



NMBRS APP AND ONLINE



DOWNLOAD DE APP VIA:

<https://apps.apple.com/nl/app/nmbrs-ess/id922561759>

<https://play.google.com/store/apps/details?id=com.nmbrsmobile.nmbrsess&hl=nl&gl=US>

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WHAT IS NMBRS?

WHAT IS NMBRS?

NMBRS is an online tool for you payslips and annual statements. After logging in with your personal log in, you enter your online NMBRS account.

You can use NMBRS on:

- 1) Your computer: <https://bakertilly.nmbrs.nl/applications/Common/Login> **(explanation from page 4)**
- 2) Your smartphone with the NMBRS app **(explanation from page 13)**

HOW DO I CREATE AN ACCOUNT?

If you start working with us, you receive an e-mail from Baker Tilly with this topic: *Your account is activated*

In the e-mail, there is a link to your login page of NMBRS. Follow the steps.

YOUR INFORMATION EXTRA SAFE – TWO FACTOR AUTHENTICATION

Because systems with personal information are being hacked more and more, secured data are very important. Two Factor Authentication is a common used method for securing data. It means that you have to prove your identity in two different ways. For NMBRS this works as follows:

- 1) Computer: Log-in name & password + a code from Google Authenticator (see explanation next page)
- 2) Smartphone app: password + fingerprint / face recognition (depending on your smartphone)

NMBRS VIA COMPUTER / LAPTOP



<https://bakertilly.nmbrs.nl/applications/Common/Login>

+ Google Authenticator

A screenshot of the Baker Tilly login page. The page has a green header with the Baker Tilly logo. Below the header, there is a white background with a light blue illustration of a globe and various city landmarks. The login form is centered and contains the following elements:

- Header: "bakertilly"
- Text: "Welkom bij Baker Tilly"
- Text: "Log in om toegang tot uw account te krijgen"
- Input field: "E-mailadres" with a search icon
- Input field: "Wachtwoord" with a search icon
- Button: "INLOGGEN" (blue)
- Text: "OR"
- Button: "Log in met Google" (with Google logo)
- Button: "Log in met SSO" (with SSO icon)
- Text: "Wachtwoord vergeten?" (with a link icon)

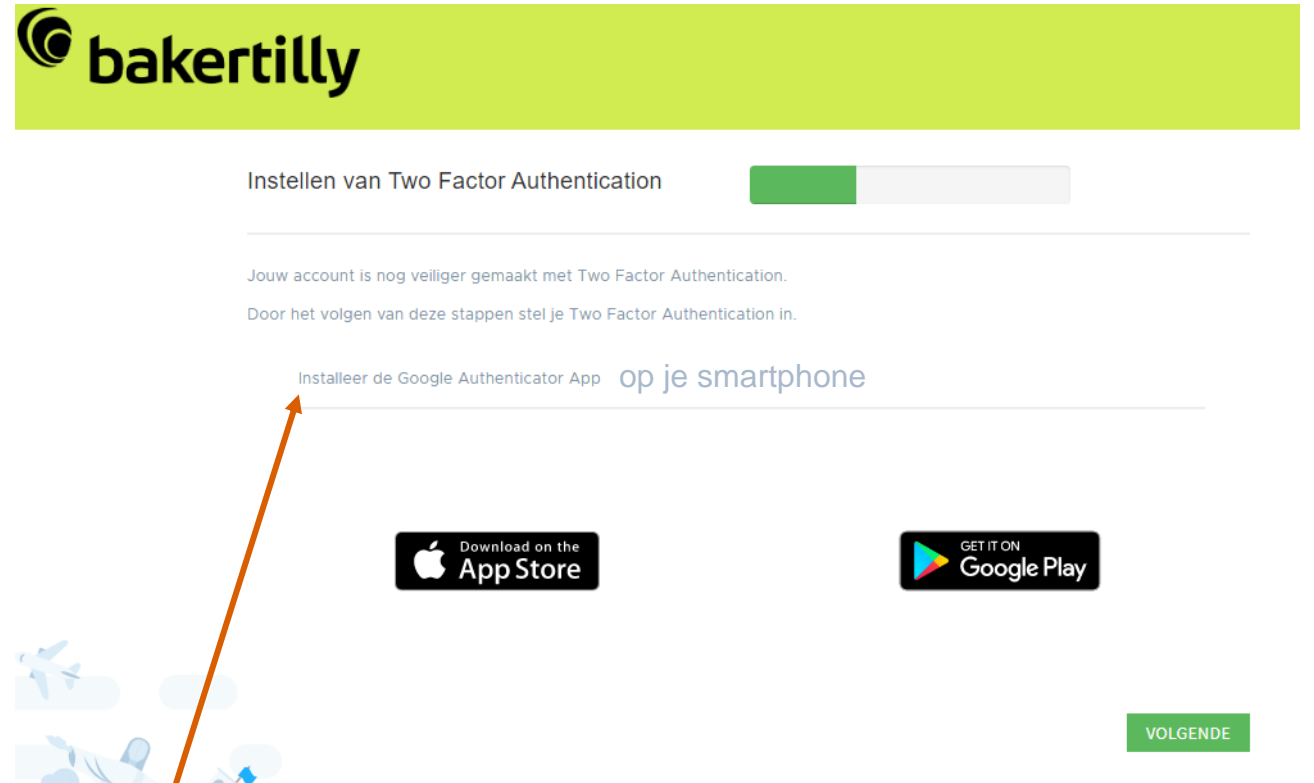
INLOGGEN NMBRS | COMPUTER

STEP 1 - CREATE ACCOUNT

If you start working with us, you receive an e-mail from Baker Tilly with this topic:

Your account is activated

In the e-mail, there is a link to your login page of NMBRS. See the screen on the right. Follow the steps of Baker Tilly on your screen.

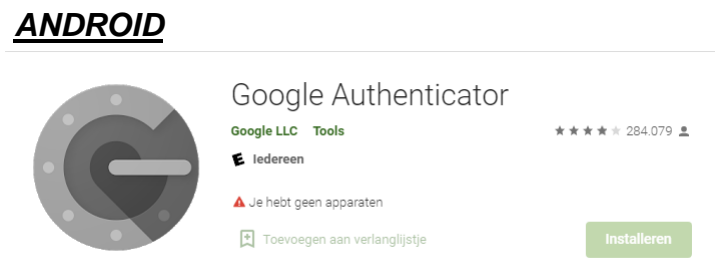


See step 2 on the next page

STEP 2 | INSTALL GOOGLE AUTHENTICATOR (APP)


a) **SMARTPHONE:** Install the Google Authenticator app
Authenticator app →
(see *b*) if you do not have a smartphone).

ANDROID



<https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=nl&gl=US>

IPHONE EN IPAD



<https://apps.apple.com/nl/app/google-authenticator/id388497605>

b) **COMPUTER/ LAPTOP** If you cannot download the app on your phone, you install the Google authenticator extension on your computer/ laptop:

https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigoooaddinpkbai?utm_medium=email

Add the authenticator applicatie to your computer by clicking:



STEP 3 | FOLLOW THE STEPS

a) APP SMARTPHONE:

- First link the app to NMBRS with the QR code you see in NMBRS.
- Then enter the code from the authenticator app in the field in NMBRS.

b) ONLINE AUTHENTICATOR

Via the installed Google Authenticator extension (see step 2b) you receive a code when logging in with NMBRS.

Enter this code in the field in NMBRS.

Setting up Two Factor Authentication

Your account has been made even more secure via Two Factor Authentication.
By following these steps you can use the Two Factor Authentication.

Configure your Google Authenticator App

Scan this QR-Code with your Authenticator App

Fill in the code generated by your Authenticator App

Or fill the following code manually in the App:
ABCDEFGHIJKLMNPOQRSTUVWXYZ

Validate

MY GOOGLE AUTHENTICATOR-CODES DO NOT WORK (ANDROID)

This is probably because the *time* in the Google Authenticator-app isn't synchronised.

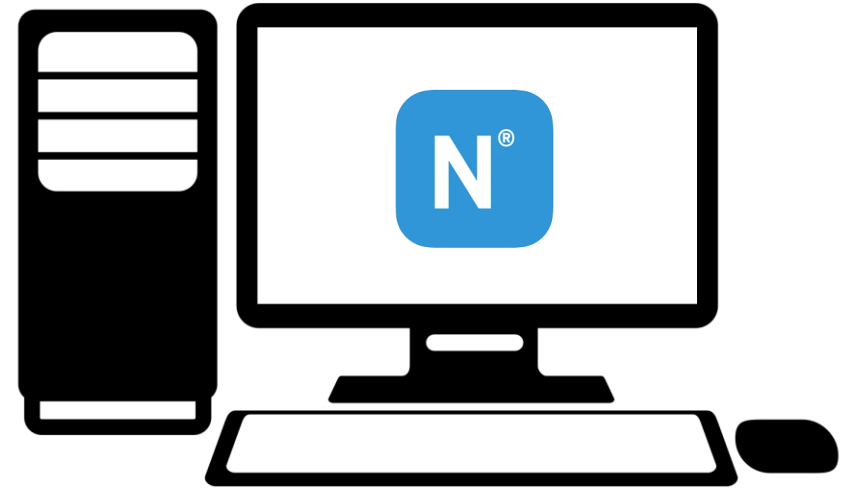
Apply the right *time* by following the steps:

1. Go to the main menu in the Google Authenticator-app.
2. Select More **Settings**.
3. Select **Time correction for codes**.
4. Click **synchronise now**.

The next screen on the app confirms that the *time* is synchronised. You should now be able to login with your verification codes.

(This synchronisation is only for the De synchronisatie is alleen van toepassing op Google Authenticator-app, the date and time on your phone are not adapted)

PAYSLIPS AND ANNUAL STATEMENTS



ONLINE VIA COMPUTER

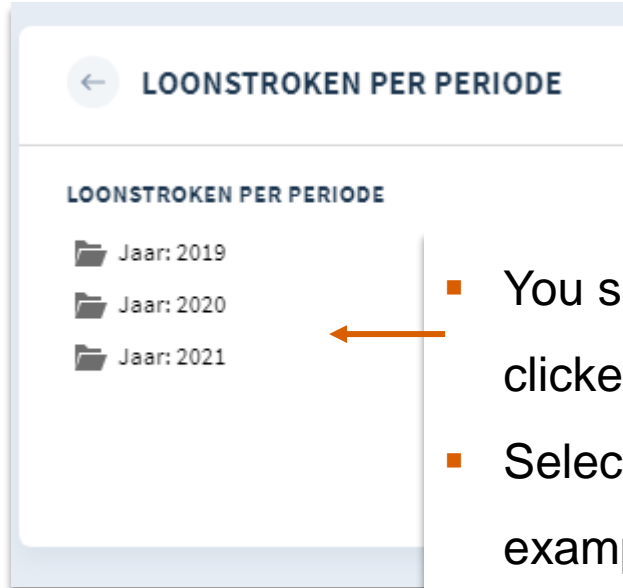
PAYSLIPS

The screenshot displays the bakertilly user interface. At the top left is the bakertilly logo. Below it is a dark blue sidebar with a 'HOME' button and a user profile icon. The main content area is divided into several sections:

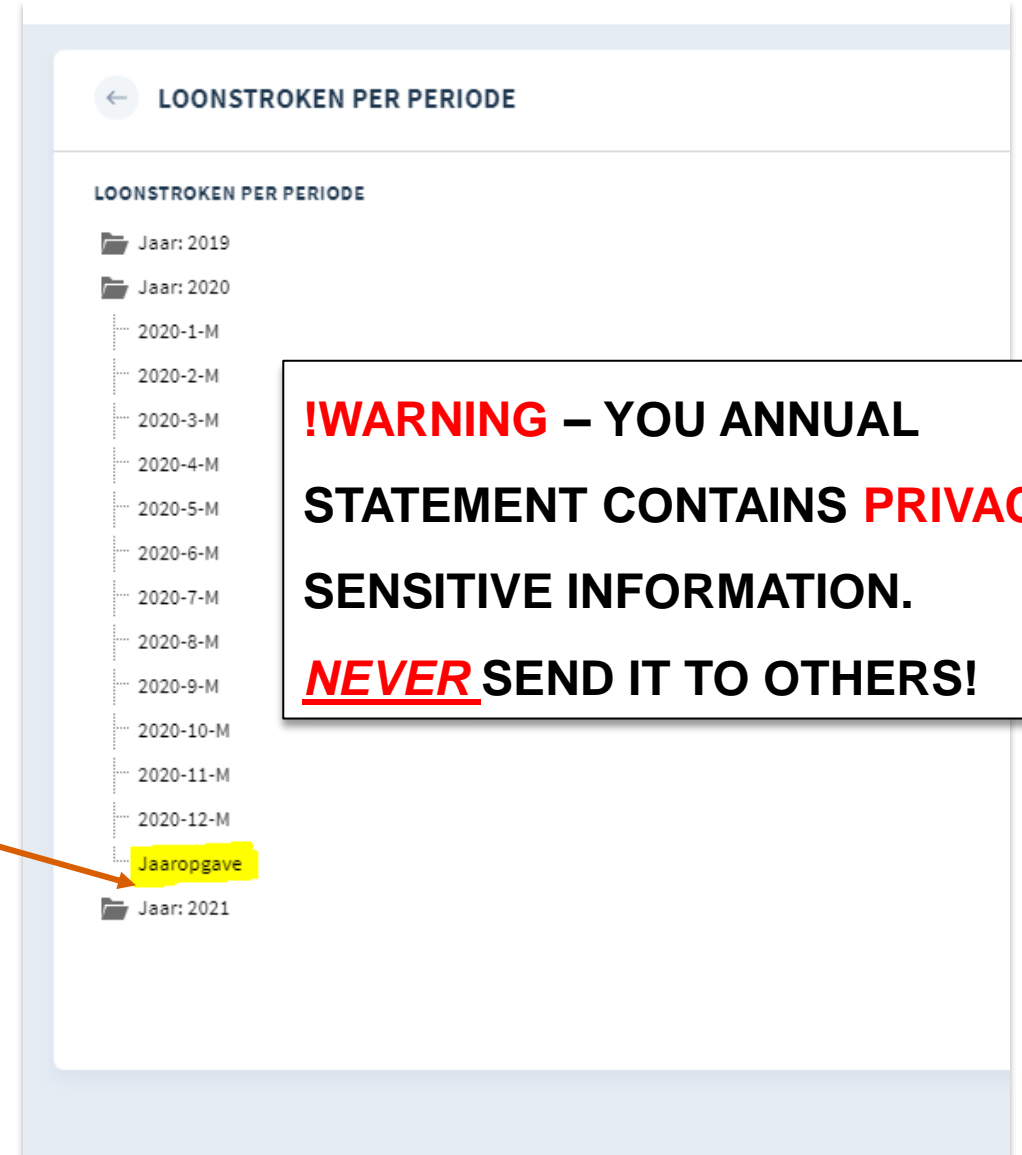
- PERSOONLIJKE GEGEVENS**: A section for personal information with fields for Partner, Verjaardag, Leeftijd, Kinderen, Adres, and Banknr. A 'meer...' link is at the bottom right.
- LOONSTROKEN PER PERIODE**: A section showing payroll periods. It lists 'Jaar: 2021' and '2021-1-M'. A 'meer...' link is at the bottom right.
- LOONSTROKEN PER RUN**: A section showing payroll runs. It lists '2021' and 'Run: 1 (Periode 1)'. A 'meer...' link is at the bottom right.
- DOCUMENTEN**: A section with the message 'Er zijn geen documenten beschikbaar gesteld.' and a 'meer...' link at the bottom right.
- MUTATIEFORMULIEREN**: A section for change requests with a plus icon and the text 'Wijziging aanvragen'. It lists 'Wijzig Adres', 'Wijzig Bankrekening', 'Wijzig Loonheffingskorting', and 'Wijzig Persoonlijke informatie', each with a right-pointing arrow. A 'meer...' link is at the bottom right.
- VERLOF**: A section for vacation, partially visible at the bottom left.

- After login you see this screen
- Here you find the payslips of the *current* calenderyear.
- Need another year? Select “meer/ more...” bottom right

ANNUAL STATEMENT



- You see this screen after you clicked “meer/ more....”
- Select the year you need. For example 2020.
- The annual statements is the last on the list
- Click it and you will see your annual statement. Then you can also download it as PDF.



!WARNING – YOU ANNUAL STATEMENT CONTAINS **PRIVACY SENSITIVE INFORMATION.**
NEVER SEND IT TO OTHERS!

PROBLEMS WITH NMBRS?

YOU CANNOT LOGIN?

If you followed all steps and login does not work:

CALL OR E-MAIL YOUR CONTACTPERSON.

Your account will be reset and again you receive an e-mail with link.

Follow all steps again.

YOU CANNOT FIND WHAT YOU ARE LOOKING FOR?

Read the explanation in this handout. It tells you where to find the different documents (payslips, annual statement, etc). Follow the steps. Otherwise, your contactperson will be able to help you.

NMBRS APP



DOWNLOAD THE APP ON:

<https://play.google.com/store/apps/details?id=com.nmbrsmobile.nmbress&hl=nl&gl=US>

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LOG-IN NMBRS APP

STEP 1 | HOW DO I CREATE AN ACCOUNT?

If you start working with us, you receive an e-mail from Baker Tilly with this topic: *Your account is activated*. In the e-mail, there is a link to your login page of NMBRS. Follow the steps.

STEP 2 | DOWNLOAD DE APP VIA

<https://play.google.com/store/apps/details?id=com.nmbbrsmobile.nmbrsess&hl=nl&gl=US>

<https://apps.apple.com/nl/app/nmbbrs-ess/id922561759>

STEP 3 | FOLLOW THE STEPS

Domain naam = *bakertilly.nmbbrs.nl*

NEED HELP? Contact your contactperson.

PAYSLIPS AND ANNUAL STATEMENT

NMBRS APP



STEP 1

Log in to the NMBRS app. You will see screen 1.

STEP 2

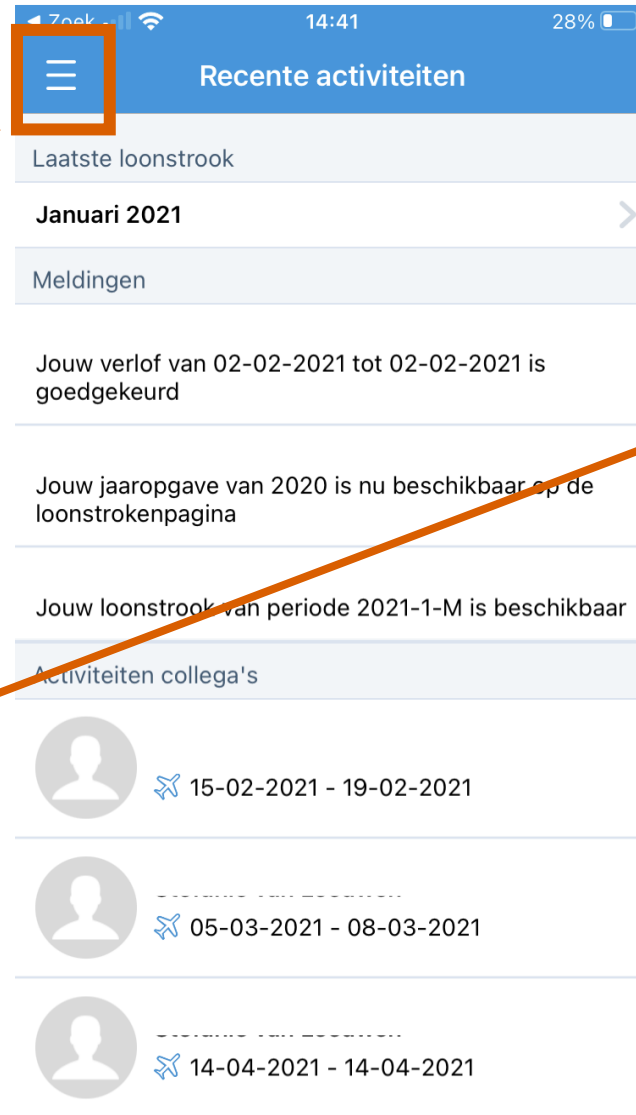
Click on the menu top left.

You will see the menu menu like on screen 2.

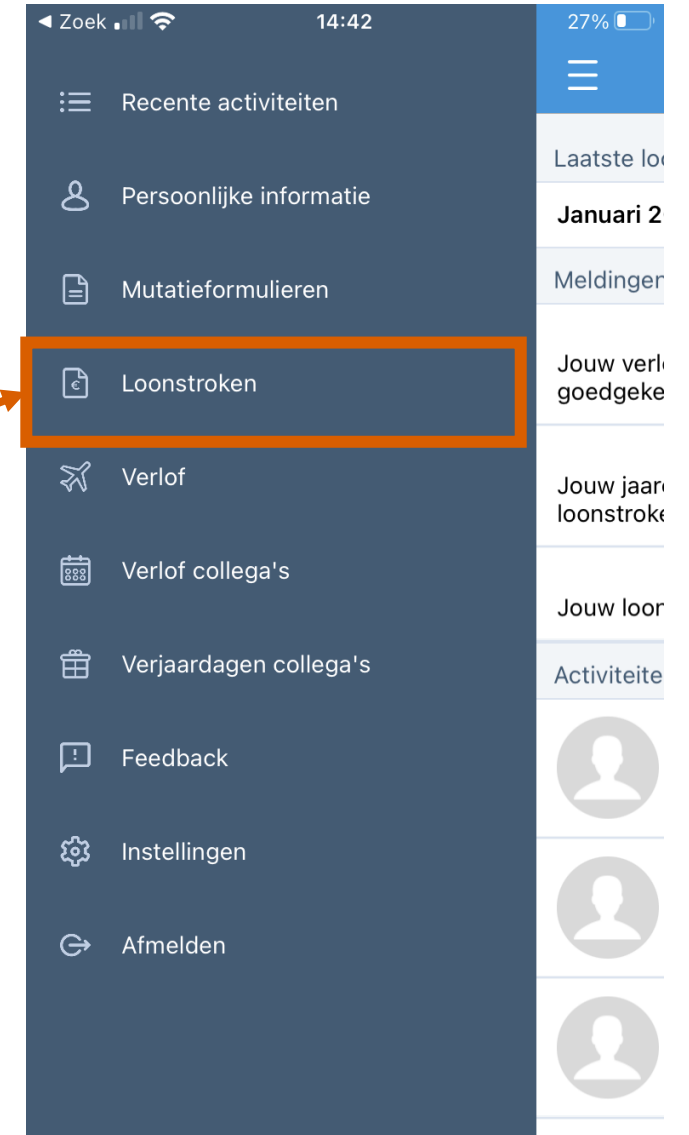
STEP 3

Select "Payslips".

SCREEN 1



SREEN 2 - MENU



STEP 4

Here you find the payslips of the *current* calenderyear. Need another year? Swipe left or right.

STEP 5 | Payslip

Select the payslip you want. Want to e-mail it to yourself? See step 9.

STAP 6 | Annual statement

If you want your annual statement of 2020:

First go the overview of 2020:

SWIPE TO THE RIGHT

or

SELECT THE CENTERED BULLET BELOW

SCHERM 3



STEP 7

You will see your payslips of 2020.

Like in screen 4.

Below, in blue, you find: “Annual Statement”.

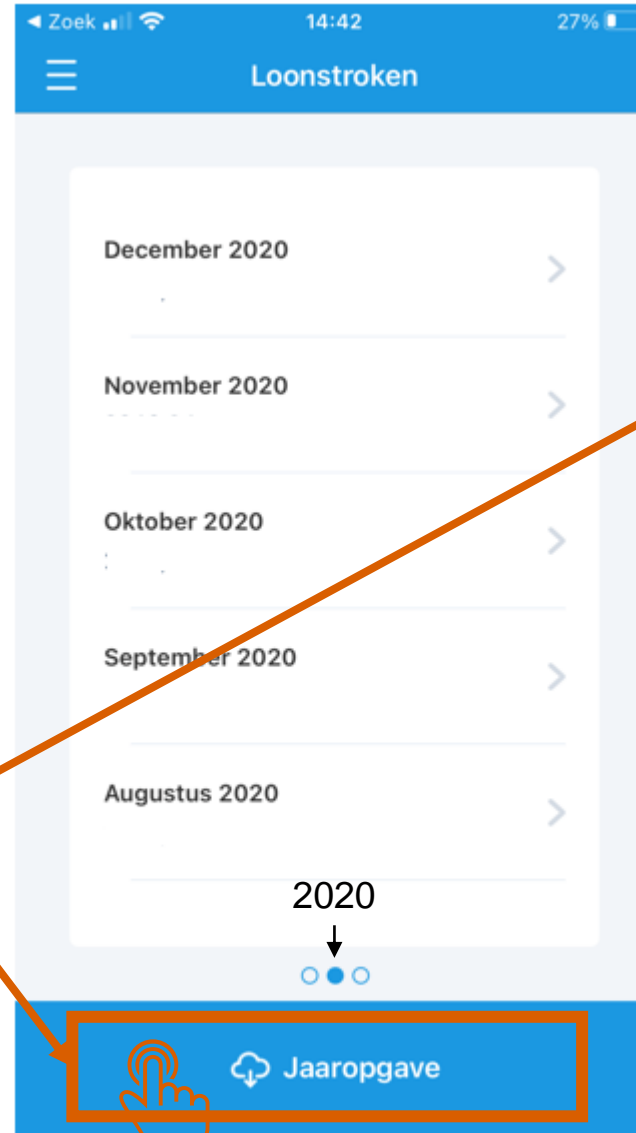
STEP 8

DOUBLEclick “Annual Statement” and it appears. See screen 5.

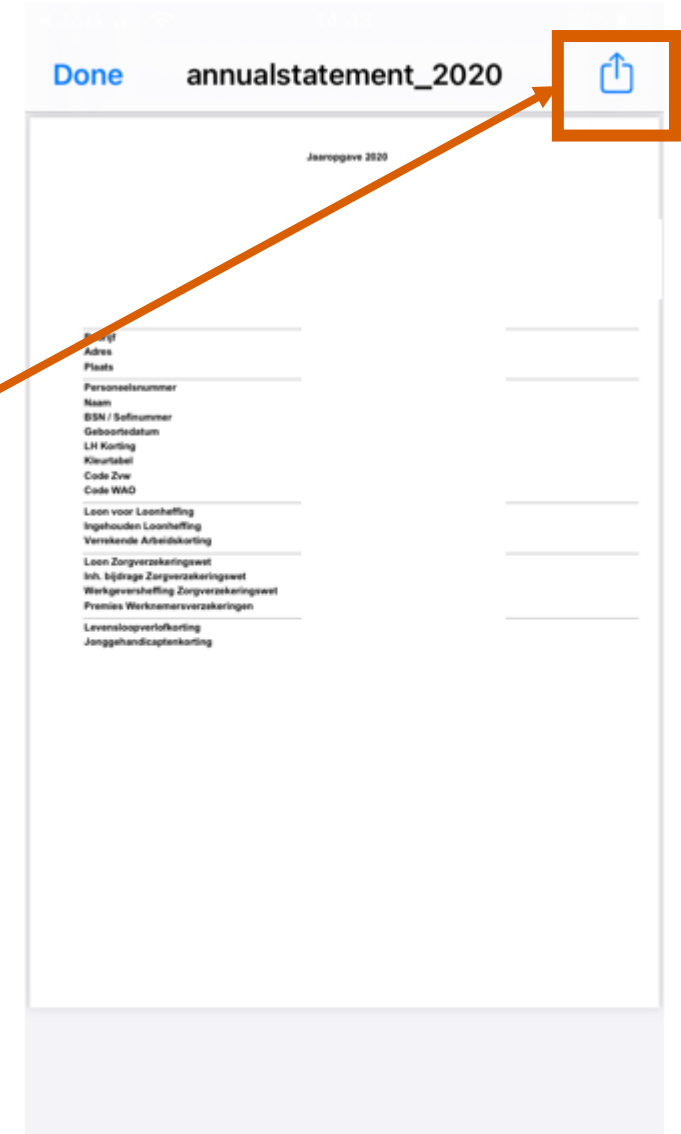
STEP 9 | E-mail to yourself?

If you want to e-mail the annual statement to yourself? Click on the arrow top right.

SCREEN 4



SCREEN 5

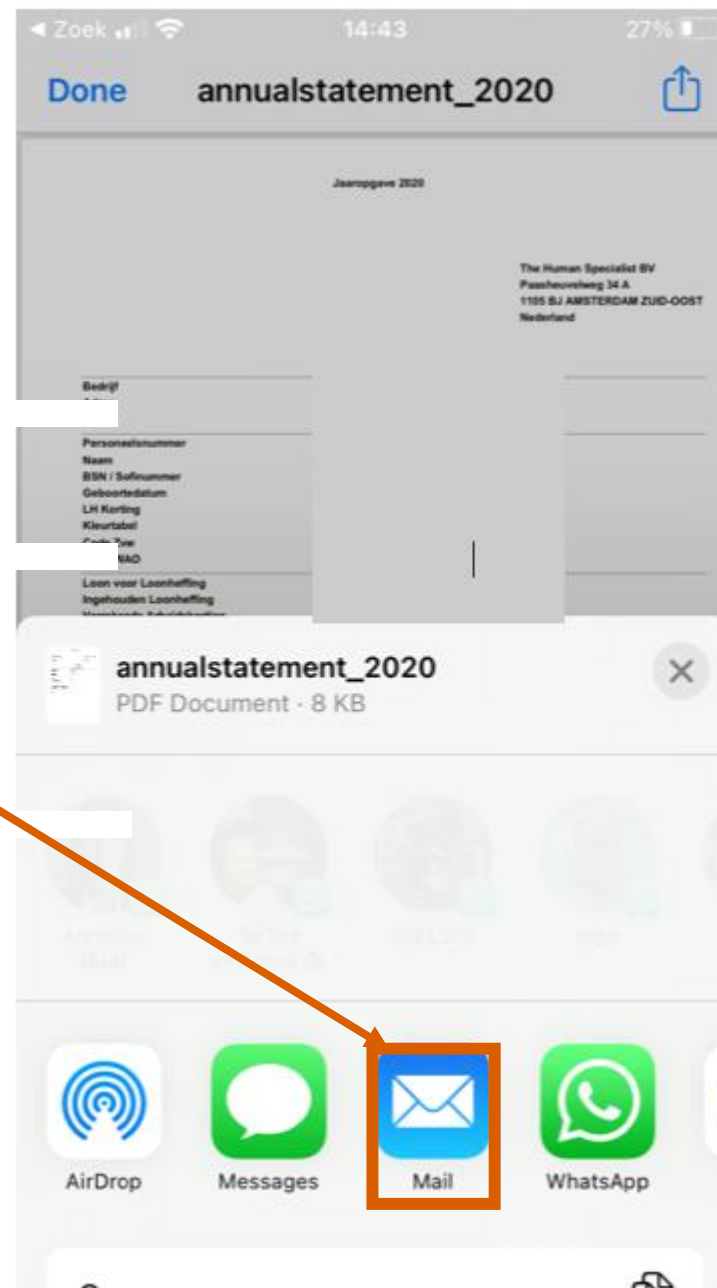


STEP 10 | E-Mail to yourself?

After you selected the arrow topright, choose what you want to do with it.

If you want to e-mail it to yourself: Select mail – the white envelope in blue square and enter your own e-mailaddress.

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