

Work instruction Login Employee portal Verzuimsignaal

In the Employee's portal of VerzuimSignaal, you will easily and safely gain insight into the reintegration process. This gives you a more active role in the process by using a computer and/or smartphone.

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Preparation Login for the 1st time:

You require:

- PC or laptop or tablet (you must have access to your email on this device)
- Smartphone
- Authenticator app on your smartphone. For example, download the free Google Authenticator app. You can also use a different free app.

➤ Take note: Login from your laptop / PC / tablet the first time. You have to scan a code with your phone and cannot do both at the same time from your mobile phone.

➤ Take note: Set the time setting in your smartphone on automatic.

➤ Take note: Also scroll down, sometimes not all buttons are visible.

Invitation from Verzuimsignaal

The invitation for the employee portal is sent to your private email address (if known) and looks as follows:

Dear Mr xxxxx,

Your employer invited you to use the Employee portal of VerzuimSignaal. In order to use the portal, you must first register your account.

Your username is: xxxx (user name is case sensitive).

*Kind regards,
Verzuimdesk*

Login instruction

1. Download an (free) authenticator app (for example the Google Authenticator).
2. Click on this link to register your account: [Click here to validate](#)
3. You are automatically redirected to werkemer.verzuimsignaal.nl to log into your account.
4. Follow the steps to set up your two factor authentication.
5. You successfully logged into the employee portal.

Instruction employee's portal

Once you have completed all the aforementioned (once-off) steps, you will reach the *Dashboard* of the Employee portal. The employee portal is subdivided into 4 chapters.

1. Dashboard: The home page of your employee portal with your current absent notice.
2. Dossier (File): You will see all your absence files with the current employer. The file is organised in a timeline that starts when the absence is reported, and then runs on to the newest actions in the file. The most recent actions will thus always be at the top. The file is filled with: *Invitation of the company doctor, documents, notices and actions.*
3. Afspraken (Appointments)
4. Taak uitvoeren (Perform tasks): is currently not active.

Validate your account

Step 1: In the email you received, click on the blue validation link to register as a user in the Employee portal. You will be redirected to the validation page.

On the validation page, enter the email address where you received the validation email and then enter the date of birth as "**dd-mm-yyyy**".

➤ **Take note:** If your employer registered your email address with capital letters, these capitals must also be taken over as user name. You can find the email address that was used in the email you received.

- Click on validate.

Step 2: Now you have to enter your password. You **choose your own** password, which must meet the following (specified) criteria:

- At least 8 characters
- Maximum 24 characters
- At least 1 number
- At least 1 small letter
- At least 1 capital letter
- At least 1 special sign
- Password

Next, click on **Save password** to register the account.

Step 3: After you completed the previous steps, your account has been registered and you can log in to the Employee portal. You will now reach the login screen.



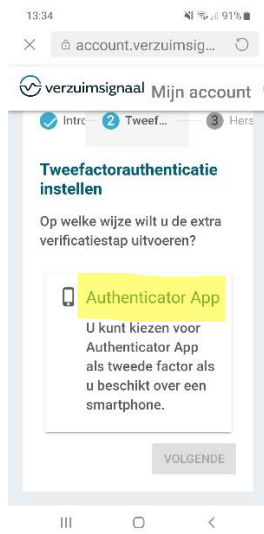
Enter your user name (email address) and the password chosen by you and click on **Login**

Because you will login in the Employee's portal, where personal data and file content can be shown, it is compulsory to set up two factor authentication.

Step 4: After logging in with your registered account, you will reach the below settings screen to set up two factor authentication. Scroll down if needed. Sometimes not all buttons are visible.

Step 4a: Click start.

Step 4b: Click on the word Authenticator app in the square block.



Step 4c: Click on settings, a QR code will be displayed. Scan this **with your smartphone**.

Step 4d: If not done yet: Download an authenticator app on your smartphone. We recommend the free Google authenticator, but you could also use a different one. In this manual, we use Google Authenticator as example.

- Open the app on your phone and click the + at the bottom of the screen (scroll down).
- Click on "scan QR code" and scan the code on your laptop / PC / tablet with your phone.
- Below the QR code, click on "following".

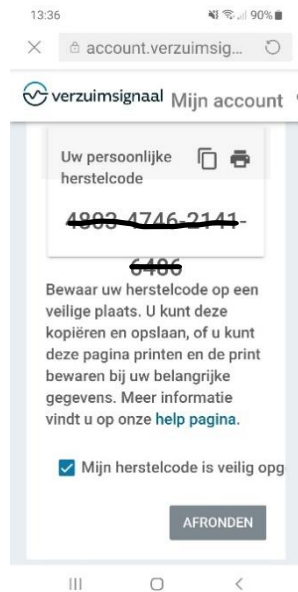
In the authenticator app on your phone you will now see an account with a code, for example:

VerzuimSignaal (jantje@email.nl)
852 547

Directly behind the code, a small "disk" is displayed, getting smaller and smaller. This code will refresh every 30 seconds.

- Now enter the 6 digit code from the app in the next screen.
- Click on save.
- The authenticator app has now been successfully set up as second factor.
- Click on close.
- You will now go back to the VerzuimSignaal screen, click next.

The below screen shows the reset code (the code below is only an example!)



Write this code somewhere you can find it, or take a photo.
Store this code carefully as it is only supplied once.

- Click the block "My reset code has been safely stored".
- Click on complete.

Step 5: You are now in the employee portal of Verzuimsignaal, showing 4 chapters:

- Start
- Dossier (File): contains documents such as feedback from the company doctor, a plan of approach, the problem analysis etc. You can download or print these documents.
- Afspraken (Appointments). You will always receive invitations via email.
- Taken (Tasks): currently **not active**.

Login the next time(s):

- Go to werknemer.verzuimsignaal.nl
- Login with your username and password.
- Enter the code from the authenticator app in the next screen.
You must thus enter this code every time you want to login.

You are now logged in and will go the employee's portal of Verzuimsignaal.

Notifications:

You will receive an email at the email address with which you are registered when documents are available in your employee portal:

- Shared notice
- Shared document
- Shared document amended

You will receive invitations for a consultation or other invitations via email.

Problems logging in:

Forgot password:

You can set your own new password. Click on the login screen: Ik kan niet inloggen en stel een nieuw wachtwoord in (I cannot login, set up a new password).

No two factor authentication code:

When the two factor authentication code is no longer available, you can reset the two factor authentication using the reset code (see previous page of this instruction).

Do you no longer have the reset code? Contact the Functional Application manager within your organisation. If your organisation does not have an Application manager, please can contact DPO2 at servicedesk@dpo2.nl.

When is the two factor authentication no longer available?

- If you removed the Authenticator App from your phone.
- If you removed the code from the Authenticator App.
- If you use a new telephone and/or telephone number.

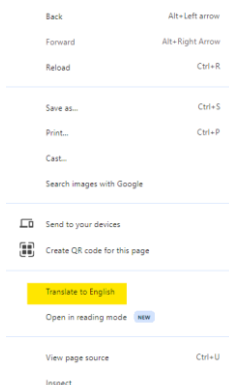
More information and instructions for VerzuimSignaal are available via the following link <https://help.verzuimsignaal.nl/werknemersportaal/veelgestelde-vragen-voor-de-werknemer-faq> (currently only available in Dutch).

Change language of portal

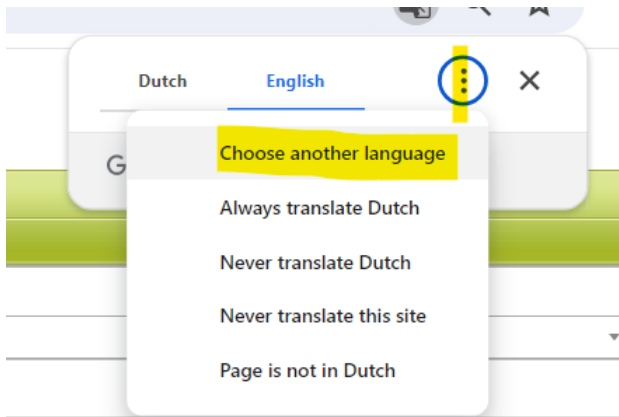
The language of the employee portal can be changed by following below steps.

This instruction is based on the Internet browser Google Chrome. If you use another browser, the steps are slightly different.

- 1) Log into the portal
- 2) Right click somewhere on the page and these options will appear →



- 3) Click "translate to English" and the below pop-up will show. Click on the 3 dots followed by "Choose another language".



- 4) In the following screen you select "English" and then you click "Translate". The page will now translate into English.

