FHI.nl

Instruction Manual for fhi.nl – Version: 2021

FHI FEDERATIE VAN TECHNOLOGIEBRANCHES

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The basic possibilities and functionality for members of the FHI platform are described in this manual. You have received login by email with the details to maintain your extensive profile on www.fhi.nl.

LOGIN TO MY FHI

To access your account, you must log in first. An email address and password are required to log in. We have sent you an email with instruction how to setup a password.

If you did not receive an email, or can not remember your password, you can click on the link 'wachtwoord vergeten'.

STEPS
1. Go to https://fhi.nl/mijnfhi/.

2. Enter your email address.

3. Enter your password (and click on 'inloggen').

4. After a password check, you will be logged in.

FORGOTTEN YOUR PASSWORD

You may have forgotten your password. The 'wachtwoord-vergeten' screen allows you to set a new password.

STEPS
1. Go to https://fhi.nl/mijnfhi/.

2. Click on the link 'Wachtwoord vergeten'.

3. Enter your email address.

4. Click on 'Verzenden'.

5. You will receive an email with instructions to reset your password.

RESET YOUR PASSWORD

After receiving the email confirmation, you have the possibility to set a new password via this (one-time) link.

STEPS
1. Click on the URL that refers to http://fhi.nl/mijnfhi/.

2. Enter a new password.

3. Confirm your new password by re-entering it.

4. Click 'Verzenden'.

5. Your password has been changed. You can login with your new password.

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EDIT YOUR ACCOUNT INFORMATION

After logging in, you have the option to change your account information. Your account information includes your email address and password. The email address must be unique. The email address is used to log in and is therefore not the email address that is displayed on your profile page.

STEPS
1. Go to http://fhi.nl/mijnfhi/.

2. Login and click 'Account' in the menu on the left side.

3. You wil find your options to adjust the details.

4. Adjust the fields you would like to change.

5. Clink on 'Wijzigingen opslaan'.

6. Your new information is now saved and effective.

EDIT YOUR PROFILE DATA

When you are logged in, you have the possibility to change your profile as you wish.

When changing your address and/or contact details, a notification will be sent to FHI to prevent misuse.

AVAILABLE FIELD

Company name	Your company-URL will be determined by your profile link. For example, your company name is FHI, the URL will be /profile/fhi/.
Description	Your description of your company.
Company Address	The visiting address of your company.
Contact description	In this field you describe how visitors of your profile can contact you.

STEPS
1. Go to http://fhi.nl/mijnfhi/.

2. Click on 'Profiel' in the menu on the left side.

3. Edit your data.

4. Click on 'Wijzigingen opslaan'.

5. The inserted data will be checked. You can now see your changes when you click on 'Profiel weergeven'.

VIEW YOUR PROFILE

If you would like to see your profile page, you can click anytime on the 'Home' icon in the right upper corner. Your profile will open in a new window where you can see all your changes.

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CHANGE YOUR PACKAGE

You can change the desired package yourself. Your changes will be activated when FHI has accepted your request.

STEPS

1. Go to http://fhi.nl/mijnfhi/.

2. Log in and click on 'Pakket' in the menu on the left side.

3. Choose one of the packages.

4. Click on 'Kies pakket'.

5. Click on 'Aankoop bevestigen'.

* Please note: If you upgrade you Digitale Service-package you can use it directly. But if you choose a downgrade your changes will be enabled next calendar year.

PLACE A VACANCY

This option is available if you you have the package 'Uitgebreid Profiel'.

STEPS

1. Go to http://fhi.nl/mijnfhi/.

2. Log in and click on 'Vacatures' in the menu on the left side.

3. Click on 'Vacatures afnemen'.

4. Click on 'Vacature plaatsen'.

5. Insert a jobtitle and description (there is a limit of 1000 characters).

6. Insert the desired hours a week in 'Uren per week in'.

7. Insert place of work in 'Plaats'.

8. Click on 'Vacature opslaan'.

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PLACE A NEWS ACTICLE

We strongly recommend you to regularly post news.

STEPS

1. Go to http://fhi.nl/mijnfhi/.
2. Log in and Click on 'Nieuws' in the menu on the left side.
3. Click on 'Nieuws plaatsen'.
4. Click on 'Artikel plaatsen'.
5. Insert a title at 'Titel', a description at 'Beschrijving', a 'Keyword' and insert a picture at 'Afbeelding'.
6. In the header 'Categorieën' you can select relevant subjects for your article.
7. In the header 'Zichtbaarheid' you can select the desired branche site(s) where your article will be visible.
8. Click on 'Artikel opslaan'.
9. At our 'Nieuwsoverzicht' all your articles will be visible.

Click on the 'Home' icon up in the right corner to see your news article(s) on your site.

ADD AN EVENT

If you participate at an event organized by FHI you can share this on your company profile.

STEPS

1. Go to http://fhi.nl/mijnfhi/.
2. Log in and click on 'Events & Beurzen ' in the menu on the left side.
3. Click on 'Evenement plaatsen'.
4. Insert your company name in 'Bedrijfsnaam'.
5. Insert a company description 'Beschrijving bedrijf'.
6. Add (optional) a social media URL and click on 'Evenement opslaan'.

The confirmation will appear in a green field with the message: 'Uw evenementen profiel is succesvol bijgewerkt'.