



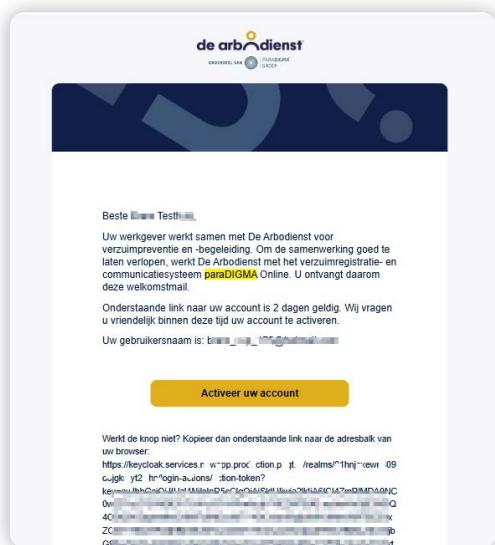
# Manual Employee Portal

**Enclosed you will find a manual for employees with all the steps to log in to the Employee Portal.**

### **STEP 1. Welcome email**

You have received a Welcome / Activation email from the sender: 'no-reply=dearbodienst.nl@mg.dearbodienst.nl' (on behalf of De Arbodiens reply@dearbodienst.nl)

- Open this email on a Windows or Mac computer
- We recommend using the Google Chrome or Microsoft Edge internet browser

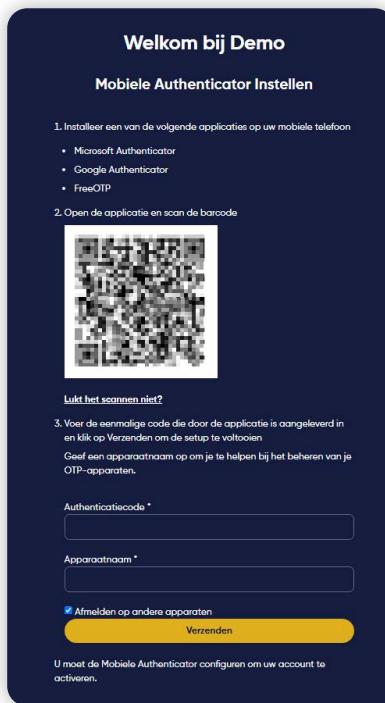


### **STEP 2. Activate**

Click on the yellow button 'Activate your account' in the email (or copy the long URL below and paste it into the address bar of your browser).

- Has the link expired and are you seeing an error message? Then ask your companies HR representative for the URL for your organization's login page, and click on 'Forgotten password' or email support@humaris.nl

### STEP 3 Welcome Screen & Authenticator



### STEP 4

Download 1 of the following 2 apps on a mobile phone (from the Apple App store or Google Play store):

**Google Authenticator:**



**Microsoft Authenticator:**



Then open the app (you don't need to log in)

## STEP 5.

Scan the QR code on your computer screen with the app on your phone using:

- **Google Authenticator:** colored plus sign at bottom right > 'Scan QR code'
- **Microsoft Authenticator:** blue circle at bottom right

## STEP 6.

The app shows a 6-digit code.

- The app now shows a 6-digit code directly (Google) or Account name (Microsoft).

Microsoft: click on Account name to see the code.

**Note:** the code refreshes every 30 seconds.

## STEP 6.1

- Enter the 6-digit code from the app under 'Authentication code' and click the yellow 'Send' button.

**Please note:** the code is updated every 30 seconds. Does the first code not work? Wait until a new code appears and enter it.

## STEP 6.2

- **Optional:** Enter a Device name of your choice (of the device on which the Authenticator app is installed, e.g. 'Telephone Bram private').

## STEP 7. Creating Password (update)

### and log in

Create a new password, confirm the password and click Send.



The screenshot shows a dark-themed web page for password updating. At the top, it says 'Welkom bij Demo' and 'Wachtwoord updaten'. Below that, there are two input fields: 'Nieuw wachtwoord' and 'Bevestig wachtwoord', both with eye icon password inputs. A checkbox labeled 'Afmelden op andere apparaten' is checked. At the bottom is a large yellow 'Verzenden' button. A small note at the very bottom says 'U moet uw wachtwoord wijzigen.'

## STEP 8.

Then go to the URL (website) of your organization to go to the login page. This URL is known to your HR, or you can request it via support@humaris.nl

## STEP 9.

Via that URL (usually 'company name.dearbodienst.newdays.nl' or 'number.dearbodienst.newdays.nl') you will arrive at the login screen (of paraDIGMA Online - De Arbodienst) for your organization.

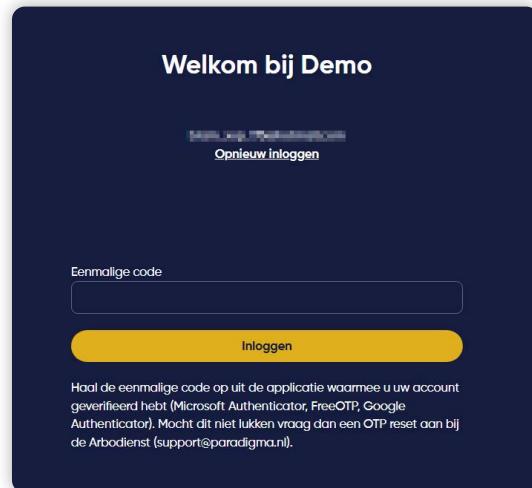


The screenshot shows a dark-themed login interface titled "Welkom bij Demo". It features two input fields: "E-mailadres" and "Wachtwoord", both with placeholder text. Below these is a link "Wachtwoord vergeten?". A large yellow "Inloggen" button is centered below the inputs. At the bottom, there's a link "Of login met" followed by a "Login met SSO" button.

## STEP 10.

Then enter the code displayed in the Authenticator app and click Login.

- **Note:** the code refreshes every 30 seconds. If the first code does not work, wait until a new code appears and use that.



This screenshot shows the 2FA step of the login process. It displays a URL "https://app.paradigmaonline.nl" and a "Opnieuw inloggen" link. Below is a field labeled "Eenmalige code" with a placeholder. A large yellow "Inloggen" button is present. A note at the bottom explains how to obtain the code from a Microsoft Authenticator, FreeOTP, or Google Authenticator app, and provides a contact email "support@paradigma.nl".