is a 'Upload documents' button with a document icon and an upward arrow. The section 'Your documents for AFAS Software' contains a tabbed interface with tabs: All documents, Annual account..., Permanent files, Advisory docu..., My uploads, Approved, and Rejected. The 'All documents' tab is active, showing a table with columns: Date, Year, Subject, and Category. The table contains two rows of data. On the right side of the page, there is a form for adding a new document with fields for Organisation's name, First name, Last name, Subject, and Attachments, followed by an 'Upload document(s)' button.

Documents

Here you will find all your documents, clearly organised into categories. You can also upload new files for your Flynth contact.

Upload documents
Upload documents for your Flynth contact.

Your documents for AFAS Software

All documents | Annual account... | Permanent files | Advisory docu... | My uploads | Approved | Rejected

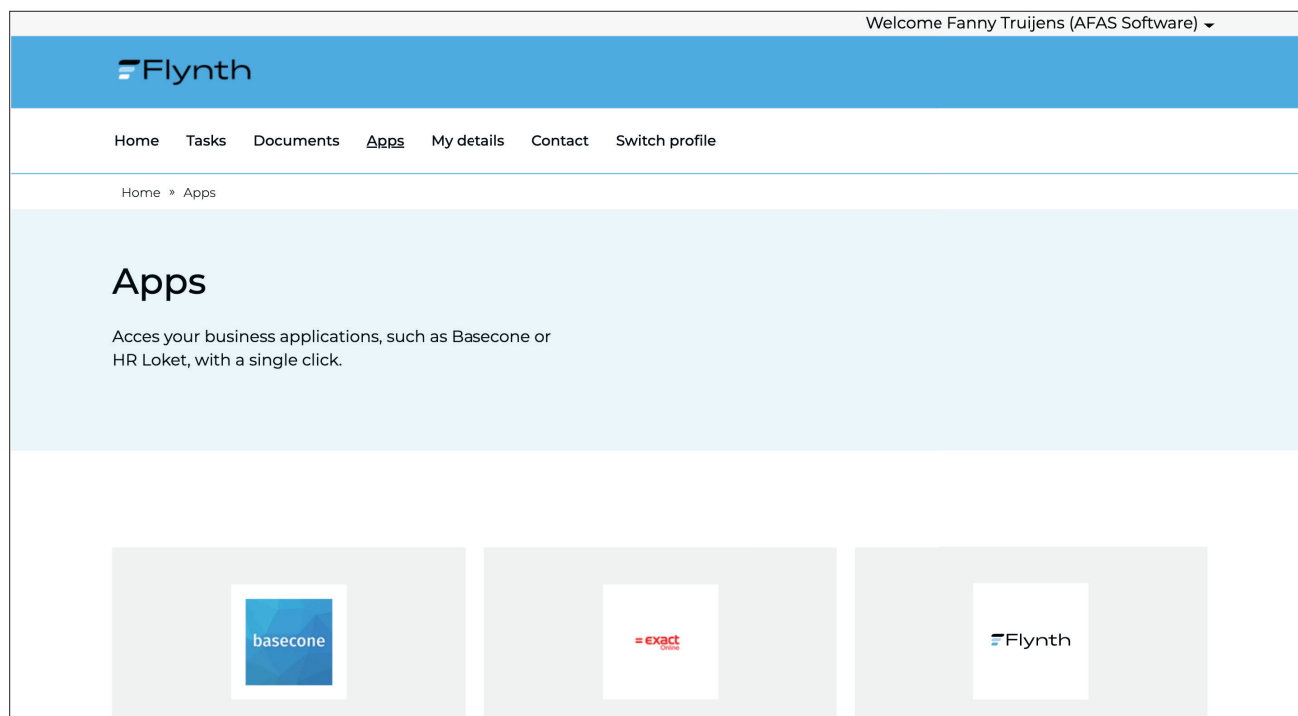
Date	Year	Subject	Category
31-10-2025 15:04	2023	[(059999940) JRK - 1.02 leeg]	JRK - 1.02 Financieel verslag
31-10-2025 15:04	2023	[(059999940) JRK - 1.10 leeg]	JRK - 1.10 Besprekverslag

Organisation's name: AFAS Software
First name: Fanny
Last name: Truijens
Subject:
Attachments: choose files or drag them here
Upload document(s)

- 1 Click 'Documents'.
- 2 This shows which organisation or profile is currently selected. To switch, click 'Switch profile'.
- 3 The file is divided into several categories.
- 4 Use these options to apply filters.
- 5 Documents you have uploaded are listed under the 'My uploads' tab.
- 6 Approved documents are listed under 'Approved'.
- 7 Rejected documents are listed under 'Rejected'.
- 8 Click 'Upload documents' to upload a document.
- 9 Enter a subject.
- 10 Select one or more files.
- 11 Click 'Upload document(s)'.
- 12 Flynth will receive a notification when your document has been uploaded.

Apps

Here you will find buttons that take you to applications used by Flynth.



My details

Here you can view and update your details and view the contacts for your organisation.

My details

View and update your personal information and easily control access for your colleagues.

**User management**
Manage access and permissions. **1**

Your details

Contact details for AFAS Software

The details below represent the contact details for the selected company. The details may vary depending on the organisation.

Actions

Modify **2**

Contact details for AFAS Software **3**

The details below represent the contact details for the selected company. The details may vary depending on the organisation.

Address	Inspiratielaan 1, 3833 AV LEUSDEN, Netherlands
Postal address	Inspiratielaan 1, 3833 AV LEUSDEN, Netherlands
Telephone	033-4341800
Mobile	—
Email	e-mail@mail.nl

Personal details

Name	H. Klaasen (Henk)
Date of birth	02-12-1986
Gender	Female
Department	Klantkompas
Job	—
Job on business card	Boekhouder
Role	Director

Account details

Portal access e-mail Henk@mail.nl

Phone number for SMS verification —

Please note
Your username and sms verification number are managed by Flynth. If you would like to change them, please contact your Flynth contact.

Reset password **4**

- 1** 'User management': manage contacts
- 2** To update your details, click 'Modify'.
- 3** Your contact details are displayed for the selected organisation and may vary between organisations if you are linked to more than one.
- 4** At the bottom of the page, you can reset your password. To change the email address or telephone number you use to log in, please contact your usual contact at Flynth.

Contact

Here you can ask Flynth a question and view questions you have asked previously. You can also find answers to frequently asked questions under 'Help and support'.

Contact Flynth

Do you have a question? Send us a message via 'Ask a question'.

**Ask a question**
Ask your contact a question.

**Help and support**
Answers and explanations all in one place.

Open and completed questions for AFAS Software

Unanswered q... 46

Completed qu... 12

Submitted ¹ ↓	Subject	Status	Latest action
02-07-2026 09:03	aa	Being processed	02-07-2026 09:03

- 1 Ask your contact at Flynth a question.
- 2 Find answers to frequently asked questions.
- 3 This section shows open and closed questions for the selected organisation.
- 4 By default, only open questions are displayed.
- 5 To view closed of completed questions, click 'Completed questions'.
- 6 The 'Subject' column shows what the question is about.
- 7 The 'Status' column shows whether your question has been answered.

Switch profile

Here you can select the profile whose details or documents you want to view.

Flynth

Select a profile

Select the profile for which you wish to view details or documents.

Fanny Truijens

AFAS Software

Test 12 B.V.

MijnFlynth on your smartphone

MijnFlynth is not an app; it is a website that you can open in your smartphone's web browser. There is nothing to download - simply enter the web address in your browser.

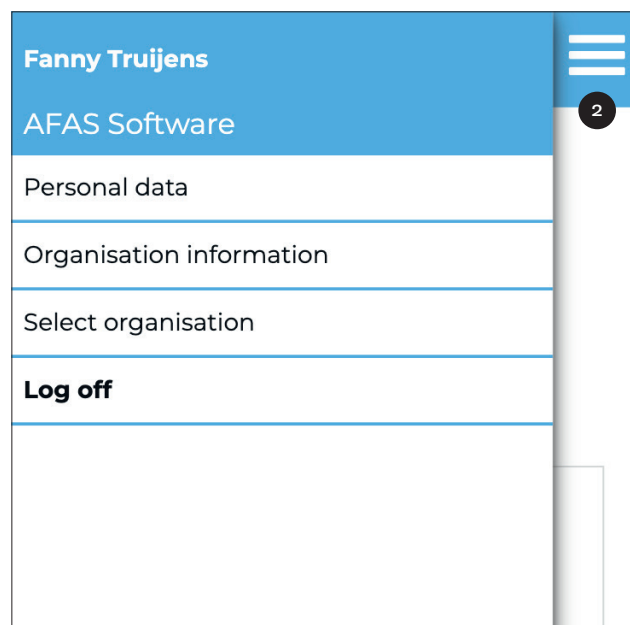
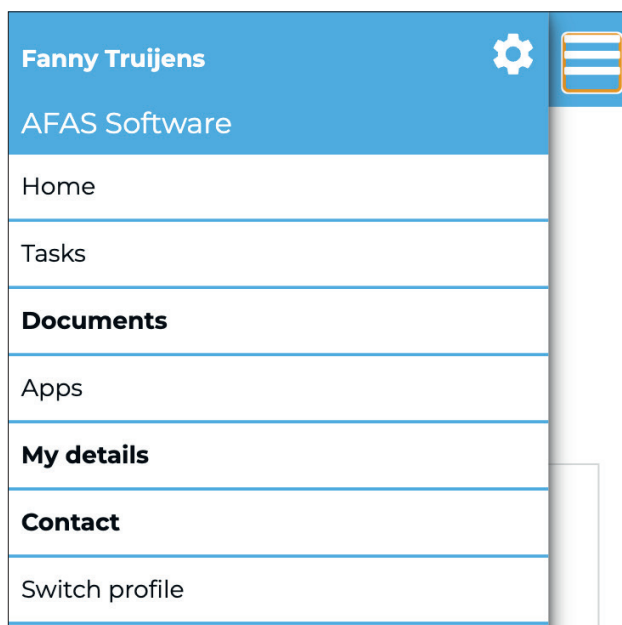
The mobile view is more compact but offers the same functions as the desktop version.

Tip

Add the MijnFlynth website to your phone's home screen for quick access.

- On iOS, open the website in Safari, tap the Share icon and select 'Add to Home Screen'.
- On Android, open the menu in Chrome and select 'Add to Home screen'.

- 1 The menu is displayed as a compact 'hamburger menu' (the three horizontal lines in the top-left corner), keeping the screen clear and uncluttered. You can find the 'Log out' option under the settings icon.
- 2 You can find the 'Log out' option under the settings icon.



- 3 In the documents, you can scroll through the different tabs by clicking the arrow next to 'Annual accounts'.

 **Flynth** Documents - MijnFl...

Documents

Here you will find all your documents, clearly organised into categories. You can also upload new files for your Flynth contact.

**Upload documents**

Upload documents for your Flynth contact.

Your documents for AFAS Software

All documents

Annual accoun... 3

Year ▾

2023

Date31-10-2023

Subjectleeg

CategoryJRK - verslag

Annual accoun...

Permanent files

Advisory docu...

My uploads

Approved

Rejected