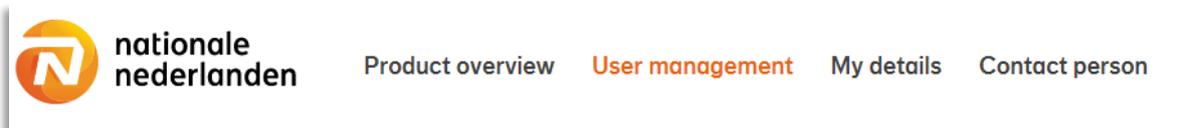


## Mijn NN Zakelijk

# Usermanagement

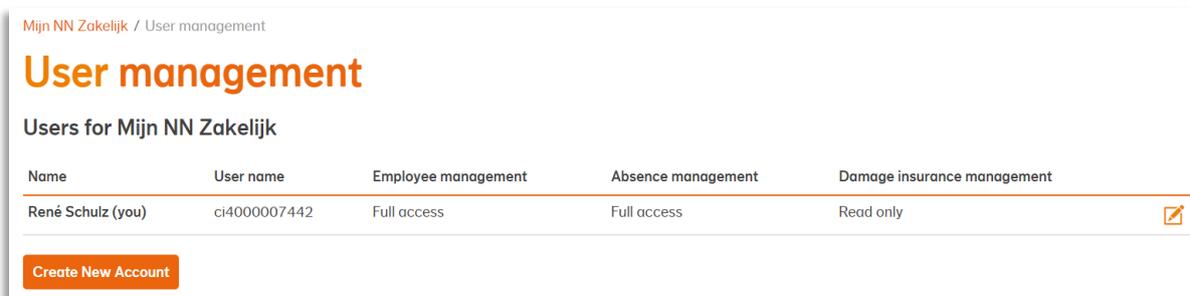
With this instruction we guide you through the process of adding a user, editing a user profile, changing the access levels for users and removing user accounts.

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

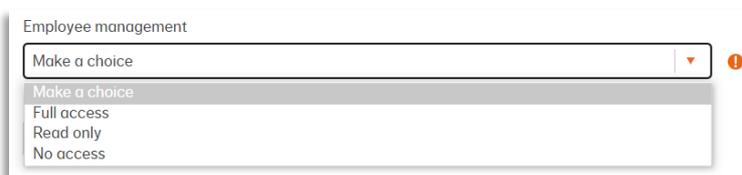


### Here is how to add a user

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.



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



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	Employee management	Absence management	Damage insurance management	
René Schulz (you)	ci4000007442	Full access	Full access	Read only	

[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

ci4000007442

## User roles

Employee management

Full access

Absence management

Full access

Damage insurance management

Read only

Cancel Save

6. 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

nationale nederlanden Product overview **User management** My details Contact person NL EN

Mijn NN Zakelijk / User management

## User management

Users for Mijn NN Zakelijk

Name	User name	Employee management	Absence management	Damage insurance management	
Rene asdf (you)	ci4000007699	Full access	Full access	Read only	
Arjan Boer	ABoerTest	Full access	Full access	Read only	

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

Insertion(s) (optional)

Last name

E-mail address

### Account details

User name

### User roles

Employee management



Absence management

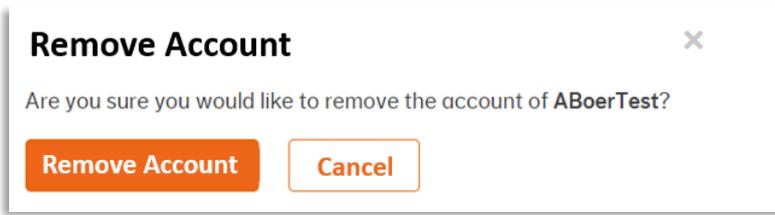


Damage insurance management



> [Remove Account](#)

6. Click [Remove Account](#).



7. Click **Remove Account**.

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