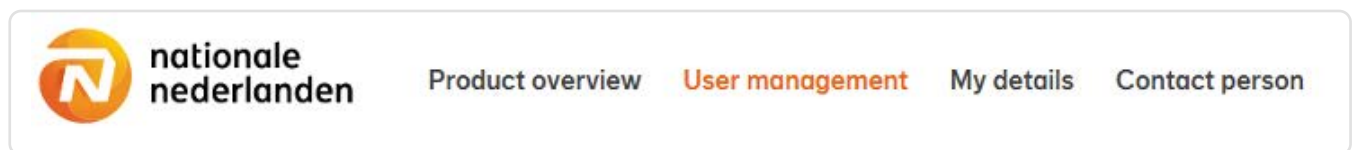


Usermanagement

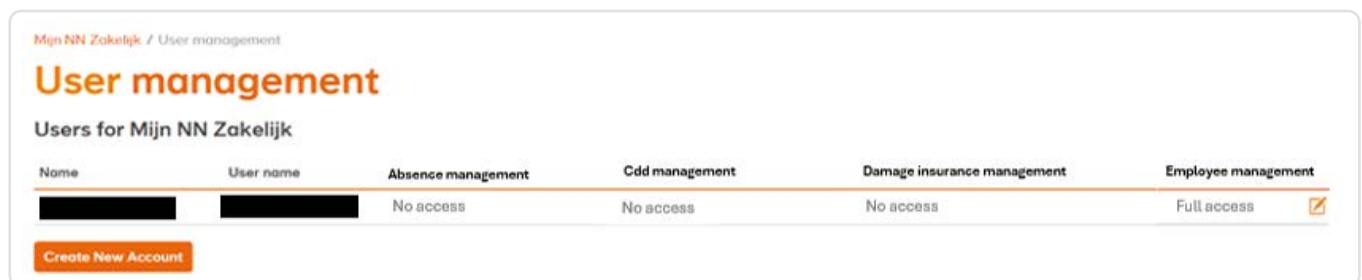
With this instruction we guide you through the process of adding a user, editing a user profile, changing the access levels for users and removing user accounts.

The main user of Mijn NN Zakelijk has the option to choose 'User management' in the top navigationbar.



Here is how to add a user

1. Open Mijn NN Zakelijk and log in with your password and username.
2. Click the User Management tab.



3. Already created users are visible. Click the button **Create New Account** to add a new user.
4. Choose a **User name**. As a main user you decide on the username.
Please note! A username must be attached to each other. For example John_West.
5. Choose a User role. This role can be different with each type of product.
You have the options; Full access, Read only or No access.

First select which type of insurance or module the new user should have access to:

- **Pension scheme:** select Employee management,
- **Client Due Diligence module:** select Cdd management (available only for a pension scheme),
- **Property and Casualty insurance:** select Damage insurance management
- **Income protection insurance:** select Absence management.

The Client Due Diligence module is only available for a pension scheme. To grant access to this module, select either:

- Cdd management = Full access in combination with Employee management = Read only, or
- Employee management = Full access

Make a choice

Make a choice

Full access

Read only

No access

Mijn NN Zakelijk / User management / Add new user

Add new user

Personal details

First name

Insertion(s) (optional)

Last name

E-mail address

Account details

User name

User roles

Employee management

Make a choice

Absence management

Make a choice

Damage insurance management

Make a choice

Cdd management

Make a choice

6. After filling in all the user's details and making the important choices, click Save.

As a main user you can change the level of access of all users at any time (24/7).

Here is how to edit the profile of a user and / or change the access level.

1. Open Mijn NN Zakelijk and log in with your password and username.
2. Click the User Management tab

Mijn NN Zakelijk / User management

User management

Users for Mijn NN Zakelijk

Name	User name	Absence management	Cdd management	Damage insurance management	Employee management
		No access	No access	No access	Full access 

[Create New Account](#)

3. Already created users are visible. Click the  button next to the user to Edit User.

 **nationale nederlanden** [Product overview](#) [User management](#) [My details](#) [Contact person](#)

Mijn NN Zakelijk / User management / Edit user

Edit user

Personal details

First name

Insertion(s) (optional)

Last name

E-mail address

Account details

User name

User roles

Employee management ▼

Absence management ▼

Damage insurance management ▼

Cdd management ▼

4. After changing the user's details and making the important choices, click **Save**.

As a main user you can change the level of access of all users at any time (24/7).

Here is how to remove a user account

1. Open Mijn NN Zakelijk and log in with your password and username.
2. Click the User Management tab.

User management

Users for Mijn NN Zakelijk

Name	User name	Absence management	Cdd management	Damage insurance management	Employee management
		No access	No access	No access	Full access 

3. Already created users are visible. Click the  button next to the user to Edit User.
Please note! You can't delete your main user account. Only sub users can be deleted.

Mijn NN Zakelijk / User management / Edit user

Edit user

Personal details

First name

Arjan

Insertion(s) (optional)

Last name

Boer

E-mail address

arjan.boer@nn.nl

Account details

User name

ABoerTest

User roles

Employee management

Full access 

Absence management

Full access 

Damage insurance management

Read only 

Cdd management

Make a choice 

Cancel

Save

Cdd management

Make a choice 

4. Click Remove account.

Remove Account

×

Are you sure you would like to remove the account of **ABoerTest**?

Remove Account

Cancel

5. Click Remove account.

As a main user you can remove accounts of sub users at any time (24/7).