

Flex HRM & Visma Connect: Your First Login Explained

Welcome to a smoother and more secure login to Flex HRM! 🙌

We've updated our login process to Visma Connect to enhance your experience when accessing Flex HRM and Flex HRM Mobile. This guide will walk you through your first login after the transition, helping you get started quickly.

Important to know before you begin:

- You'll use the same email address you previously verified for login. ✉️
- If you didn't set up a password during the preparation phase, it's easy to create one directly during your first login. 🔑

Follow the steps below to start using your new login! 👉

Enter Email Address and Log In

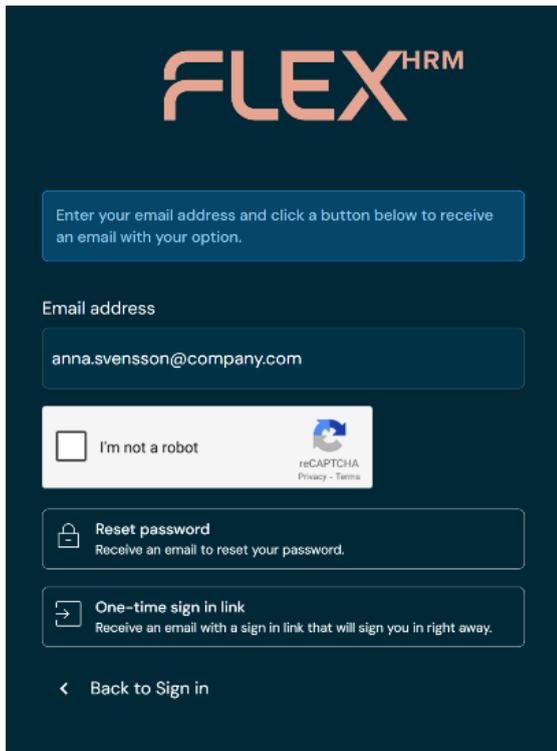
The screenshot shows the FLEX HRM login interface. At the top is the FLEX HRM logo. Below it is the label "Email address" followed by a text input field containing the email address "anna.svensson@company.com". Below the input field is a white button with the text "Next". At the bottom left, there is a checkbox labeled "Save my email address for next time" with a sub-note "Not recommended for public or shared computers".

1. On the login page, simply enter the email address you verified earlier. You also have the option to save your email address for future logins by checking the box. Once done, press the **Next** button

The screenshot shows the FLEX HRM login interface. At the top is the FLEX HRM logo. Below it is a back arrow, a profile icon, and the email address "anna.svensson@company.com". Below this is the label "Password" followed by a text input field. Below the input field is a white button with the text "Sign in". At the bottom right, there is a link "Forgot your password?" with a right-pointing arrow.

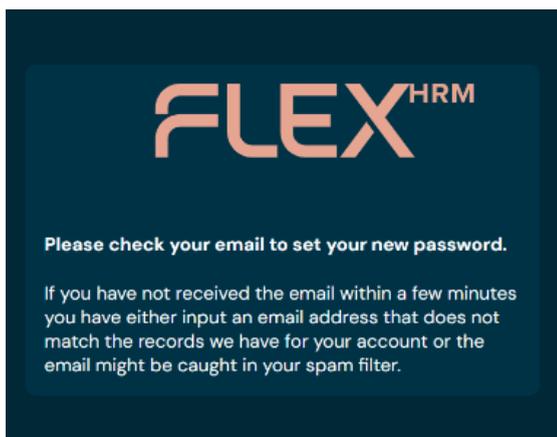
2. You'll now be asked to enter your password. If you already have one, just enter it, press **Sign In** and skip ahead to the [Activate Two-Factor Authentication \(2FA\)](#)  section further down in this guide. If you haven't created a password for your Visma Connect account yet, or if you've forgotten it, you can select **Forgot your password?** right below the input field.

Create Your Password



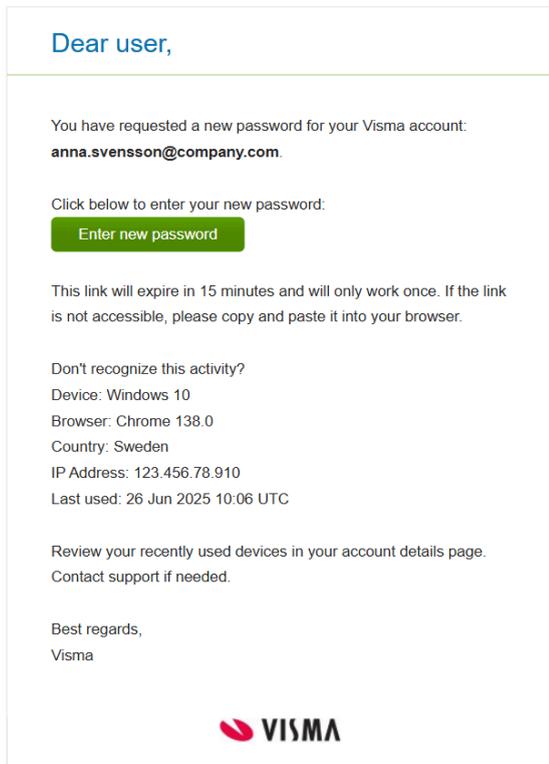
The screenshot shows the FLEX HRM password reset interface. At the top is the FLEX HRM logo. Below it is a blue box with the text: "Enter your email address and click a button below to receive an email with your option." Underneath is an "Email address" input field containing "anna.svensson@company.com". Below the input field is a reCAPTCHA "I'm not a robot" checkbox. There are two buttons: "Reset password" (with a lock icon) and "One-time sign in link" (with a link icon). At the bottom left is a "Back to Sign in" link.

1. Enter your email address and check **I am not a robot**. Then, select the **Reset password** option.

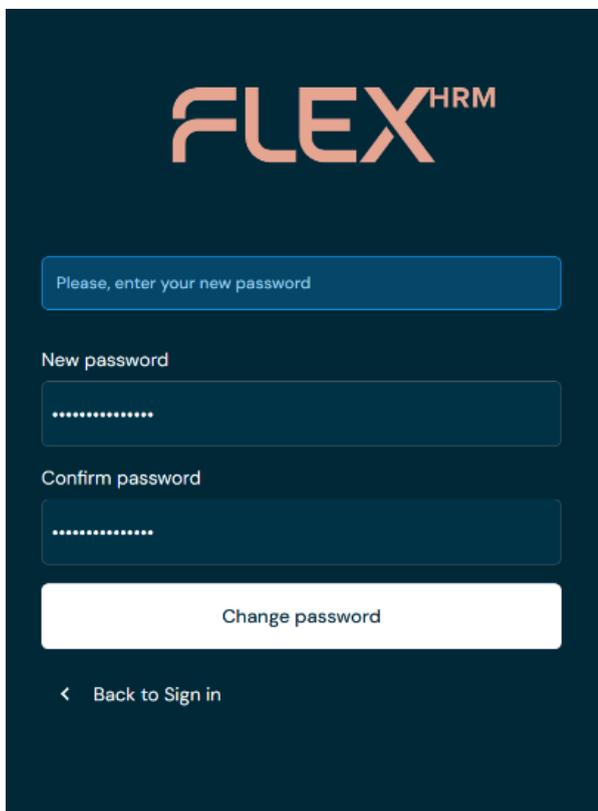


The screenshot shows the FLEX HRM email check page. At the top is the FLEX HRM logo. Below it is the text: "Please check your email to set your new password." Underneath is a paragraph: "If you have not received the email within a few minutes you have either input an email address that does not match the records we have for your account or the email might be caught in your spam filter."

2. An email will now be sent to the address you provided. 

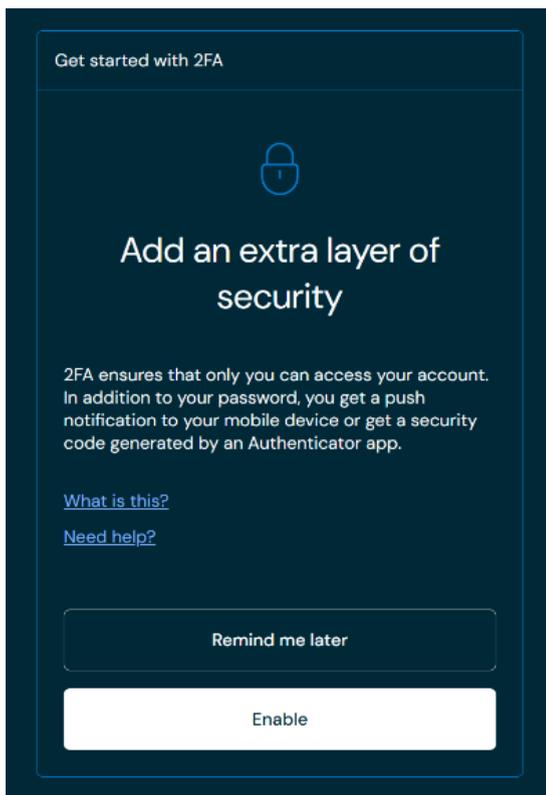


3. Go to your email inbox and open the message. Press the green **Enter new password** button.



4. Enter and confirm your new password. After that, press the **Change password** button.

Activate Two-Factor Authentication (2FA)



Next, you'll be prompted to add **two-factor authentication (2FA)** to your Visma Connect account. This means that in addition to your password, you'll get a push notification on your mobile or a security code from an Authenticator app. This significantly boosts your login security – pretty smart, right?



You can choose to activate this right away or be reminded later.

The rest of this guide focuses on activating 2FA. You can use [Visma's own Authenticator app](#), or if you prefer, you can [add your account to another authenticator app](#) like Google Authenticator or Microsoft Authenticator.

Press the **Enable** button to start setting up 2FA.

2FA with Visma Authenticator

Get started with 2FA

Download **Visma Authenticator** app to enable push notifications as preferred 2FA option

1 Download and install the app on your mobile phone

[Download app by scanning QR code](#)



Download on the App Store | GET IT ON Google Play

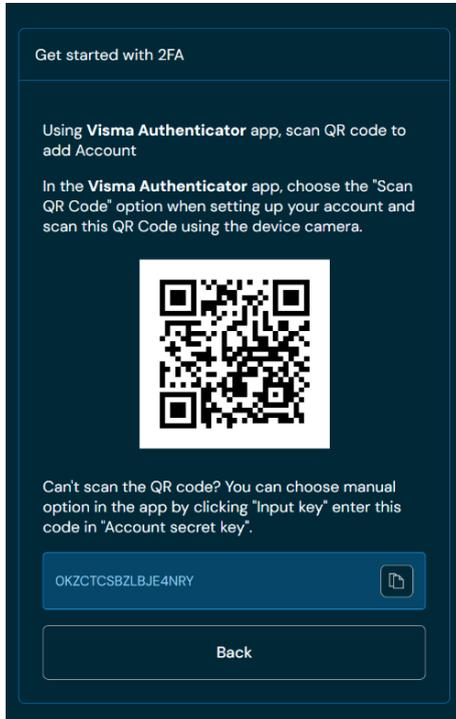
2 After you install the app on your device, choose "Next" in this screen.

Next

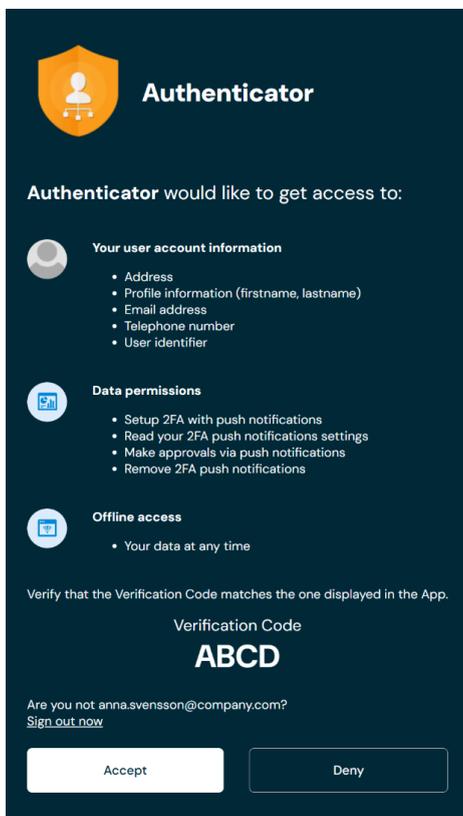
I use another Authenticator app

1. With **Visma Authenticator**, you'll receive a push notification on your mobile that you can easily approve with just a tap. It's super simple!

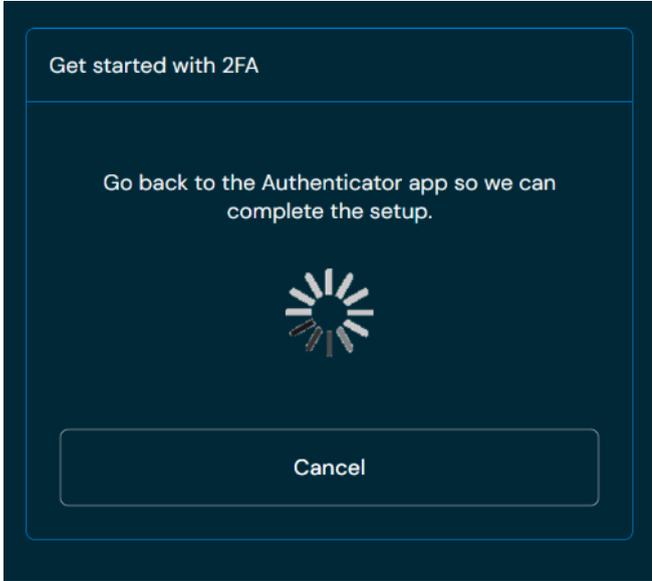
To move forward, download the **Visma Authenticator** app to your mobile, then press the **Next** button.



2. Scan the **QR code** with Visma Authenticator to add your account. If you're unable to scan the QR code, you can manually add the code shown in the app instead.



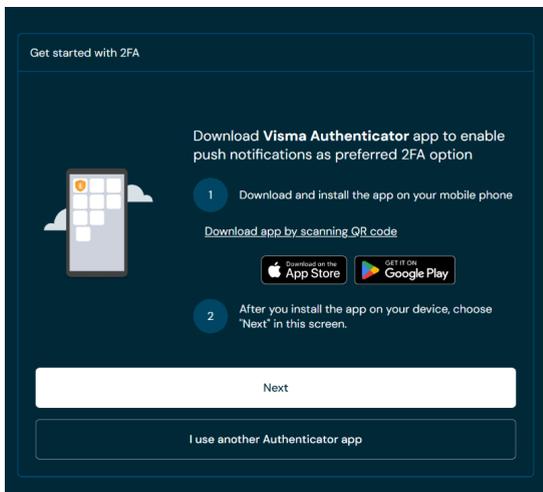
3. To use Visma Authenticator, you'll need to accept the app's permissions. Press the **Accept** button to proceed.



4. Finish the installation by opening the **Visma Authenticator** app again.

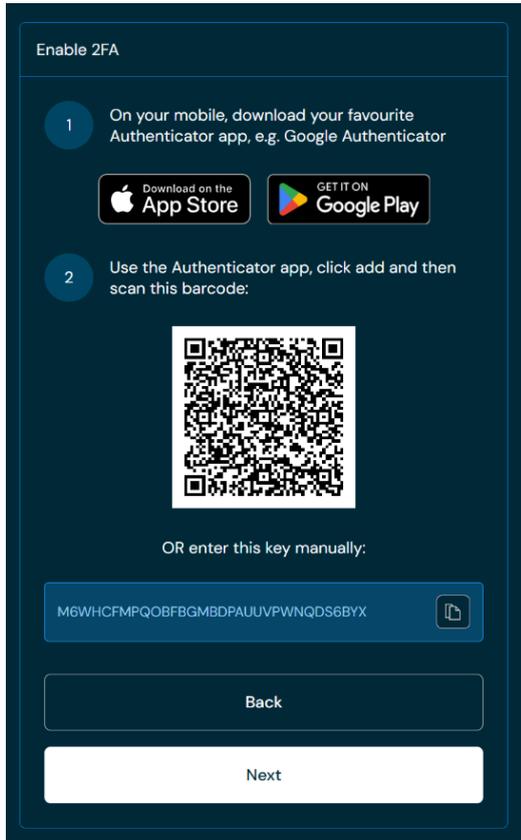
Then, proceed in this guide to [Complete 2FA Setup](#).

2FA with Another Authenticator App (e.g., Google, Microsoft)

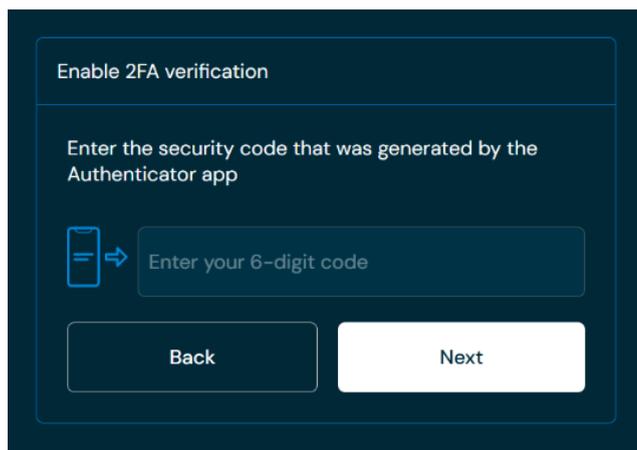


1. If you're already using a different authenticator app, you can easily add your Visma Connect account to your existing app.

Press the **I use another authenticator app** button to continue with the setup.



2. Download or open the authenticator app you already have and use it to scan the **QR code**. You can also add the code manually in the app. Once you're done, press the **Next** button.



3. Once you've added your account to the authenticator app, enter the security code that's generated for your account in the app and press the **Next** button.

Complete 2FA Setup

Enable SMS as a backup method

While this step is optional, we encourage you to add a phone number. In case you lose access to your Authenticator app setup, we can send you an SMS with the 6 digit code instead.

  +46 

Next

1. You have the option to enter your phone number to receive an authentication code via SMS, should you ever lose access to your Authenticator app. It's a great backup to have!

Save your one-time emergency code

 If you lose access to your Authenticator app or you lose the device where it's installed, you can use this one-time emergency code to Sign in or to disable 2FA.

ABCD-1234-ABCD-1234-ABCD 

I have safely copied and stored this code.

Done

2. As a final step, you'll receive a one-time code. This code can be used to log in or deactivate 2FA if you ever lose access to your Authenticator app or misplace your mobile. Copy the code, **save it in a secure place** (this is incredibly important!), check the box to confirm you've saved it, and then press the **Done** button.