



Handy, here you can authorize someone to help you

*There is an 'Authorisations' tab in the portal.
Here you can view a summary of your authorisations
and request a new authorisation.*

Step 1

Log in to MijnCN. 

Step 2

Navigate to *'Authorisations'*.

Step 3

Click on the *'Authorise someone'* button on the right of your screen. You will now see a form, which you can use to grant someone authorisation.

Step 4

Select the checkbox to confirm that you have completed the request truthfully and click on *'Agree'*.

Step 5

Enter the name and CRIB number of the person you wish to grant authorisation. Select the service for which you wish to grant him/her authorisation. Now click on *'Complete'*.

Step 6

You will now see a summary of the information entered. If everything is correct, send the request by clicking on *'Sign and send'*.

Step 7

The person whom you have granted authorisation needs a code to activate the authorisation. Download the code by clicking on *'You can download your activation code here'*. Note down the code carefully. Now click on *'Complete'*.

Step 8

Give the code to the person whom you have granted authorisation so that he/she can activate the authorisation.

Step 9

You can view the status of the authorisations you have issued at any time in the *'Issued authorisations'* menu item on the *'Authorisations'* tab.