

eHerkenning

eHerkenning is a login method for companies. With one login you can log in to more than 500 (government) organizations.

You can apply for an eHerkenning tool yourself at one of the six suppliers. [On this site](#) you will find an overview of the suppliers.

Below is a manual for arranging the chain authorization. A chain authorization means that you authorize us to log in for you with the tax authorities or pension fund, for example.

Chain authorization manual

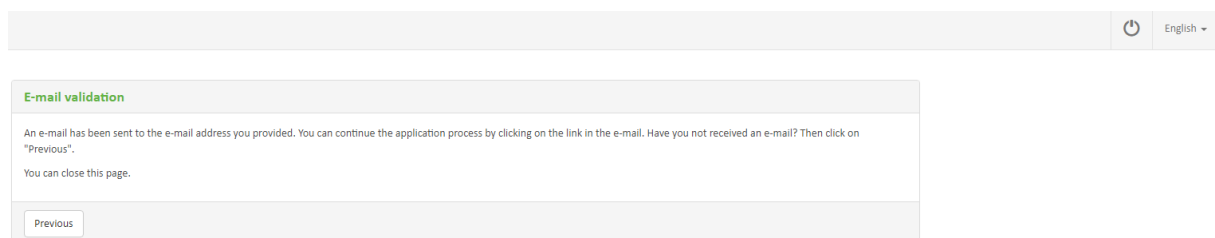
Below is a step-by-step description of the steps to be taken to set up a chain authorization between your company and ECOVIS BonsenReuling.

1. Open the authorization form [here](#).
2. Enter your email address. This does not have to be an email address of the director, may also be of the administrative assistant. As long as it is a mail address to which you have access (in connection with verification).



The screenshot shows a web form titled "E-mail validatie". The text reads: "Om uw e-mailadres te kunnen verifiëren, vragen wij u om uw persoonlijke e-mailadres in te vullen. Het is niet toegestaan het e-mailadres van iemand anders te gebruiken. U ontvangt vervolgens op dit e-mailadres een verificatielink. Door op deze link te klikken kunt u het aanvraagproces starten." Below this is a text input field labeled "Uw e-mailadres" with a green information icon to its right. Underneath the field, it says "Uw e-mailadres is een verplicht veld". At the bottom of the form, there is a reCAPTCHA widget with the text "Ik ben geen robot" and a checkbox. To the right of the reCAPTCHA is the text "reCAPTCHA Privacy - Voorwaarden". A blue button labeled "Volgende" is located at the bottom right of the form.

At the top right of the screen, the language can be changed to English.





The screenshot shows a confirmation message titled "E-mail validation". The text reads: "An e-mail has been sent to the e-mail address you provided. You can continue the application process by clicking on the link in the e-mail. Have you not received an e-mail? Then click on 'Previous'." Below this, it says "You can close this page." At the bottom left, there is a button labeled "Previous". At the top right of the page, there is a language selector showing "English" with a dropdown arrow.


This message indicates that an email has been sent to the specified email address. From that mail the form should be started. Make sure you have the following information at hand:

- Chamber of Commerce number of your organization
- Personal data of the authorized representative
- Your mobile phone

The mail sent by KPN:

Uw eHerkenningsmiddel aanvraag bij KPN

 KPN IDSP voor eHerkenning <noreply@kpn.com>
Aan  Nicol Stemerding

 Als er problemen zijn met de weergave van dit bericht, klikt u hier om het in een webbrowser te bekijken.

Geachte heer, mevrouw,

U wilt eHerkenning aanvragen bij KPN. Bedankt daarvoor.

Het aanvragen van eHerkenning zal ongeveer **15 minuten** in beslag nemen.

Wat hebt u nodig voordat u met de aanvraag start?

- Het KvK-nummer van uw organisatie
- Uw persoonsgegevens
- Uw mobiele telefoon
- Gegevens van wie tekenbevoegd is voor uw organisatie

Bevestig uw e-mailadres
Klik op onderstaande link om uw e-mailadres te bevestigen en het aanvraagproces te starten. Deze link bl

Klik hier om uw e-mailadres te bevestigen en uw aanvraag te starten

Met vriendelijke groet,


KPN

Heeft u nog vragen? Raadpleeg kpn.com/eherkenning
eidsupport@kpn.com | 088-6601333

3. Click on the link in the blue bar, a new web page will open
4. Again, you can change the form from Dutch to English (top right).
5. Fill in the requested information, first of all your mobile number. (Make sure you have access to this phone, as a code will be sent to it for verification). International mobile number is also possible.

Mobile number validation

A one-time code has been sent by SMS to the mobile number you provided. Enter this code below and click "Next". Did you not receive a code? Click on the 'Resend' button to receive a new code by SMS.

One-time code 

[Resend](#)

[Previous](#) [Next](#)

6. Choose a password and remember it well:

Choose your password

Here you set your password for eHerkenning. Make sure you can remember this well.

Please note! The password you choose:

- Must consist of exactly 5 digits;
- May not consist of 5 identical or 5 consecutive digits (eg 11111, 12345 or 54321).

Your password

Confirm your password

[Previous](#) [Next](#)

Next, a form opens to set up the chain authorization.

7. Check that the first thing to come up is our data (Intermediary), see below.
If this is not the case, it may be that you are applying for eHerkenning yourself and that this is not linked to us.
If the information below is shown, that is good and choose 'next'.

1. Intermediary > 2. CoC-number > 3. Organisation > 4. Authorization > 5. Representatives > 6. Authority > 7. Billing address > 8. Place order > 9. Follow-up steps

Intermediary

You are going to apply for a chain authorization. You authorize the intermediary below to perform actions for you. Further in this application process you can specify for which services the following intermediary can act on behalf of you.

Company name	BonsenReuling Accountants-Belastingadviseurs
C.o.C. number	09193643

[Cancel](#) [Next](#)

8. Fill in your Chamber of Commerce number:

1. Intermediary > 2. CoC-number > 3. Organisation > 4. Authorization > 5. Representatives > 6. Authority > 7. Billing address > 8. Place order > 9. Follow-up steps

Enter your Chamber of Commerce number

Enter the Chamber of Commerce number of the organization for which you wish to apply.

C.o.C. number

Do you want to use eHerkenning for a specific branch of your organization?

Yes

No

[Previous](#) [Next](#)

9. On the question "Do you want to use eHerkenning for a specific branch of your organization?" choose no.
10. Then choose "next". In the next step you will see the details of your organization, check if this is correct. If you have multiple companies, check whether you have chosen the right Chamber of Commerce number.
If you have multiple companies and it is necessary that chain authorizations are established for all of them, then it is necessary to repeat these steps for each Chamber of Commerce number.

1. Intermediary > 2. CoC-number > 3. Organisation > 4. Authorization > 5. Representatives > 6. Authority > 7. Billing address > 8. Place order > 9. Follow-up steps

Verify your organisation details

Below you can see the details that belong to the specified Chamber of Commerce number as known at the Chamber of Commerce. Is this not the right organization? Click Previous.

Company name [REDACTED]
C.o.C. number [REDACTED]
Address [REDACTED]
Zipcode [REDACTED]
City [REDACTED]

Previous

Next

Is this correct? Choose next.

11. The next step you make a choice whether you want to authorize us for all services (we recommend doing so) and for how long. The most advantageous option is 5 years.

1. Intermediary > 2. CoC-number > 3. Organisation > 4. Authorization > 5. Representatives > 6. Authority > 7. Billing address > 8. Place order > 9. Follow-up steps

Select the desired authorizations

You can choose to request an authorization for all services. This allows you to log in to all existing and future services equal and lower to the level you request. If you choose No you can request authorizations for specific services.

Do you want more information about the structure of our prices? View our [price list](#).

Do you want an authorization for all services? Yes No

Duration 

Previous

Next

Your Order

New organization chain authorization all services EH3 and lower	€ 95.00
Total (excl. VAT)	€ 95.00
VAT amount	€ 19.95
Total	€ 114.95

[Add discountcode](#)

12. Fill in the requested information of all authorized representatives there (the authorized representatives are the directors as registered with the Chamber of Commerce):

Specify the authorized representatives

The authorized representative(s) of the organization have to give permission for the issuance of eHerkenning. In the chamber of commerce extract you can see who are authorized on behalf of the organization. View our website for [more information about representation](#).

Company name [REDACTED]

It appears from the Chamber of Commerce register that you are not independently authorized to apply for eHerkenning. Choose an independently authorized representative from the list below. Is there no independently authorized person in the list? Then choose a majority of the jointly authorized representative. If this is not possible, choose a limited authorized representative who may apply for eHerkenning within this limitation. Is the authorized person not on the list at all? Then you can enter the details of this person yourself.

Note: Enter the details as they appear on the identity document.

Representative	<input type="text" value="[REDACTED]"/>
Birthplace	<input type="text"/>
Type of identity document	<input type="text"/>
Document number	<input type="text"/>
Expiration date	<input type="text"/>
Email address	<input type="text"/>
Confirm email address	<input type="text"/>

Previous

Next

Your Order

New organization chain authorization all services EH3 and lower	€ 95.00
Total (excl. VAT)	€ 95.00
VAT amount	€ 19.95
Total	€ 114.95

[Add discountcode](#)

13. If you are sure that all authorized representatives are filled out choose yes here:

Specify the authorized representatives

Did you add all the necessary legal representatives of the organization for which you want to be authorized?

14. Next, the billing information appears. If this is correct click on next:

1. Intermediary > 2. CoC-number > 3. Organisation > 4. Authorization > 5. Representatives > 6. Billing address > 7. Place order > 8. Follow-up steps

Check the billing address

Your invoice will be sent to the e-mail address below once we have processed your request. We do not send a physical invoice. If you want to specify a different billing address, you must change the e-mail address here.

Email Address ✓

For the attention of ✓

Address ✓

Many organizations work with a PO number. Ask your organization about this. Below you can specify a PO / reference number if desired.

PO/Reference number

Your Order

New organization chain authorization all services EH3 and lower	€ 95.00
Total (excl. VAT)	€ 95.00
VAT amount	€ 19.95
Total	€ 114.95

15. In the next step, the identity documents of the authorized representatives should be uploaded:

Follow-up steps

To process your request we ask you to provide the following documents. Click on "Upload files" to deliver your files to us. If you do not have the necessary files immediately, you can also upload them at a later time. You can come back to this page via the link in the e-mail you just received. When you have uploaded all the files you can click "Finish".

Pay attention! Your action is required: Upload identity documents

Add readable copies of the front and back of identification documents (e.g. passport, driver's license or ID) of the authorized representative(s) listed below. Each identification document must be valid for at least another month. To protect your privacy, we advise you to cover the photo, nationality and BSN.

We also advise you to write on the copy of the identification document the purpose of the copy, for example "application for eHerkenning". The copy of identification document will only be used to validate your application for eHerkenning.

After validating your application, we will destroy every copy of an identification document received.

16. When you have added these you choose finish.

Please note that this does not complete the process. See the next page.

A chain authorization generally does not involve physical identification. Uploading a copy of the identification is often sufficient.

Check the overview of your request

Intermediary data

Company name	BonsenReuling Accountants-Belastingadviseurs
C.o.C. number	09193643
Address	v d Meer d Walcherenstr 2a, 7131EN, Lichtenvoorde

Organization data

Company name	[REDACTED]
C.o.C. number	[REDACTED]
Address	[REDACTED]

Invoice data

Email address	[REDACTED]
For the attention of	[REDACTED]
Invoice address	[REDACTED]
Invoice Amount (excl. VAT):	€ 95.00

Authorizations

Level	Serviceprovider	Service
Eh3	Alle dienstverleners	Alle diensten Eh3

You request eHerkenning which will authorize you for all existing and future services at equal and lower to the level at which you request. The validity period of the authorizations is 5 year(s). By the end of the term you will be given the opportunity to extend the authorizations.

Authorized representatives

Representative	[REDACTED]
Identity document	[REDACTED]
Email address	[REDACTED]

Terms

Protecting your data as well as possible is one of the core values of KPN. We value your privacy. Want to know more? Read our [complete privacy statement](#).

Statement of approval

To complete your application, you must agree to the following conditions.

- I declare that I have checked the data for accuracy and that it is filled in truthfully;
- I agree to the terms of use [Gebruiksvoorwaarden Elektronische Toegangsdiensten eHerkenning](#) and [Algemene Leveringsvoorwaarden ENG](#) terms of use. In case of inconsistency between the terms of use Elektronische Toegangsdiensten and the general terms and conditions eHerkenning KPN the general terms and conditions eHerkenning KPN prevail.

[Previous](#) [Order](#)

Your Order

New organization chain authorization all services Eh3 and lower	€ 95.00
Total (excl. VAT)	€ 95.00
VAT amount	€ 19.95
Total	€ 114.95

[Add discountcode](#)

17. Confirm that you agree with the terms and conditions. Click on 'order'.

18. At the end of the form appears the completed registration form. This application must be printed and signed by the authorized representatives. Note: signatures must be original and may not be replaced by a copy/scan.

19. Send the signed application to the address listed on the form:
KPN
Postbus 636
1500 EP Zaandam
The Netherlands

20. KPN will process the application and if approved, it will be linked to our eHerkenning-tool. Once KPN receives the signed form, granting the authorization takes about 5 more days.