How can I arrange access to the employer's portal?

For myself and my collegues

You can arrange eHerkenning (EH) by means of an autorisation for each required Chamber of Commerce number

- Request **Level 3 eHerkenning** (EH3) from an EH supplier* for yourself and your colleagues who need it
- **For each employee** you must request an **authorisation for each Chamber of Commerce (CoC) number** the employee has to log in for; with a **BeFrank service**: 'View data own pension contract as an employer' or 'View and change data own pension contract as an employer'

For colleagues in case of multiple CoC numbers within my contract

In BeFrank's employer's portal, you can arrange acces for multiple CoC numbers

- Using EH, log in to your **BeFrank employer's portal** with the CoC number you want to provide your colleagues access with
- Go to '**Settings**', follow the 'Grant access' flow and select the CoC number to which you want to grant access
- Next, your colleague must log in to BeFrank using EH and select the CoC number

For my adviser via chain authorisation*

The advisor themselves arranges eHerkenning and requests a chain authorisation for BeFrank

- You will receive an authorisation request via the EH supplier for the advisor's CoC number
- You authorised signatory signs the authorisation and sends it to your EH supplier
- Via EH, the advisor selects those of its employees that are granted access to your BeFrank employer's portal

For my advisor via my BeFrank employer's portal

The advisor themselves arrange eHerkenning and requests authorisation for a service at BeFrank; you grant them access

- You have signed an authorisation agreement* with your advisor
- Request the CoC numer of your advisor
- Using eHerkenning, log in to your **BeFrank employer's portal** and follow the 'Grant access' flow via **Settings**; grant access to the CoC number of your advisor

You, your colleagues or your advisor can now log in:

Log in to the BeFrank employer's portal

Everyone who has been granted access can now log in to the emplyer's portal of BeFrank via eHerkenning.

* See back for an explanation of terms

Why logging in with eHerkenning (EH)?

It is important that only the right people can access your data. EH ensures this. In addition, the use of EH will soon be required by law because BeFrank is a pension administrator as defined by the Pensioenwet (Pensions Act). That makes us a 'designated organisation' under the 'Wet Digitale Overheid' (Digital Government Act/WDO).

The WDO will soon require us to use EH for our electronic services. In due course you will only be able to log in at many bodies such as UWV and the Tax and Customs Administration with EH.

What does this mean for me as the employer?
After the transition, you can log in only with EH. And your advisor must arrange eHerkenning for your portal separately. The ways in which this can be done are described on the other page of this document.

Explanation of terms

EH supplier
There are various suppliers offering eHerkenning. You always need to apply with one of these suppliers to request an EH resource. They all meet the same requirements but offer different types of log-in resources (such as app, SMS or token). Important: are there employees abroad who will use eHerkenning? In that case, make sure to select a supplier who supports online verification.
For further information, see https://www.eherkenning.nl/leveranciers

Chain authorisation (via EH)
By means of a chain authorisation, you can authorise your advisor to log in to your employer's portal via its own EH resource. A chain authorisation request is submitted via an EH supplier.
More information: https://www.eherkenning.nl/ketenmachtiging

Authorisation agreement
A written agreement in which you, as an employer, declare that your advisor is authorised to log in to the employer's portal and to perform mutually set out actions. You arrange this mutually with the advisor and it is not necessary to send it to BeFrank.

More information
Online you find further information about EH and how to apply for it.

Website BeFrank
https://www.befrank.com/employer/eherkenning/

Website eHerkenning *(Dutch website, possible to set to English)*

Information about chain authorisation
https://www.eherkenning.nl/ketenmachtiging

General information about EH
https://www.eherkenning.nl/inloggen-met-eherkenning