# A Smoother Way to Sign In – Welcome to Visma Connect!

Visma Connect IdP makes logging in to all Visma systems easy and secure through a single sign-on (SSO) experience. The service works seamlessly across web, mobile, and other applications, connecting both on-premises and cloud-based solutions.

To protect login credentials and sensitive data, Visma Connect leverages industry-standard protocols such as OpenID Connect 1.0, OAuth 2.0, and SAML 2.0. This ensures robust security without compromising ease of use. Additional benefits include:

🔒 **Continuous Security Updates – With Zero Effort on Your Part**

- Visma Connect handles ongoing security updates automatically, keeping you protected against emerging threats without any manual intervention.
- The system is continuously developed to align with the latest security standards, ensuring your login processes remain resilient and up to date.

🔑 **Smarter, Safer Authentication with Modern Methods**

- Support for biometric authentication methods like Face ID and Touch ID, as well as BankID, offers users a more secure and streamlined way to log in.
- By removing the need for manually entered passwords, the risk of credential theft and phishing attacks is significantly reduced.

🛠️ **Fewer Login Issues and Reduced Support Tickets**

- Biometric login and BankID eliminate common password problems.
- Fewer forgotten passwords mean less user frustration and a lower volume of support requests – saving time and resources for your organization.

## ⚡ One Login Across Multiple Systems

- If you're using several Visma services, login becomes seamless across the entire ecosystem. Users no longer need to manage separate credentials for different Visma products.
- And if you're only using a single Visma solution today, Visma Connect ensures you're future-ready – new integrations can be added without additional setup.

# How the Transition Works

To ensure a smooth and secure transition to Visma Connect, the switch takes place in two phases: preparation and activation.

## 1. Preparation – User Provisioning

Before Visma Connect becomes the active login method, all users need to be provisioned in the system. This means:

✅Users verify their email address.
✅Visma Connect accounts are automatically created and linked to existing HRM users.
✅Users can set a password for their Visma Connect account.

This step does not affect the current login process.

## 2. Transition – Activating Visma Connect

Once everything is set up, Visma Connect will be activated as the new login solution. From this point on, users will sign in using Visma Connect instead of the previous method.

**What does this mean for users?**

- The login screen will have a new look and feel.
- Users must log in with the email address they verified during the provisioning phase.
- If a user hasn't set a password before activation, they can do so the first time they log in by clicking **"Forgot your password?"**
- Users who did not complete the provisioning step during the preparation phase will be unable to log in once the transition is complete
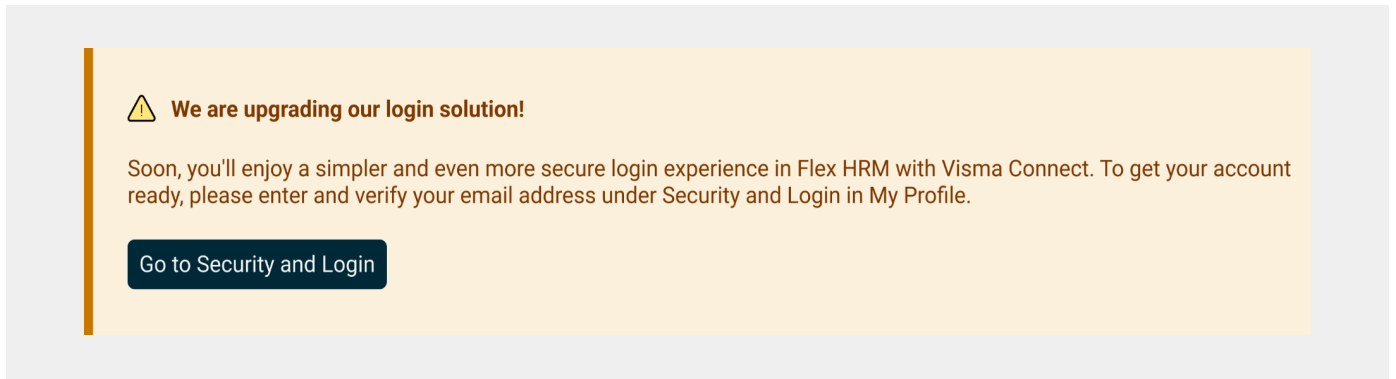
After the transition, Visma Connect becomes the default login for Flex HRM, and the old login method will no longer be available.
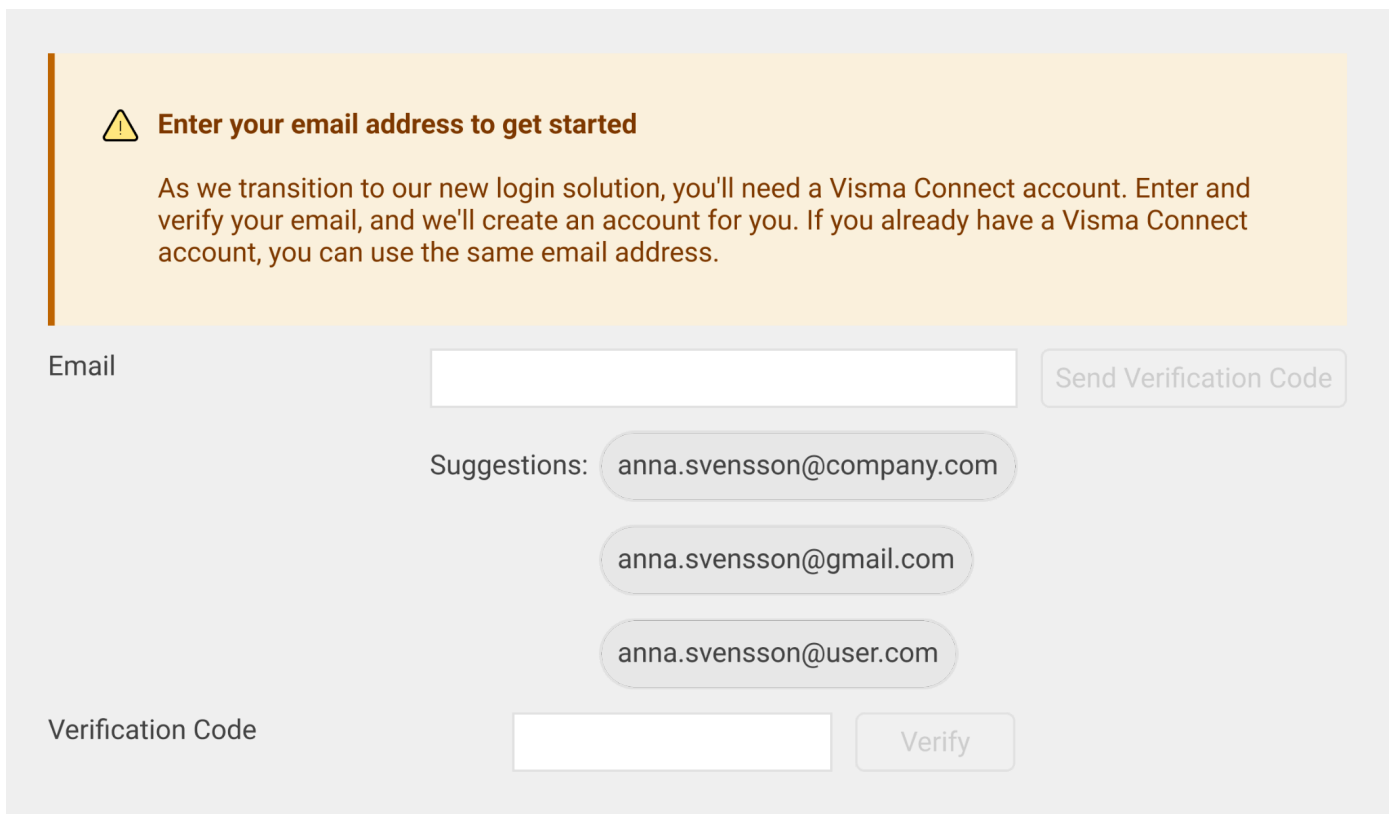
**What does this mean for you as an administrator?**

- In most cases, users provision themselves – no action is required from you.
- If a user was absent or unable to complete their own provisioning during the preparation phase, you can provision them manually after the transition.

# User Journey (Desktop)

1. During the provisioning period, users will see a banner displayed at the top of all pages in Flex HRM until they link their user to a Visma Connect account. The banner prompts the user to prepare their account by "Going to Security and Login".

⚠ **We are upgrading our login solution!**

Soon, you'll enjoy a simpler and even more secure login experience in Flex HRM with Visma Connect. To get your account ready, please enter and verify your email address under Security and Login in My Profile.

Go to Security and Login

2. Under Settings > My Profile > Security and Login, the following banner is displayed which prompts the user to enter and verify their email address:

⚠ **Enter your email address to get started**

As we transition to our new login solution, you'll need a Visma Connect account. Enter and verify your email, and we'll create an account for you. If you already have a Visma Connect account, you can use the same email address.

Email

Send Verification Code

Suggestions: anna.svensson@company.com

anna.svensson@gmail.com

anna.svensson@user.com

Verification Code

Verify

3. The user can select one of the suggested email addresses or enter a different email

address. The email addresses that are suggested are those that are saved on the user or the employment with mailings activated.

> ⚠️ **Enter your email address to get started**
>
> As we transition to our new login solution, you'll need a Visma Connect account. Enter and verify your email, and we'll create an account for you. If you already have a Visma Connect account, you can use the same email address.

Email        anna.svensson@company.se        **Send Verification Code**

Suggestions:   anna.svensson@company.com

anna.svensson@gmail.com

anna.svensson@user.com

Verification Code                         Verify

4. When the user has selected or entered an email address, they can click the button to send an email with a verification code to the specified address.

> ℹ️ **Check your inbox**
>
> An email has been sent to anna.svensson@company.com to verify your email address

Email        anna.svensson@company.com        **Send Verification Code**

Suggestions:   anna.svensson@company.com

anna.svensson@gmail.com

anna.svensson@user.com

Verification Code                         Verify

## 5. The user will receive the following email:



### Hi Anna

We're soon updating our login solution to Visma Connect. Verifying your email address is an important step in preparing your account for this change.

**Here's what to do:**

- Enter the code below in Flex HRM to verify your email address.

- Once verified, a Visma Connect account will be created for you using this email address and linked to your Flex HRM user

- If you already have a Visma Connect account with this email, your existing account will instead be linked to Flex HRM.

**Your verification code:**

### 123456

**The code is valid for 30 minutes.**

If you don't want to verify your email address or if this message has reached you by mistake, you can simply ignore it. No action will be taken if the code isn't used.

6. The user should now go back to Security and Login in Flex HRM, enter the code in the code field and click on the "Verify" button.

**Check your inbox**

An email has been sent to anna.svensson@company.com to verify your email address

Email | anna.svensson@company.com | Send Verification Code

Suggestions: anna.svensson@company.com

anna.svensson@gmail.com

anna.svensson@user.com

Verification Code | 123456 | Verify

7. Now the user is connected to Visma Connect and thus fully provisioned. The user can at this stage choose to create a password for the account through Visma Connect Account Settings.

**You're all set!**

Your user is now linked to a Visma Connect account. You won't be able to use it to log in to Flex HRM just yet, but your administrator will let you know when it's time!

If you haven't used Visma Connect before and want to be fully prepared for the transition, you can go ahead and set your password now via Visma Connect Account Settings. Just click the link below, enter your email address, and select "Forgot your password?".

Email | anna.svensson@company.com

Manage your account | https://accountsettings.connect.visma.com/

# Create a password before the transition
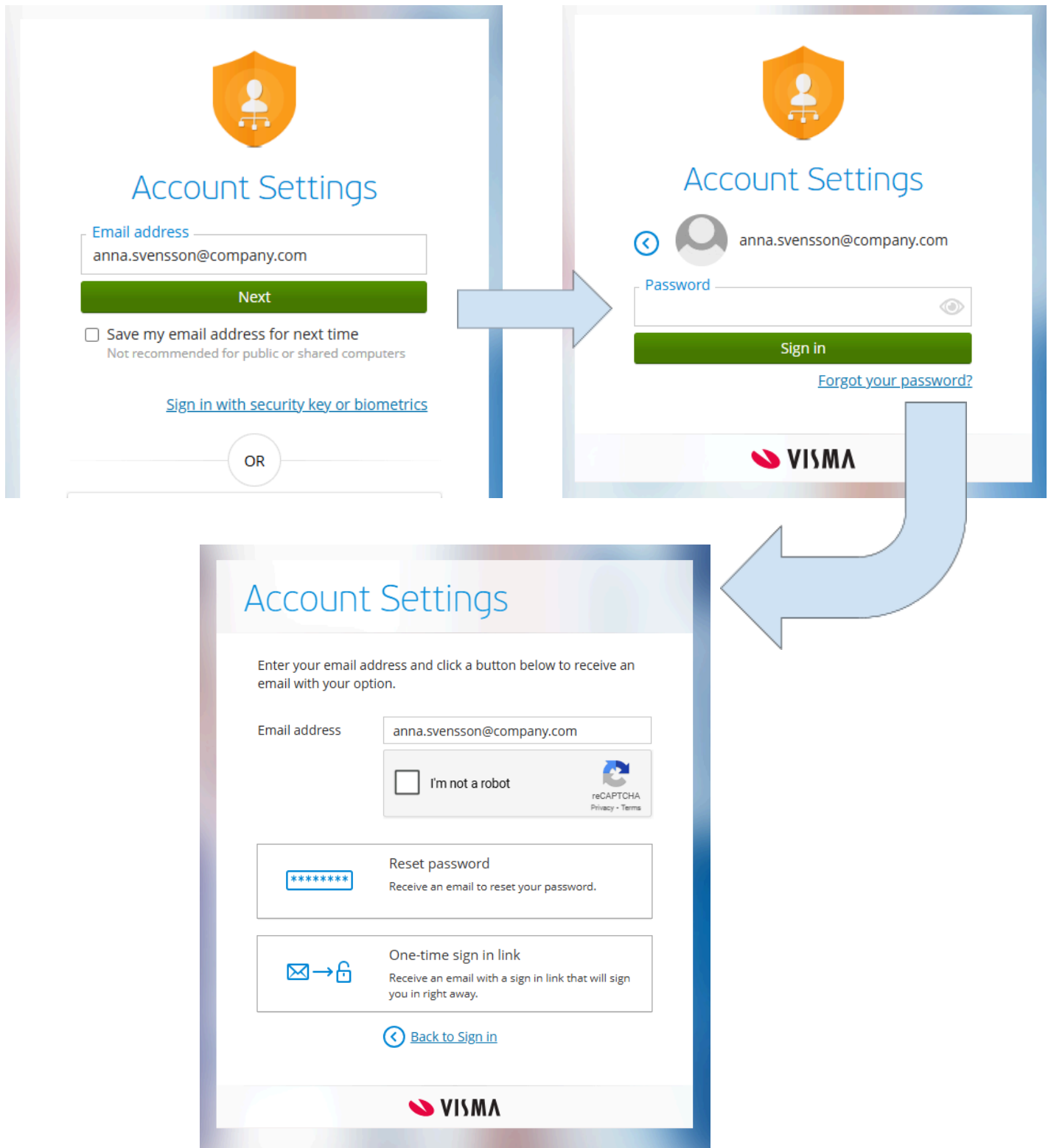
# Provisioning via Users

## An employee was absent during provisioning and cannot log in now that we have switched to Visma Connect, what do we do now?

An administrator with authorization to the Users view can enter an email address and send a verification message to the user. The user will now receive a link to click on to verify their email address.

When the user has verified their email address, the Visma Connect link is activated.



After that, the user can create a password through "Forgot your password?" on the login page.

## An employee has used a private email address instead of the company's to link their HRM user to Visma Connect, how do we change it?

1. **Remove the connection**

   An administrator with authorization to the "Users" view must first delete the current Visma Connect connection.
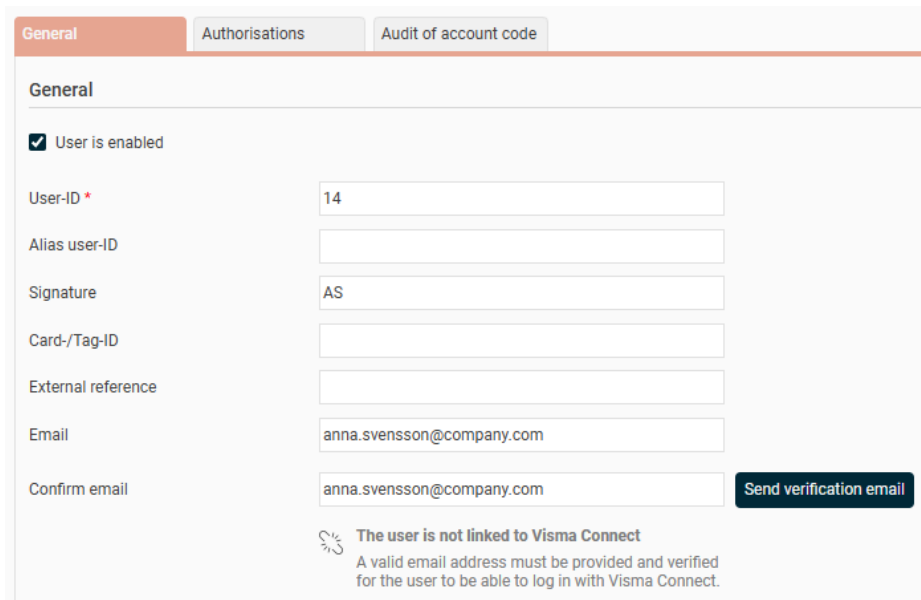


2. **Connect a different email address**
   - If you are still in the provisioning period (preparation phase), the user will again see a banner at the top of Flex HRM when the link is removed. The user can then go to My Profile > Security and Login and redo the link with the correct email address.
   - If you are already using Visma Connect for login, the administrator can update the

email address manually:
- ○ Enter the new email address for the user in the "Users" view.
- ○ Send a new verification email to the new address.



3. **Complete the connection**

The user clicks on the link in the verification email to confirm the email address.