

Log in for the first time in MyAFAS

What do you need to do when you logging into MyAFAS for the first time?

What do you need?

- Your mobile phone and computer or laptop.
- Access to your email messages.

1 Log in

Go to www.afasonline.nl on your computer or laptop.

Enter your email address and click on **'Volgende'**.

A message will be displayed that you have never signed on before.

Click on **'Aan de slag'**.

2 Sign on

You will receive an email message that will include a code. Enter the code on your computer and click on **'Volgende'**.

Can't find the email? Try searching for 'AFAS' in your mailbox to find the email.

Maybe you will receive your AFAS emails in 'other'. Below you can see how to make the separated mailboxes, one again on your mobile device.

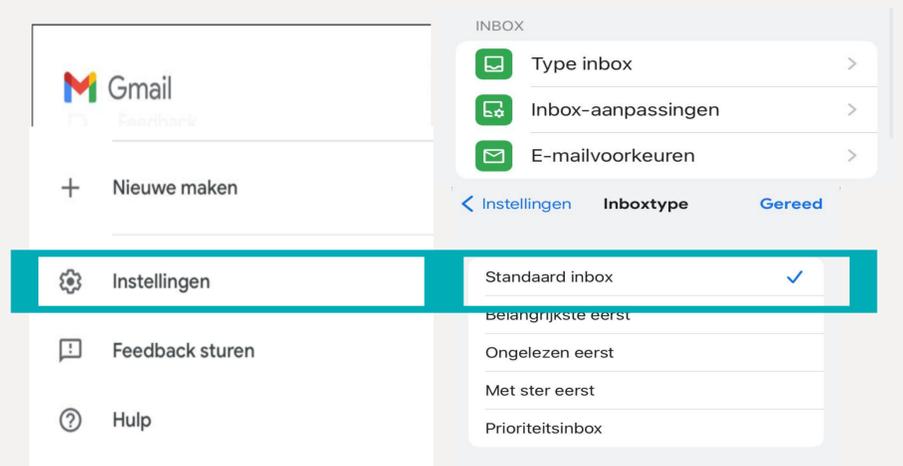
Outlook:

1. You go to the menu icon for the settings.
2. Turn off the slider 'Postvak IN met Prioriteit'.



Gmail:

1. At the top left click 'Instellingen'.
2. Go to the tab 'Inbox'.
3. Select 'Standaard inbox'.
4. Then click 'Gereed'.

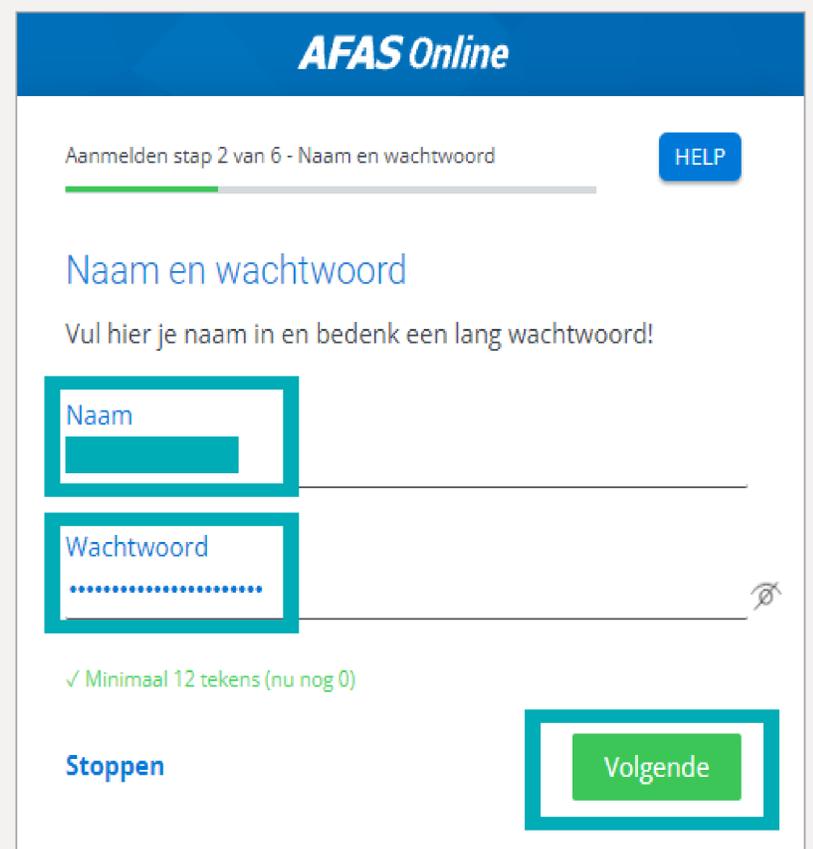


If you have not received the message, see the [Email to sign on in relation to the new sign-on method not received](#).

Enter a strong password and click on 'Volgende'.

Which requirements must the password meet?

- The length must at least be 12 characters.
- You have not used the password before.
- The password does not contain part of your email address.
- The password does not appear on the list of [leaked passwords](#).



AFAS Online

Aanmelden stap 2 van 6 - Naam en wachtwoord HELP

Naam en wachtwoord

Vul hier je naam in en bedenk een lang wachtwoord!

Naam

Wachtwoord

✓ Minimaal 12 tekens (nu nog 0)

Stoppen Volgende

Enter your mobile phone number and click on 'Volgende'.

The screenshot shows the AFAS Online registration interface for step 3, titled "Telefoonnummer". At the top, it says "Aanmelden stap 3 van 6 - Telefoonnummer" with a progress bar and a "HELP" button. The main heading is "Telefoonnummer". Below it, the text reads: "Goedemorgen [redacted] Vul hier je telefoonnummer in. Dit nummer gebruiken we voor accountbeveiliging en -herstel. Het nummer moet geschikt zijn voor het ontvangen van SMS." There is a dropdown menu for the country code, currently set to "0612345678" with a Dutch flag icon. Below the dropdown is a "Terug" link. To the right is a large green "Volgende" button.

Confirm sms-code you receive on your mobile phone and click on 'Volgende'.

The screenshot shows the AFAS Online registration interface for step 4, titled "Telefoonnummer bevestigen". At the top, it says "Aanmelden stap 4 van 6 - Telefoonnummer bevestigen" with a progress bar and a "HELP" button. The main heading is "Telefoonnummer bevestigen". Below it, the text reads: "Vul hier de bevestigingscode in die via SMS verzonden is naar **+31612345678**". There is a text input field labeled "Bevestigingscode" with a redacted code. Below the input field is a "Verstuur SMS opnieuw" link. At the bottom left is a "Terug" link, and at the bottom right is a large green "Volgende" button.

3 Set an authentication method

You are now going to set an authentication method with which you will always log in to AFAS Online from now on.

Note: We recommend confirming through AFAS Pocket. This means you can complete the login with one click on the button. With other methods you always have to enter a code. The explanation below is focused on AFAS Pocket App.

Make a choice in the next screen.

Select **'Inloggen met notificatie via AFAS Pocket (aanbevolen)'** and click on **'Volgende'**.

Install AFAS Pocket app on your phone if you have not done so. View the separate instruction manual for this. AFAS Pocket is available for free in the Apple Store and the Google Play Store.

The screenshot shows the AFAS Online login interface. At the top, it says "AFAS Online" in a blue header. Below that, it indicates "Aanmelden stap 5 van 6 - AFAS Pocket" with a progress bar. A "HELP" button is visible in the top right. The main heading is "Twee-factorauthenticatie". Below this, a paragraph explains that two-factor authentication is mandatory and lists different methods. The first method, "Inloggen met notificatie via AFAS Pocket (aanbevolen)", is selected and highlighted with a teal border. A descriptive paragraph follows, stating that this is the recommended app for the best login experience. The second method, "Inloggen met bevestigingscode via authenticatie-app", is also listed. At the bottom, there are two buttons: "Stoppen" and "Volgende", with "Volgende" being highlighted with a teal border.



4 Connect with AFAS Pocket

If you are going to link with AFAS Pocket, press **'Tik om te scannen'** in AFAS Pocket.

Attention:

Do you see a screen in AFAS Pocket with the text 'Voer de activatiecode in'? Then you are in the wrong screen, namely the screen for activating the ERP-functionalities. You don't need an activation code if you only use AFAS Pocket to login. Remove/uninstall the app and reinstall.

Give your permission to use the camera and scan QR code.



If you have correctly scanned the code, a message will be displayed stating that your AFAS Online account has been linked to AFAS Pocket. Click on **'Naar inloggen'**.



5 Log in

Go to [Inloggen bij AFAS Online](#).

Enter your email address and click on **'Volgende'**.
It could be the case that your e-mail adress is prefilled because you have logged in before.

The screenshot shows the 'AFAS Online' login interface. The title is 'Inloggen bij AFAS Online' with a 'HELP' button in the top right. Below the title, it says 'Vul hier je e-mailadres in.' There is an input field for the email address, which is highlighted with a red box. To the right of the input field is a green button labeled 'Volgende', also highlighted with a red box.

Enter your password and click on **'Volgende'**.

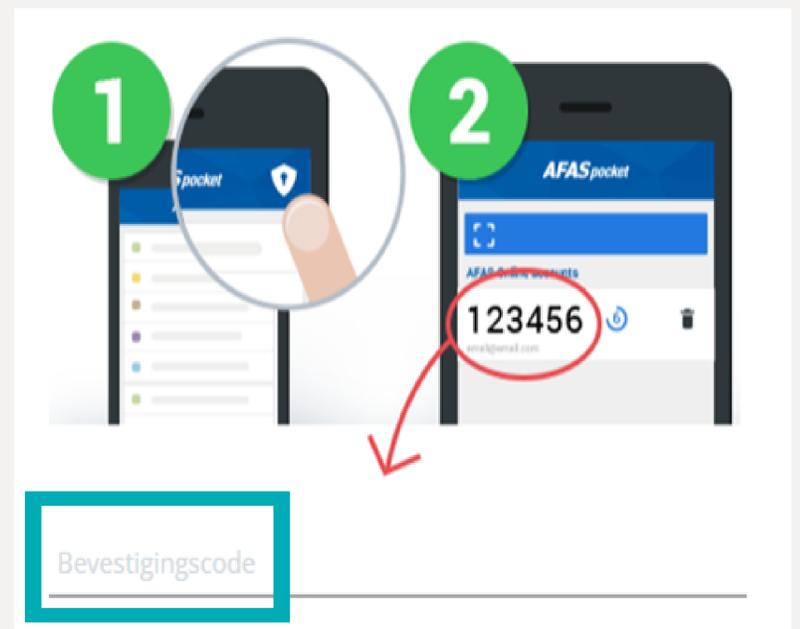
The screenshot shows the 'AFAS Online' login interface. The title is 'Inloggen bij AFAS Online' with a 'HELP' button in the top right. Below the title, it says 'Vul je AFAS Online wachtwoord in.' There is an input field for the password, which is highlighted with a red box. To the right of the input field is a 'Wachtwoord vergeten?' link and an eye icon. Below the input field is a blue button labeled 'Terug' and a green button labeled 'Volgende', which is highlighted with a red box.

The following will occur in your screen:

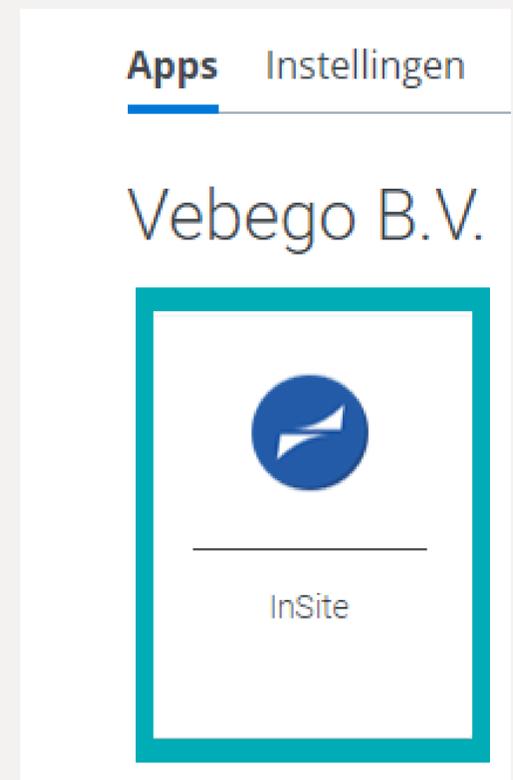
The screenshot shows the 'AFAS Online' login interface. The title is 'Inloggen bij AFAS Online' with a 'HELP' button in the top right. Below the title, it says 'Dubbele controle! Pak je telefoon en geef via AFAS Pocket toestemming om in te loggen.' There is an illustration of a hand holding a smartphone displaying the 'AFAS pocket' app with a green checkmark and a red X. Below the illustration is a checkbox labeled 'Vertrouw dit apparaat 7 dagen'. At the bottom, there is a link that says 'Geen melding ontvangen?'.

Open the AFAS Pocket app on your phone.

Click on the green check mark. If you opted for two-factor authentication, enter the code provided in the Pocket-app.



You will now be logged in to AFAS Online and see the following screen.



Click on button 'InSite'. You will be logged in to MyAFAS.

Ingestuurd	Onderwerp	Type	Status	Betreft medewerker	Betreft medewerker
01-11-2022 10:16	[Redacted]	Sollicitant indienst (Profit)	Akkoord	[Redacted]	[Redacted]
31-10-2022 14:40	[Redacted]	Contractverlenging (Profit)	Ondertekend	[Redacted]	[Redacted]
20-10-2022 13:16	[Redacted]	Contractverlenging (Profit)	Afgehandeld	[Redacted]	[Redacted]
04-10-2022 10:20	[Redacted]	Beoordelen aflopend contract (Profit)	Ter beoordeling	[Redacted]	[Redacted]