

## Step by Step (Desktop)

1. You will see a message at the top of the page when you are logged into Flex HRM. The message will be displayed until you have followed the instructions and linked your user to a Visma Connect account. Click the button in the message to go to Account Settings.



2. Enter or select one of the suggested email addresses and click the button to have a verification code sent to you.

As we transition to verify your email, a account, you can u	ddress to get star o our new login sol and we'll create an use the same emai	<b>ted</b> ution, you'll need a Visma Connect account for you. If you already hav il address.	account. Enter and e a Visma Connect
Email	anna.svensso	on@company.se	Send Verification Code
	Suggestions:	anna.svensson@company.com	
		anna.svensson@gmail.com	
		anna.svensson@user.com	
Verification Code		Verify	



### 3. Open your email inbox and 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.



4. Return to Flex HRM, input the code into the code field, and click the button "Verify code."

<b>()</b> Check your inbox An email has bee	n sent to anna.svensson@company.com	to verify your email address
Email	anna.svensson@company.com	Send Verification Code
	Suggestions: anna.svensson@cor	mpany.com
	anna.svensson@gm	nail.com
	anna.svensson@use	er.com
Verification Code	123456	Verify

### 5. You're done!

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Ŧ	You're all set!	
	Your user is now Flex HRM just ye	linked to a Visma Connect account. You won't be able to use it to log in to t, but your administrator will let you know when it's time!
	If you haven't use can go ahead and link below, enter	ed Visma Connect before and want to be fully prepared for the transition, you d set your password now via Visma Connect Account Settings. Just click the your email address, and select "Forgot your password?".
Email		anna.svensson@company.com
Manage	your account	https://accountsettings.connect.visma.com/ 📝



VISMA CONNECT INSTRUCTION FOR EMPLOYEES

## Steg by Step (Mobile)



- Visma Connect **Cherry our email address to get started**Are transition to our new login solution, you'll need a for a dynamic address, and we'll create one for you. If you already a bysis a visma connect account, you can use the same and addresses **Email addresses Mour email ema**
- This message appears at the top of the screen when you are logged into Flex HRM Mobile. Click the "Connect your account" button in the message to get started.

You can choose to hide the message temporarily; it will reappear after 24 hours if you have not prepared your account. You will also find the verification page under Settings > Visma Connect. 2. Enter or select one of your suggested email addresses and click the "Send verification code" button.

# FLEXHRM

<ul> <li>Visma Connect</li> <li>Check your inbox</li> <li>An email has been sent to anna.svensson@company.com to verify your email address</li> </ul>	FLEXHRM
Email address	Hi Anna
anna.svensson@company.com	We're soon updating our login solution to
Your email addresses	Visma Connect. Verifying your email address is an important step in preparing
	your account for this change.
anna.svensson@company.com	Here's what to do:
	Enter the code below in Flex HRM to     verify your email address.
	Once verified, a Visma Connect account
anna.svensson@gmail.com	will be created for you using this email
	user
	If you already have a Visma Connect
	account with this email, your existing account will instead be linked to Flex
Verification code	HRM.
	Your verification code:
	123456
Verify code	
	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.

- 3. An email will be sent to the email address you provided.
- 4. Open your email app and find the message above. Copy your verification code.

# FLEX

Check your inbox An email has been sent to anna.svensson@company.com to verify your email address anna.svensson@company.com four email addresses inna.svensson@company.com inna.svensson@gmail.com Send verification code 23456		<
mail address anna.svensson@company.com /our email addresses nna.svensson@company.com nna.svensson@gmail.com /erification code 23456		You're Your us You woi
Inna.svensson@company.com	yet, but your administrator will let you know when it's time! If you haven't used Visma Connect before and want be fully prepared for the transition, you can go ahear and set your password now via Visma Connect Account Settings. Just click the link below, enter you email address, and select "Forgot your password?".	
Inna.svensson@gmail.com Send verification code erification code 23456		Email anna.sv
Send verification code erification code 23456		Manage ye
23456		account
Voriti / oodo		

- 5. Paste or type your verification code into the field and press the "Verify Code" button.
- 6. You're done! If you'd like, you can continue by creating a password using the link under "Manage your account."