

MANUAL DOCUMENT VIEWER EMPLOYEE

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1. Introduction

Welcome at Salarisbalie. With this manual you will find your way to your online payslips and annual statement on www.salarisbalie.nmb.rs.nl. Should you have any questions, please send an e-mail to info@salarisbalie.nl with your name and telephone number and we will contact you as soon as possible.

With the Document viewer you have 24/7 online access to your payslips and annual statements. This saves paper, time and postage stamps.

With login issues you can contact us. For questions about your payslip, the employer is the contact person.

2. Login and choose password

For getting access to your payslips you will receive an automatically generated e-mail message to activate your account.

Click on the link to activate your account. **You can choose a password and pincode yourselves.** Enter this twice and click on Wachtwoord opslaan/Save password.

Welcome at Salarisbalie.nl

Your employer has outsourced the payroll administration to Salarisbalie. Therefore, you receive a login account. This allows you to have access to your digital documents like payslips and annual statements. For questions about your payslip or e-mail address, the employer is the contact person.

Company name

Your user name is: [xxxxxx@xxxx.nl](#) (your e-mail address)


[Click here to activate your Salarisbalie.nl-account.](#)



*We trust we have informed you sufficiently
Kind regards,*

Salarisbalie B.V.

Ronald van der Maarel
info@salarisbalie.nl



Set new Salarisbalie.nl password

Your account is activated. Please set the password.

Pincode:

[Pincode vergeten?](#) 

Vul uw email adres in om uw pincode te resetten. U ontvangt uw nieuwe pincode via email.

Emailadres:





Then you can log in with the received username (e-mail address), password and pin code you have just chosen.



Welkom bij Salarisbalie.nl

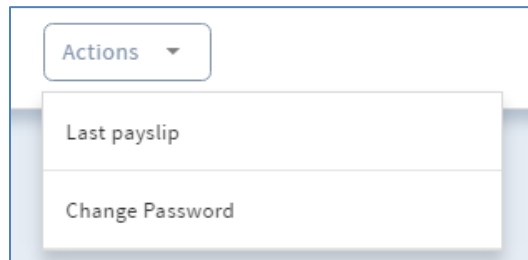
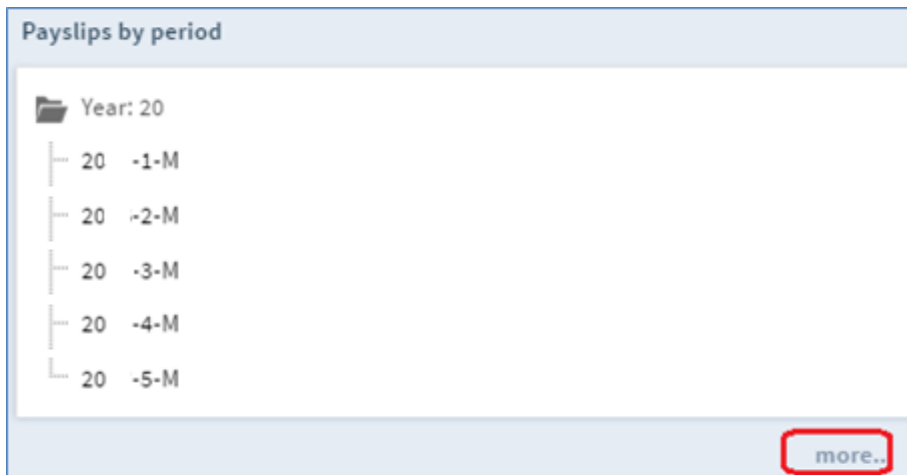
[Forgot password?](#)

3. Document viewer

After you entered the system, you will see an overview of the current year. Here is your payslip available which can be downloaded or printed if you want (but you don't want to print ☺).


With the button 'More' you will find the older years, if processed by Salarisbalie.

With the button 'Actions' you can change your password if you want.



On the interactive payslip your employer might have included a remark or attachment. Of course you won't see this attachment on a printed version!

1000	Salaris	2560,00
3045	Bonus (BT)	1500,00



Comment: Bonus 2016-Q1

4. Nmbrs® App



Nmbrs® allows you to see the payslip with the Nmbrs app which can be downloaded in the play store (Nmbrs® ESS). It's in Dutch. When installed, on the login screen you will fill in:

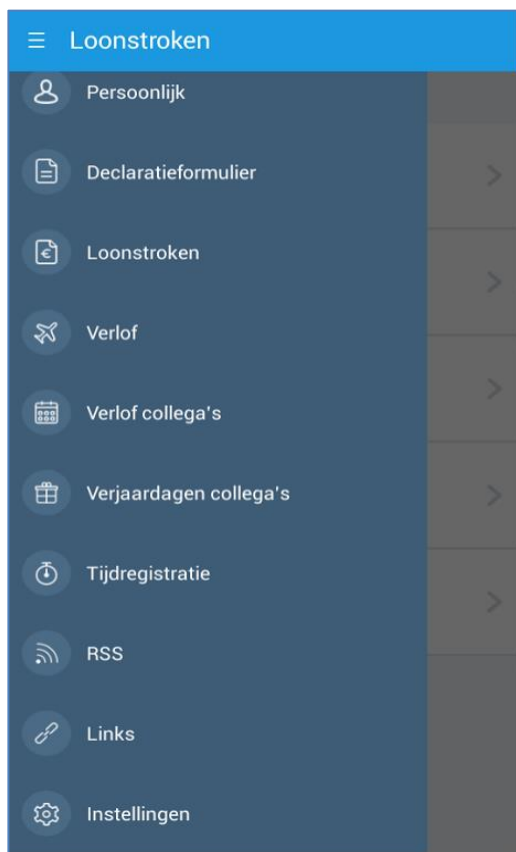
salarisbalie.nmbrs.nl (Without www)

Your e-mail address

Your self chosen password and pin code

When your employer decided to work with Employee Self Service (ESS), it is also possible to request for leave with the app.

Or enter declarations with the app. It's very easy!



Have fun!