



Manual: Logging in and Account Verification paraDIGMA Online with SMS Verification

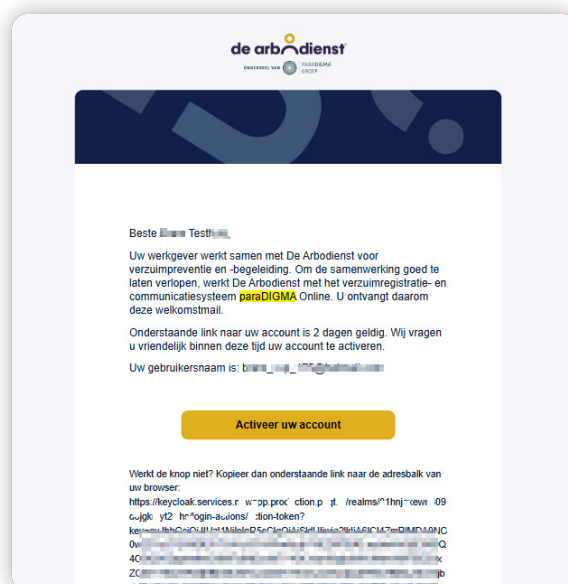
Enclosed you will find a manual with all the steps to log in to paraDIGMA Online with SMS verification.

Note: is there no private phone number of yours known in paraDIGMA Online? Then you will automatically be asked to log in with an authentication code instead of a code via SMS. Please refer [here](#) to the manual for logging in with an authentication code.

STEP 1. Welcome email

You have received a Welcome email from:
'noreply@mail.dearbodienst.nl'

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



STEP 2. Activate

Click the yellow Activate your account button in the email. Or copy the long URL at the bottom and paste it into your browser's address bar.

- Is the link expired and do you see an error message? Then ask your internal HR department for the URL of your organization's login page and click Forgot password, or email inloggen@dearbodienst.nl.

STEP 3. Change your password and log in

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

The screenshot shows a dark blue login interface titled 'Welkom bij Demo'. Below the title is the section 'Wachtwoord updaten'. It contains two input fields: 'Nieuw wachtwoord' (New password) and 'Bevestig wachtwoord' (Confirm password), both with eye icons for toggling visibility. Below these fields is a checkbox labeled 'Afmelden op andere apparaten' (Log out on other devices), which is checked. A yellow 'Verzenden' (Send) button is positioned below the checkbox. At the bottom, a small note reads 'U moet uw wachtwoord wijzigen.' (You must change your password).

STEP 4. Log in to paraDIGMA Online

Next, go to the URL (website) of your organization (usually `companyname.dearbodienst.newdays.nl`) to reach the login page. This URL is known to your HR department, or you can request it via `inloggen@dearbodienst.nl`.

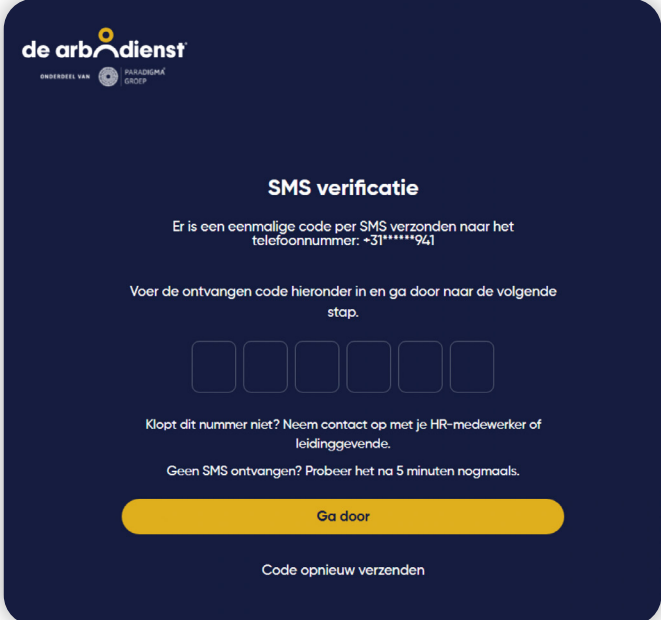
- On the login screen, log in with the email address on which you received the welcome email and enter the password you set.

The screenshot shows a dark blue login interface titled 'Welkom bij Demo'. It features two input fields: 'E-mailadres' (Email address) and 'Wachtwoord' (Password), with an eye icon for the password field. Below the fields is a link 'Wachtwoord vergeten?' (Forgot password?). A yellow 'Inloggen' (Login) button is located below the link. At the bottom, there is a section 'Of login met' (Or login with) with a bullet point 'Login met SSO'.

Step 5. SMS verification

After entering your password, an SMS code is automatically sent to the private phone number known for you in paraDIGMA Online.

- Enter the 6-digit code that was sent via SMS.
- Choose Continue at the bottom.



Done!

You are now logged in to paraDIGMA Online.

Want to know more about paraDIGMA Online?

- Via the yellow Learn more? button on the right, interactive guides will walk you through how paraDIGMA Online works.
- Also check out these [instructional videos](#) about paraDIGMA Online.