




**MANUAL  
MY HLB WITLOX  
VAN DEN BOOMEN**

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# 1. LOG IN

# 1.1 You will receive an email with your login details



**Bakkersdeeg B.V.**

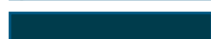
Geachte heer, mevrouw

Welkom op ons klantportaal Mijn HLB Witlox Van den Boomen. Onderstaand vindt u uw inloggegevens.

Gebruikersnaam



Wachtwoord



Na het inloggen kunt u onder andere bestanden inzien, accorderen en uploaden. Klik [hier](#) voor onze gebruikershandleiding.

**Nu inloggen →**

Met vriendelijke groet,

HLB Witlox Van den Boomen

You will receive an email from us containing your username and an automatically generated password. Click on 'log in now' to go to the log in page.

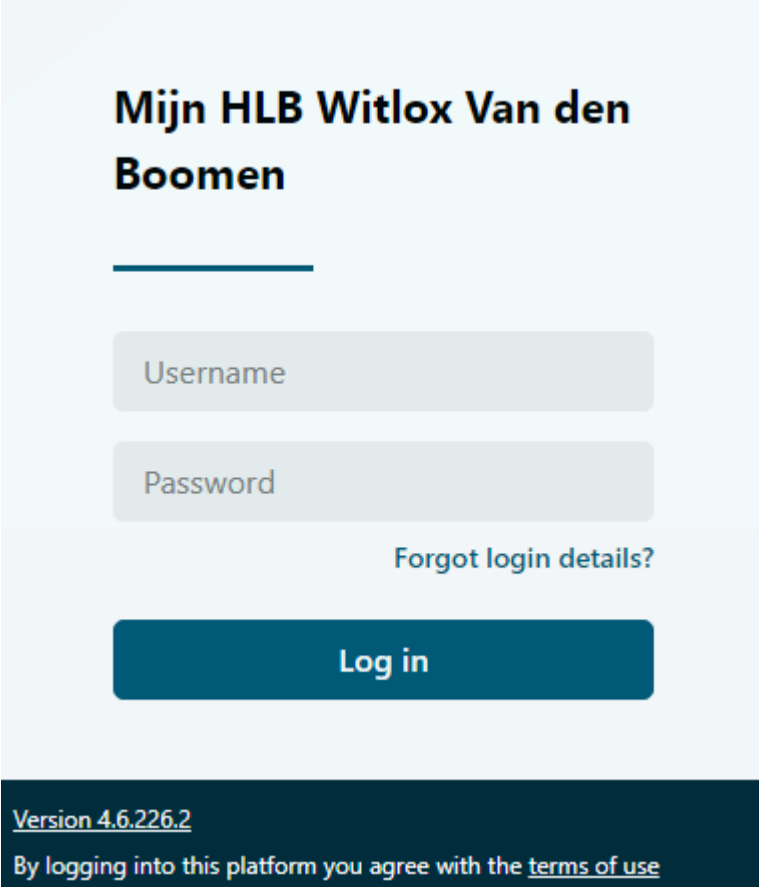
You can save the page [my.hlb-wvddb.nl](http://my.hlb-wvddb.nl) in your browser's favorites, so you can easily find it again in the future.

## 1.2 Log in with your personal log-in data

Enter the username and password which was sent to you by email. Click "log in". The system will send a SMS code to your cell phone.

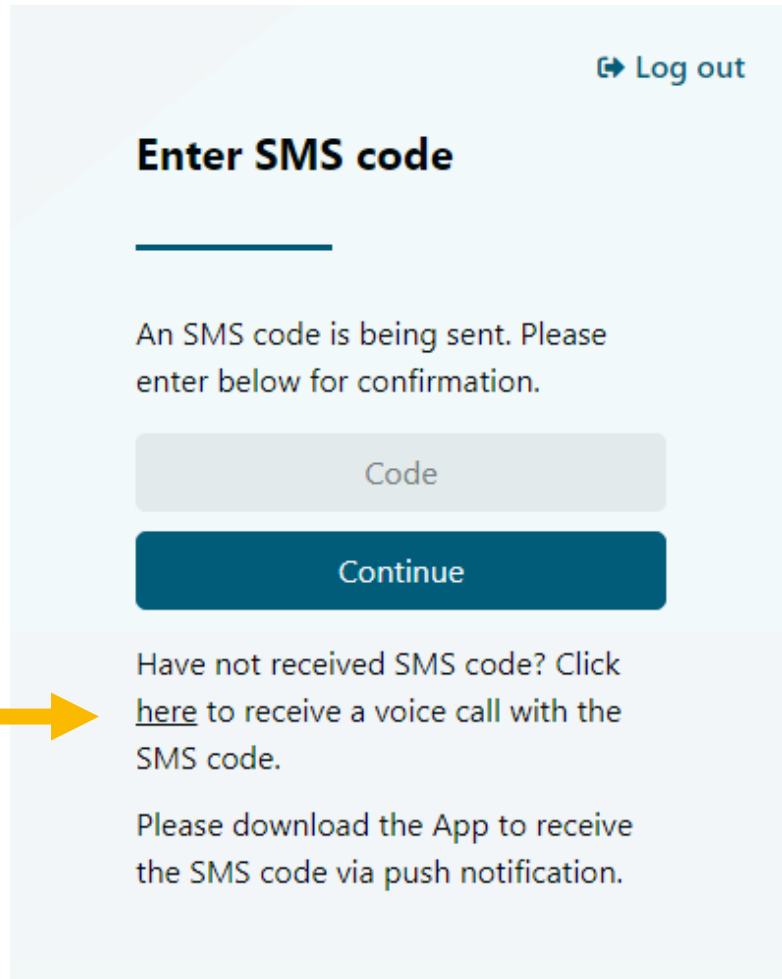
### **Not received the login information?**

In that case, please send an email to [supportwaalre@hlb-wvdb.nl](mailto:supportwaalre@hlb-wvdb.nl) or call us on 088 - 194 88 07. We will help you further.



The screenshot shows a login interface for 'Mijn HLB Witlox Van den Boomen'. It features a title, a horizontal line, two input fields for 'Username' and 'Password', a link for 'Forgot login details?', and a 'Log in' button. At the bottom, there is a footer with the version number 'Version 4.6.226.2' and a statement: 'By logging into this platform you agree with the [terms of use](#)'.

## 1.3 Enter your SMS code



Log out

### Enter SMS code

—

An SMS code is being sent. Please enter below for confirmation.

Continue

Have not received SMS code? Click [here](#) to receive a voice call with the SMS code.

Please download the App to receive the SMS code via push notification.

Now enter the SMS code you just received, then click 'Continue' to confirm the login.

### Not receiving an SMS code?

Then click "here" to be called.

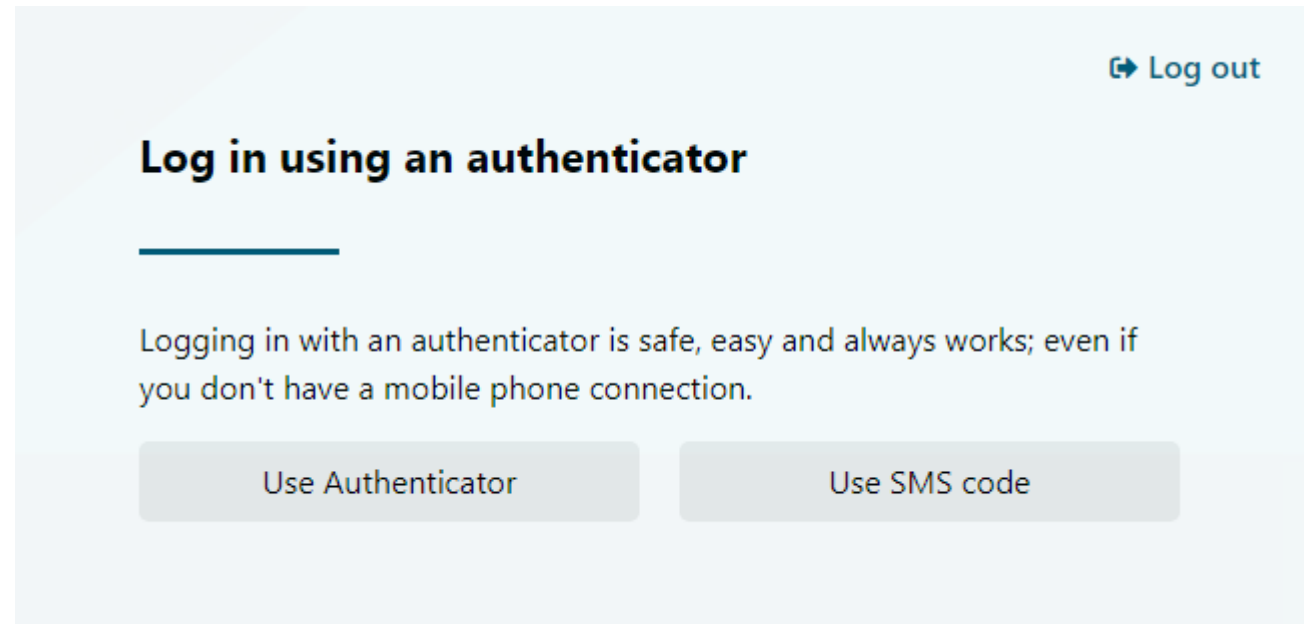
You will then receive a call from an anonymous number.

## 1.4 Optional: Login with an Authenticator

Instead of using an SMS code, you can also log in with an Authenticator Application, the choice is yours.

### Use SMS verification?

If you don't want to use this (at the moment), choose 'Use SMS code'.



The screenshot shows a light blue login interface. In the top right corner, there is a 'Log out' link with a right-pointing arrow icon. The main heading is 'Log in using an authenticator', which is underlined. Below the heading, there is a paragraph of text: 'Logging in with an authenticator is safe, easy and always works; even if you don't have a mobile phone connection.' At the bottom, there are two buttons: 'Use Authenticator' on the left and 'Use SMS code' on the right.

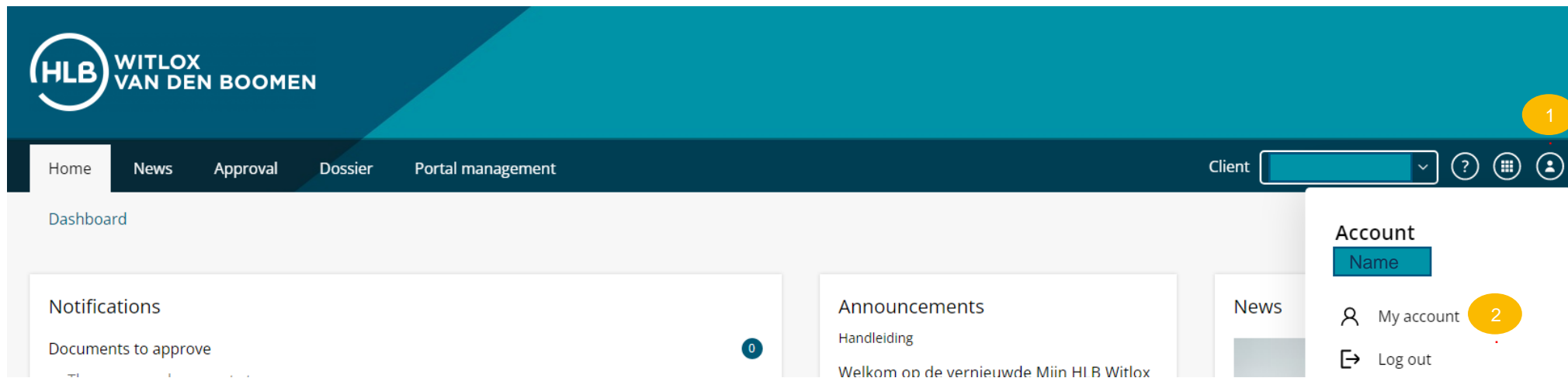
## 1.5 Change your password

You can choose to change your automatically generated password, as follows:

1. Click on your name at the top right (1) and then click on "My account" (2).

2. Click on 'Yes' behind 'password Change' and create your new password.

3. Then click on 'Save changes' at the bottom of the page.



The screenshot displays the user interface of the HLB Witlox Van Den Boomen portal. At the top left, the logo "HLB WITLOX VAN DEN BOOMEN" is visible. The navigation bar includes "Home", "News", "Approval", "Dossier", and "Portal management". On the right side of the navigation bar, there is a "Client" dropdown menu and three icons: a question mark, a grid, and a user profile icon. A yellow circle with the number "1" is placed over the user profile icon. Below the navigation bar, the main content area shows a "Dashboard" section with "Notifications" and "Documents to approve" (with a blue circle containing "0"). To the right, there are "Announcements" and "News" sections. A "My account" menu is open, showing "Name", "My account" (with a yellow circle containing "2"), and "Log out". The footer text reads "Welkom op de vernieuwde Miin HLB Witlox".



# 1.6 Frequently asked questions about logging in

## **I do not receive an sms code immediately**

SMS codes are sent instantly. Usually the code arrives on your phone almost immediately. Sometimes it may take a little longer for the code to arrive.

Usually the delay is in the connection between the transmission tower and the phone. If you still don't have a code after 1 minute, ask for a new SMS code. You can also switch your phone off and on. It is also possible that there is a malfunction with your mobile provider. You can check this at <https://allestoringen.nl>.

## **I am not receiving my new password**

If you use the 'forgot password' function on the login page of the Online Environment to request a new password, it is possible that this email will end up in the Spam folder of your email account. You can prevent this by marking the e-mail from Client Online in the Spam folder as 'no Spam email'. All emails sent after this from Client Online will then end up in your inbox.

## **How do I mark an email as wanted?**

The way you can mark an email as wanted varies by email client.

### **Microsoft Outlook and Hotmail**

In Microsoft Outlook and Hotmail, you will find the emails marked as spam in the Junk folder. Check out the tutorial on [this page](#) to learn how to turn them into a wanted email in this case.

### **Google Gmail**

In Google's Gmail, you will find the emails that are marked as spam in the Spam folder. Check out the tutorial on [this page](#) to learn how to turn them into a desired email in this case.

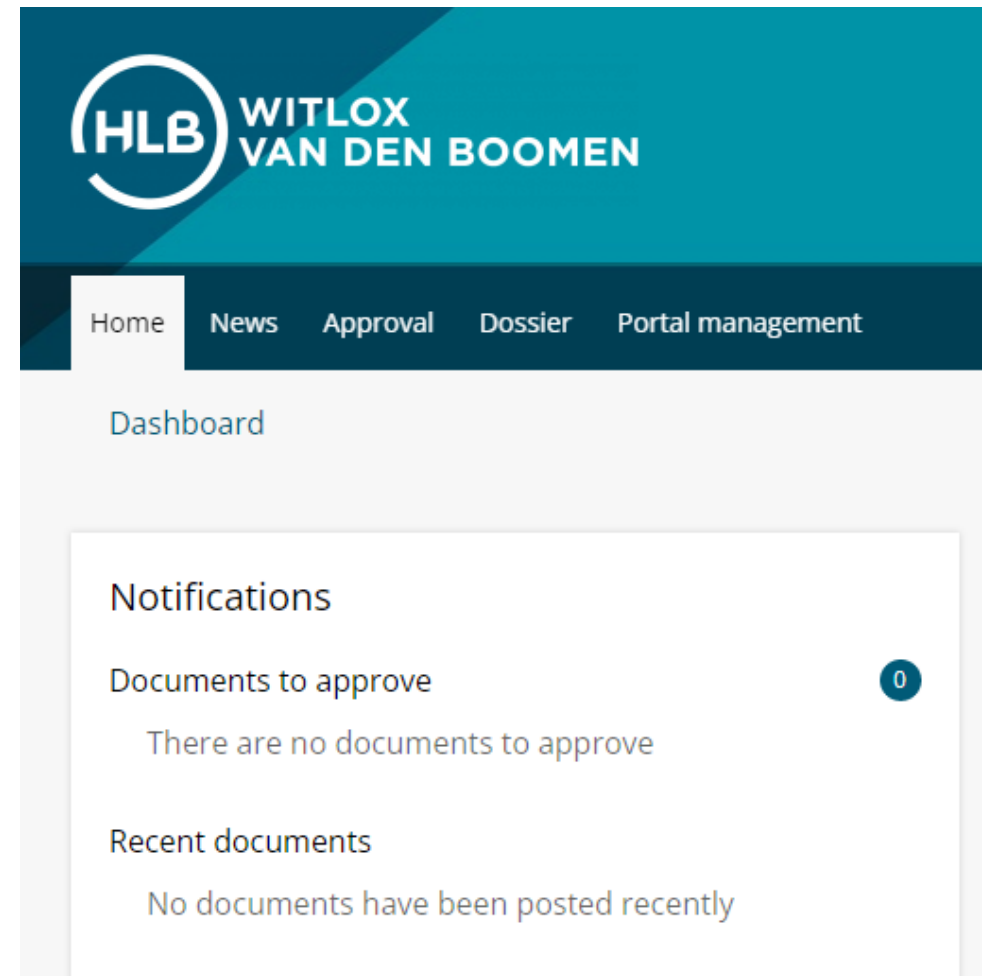
If the above actions do not work, please contact our Support Department at: 088-1948807

**MAIN MENU**

## 2.1 The main menu

When you are logged in, you will automatically be taken to the Home page, where you will see your notifications.

Although this main menu bar does have a 'News' tab, we do not actively use it. We are happy to explain the operation of the other tabs in the remainder of this manual.



**APPROVE**

# 3.1 Approvel- Approving documents

The screenshot shows a web application interface for document approval. The top navigation bar includes 'Home', 'Actueel', 'Accordering' (highlighted with a yellow circle and the number 1), 'Dossier', and 'Beheer'. Below the navigation bar, there are tabs for 'Accorderen' and 'Overzicht'. The main content area is titled 'Accordering Accorderen' and contains two sections:

**1 Accordeer documenten**  
Accordeer hier de documenten. Daarna kunt u ze bij stap 2 verzenden.

| Document   | Clïënt           | Akkoord                  | Niet akkoord             |
|--|------------------|--------------------------|--------------------------|
| Publicatiestuk<br>1 jan 2014 t/m 31 dec 2014                       | Bakkersdeeg B.V. | <input type="checkbox"/> | <input type="checkbox"/> |
| Bevestiging bij de jaarrekening (LOR)<br>3 okt 2021 t/m 7 okt 2021 | Bakkersdeeg B.V. | <input type="checkbox"/> | <input type="checkbox"/> |
| Publicatiestuk<br>1 jan 2021 t/m 31 dec 2021                       | Bakkersdeeg B.V. | <input type="checkbox"/> | <input type="checkbox"/> |

**2 Bevestiging & verzending**  
Het 'Akkoord' of 'Niet akkoord' van bovenstaande documenten dient u te bevestigen en te verzenden. Het document dat u accordeert wordt...

Ik verklaar dat ik de hiernavolgende persoon ben met het hierna volgende e-mailadres en dat ik bevoegd ben namens de hiernavolgende cliënt te accorderen. Ik heb de goed te keuren documenten bekeken en ga ermee akkoord. Ik verleen voor de belastingaangifte(s) goedkeuring voor (de) jaarrekening(en) ben ik bevoegd deze te accorderen en ben ik, indien hiervoor gekozen is, bevoegd deze te deponeren. De gegevens die zijn afgegeven van het geven van een akkoordverklaring (accordering) en beschouw dit als volwaardig elektronisch alternatief voor het plaatsen van een...

[Verstuur SMS-code](#)

## Approval works as follows:

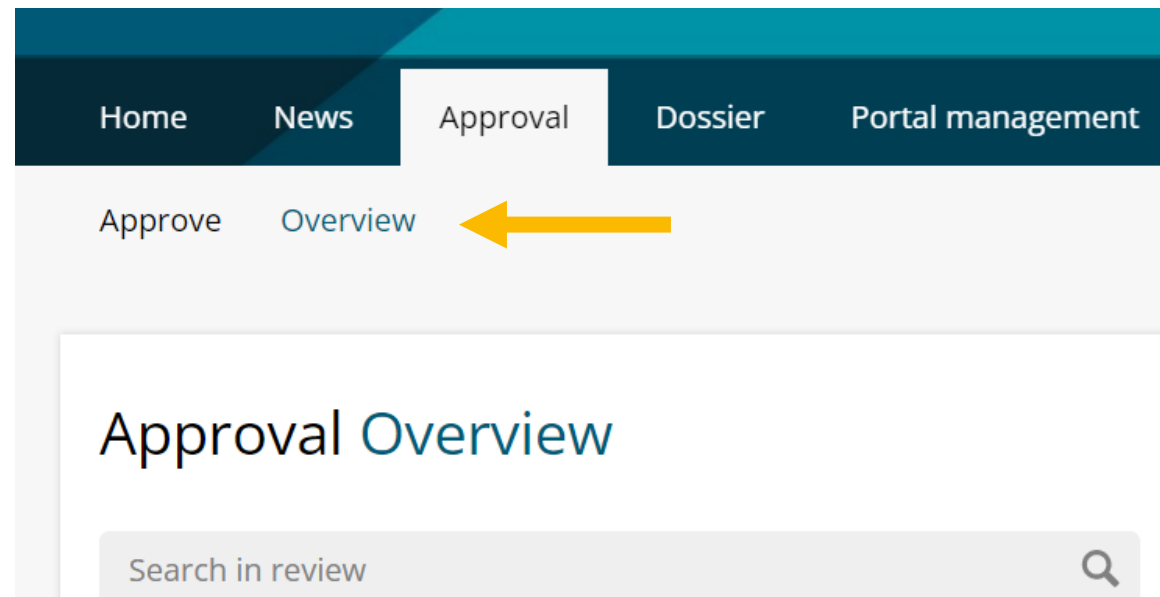
1. Click on the 'Approval' tab (1)
2. Click on the name of the document. View the file and close the document again.
3. Click agree/disagree.
4. Before confirming the approval, fill in the 'date that the auditor recommends' in.
5. Then click on 'Send SMS code'.
6. Enter the SMS code you receive on your phone and click on 'Send documents'.

### Not receiving an SMS code?

Then click on the line to be called, and you will be called by an anonymous number.

## 3.2 Approval - view overview

Click on 'overview' at the top left to view all documents that are open for approval or have already been approved.



## 4. FILE

## 4.1 File - viewing files

Home News Approval Dossier Portal management

Dossier

Dossier Dossier

Search in review

Dossier

Refresh

Bakkersdeeg B.V.

- Accountancy
- Adviezen
- Approval
- Fiscaal
- Permanente stukken
- Uploads

Bakkersdeeg B.V.

- Accountancy
- Adviezen
- Approval
- Fiscaal
- Permanente stukken
- Uploads

Show more results

Under the tab 'Dossier' you will also find all files. From here you can upload your files.

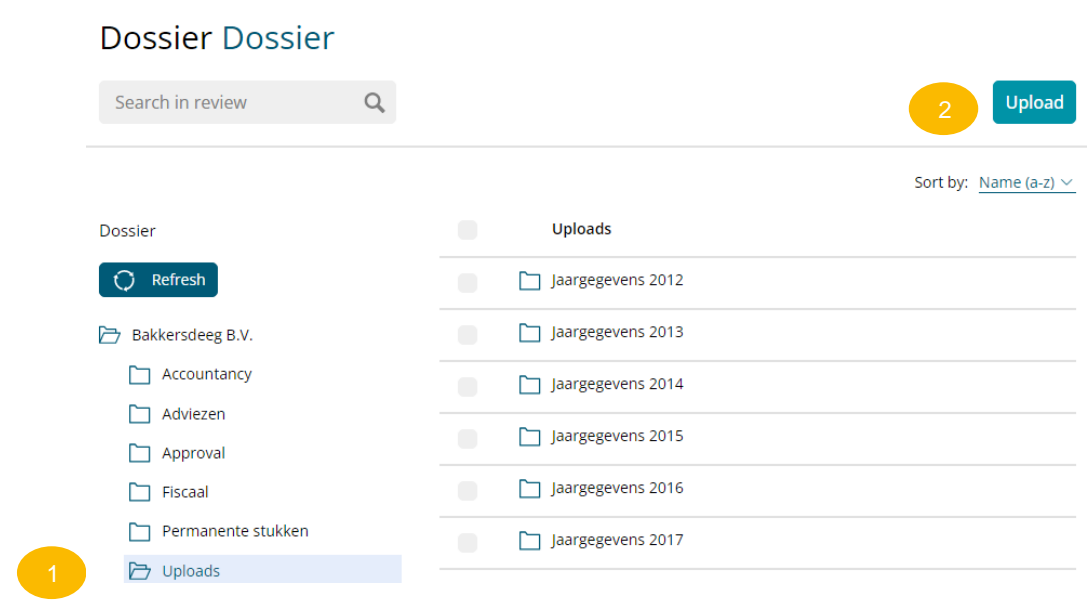
### Viewing documents

Click on the desired folder to see the files.




## 4.2 Uploading files- File


1. Select the file folder 'Uploads'.  
(1) You can save you files here Upload using the 'Upload' button (2).



Dossier Dossier

Search in review  

**2**

Sort by: [Name \(a-z\)](#) 

Dossier  Uploads

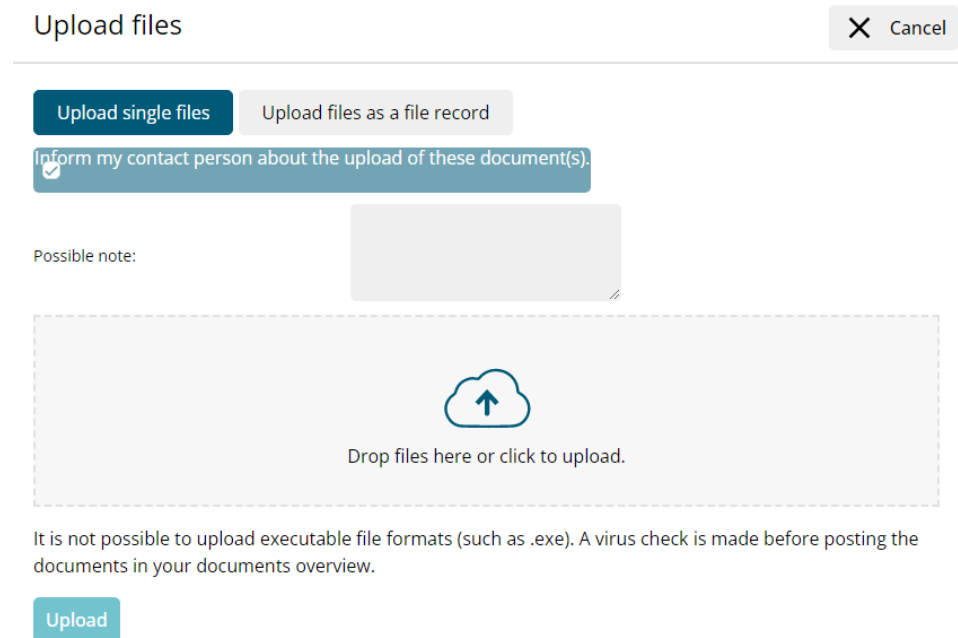
Bakkersdeeg B.V.

- Accountancy
- Adviezen
- Approval
- Fiscaal
- Permanente stukken
- Uploads

- Jaargegevens 2012
- Jaargegevens 2013
- Jaargegevens 2014
- Jaargegevens 2015
- Jaargegevens 2016
- Jaargegevens 2017

**1**

2. A pop-up appears. Drag files from your Windows Explorer to the window to quickly and easily upload files.




Upload files

Upload single files  Upload files as a file record

Inform my contact person about the upload of these document(s).

Possible note:

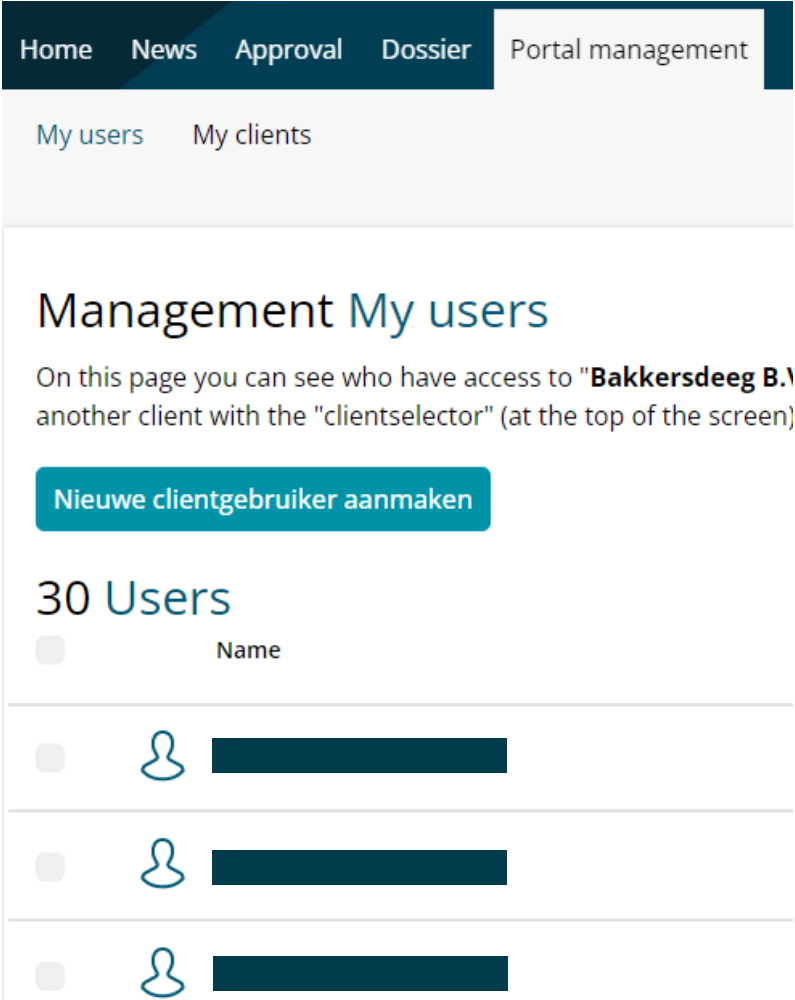
  
Drop files here or click to upload.

It is not possible to upload executable file formats (such as .exe). A virus check is made before posting the documents in your documents overview.




# 5. USERS MANAGE

## 5.1 Managing users

On the 'Portal management' tab you will see all the users who have access to your personal HLB Witlox Van den Boomen environment.



The screenshot displays a web interface for managing users. At the top, there is a navigation bar with tabs: Home, News, Approval, Dossier, and Portal management. Below this, there are sub-tabs for 'My users' and 'My clients'. The main content area is titled 'Management My users' and includes a descriptive paragraph: 'On this page you can see who have access to "Bakkersdeeg B.V" another client with the "clientselector" (at the top of the screen)'. A prominent teal button labeled 'Nieuwe clientgebruiker aanmaken' is visible. Below the button, it states '30 Users'. A table lists users, with columns for a selection checkbox, a user icon, and a name field (redacted with a black bar). Three rows of user entries are visible.

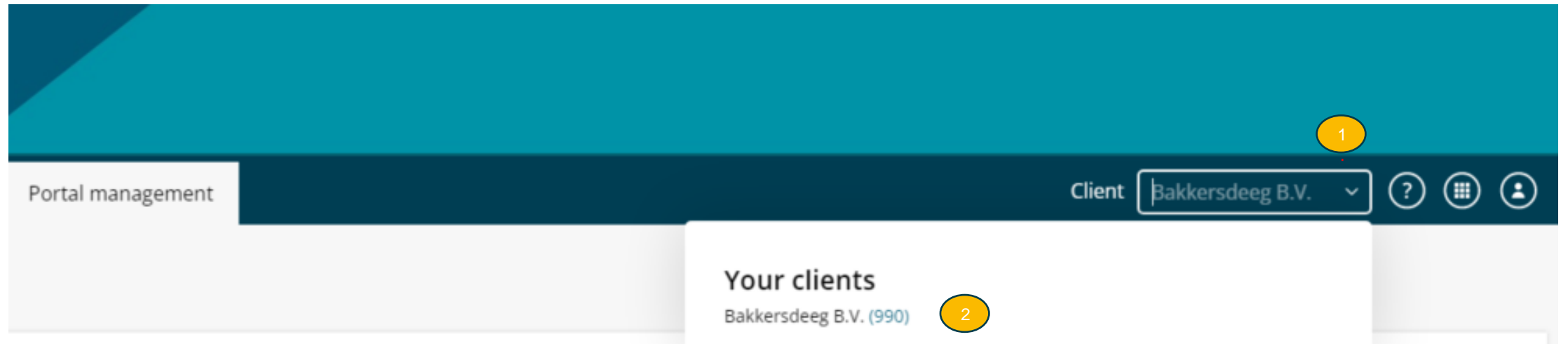
| <input type="checkbox"/> | Name  |
|--------------------------|---|
| <input type="checkbox"/> |  [Redacted Name] |
| <input type="checkbox"/> |  [Redacted Name] |
| <input type="checkbox"/> |  [Redacted Name] |

## **6. SWITCH BETWEEN ENTITIES AND PERSONS**

## 6.1 Switching between entities and persons

At the top right of 'Client', switch between entities or persons.

Click on the 'drop down menu' (1) and select your client of choice (2).



## 7. CONTACT INFORMATION

## 8.1 CONTACT INFORMATION



Questions, or would you like  
more information?  
We are there for you!

**Charlotte Bos**

**Project Manager**

088 - 194 88 07

Supportwaalre@h1b-wvdb.nl



**TOGETHER  
WE MAKE  
IT HAPPEN**

