

REGISTRERING ON HLB ONLINE

You can be absolutely confident that HLB Online is a very reliable and secured environment. After all, it concerns your confidential data! To make sure that third parties cannot use your confidential user data, we have adopted a number of measures that you will probably recognise from banking via the Internet.

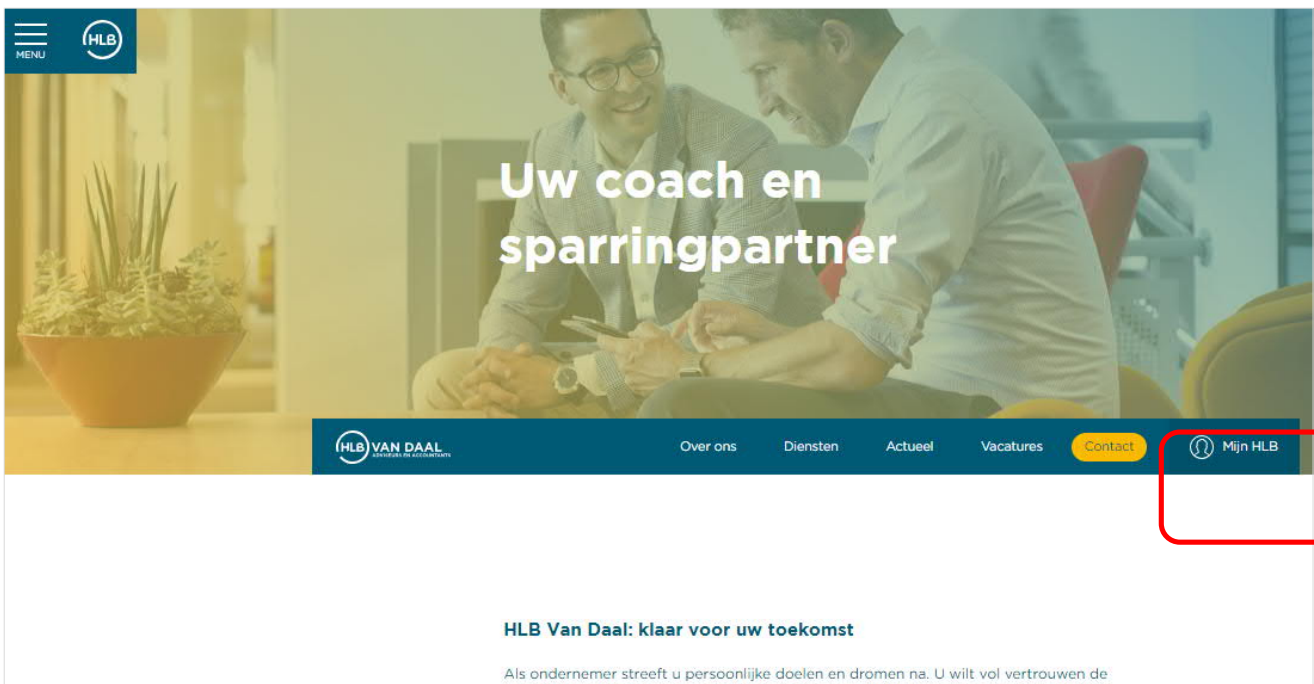
USERNAME AND PASSWORD

As a new user of HLB Online, you will receive two e-mails. Every user of HLB Online first receives by email a personal and unique username, which is derived from your email address. In addition, you will receive a temporary password via a separate email. When you log into HLB Online for the first time, you must change this password. In this guide, you will find more information about this.

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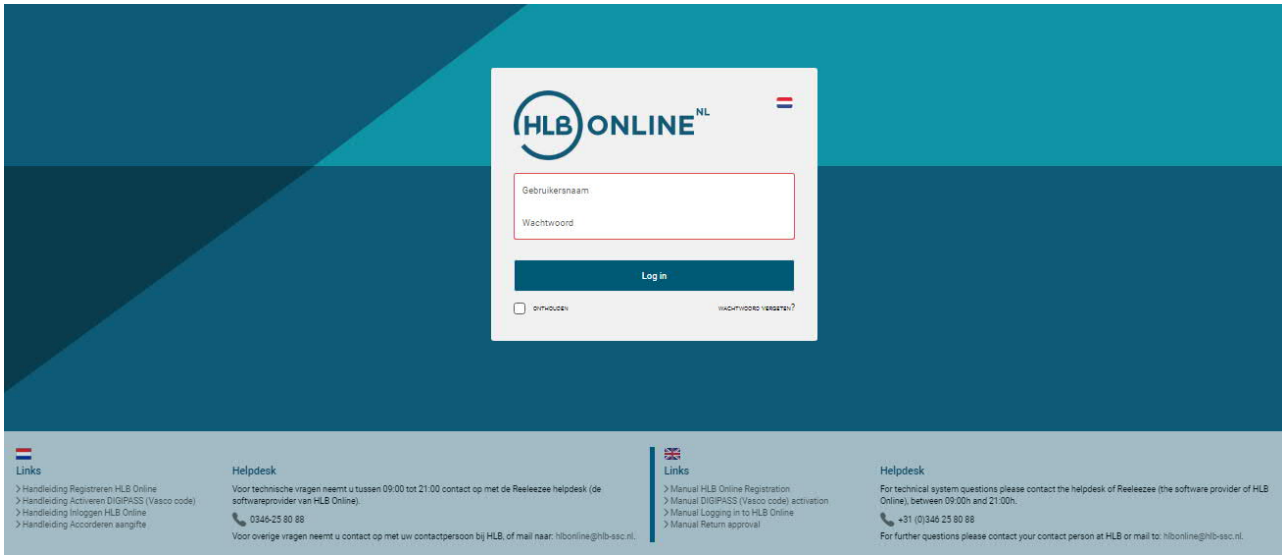
You register on HLB Online in two steps on your PC or laptop:

1. Go to the website of HLB: www.hlb-van-daal.nl or www.hlb-nannen.nl and then click the button **Mijn HLB** (English: **My HLB**) at the bottom right corner of the site:





2. You then get the following login screen:



Due to security, you will be asked to change the temporary password that you received by email. With the new password, you can log into HLB Online in the future.

You will then see the screen shown below:

Activeren Authenticator app ✕

- 1** Aanvullende authenticatie — **2** Authenticator app installeren — **3** Verificatie code invoeren — **4** Authenticatie afgerond

Om in te kunnen loggen wordt aanvullende two factor authenticatie gevraagd. Met het doorlopen van de stappen van deze wizard kunt u dit activeren.

Volgende



Click on Volgende (English: Next) and select the app that you want to log into.

Activeren Authenticator app ✕

1 Aanvullende authenticatie — 2 Authenticator app installeren — 3 Verificatie code invoeren — 4 Authenticatie afgerond

Installeer een Authenticator App op uw smartphone, bijvoorbeeld:

Google Authenticator ▼

Microsoft Authenticator ▼

TerugVolgende

A QR code will now appear. Scan the QR code with the app that you have downloaded on your smartphone.

Activeren Authenticator app ✕

1 Aanvullende authenticatie — 2 Authenticator app installeren — 3 Verificatie code invoeren — 4 Authenticatie afgerond

Scan onderstaande QR code met de Authenticator app.

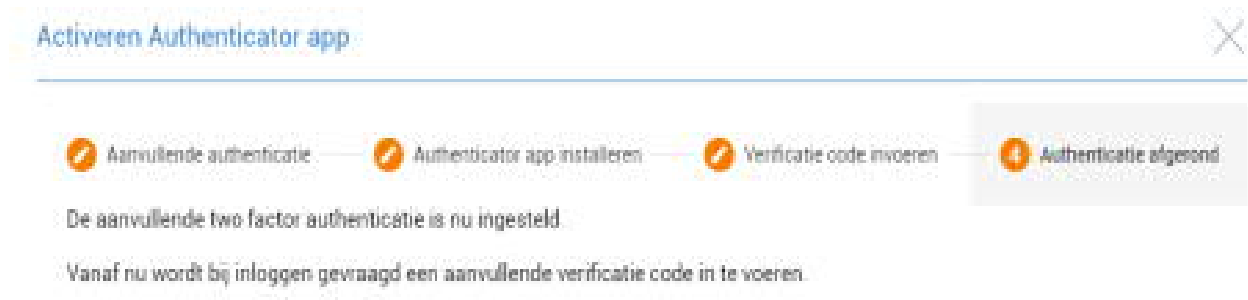
Voer de verificatie code in die uw app heeft aangemaakt.

TerugVolgende



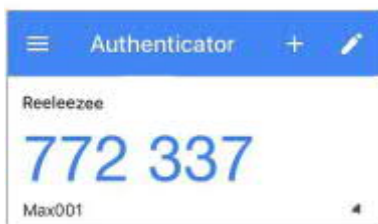
Enter the verification code in the red box.

After completing the wizard, the 2FA is set.



Subsequently, you are returned to the login screen where the verification code is automatically filled in. You are now ready to login.

If the 2FA is activated, then you must always enter the verification code. Open the app and copy the code shown. Have you created several accounts in de app? Then use the one where the name of your firm appears. Under the code, the recognition of the username is stated.



Have you lost the smartphone in which you have installed the Authenticator App? Do you want to reinstall the app or have you accidentally deleted the Reeleezee account in the app? Then please ask a designated HLB Online contact person to reset the 2FA for you.



WELCOME MESSAGE IN HLB ONLINE

After you have completed the aforementioned steps, you will receive a welcome message in HLB Online.

You must confirm this message once, which also means that you agree that HLB will provide you with the services mentioned in the message via the portal of HLB Online.