

MijnFlynth

Quickstart



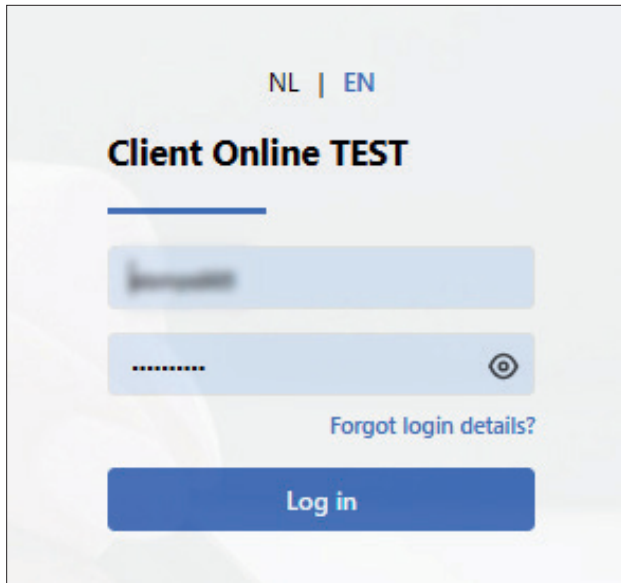
User manual

MijnFlynth is your personal, secure and fast access to Flynth's online services. MijnFlynth enables easy communication and collaboration with your adviser. MijnFlynth consists of various components. Please find a brief introduction below.

Update februari 2025

Adjust Language Preference


It is possible to set English as your preferred language. See below how to adjust this.



NL | EN

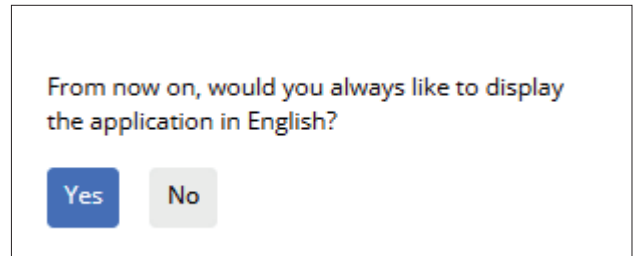
Client Online TEST

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[Forgot login details?](#)

Log in



From now on, would you always like to display the application in English?

Yes No

Homepage / dashboard

The screenshot shows the Flynth dashboard homepage. At the top, there is a navigation bar with the Flynth logo and menu items: Home (1), News (2), Approval (3), Dossier (4), and Portal management. On the right side of the navigation bar, there is a client selection dropdown (9), a help icon (8), and a user profile icon (10). The main content area is divided into several sections: a Notifications section (5) with a sub-section for 'Documents to approve' (3) listing VAT declarations and a 'Recent documents' section; an 'Apps' section (6) displaying various service icons like Basecone, Exact Online, FlynthLink, HR Loket, JoinData, Online Ziekteverz..., Twinfield, and Visionplan...; a 'News' section with three articles; an 'Announcements' section with text about future growth and client organization; and a 'Contact person' section (7) listing contact details for three individuals.

- 1 **Updates** News and topical matters.
- 2 **Approval** approval or rejection of document.
- 3 **Case file** viewing documents, permanent documents and documents prepared by Flynth.
- 4 **Admin** managing and/or editing your details.
- 5 **Notifications** an overview of tasks to be completed, such as documents to be approved or new documents.
- 6 **Apps** access to your online services.
- 7 **Contact** contact details of your adviser.

- 8 **Help function**
- 9 **Client** desired business unit or private client.
- 10 **Log out**

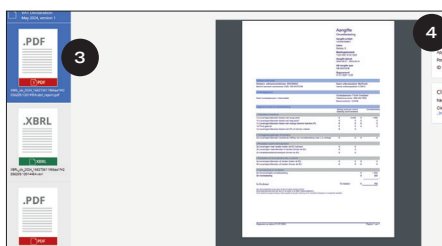
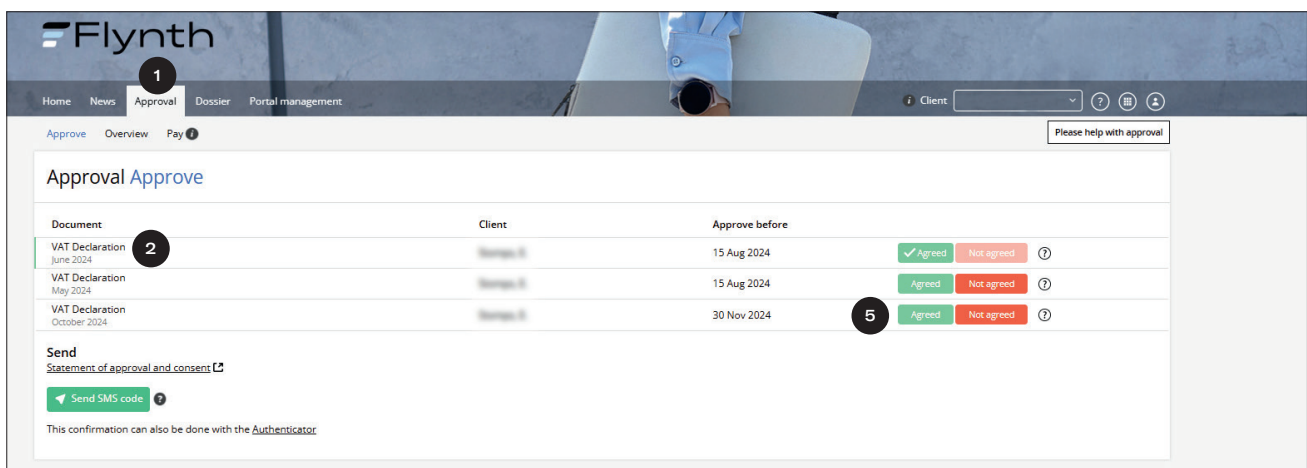
The dashboard can be configured to your preferences. Use the left mouse button to click on the blocks **Apps**, **Contact**, **News** or **Social**. A hand appears. Move the block to the required place and let go.

Approval

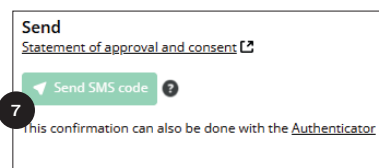
Before Flynth can send documents to requesting parties such as the Tax Authorities, the Chamber of Commerce or the bank on your behalf, you are required to view the document and approve the content.

Approval or rejection of document:

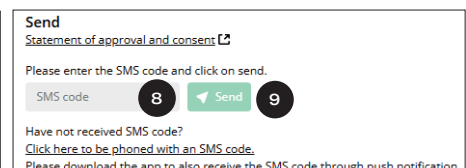
- 1 Click on the document with the heading **Messages** or directly select **Approval** in the menu.
- 2 View the document by clicking on the document name.
- 3 Click on any attachments in the left column to open them (screen 2b) and review the document.
- 4 Close the viewer by clicking on the cross in the top left (screen 2b).
- 5 Click on **Approved** or **Not approved**.
- 6 Repeat steps 2 through 4 for any other documents waiting for approval.
- 7 If Approved, click on **Send SMS code** in step 2 (screen 2c).
- 8 Enter the code you received on your mobile telephone (screen 2d).
- 9 and click on **Send**.



Screen 2B



Screen 2C



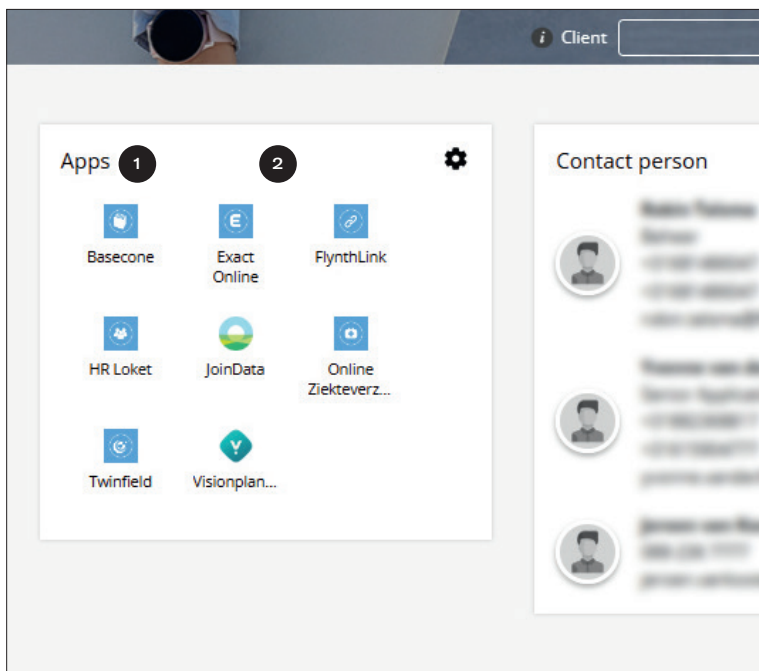
Screen 2D

Have you not received a code by text? You can instead choose a call-back. Instead of a text, you will receive a robo-call speaking the code. Enter the code you received via the robo-call and select 'Send document'.

Apps

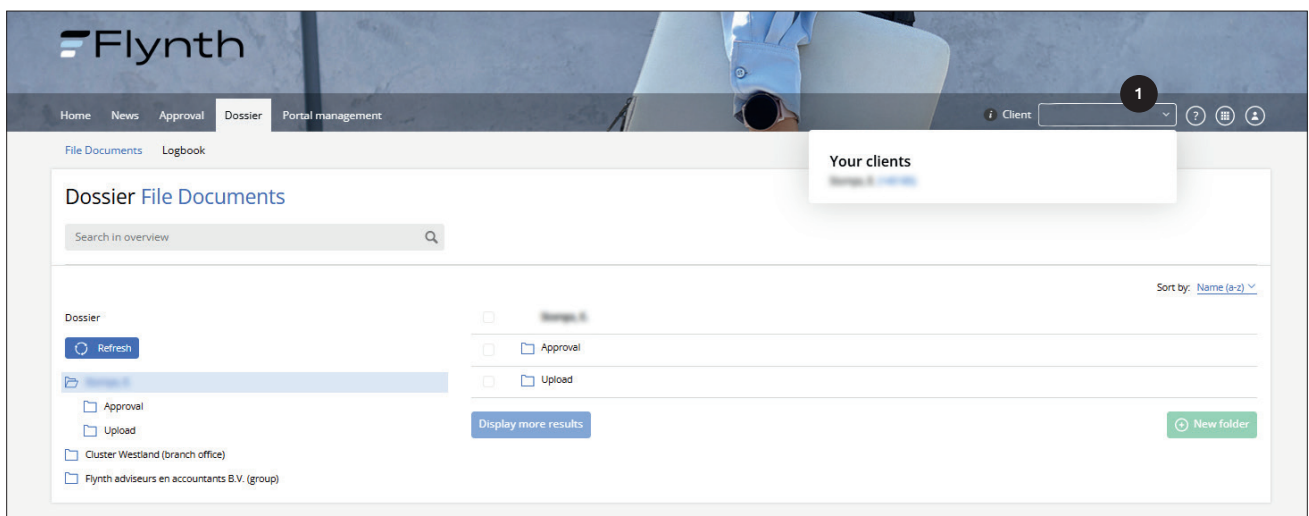
This gives you direct access to Flynth's online services. Which of these services are available to you depends on your personal situation. If you would like more information about an online service, please contact your adviser.

- 1 Click on **Apps** in the top right.
- 2 Then click on the application you want to open.

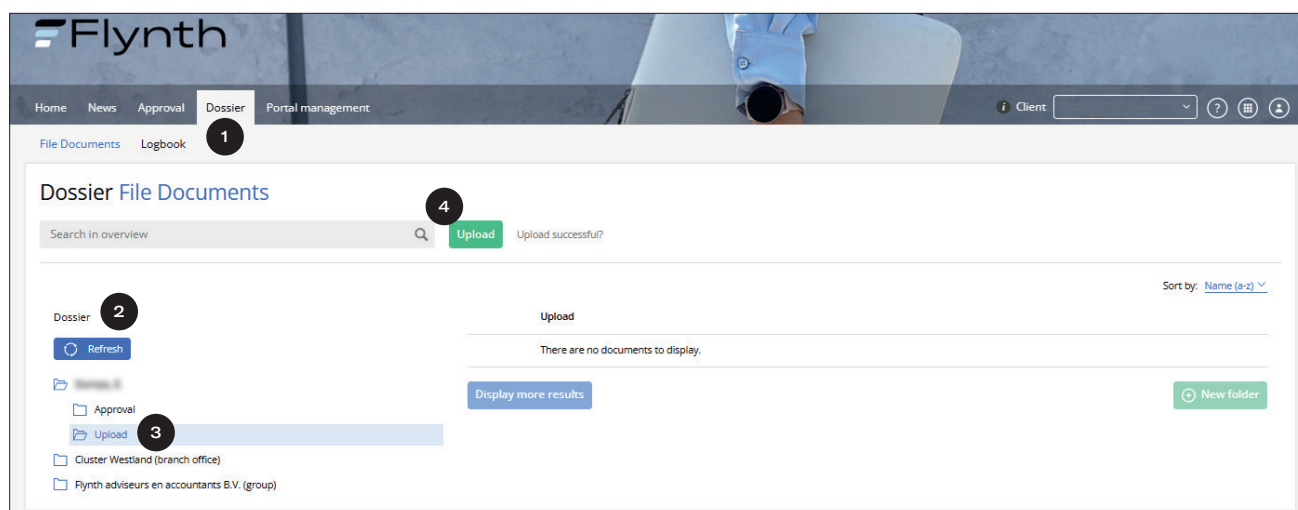


Dossier

In Case file, you can view, upload and share documents with your adviser. Each separate business unit and you as the entrepreneur are referred to as 'client' in MijnFlynth. Via Cliënt (Client), you select the required business unit or your personal case file under Private client.



Uploading document

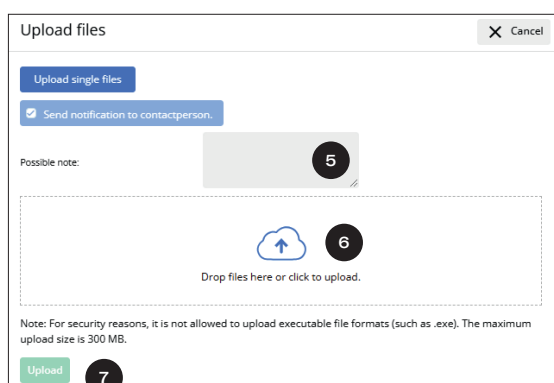


In Case files, you can view and upload documents.

- 1 Go to **Case file**.
- 2 Select the folder where you want to save the document.
- 3 Select the folder **Upload**.
- 4 Click on the button **Upload** in the top right.
This takes you to a new screen (screen a).
- 5 If necessary, you can add a comment, for example describing the purpose of the documents.

- 6 Drag files to the box framed with a dotted line, or click in the box to select a file in your computer.
- 7 Click on the button **Upload**.

Flynth automatically receives an upload notification.



Screen A