

# A Smoother Way to Sign In – Welcome to Visma Connect!

Visma Connect IdP makes logging in to all Visma systems easy and secure through a single sign-on (SSO) experience. The service works seamlessly across web, mobile, and other applications, connecting both on-premises and cloud-based solutions.

To protect login credentials and sensitive data, Visma Connect leverages industry-standard protocols such as OpenID Connect 1.0, OAuth 2.0, and SAML 2.0. This ensures robust security without compromising ease of use. Additional benefits include:

## **Continuous Security Updates – With Zero Effort on Your Part**

- Visma Connect handles ongoing security updates automatically, keeping you protected against emerging threats without any manual intervention.
- The system is continuously developed to align with the latest security standards, ensuring your login processes remain resilient and up to date.

## **Smarter, Safer Authentication with Modern Methods**

- Support for biometric authentication methods like Face ID and Touch ID, as well as BankID, offers users a more secure and streamlined way to log in.
- By removing the need for manually entered passwords, the risk of credential theft and phishing attacks is significantly reduced.

## **Fewer Login Issues and Reduced Support Tickets**

- Biometric login and BankID eliminate common password problems.
- Fewer forgotten passwords mean less user frustration and a lower volume of support requests – saving time and resources for your organization.

## **One Login Across Multiple Systems**

- If you're using several Visma services, login becomes seamless across the entire ecosystem. Users no longer need to manage separate credentials for different Visma products.
- And if you're only using a single Visma solution today, Visma Connect ensures you're future-ready – new integrations can be added without additional setup.

# How the Transition Works

To ensure a smooth and secure transition to Visma Connect, the switch takes place in two phases: preparation and activation.

## 1. Preparation – User Provisioning

Before Visma Connect becomes the active login method, all users need to be provisioned in the system. This means:

- ✓ Users verify their email address.
- ✓ Visma Connect accounts are automatically created and linked to existing HRM users.
- ✓ Users can set a password for their Visma Connect account.

This step does not affect the current login process.

## 2. Transition – Activating Visma Connect

Once everything is set up, Visma Connect will be activated as the new login solution. From this point on, users will sign in using Visma Connect instead of the previous method.

### What does this mean for users?

- The login screen will have a new look and feel.
- Users must log in with the email address they verified during the provisioning phase.
- If a user hasn't set a password before activation, they can do so the first time they log in by clicking **"Forgot your password?"**
- Users who did not complete the provisioning step during the preparation phase will be unable to log in once the transition is complete

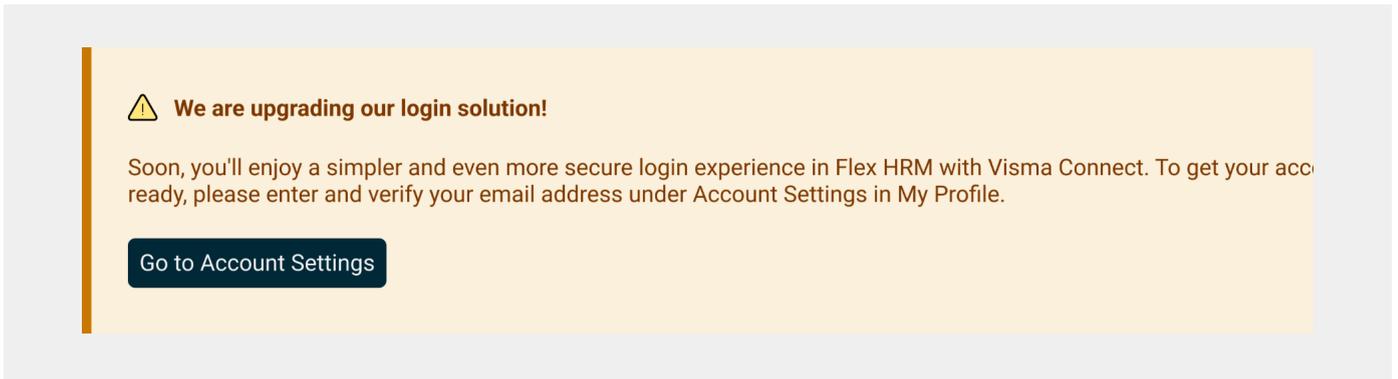
After the transition, Visma Connect becomes the default login for Flex HRM, and the old login method will no longer be available.

### What does this mean for you as an administrator?

- In most cases, users provision themselves – no action is required from you.
- If a user was absent or unable to complete their own provisioning during the preparation phase, [you can provision them manually after the transition](#).

## User Journey (Desktop)

1. During the provisioning period, users will see a banner displayed at the top of all pages in Flex HRM until they link their user to a Visma Connect account. The banner prompts the user to prepare their account by going to Account Settings.

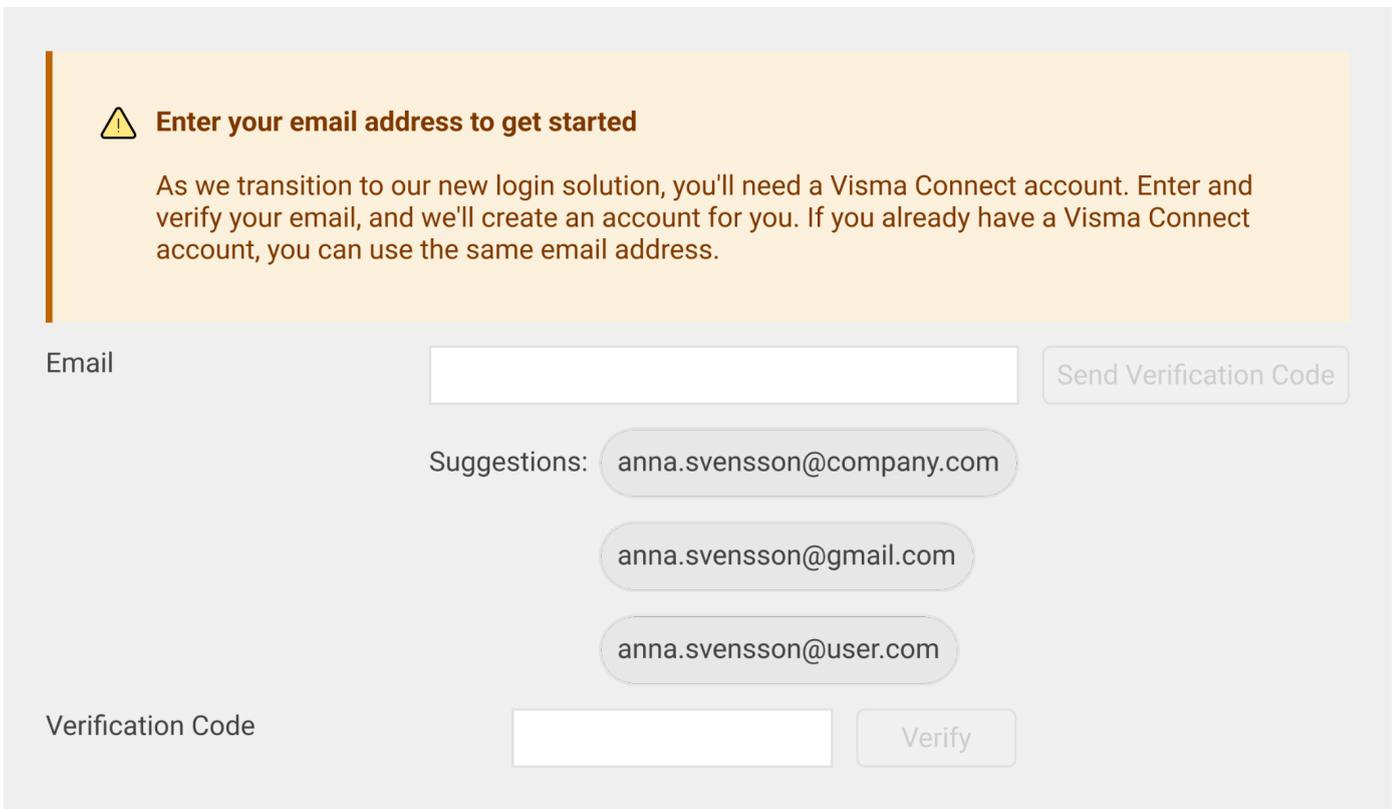


**⚠ We are upgrading our login solution!**

Soon, you'll enjoy a simpler and even more secure login experience in Flex HRM with Visma Connect. To get your account ready, please enter and verify your email address under Account Settings in My Profile.

[Go to Account Settings](#)

2. Under My Profile > Account Settings, the following banner is displayed which prompts the user to enter and verify their email address:



**⚠ Enter your email address to get started**

As we transition to our new login solution, you'll need a Visma Connect account. Enter and verify your email, and we'll create an account for you. If you already have a Visma Connect account, you can use the same email address.

Email  [Send Verification Code](#)

Suggestions:

Verification Code  [Verify](#)

3. The user can select one of the suggested email addresses or enter a different email

address. The email addresses that are suggested are those that are saved on the user or the employment with mailings activated.

**⚠ Enter your email address to get started**

As we transition to our new login solution, you'll need a Visma Connect account. Enter and verify your email, and we'll create an account for you. If you already have a Visma Connect account, you can use the same email address.

Email

Suggestions:

Verification Code

4. When the user has selected or entered an email address, they can click the button to send an email with a verification code to the specified address.

**i Check your inbox**

An email has been sent to [anna.svensson@company.com](mailto:anna.svensson@company.com) to verify your email address

Email

Suggestions:

Verification Code

5. The user will receive the following email:



**Hi Anna**

We're soon updating our login solution to Visma Connect. Verifying your email address is an important step in preparing your account for this change.

**Here's what to do:**

- Enter the code below in Flex HRM to verify your email address.
- Once verified, a Visma Connect account will be created for you using this email address and linked to your Flex HRM user
- If you already have a Visma Connect account with this email, your existing account will instead be linked to Flex HRM.

**Your verification code:**

**123456**

**The code is valid for 30 minutes.**

If you don't want to verify your email address or if this message has reached you by mistake, you can simply ignore it. No action will be taken if the code isn't used.

6. The user should now go back to Account Settings in Flex HRM, enter the code in the code field and click on the “Verify” button.

**i Check your inbox**

An email has been sent to [anna.svensson@company.com](mailto:anna.svensson@company.com) to verify your email address

Email  Send Verification Code

Suggestions:

- anna.svensson@company.com
- anna.svensson@gmail.com
- anna.svensson@user.com

Verification Code  Verify

7. Now the user is connected to Visma Connect and thus fully provisioned. The user can at this stage choose to create a password for the account through Visma Connect Account Settings.

**💡 You're all set!**

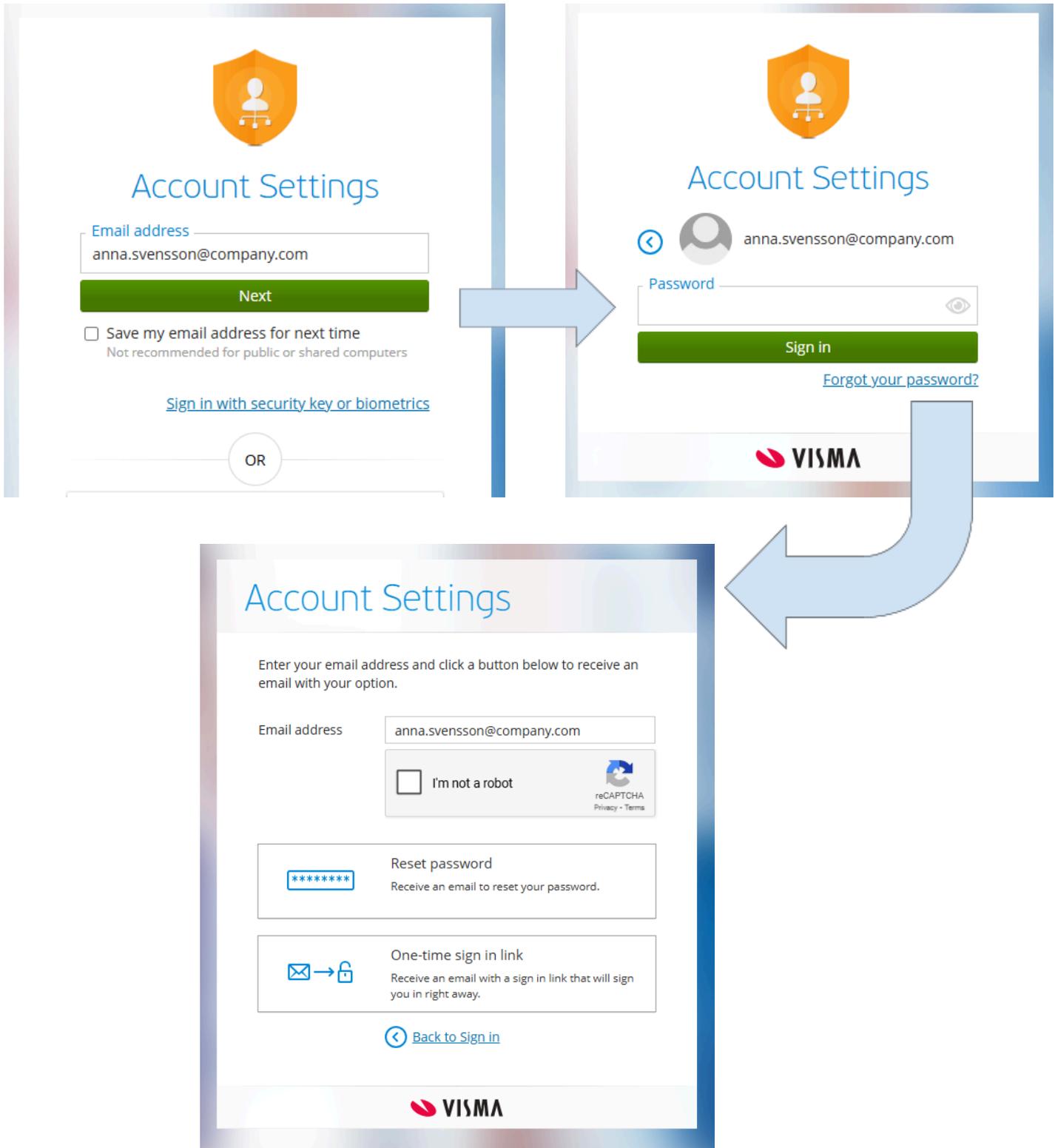
Your user is now linked to a Visma Connect account. You won't be able to use it to log in to Flex HRM just yet, but your administrator will let you know when it's time!

If you haven't used Visma Connect before and want to be fully prepared for the transition, you can go ahead and set your password now via Visma Connect Account Settings. Just click the link below, enter your email address, and select "Forgot your password?".

Email

Manage your account <https://accountsettings.connect.visma.com/>

# Create a password before the transition



# FAQ

## An employee was absent during provisioning and cannot log in now that we have switched to Visma Connect, what do we do now?

An administrator with authorization to the Users view can enter an email address and send a verification message to the user. The user will now receive a link to click on to verify their email address.

The screenshot shows a user management interface with three tabs: 'General', 'Authorisations', and 'Audit of account code'. The 'General' tab is active. Under the 'General' section, there are several fields: 'User-ID\*' (14), 'Alias user-ID', 'Signature' (AS), 'Card- / Tag-ID', 'External reference', and 'Email'. Below this is the 'Link to Visma Connect' section, which contains two 'Email' input fields, both containing 'anna.svensson@company.com'. A 'Send verification email' button is visible. A warning message with a lightning bolt icon states: 'The user is not linked to Visma Connect. A valid email address must be provided and verified for the user to be able to log in with Visma Connect.'

When the user has verified their email address, the user is linked to Visma Connect.

The screenshot shows the 'Link to Visma Connect' section after successful verification. The 'Email' field now contains 'anna.svensson@company.com' with a green checkmark icon to its left. Below the field are two buttons: 'Reset password' and 'Unlink account'.

After that, the user can create a password through "Forgot your password?" on the login page.

## An employee has used a private email address instead of the company's to link their HRM user to Visma Connect, how do we change it?

### 1. Remove the connection

An administrator with authorization to the "Users" view must first delete the current Visma Connect connection.

The screenshot shows a user interface titled "Link to Visma Connect". Under the "Email" label, the email address "anna.svensson@gmail.com" is displayed with a green checkmark icon to its left. Below the email address are two dark blue buttons: "Reset password" and "Unlink account".

### 2. Connect a different email address

- If you are still in the provisioning period (preparation phase), the user will again see a banner at the top of Flex HRM when the link is removed. The user can then go to My Profile > Account Settings and redo the link with the correct email address.
- If you are already using Visma Connect for login, the administrator can update the email address manually:
  - Enter the new email address for the user in the "Users" view.
  - Send a new verification email to the new address.

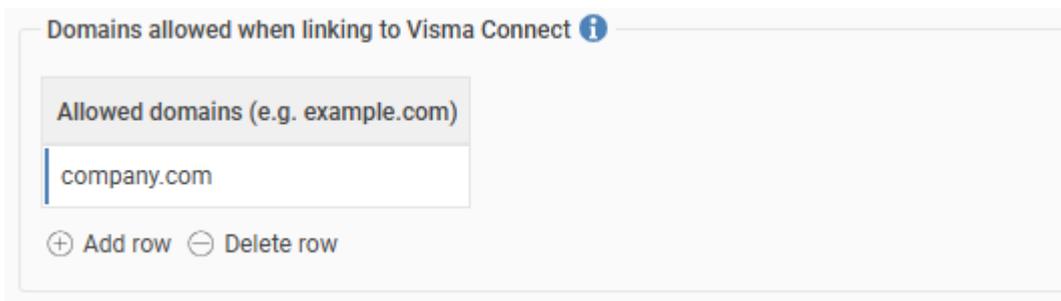
The screenshot shows the "Link to Visma Connect" interface with two input fields. The "Email" field contains "anna.svensson@company.com". The "Confirm email" field also contains "anna.svensson@company.com". To the right of the "Confirm email" field is a dark blue button labeled "Send verification email". Below the input fields, there is a warning icon (a hand with a lightning bolt) and the text: "The user is not linked to Visma Connect. A valid email address must be provided and verified for the user to be able to log in with Visma Connect."

### 3. Complete the connection

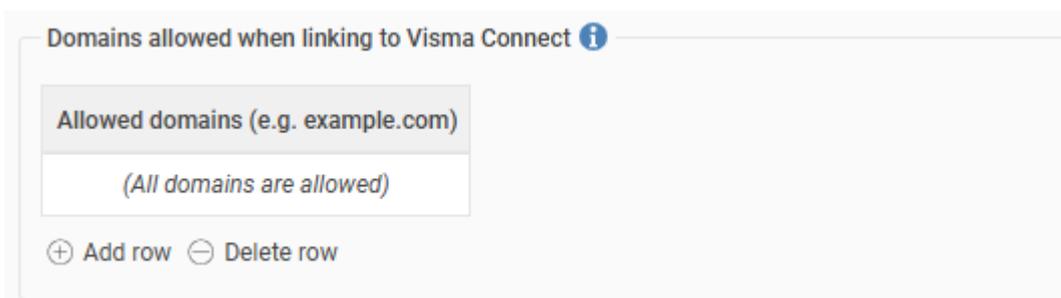
The user clicks on the link in the verification email to confirm the email address.

**We want all employees to use only their email addresses ending with '@company.com' when connecting their HRM user to Visma Connect. How can we enforce this restriction?**

You can find a new section for specifying allowed domains for connecting to Visma Connect by navigating to the General > Security page. This is where you can list the domains you wish to permit.



It's crucial to configure the allowed domains before the preparation phase begins, as this setting will not affect users who are already connected. If no domains are specified, all domains will be allowed during email verification and, consequently, the connection to Visma Connect.



**We want to be able to import and export email addresses. Is this possible?**

Yes, it is!

The field "Email Visma Connect" is now available to choose in import and export templates of type "Employees/users". If an invalid email address is entered, the field will not be updated.

Note that it is only possible to import emails for users not linked to Visma Connect.