

# Visma Online

This is a short description of the parts of the Visma Online platform that are accessed by the customers. It is intended as an introduction to the system for the participants in the Bug Bounty program.

## What is Visma Online?

Visma Online is a portal for customers' users to access all their services. Visma Online is also the customers' tool to administrate their users and users' access to applications. Customers can also see their invoicing information related to the services that are handled through this platform, and information about collaborations (for accounting offices and their clients.)

## Roles / authorization levels

There are two authorization levels in the system, user and administrator. The authorization level is set per user and company, so users with access to more than one company may have a different role in the Visma Online portal depending on which company they are accessing. A user can also be inactive, meaning they do not have access/no role in the company at all. (They may still be able to login if they have access to any other company.)

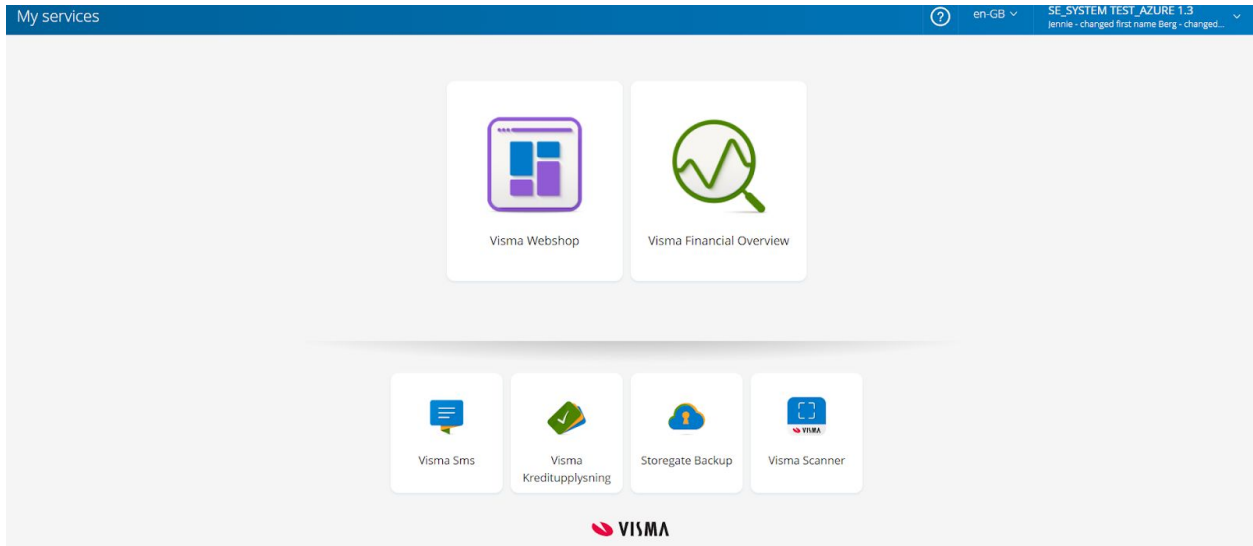
## Company types

A company is categorized by "type". Most companies are of the "normal" type, but to be able to handle special cases where the companies are not paying customers of Visma there are also some other types that will be excluded from invoicing and give access to only parts of the features. For example, "Student" (used in education) and "Trial" customer types. Customer type affects what menu items are available for the logged-in user. For instance, "invoicing information" would not be relevant for a customer type that is not invoiced. These companies and their data should be removed by Visma after the agreed period ends.

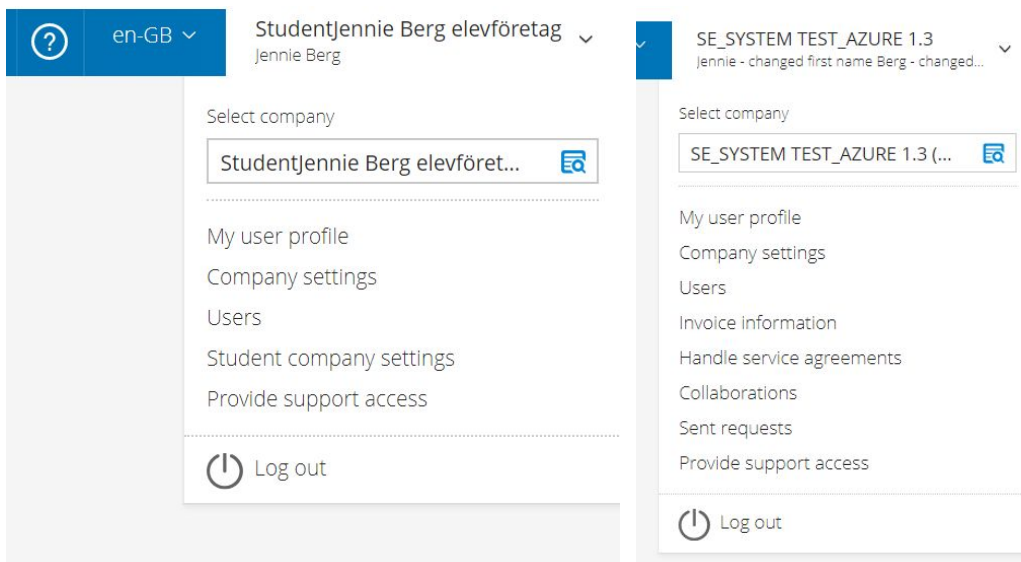
For the first onboarding of Visma Online into Bug Bounty program, it was decided to use student company type which can be created with a valid education code.

# MyServices

When a user logs into Visma Online portal, they see all services they have access to, and from here they can access any of the services.



From the top-right menu, user can switch company context and access all menu items their role admits. It may also differ a bit depending on customer type and if the customer is an accounting office or client of accounting office:



## My user profile

“My user profile” is not part of the Visma Online platform (it is part of Visma Connect).

# Company settings

In company settings, the company information can be edited and there is information about who are administrators for the company. Only company administrators are allowed to edit any information on this page, but all users on the company can view it.

The screenshot shows the 'Company settings' page. At the top, there is a blue header with 'My services' on the left and 'en-GB' and 'StudentJennie Berg elevföretag Jennie Berg' on the right. Below the header, the page title is 'Company settings' with a gear icon. Underneath, it says 'Company' with a pencil icon. A note states: 'Here you'll find your company and invoicing information. The invoicing information provided here is used for invoices from Visma.' The page is divided into two sections: 'Company information' and 'Invoicing information'. The 'Company information' section includes: Customer no., Corporate identity no. (000000-0000), Company name (StudentJennie Berg elevföretag), and Mandatory two-step verification for all users (Deactivated with an info icon). The 'Invoicing information' section includes: Company address (Testvägen 12345 Malmö), Email address, and Your reference (StudentJennie Berg). At the bottom left, there is a 'Logo' placeholder.

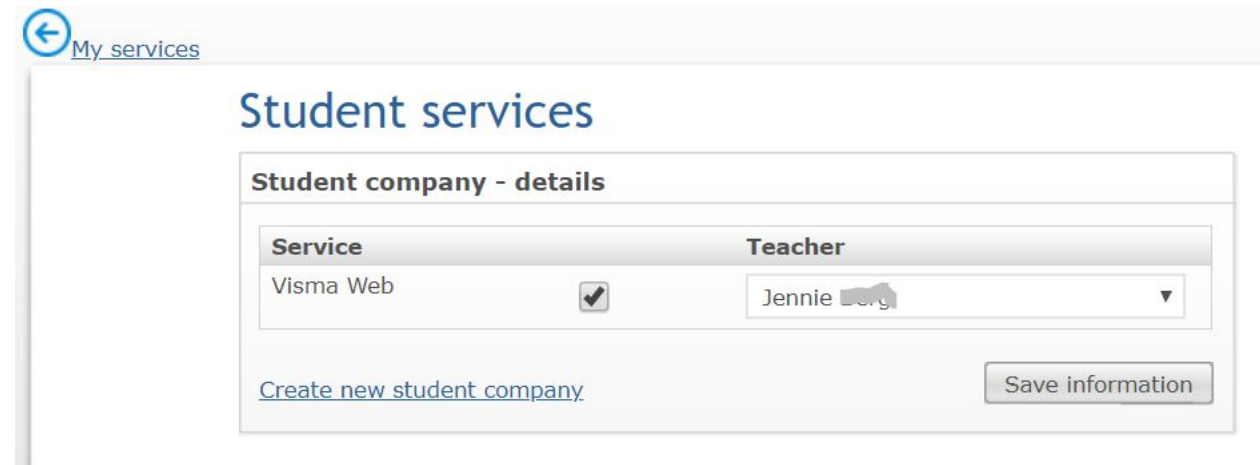
# Users

On the “Users” menu item, administrators of the company can add or update users, and configure users’ access to services. In case a user has access to more than one company, there is some information that can only be updated by the user themself.

The screenshot shows the 'Users' page. At the top, there is a blue header with 'My services' on the left and 'en-GB' and 'StudentJennie Berg elevföretag Jennie Berg' on the right. Below the header, the page title is 'Users' with a person icon. On the right side, there is a green 'Create user' button. Below the title, there is a search bar with a magnifying glass icon and a 'Show services' toggle switch. The main content is a table with two columns: 'Name' and 'Email address'. The table contains four rows of user information. The first row is 'Adm\_Jennie' with email 'jennie.j@visma.com'. The second row is 'Jennie'. The third row is 'Jennie'. The fourth row is 'StudentJennie' with 'Main contact' and a lock icon, and email 'jennie.j@visma.com'.

## Student company settings

Student company settings is a menu item available only for student companies. Here are settings that only apply to student companies.



My services

### Student services

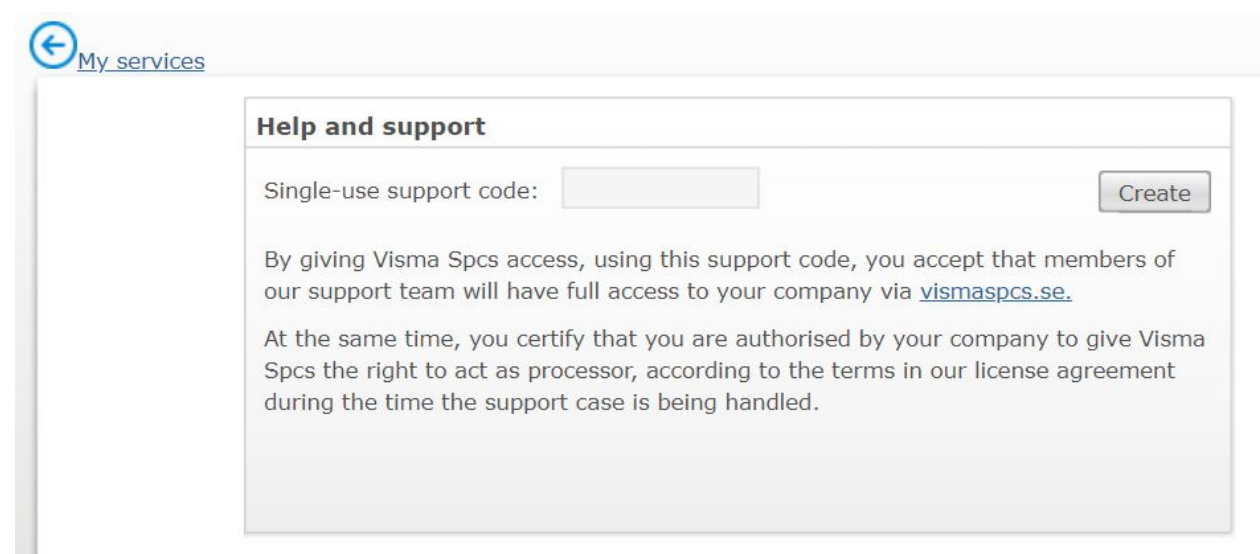
#### Student company - details

Service	Teacher
Visma Web <input checked="" type="checkbox"/>	Jennie [redacted] ▼

[Create new student company](#)

## Provide support access

When a customer calls support, they have the possibility to allow temporary access to their company in Visma Online to the support technician. They do this by generating a support code that the support technician can use once to get access to the company with the same privileges as the user.



My services

### Help and support

Single-use support code:

By giving Visma Spcs access, using this support code, you accept that members of our support team will have full access to your company via [vismaspcs.se](https://vismaspcs.se).

At the same time, you certify that you are authorised by your company to give Visma Spcs the right to act as processor, according to the terms in our license agreement during the time the support case is being handled.

# Getting access

Create an account on Visma Online stage environment by register a student company:


<https://admin.stage.vismaonline.com/Customer/StudentSignup.aspx?uilang=en>

Training code: g004t

## Register your student company


**Step 1 of 2**


This is where you create the company that you will use during your training. The next time you want to log in to your company, go to <http://www.vismaspcs.se> and select Log in. You log in using the email address and password you chose below.


Training code: \*  

*Your teacher will give you the training code*

**Your login**

First name: \*  

Last name: \*  

Email address: \*  

Select service and save. (For Visma Online, it does not matter which service.)

## Register your student company

### Visma Spcs Training license

**Step 2 of 2**

Your school

**Your student company**

Company name

Program/service	Teacher (voluntary)
<input checked="" type="checkbox"/> Visma eEkonomi	<input type="text"/>

## Student company created

### Welcome to Visma Spcs!

You have been registered as a user. We have sent you an email in order to verify your email address. Click on the link in the email to log in.

Now you should get an email from [do.not.reply@platform.stagaws.visma.com](mailto:do.not.reply@platform.stagaws.visma.com), click on the green button "Aktivera konto" to activate the account.

Hej Jean Grey,

Välkommen till Visma Online och tack för din registrering!

Klicka på länken nedan och följ instruktionerna för att aktivera ditt konto [jean.grey@mailinator.com](mailto:jean.grey@mailinator.com).

[Aktivera konto](#)

Denna länk upphör att gälla om 24 timmar och fungerar bara en gång. Om länken inte går att klicka på, kopiera och klistra in den i din webbläsare.

Vänliga hälsningar,  
Visma



Enter a password for the account and click on the green button “Ändra lösenord” to proceed.

- Minimum 8 characters
- Minimum 1 capital letter
- Minimum 1 lowercase letter
- Minimum 1 numerical
- Minimum 1 special character

Visma Online

Ange ditt nya lösenord

Nytt lösenord

Bekräfta lösenord

[Ändra lösenord](#)

[Tillbaka till inloggningen](#)

**VISMA**

- ✓ Minst 8 tecken
- ✓ Minst 1 versal (stor bokstav)
- ✓ Minst 1 gemen (liten bokstav)
- ✓ Minst 1 numeriska
- ✓ Minst 1 specialtecken (t ex ! ?)

Click the green button "OK, jag har läst" to accept user terms and proceed.

## Användarvillkor

Våra Användarvillkor har uppdaterats

Du är ansvarig för ditt användarkonto och hur det används. Detta inkluderar säkerheten, platsen och uppkopplingen för alla enheter som du använder. Skydda ditt lösenord eller andra säkerhets- och behörighetsuppgifter genom att hålla dem hemliga och konfidentiella. Du får inte dela ditt användarkonto med någon annan eller använda det på ett sätt som strider mot Användningsvillkoren.

[www.visma.com/trust-centre/transparency-main/smb/service-information/terms-of-service](http://www.visma.com/trust-centre/transparency-main/smb/service-information/terms-of-service)

Användning av Vismas tjänster innebär behandling av dina användningsdata. Läs mer om hur Visma behandlar personuppgifter:

[www.visma.com/trust-centre/transparency-main/smb/transparency/usage-data](http://www.visma.com/trust-centre/transparency-main/smb/transparency/usage-data)

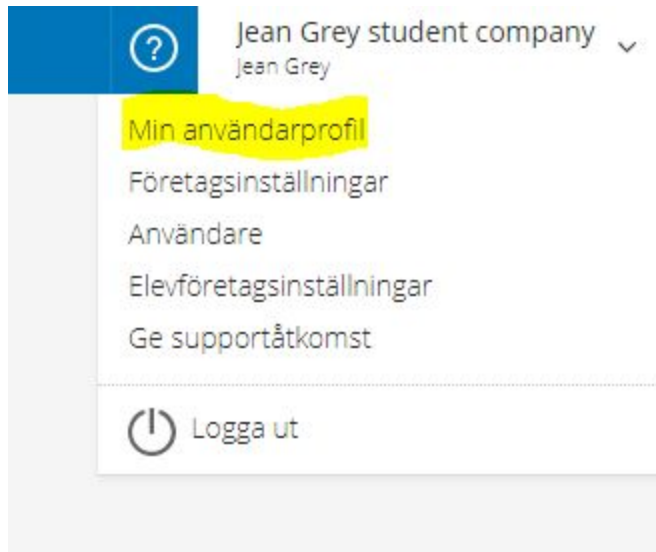
OK, jag har läst



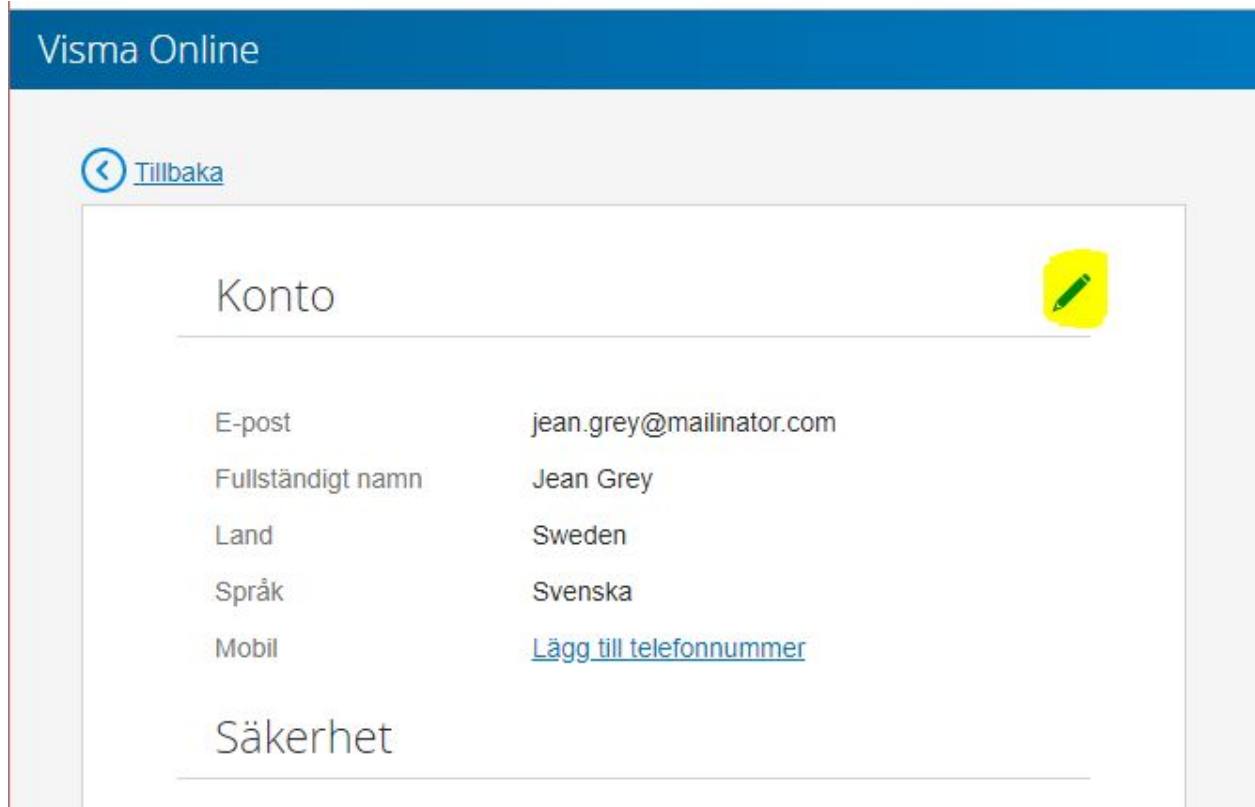


## Language settings

If you prefer English instead of Swedish, select “Min användarprofil” in the menu in the top right corner.



Click on the pen image button to edit.



Select a language in the dropdown “Språk” and click the green button “Spara”:

Visma Online

[Tillbaka](#)

## Konto

\*E-post jean.grey@mailinator.com  
[Ändra e-postadress](#)

\*Förnamn

\*Efternamn

Land

**Språk**


Mobil [Lägg till telefonnummer](#)

[← Back](#)

## Account

Email	jean.grey@mailinator.com
Full name	Jean Grey
Country	Sweden
Language	English
Mobile	<a href="#">Add phone number</a>

You may also have to change here:

Logged in as: Jean Grey Grey, Jean Grey student company  [Log out](#)

[← My services](#)

### Student services

**Student company - details**

Service	Teacher
Visma eEkonomi <input checked="" type="checkbox"/>	<input type="text"/>

[Create new student company](#)

## Scope for Bug Bounty

Most of the pages accessible from the top right menu are in the scope of the Bug Bounty program, but keep an eye on the URL - all pages included are should be in one of the following subdomains:

<https://myservices.stage.vismaonline.com>  
<http://myservices-api.stage.vismaonline.com/>  
<https://admin.stage.vismaonline.com>

<https://identity.stage.vismaonline.com>