

Get Started with Visma Connect (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.



We are upgrading our login solution!

Soon you will have a simpler and even more secure login in HRM with Visma Connect. To prepare your account, enter and verify your email address under Account settings in My Profile.

[Go to Account settings](#)[Not right now](#)

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

Please note: Depending on your settings, an account can be created without a verification message being sent. In such cases, steps 3 and 4 will be skipped.



Enter your email address to get started.

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

Email

[Verify account](#)

Proposal:

[anna.svensson@company.com](#)[anna.svensson@user.com](#)

Code

[Verify code](#)

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.

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

Check your inbox

An email has been sent to anna.svensson@company.com to verify your email address

Email

Verify account

Suggestions:

anna.svensson@company.com

anna.svensson@gmail.com

anna.svensson@user.com

Code

Verify code

- You're done!

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?".

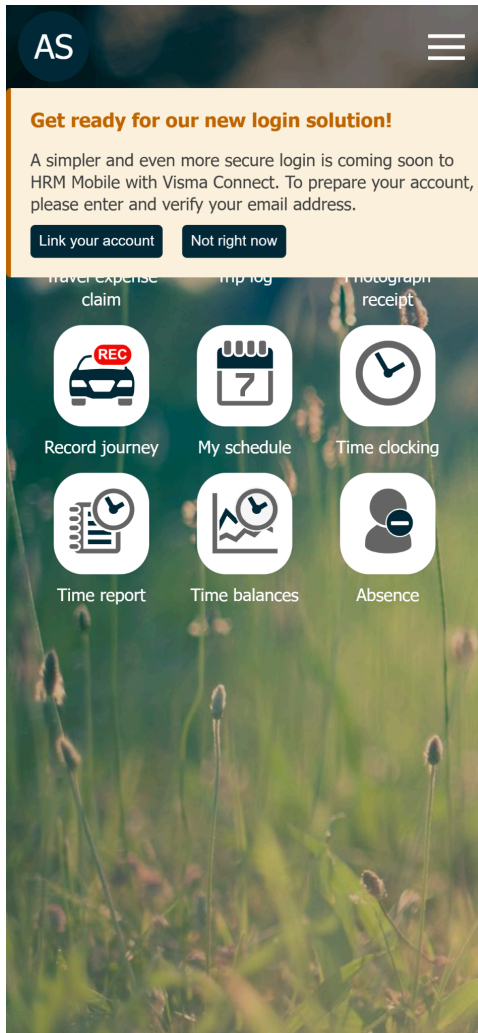
Email

anna.svensson@company.com

Manage your account

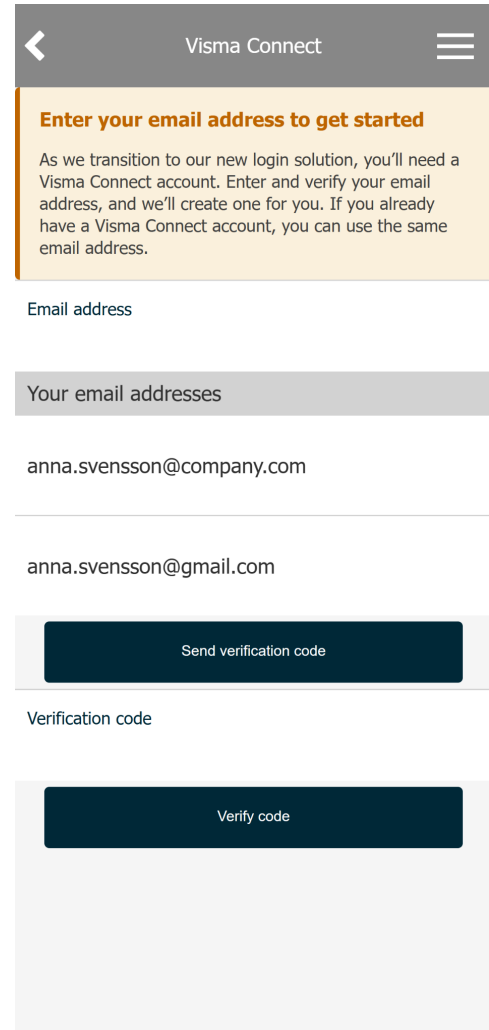
<https://accountsettings.connect.visma.com/>

Step by Step (Mobile)



1. 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.

Please note: Depending on your settings, an account can be created without a verification message being sent. In such cases, steps 3, 4, and 5 will be skipped.

Visma Connect

Check your inbox

An email has been sent to anna.svensson@company.com to verify your email address

Email address

anna.svensson@company.com

Your email addresses

anna.svensson@company.com

anna.svensson@gmail.com

Send verification code

Verification code

Verify code



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.

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.

Visma Connect

Check your inbox

An email has been sent to anna.svensson@company.com to verify your email address

Email address

anna.svensson@company.com

Your email addresses

anna.svensson@company.com

anna.svensson@gmail.com

Send verification code

Verification code

123456

Verify code

5. Paste or type your verification code into the field and press the "Verify Code" button.

Visma Connect

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

anna.svensson@company.com

Manage your account

[https://
accountsettings.connect.identity.visma.com/](https://accountsettings.connect.identity.visma.com/)

6. You're done! If you'd like, you can continue by creating a password using the link under "Manage your account."