

# Flex HRM & Visma Connect: Your First Login Explained

**Welcome to a smoother and more secure login to Flex HRM!** 🙌

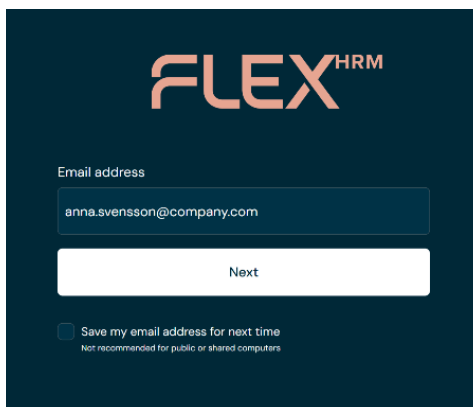
We've updated our login process to Visma Connect to enhance your experience when accessing Flex HRM and Flex HRM Mobile. This guide will walk you through your first login after the transition, helping you get started quickly.

## **Important to know before you begin:**

- You'll use the same email address you previously verified for login. ✉️
- If you didn't set up a password during the preparation phase, it's easy to create one directly during your first login. 🔑

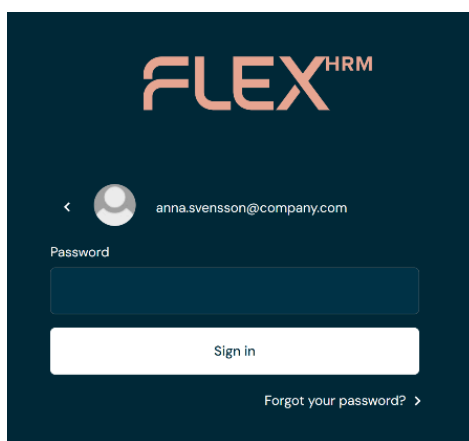
Follow the steps below to start using your new login! 📌

## Enter Email Address and Log In




The screenshot shows the FLEX<sup>HRM</sup> login interface. At the top is the FLEX<sup>HRM</sup> logo. Below it, the text "Email address" is followed by a text input field containing "anna.svensson@company.com". Below the input field is a white button labeled "Next". At the bottom, there is a checkbox labeled "Save my email address for next time" with a sub-note "Not recommended for public or shared computers".

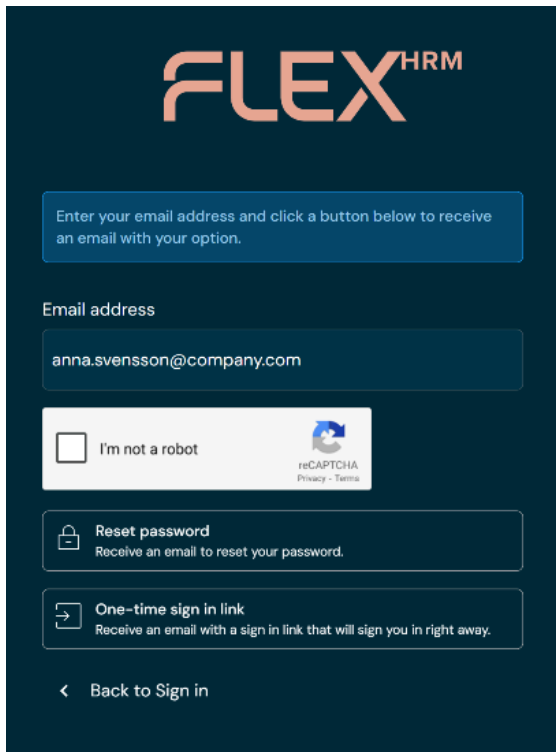
1. On the login page, simply enter the email address you verified earlier. You also have the option to save your email address for future logins by checking the box. Once done, press the **Next** button



The screenshot shows the FLEX<sup>HRM</sup> login interface at the password entry stage. At the top is the FLEX<sup>HRM</sup> logo. Below it, there is a back arrow, a user profile icon, and the email address "anna.svensson@company.com". Below this, the text "Password" is followed by a password input field. Below the input field is a white button labeled "Sign in". At the bottom right, there is a link that says "Forgot your password? >".

2. You'll now be asked to enter your password. If you already have one, just enter it, press **Sign In** and skip ahead to the [Activate Two-Factor Authentication \(2FA\)](#)  section further down in this guide. If you haven't created a password for your Visma Connect account yet, or if you've forgotten it, you can select **Forgot your password?** right below the input field.


# Create Your Password





Enter your email address and click a button below to receive an email with your option.

Email address

anna.svensson@company.com

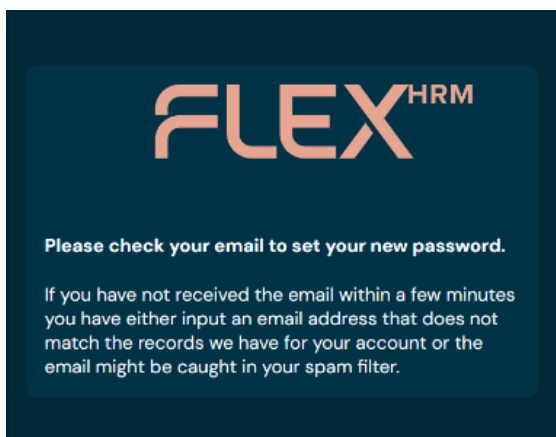
☐ I'm not a robot  reCAPTCHA  
Privacy - Terms

 **Reset password**  
Receive an email to reset your password.

 **One-time sign in link**  
Receive an email with a sign in link that will sign you in right away.

< Back to Sign in


1. Enter your email address and check **I am not a robot**. Then, select the **Reset password** option.

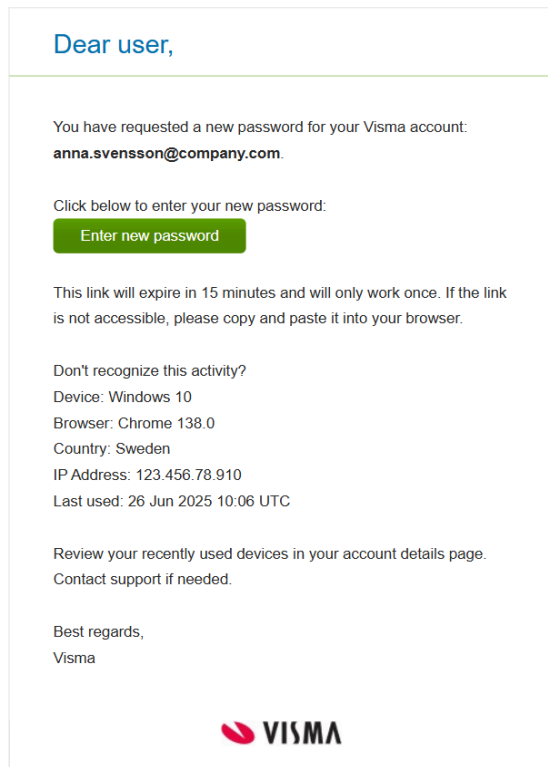


**FLEX<sup>HRM</sup>**

**Please check your email to set your new password.**

If you have not received the email within a few minutes you have either input an email address that does not match the records we have for your account or the email might be caught in your spam filter.

2. An email will now be sent to the address you provided. 



3. Go to your email inbox and open the message. Press the green **Enter new password** button.

The image shows a password reset form on a dark blue background. At the top is the FLEX<sup>HRM</sup> logo. Below it is a light blue box with the text "Please, enter your new password". This is followed by two input fields: "New password" and "Confirm password", both with masked characters (dots). Below these fields is a white button labeled "Change password". At the bottom left, there is a link with a back arrow and the text "Back to Sign in".

4. Enter and confirm your new password. After that, press the **Change password** button.