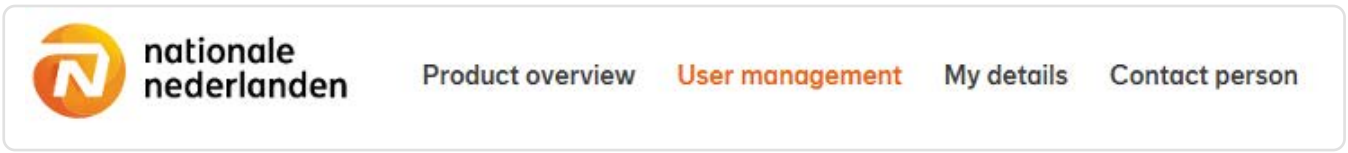
Mijn NN Zakelijk

Usermanagement

With this instrucion we guide you throught 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.

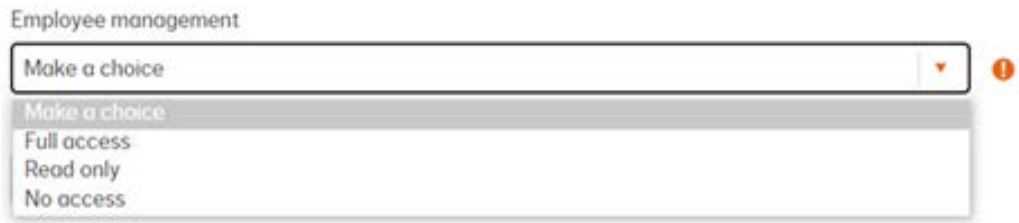


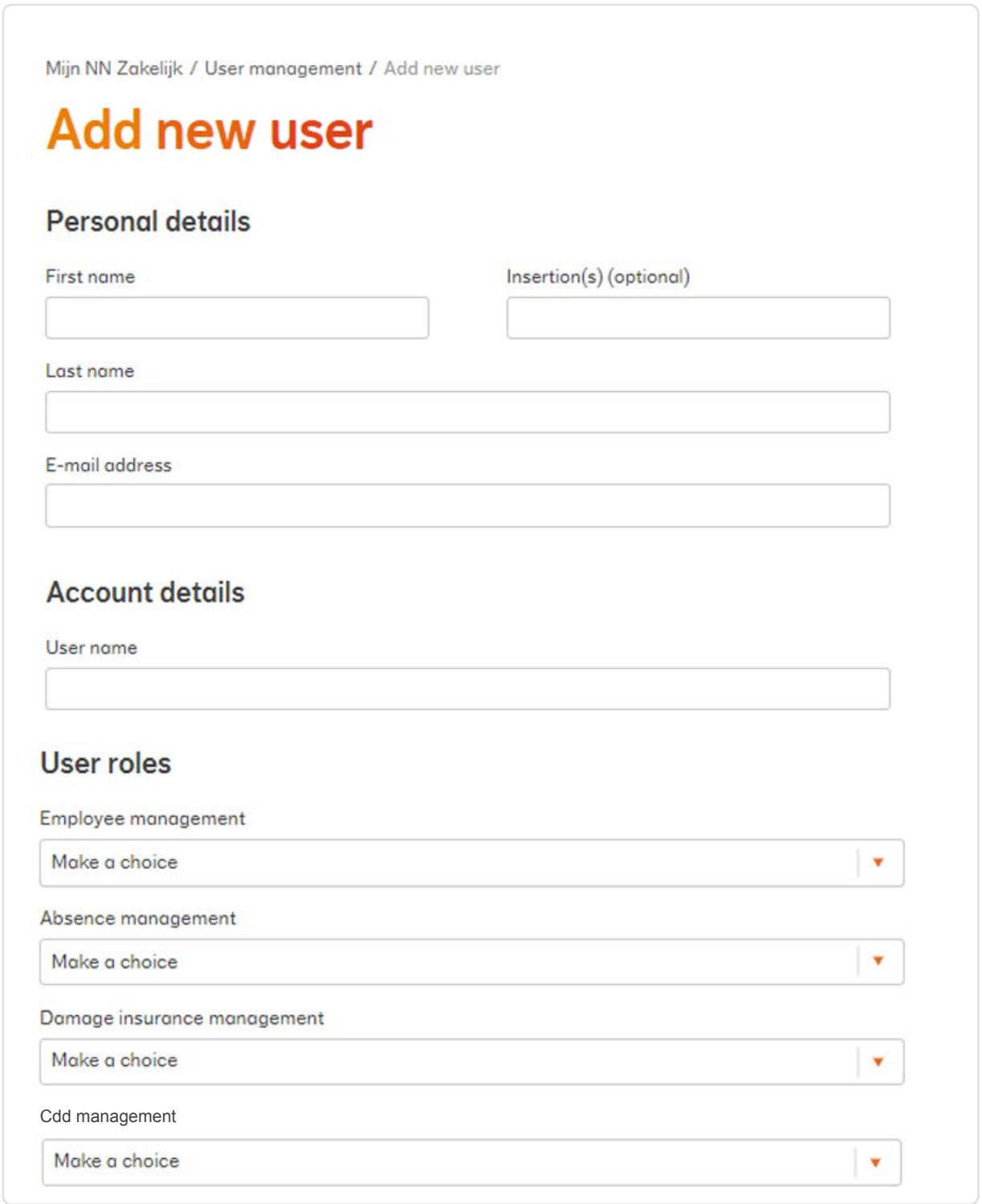
3. Already created users are visible. Click the button **Create New Account** to add a new user.
4. Choose a **User name**. As a main user you decide on the username.
   Please note! A username must be attached to each other. For example John_West.
5. Choose a User role. This role can be different with 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,
   - **Customer 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 Customer Due Diligence module is only available for a pension scheme. To access this module, select:

   - Cdd Beheer 'Full access'

NN



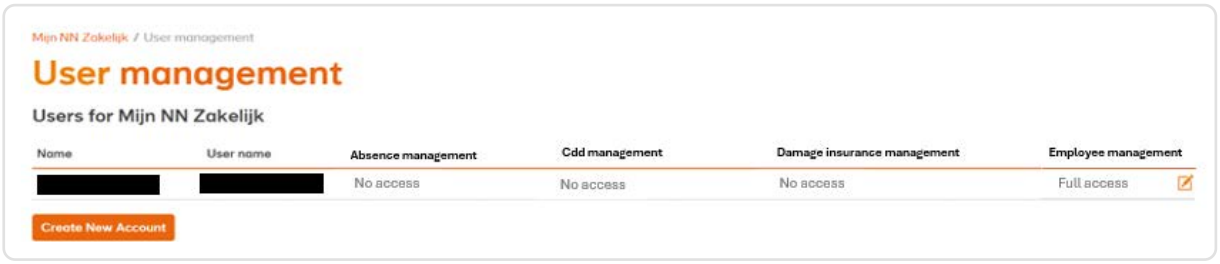


6. After filling in all the user's details and making the important choices, click Save.

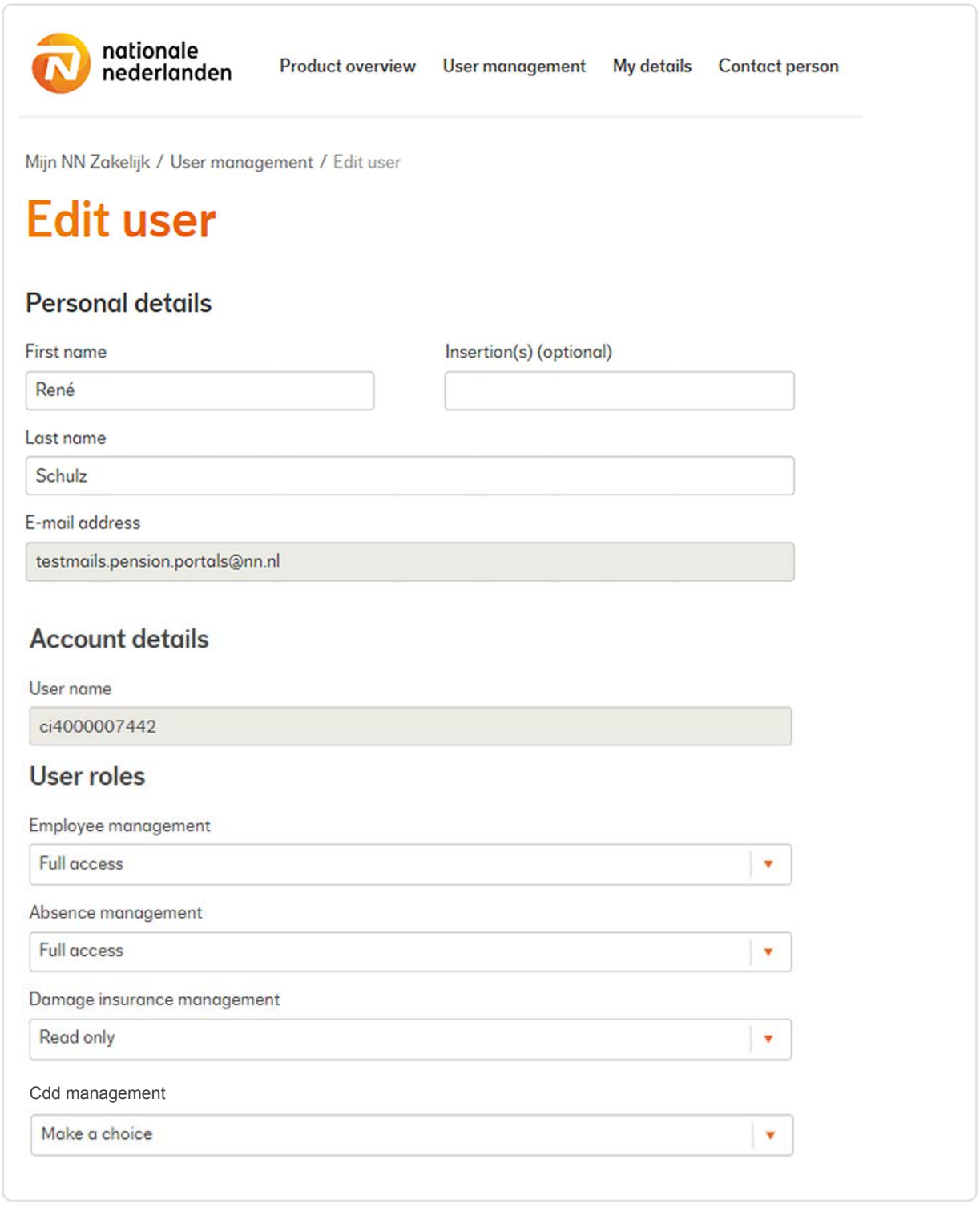
As a main user you can change the level of access of all users at any time (24/7).

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



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



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

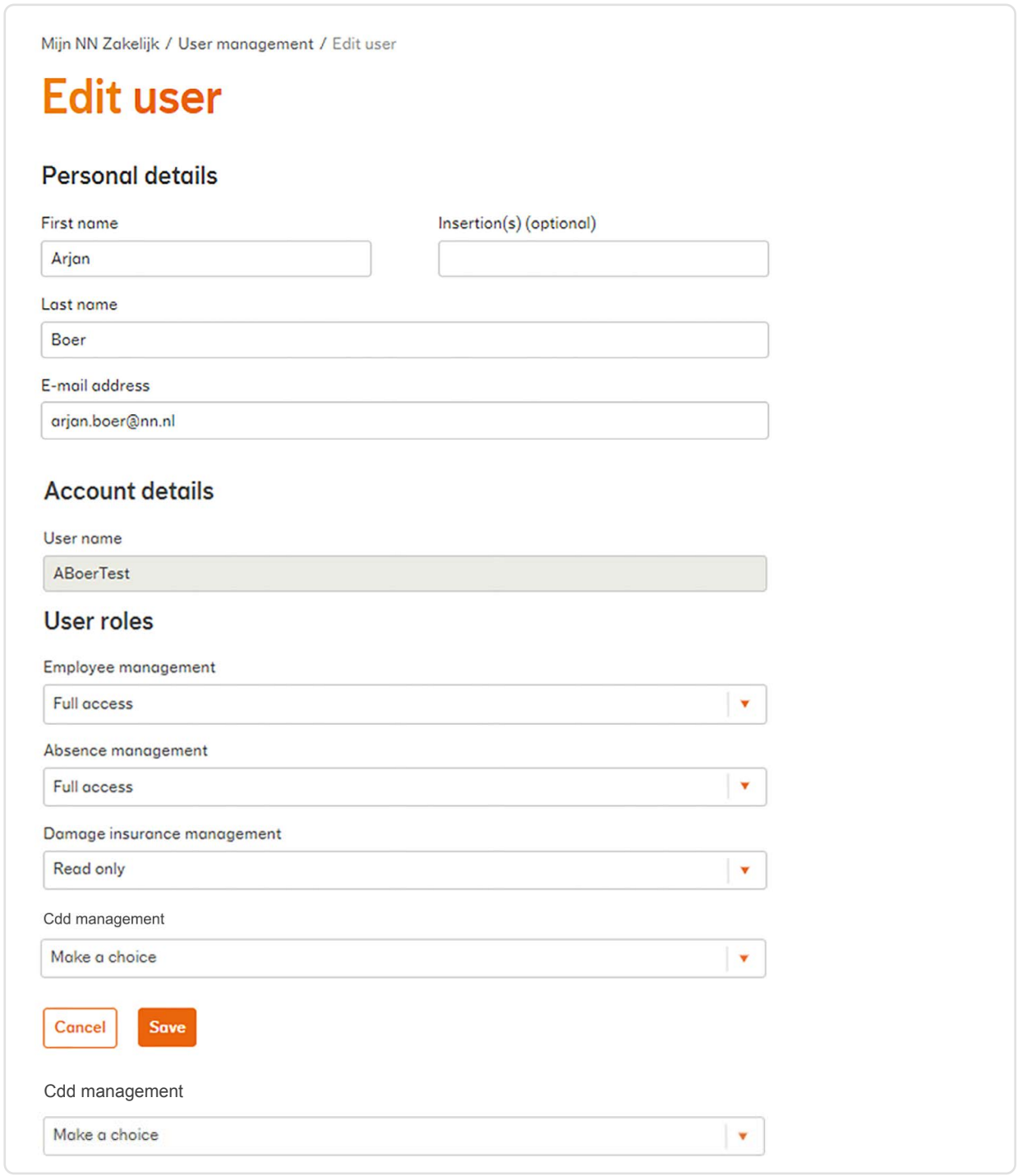
   As a main user you can change the level of access of all users at any time (24/7).

Here is how to remove a user account

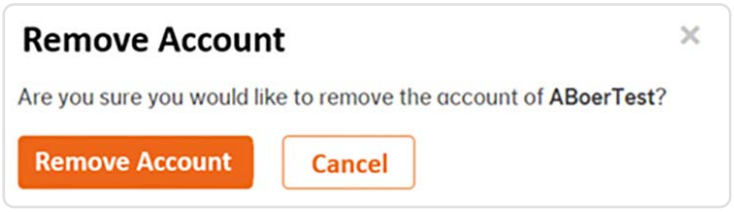
1. Open Mijn NN Zakelijk and log in with your password and username.
2. Click the **User Management** tab.



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.



4. Click **Remove account**.



5. Click **Remove account**.

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