Manual: Creating additional portal users

Step 0 – Check whether this manual applies to you

You can only create an additional portal user if your company already has an activated account. If you do not yet have an activated account, please consult one of the following manuals:

- *Activation and first login for known companies*
- *Activation and first login for new companies*

Step 1 – Log in

Log in via our website: https://www.transparantieregister.nl/voor-bedrijven/

Use your email address and the one-time code you receive by email.

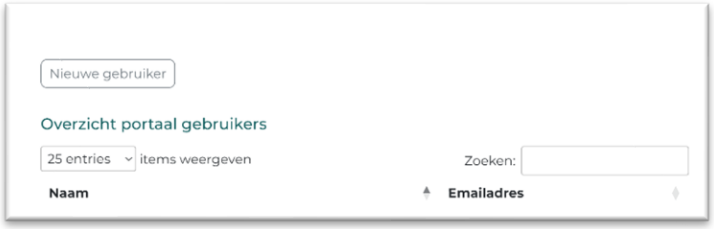
Step 2 – Go to the portal users overview

After logging in, click the menu item ‘’Bedrijf’’ and then click ‘’Overzicht portaal gebruikers’’.

Step 3 – Overview of existing portal users

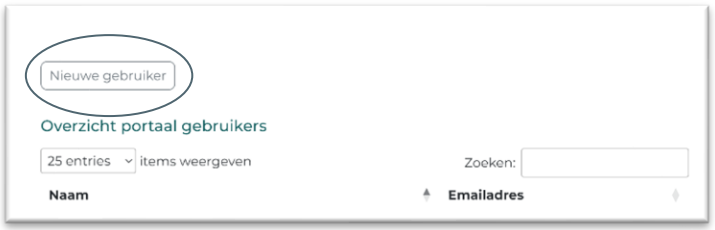
You will now see an overview of all portal users who currently have access to your company's portal. For each user, you will see a name and email address.

These users can view, submit, and modify financial relationships for your company.



Step 4 – Add a new portal user

Click on ''Nieuwe gebruiker'' to start the process of creating an additional portal user, for example for a colleague.

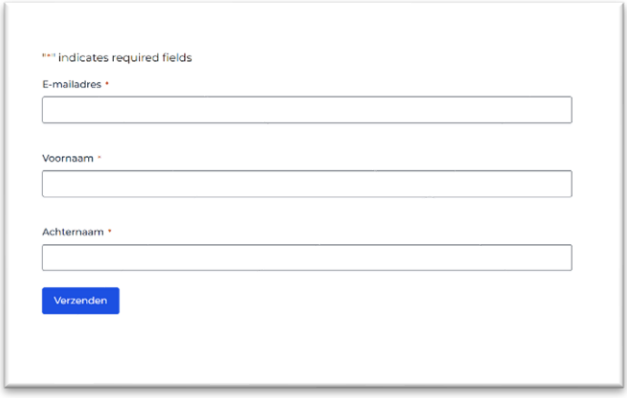


Stap 5 – Gegevens nieuwe gebruiker invoeren

Enter the following details:

- email address
- first name
- last name

Then click on ''Verzenden''.



Step 6 – Confirmation

You will see a confirmation message on your screen. The new portal user will then receive a confirmation email.

Step 7 – Completion

The new portal user can now use the created account.