API keys via MijnPostNL Zakelijk

For integrations via a third party with PostNL

Step 1. Log in to Mijn PostNL Zakelijk

Go to [Mijn PostNL Zakelijk] and **log in** (1) with your credentials.

If you don't have a Mijn PostNL Zakelijk account yet, click '**Maak een account aan**' (2) and follow the steps to set up your user account.

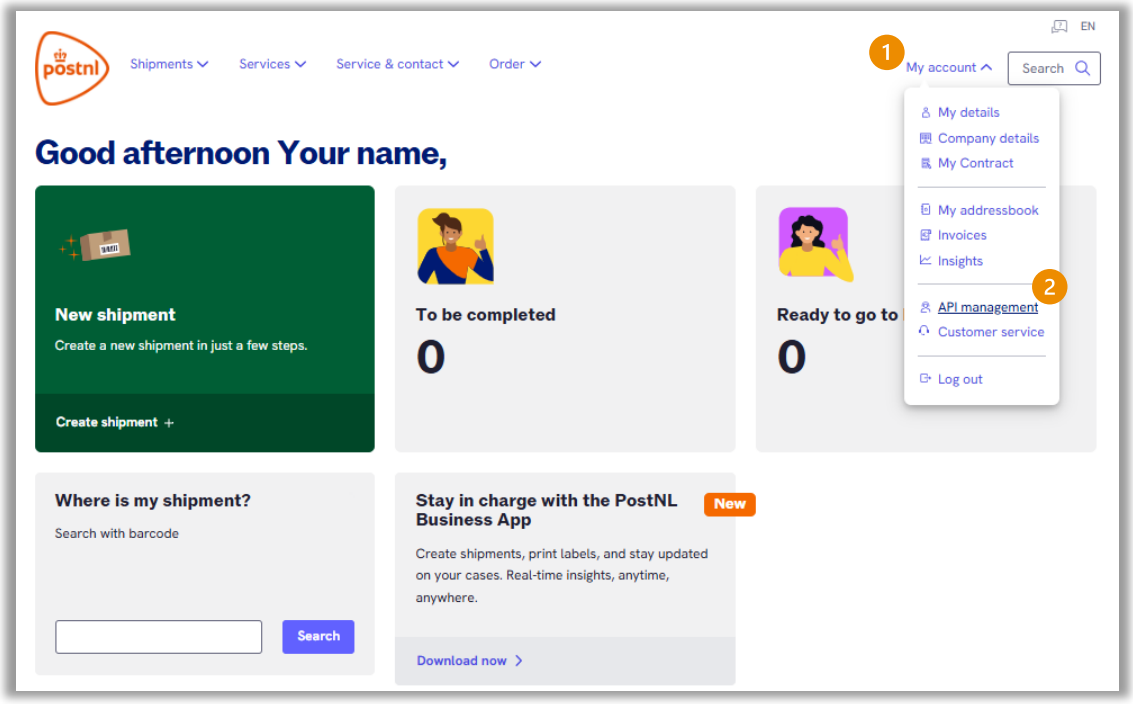
If you've forgotten your password, click '**Wachtwoord vergeten**' (3). Please note that PostNL cannot help you request a new password or reset your account. The only way to do this is by clicking '**Wachtwoord vergeten**' on the login page.

Step 2. Go to ‘My Account’

Once you’re logged in, you’ll land on the Mijn PostNL home screen. You can always return to this screen by clicking the PostNL logo in the top-left corner.

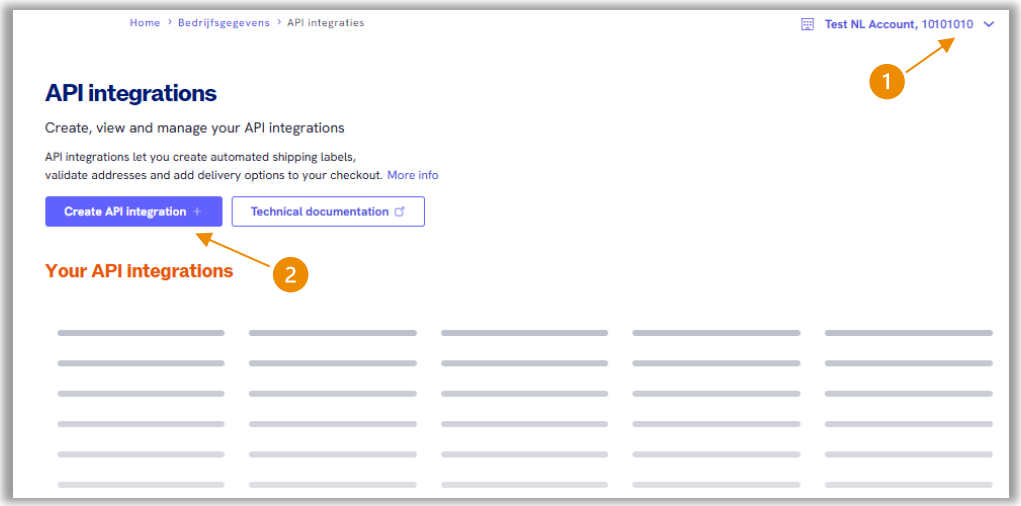
In the top-right corner, you’ll find a drop-down menu under ‘**My account**’ 1. Hover over this menu with your mouse and then click ‘**API management**’ 2. You will now be taken to the section where you can view, create, and manage your own integrations.

If you don’t see this option, your account doesn’t (yet) have the correct permissions. The Mijn PostNL Zakelijk administrator within your organization can update your access rights.



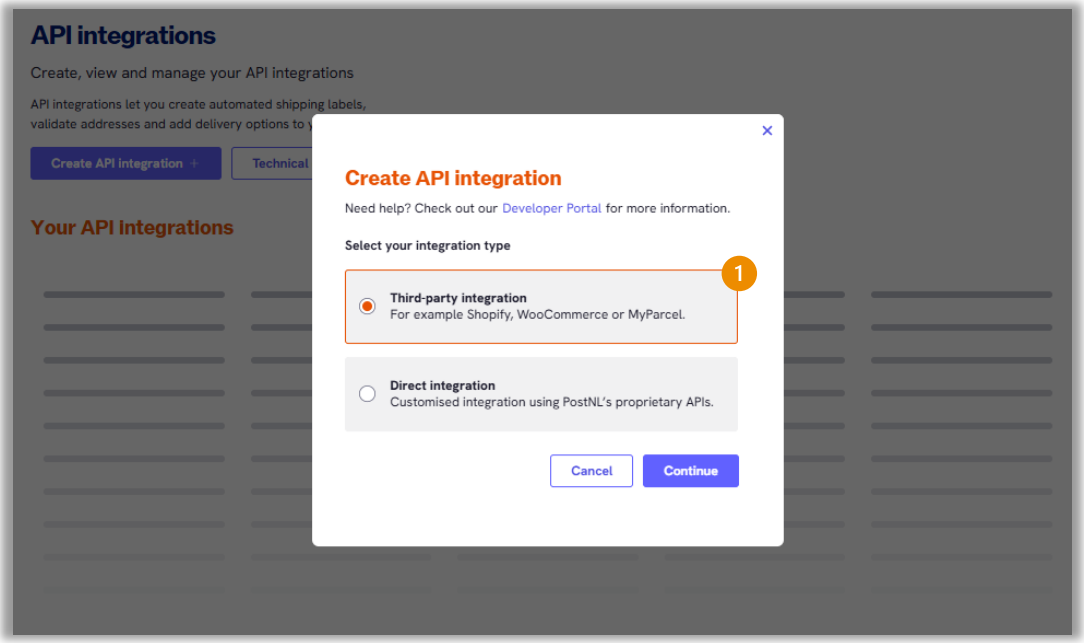
Step 3. Create a new integration

You are now in the environment where you can manage your integrations. Make sure you’ve selected the correct **customer number** 1 in the top-right corner for which you want to manage your integrations. If you haven’t created any integrations yet, your screen will look like the example shown in the image. If you already have existing integrations, they will appear here. Click ‘**Create API integration**’ 2.



Step 4. Select your integration type

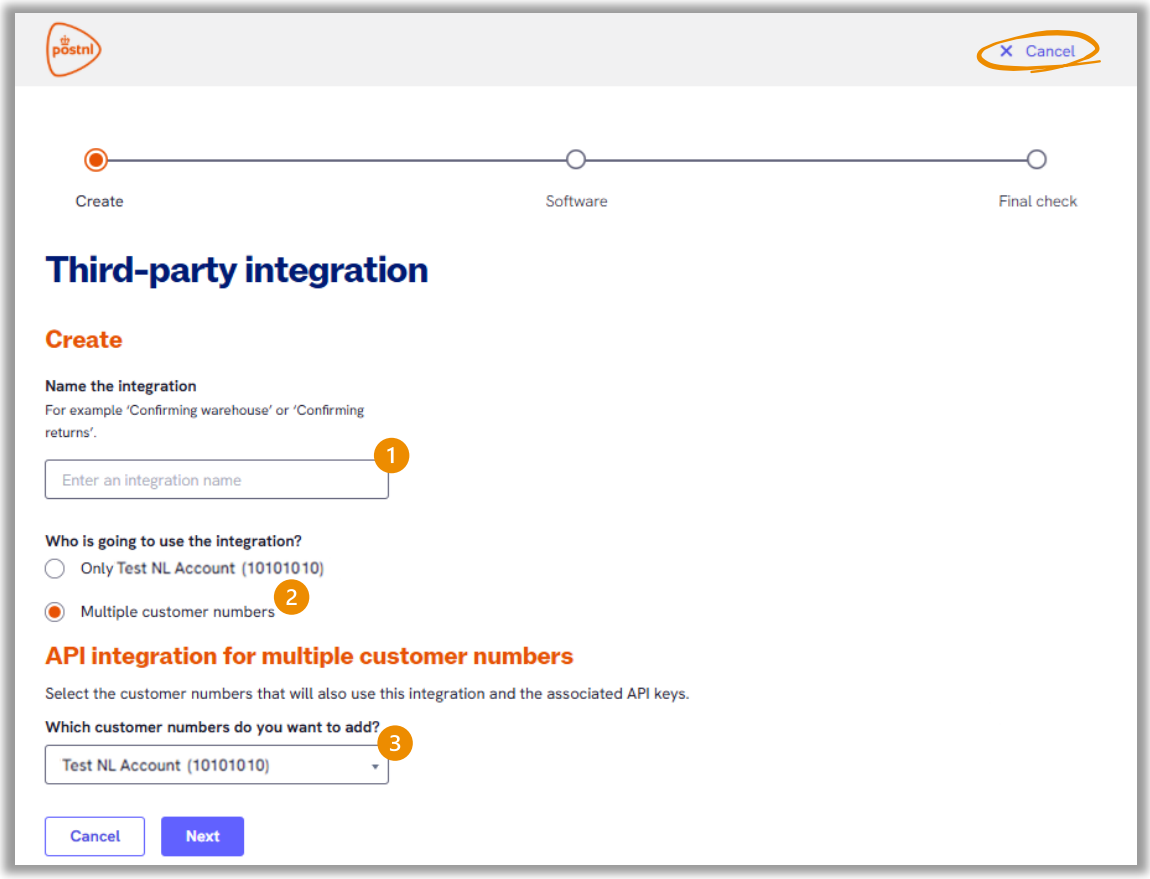
Choose '**Third-party integration**' 1 to create an integration for a third-party tool, such as a plug-in or another third-party solution. Click '**Continue**' to continue through the setup flow for creating a new integration.



Step 5. Name and customer number

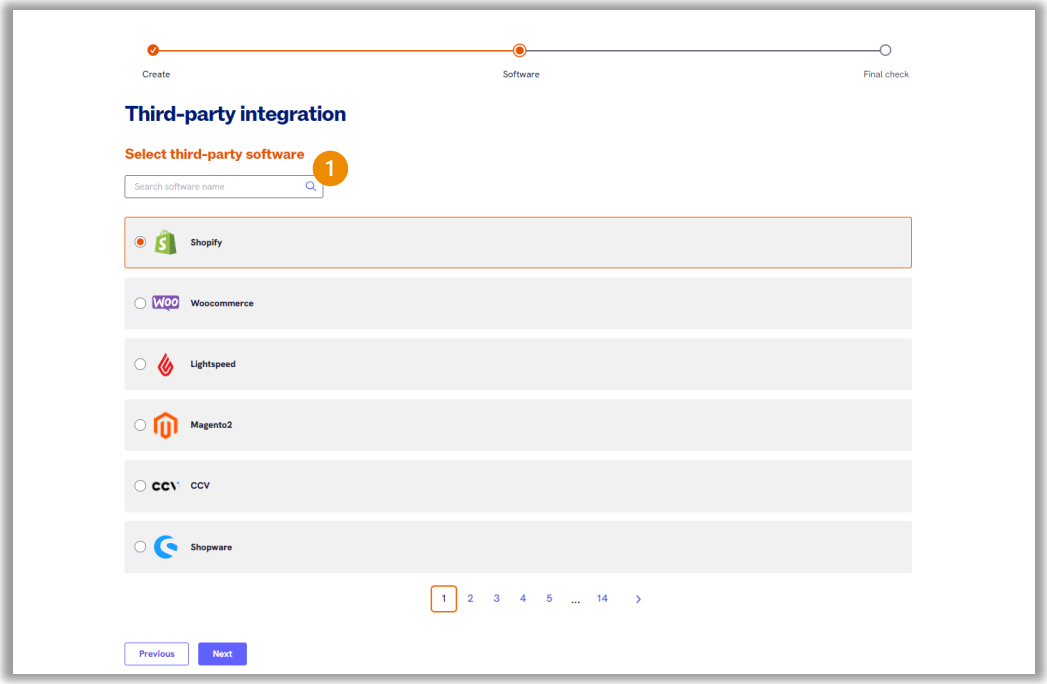
You can cancel this process at any time by clicking 'Cancel' in the top-right corner.

Start by giving your integration a clear, recognizable **name** 1. If your customer number has one or more underlying customer numbers, you will also see the option '**Who is going to use the integration?**'. When you select the option '**Multiple customer numbers**' 2, an additional field will appear. You can then choose to authorize multiple customer numbers by selecting them from the drop-down menu under '**Who is going to use the integration?**' 3. Click '**Next**' to continue.



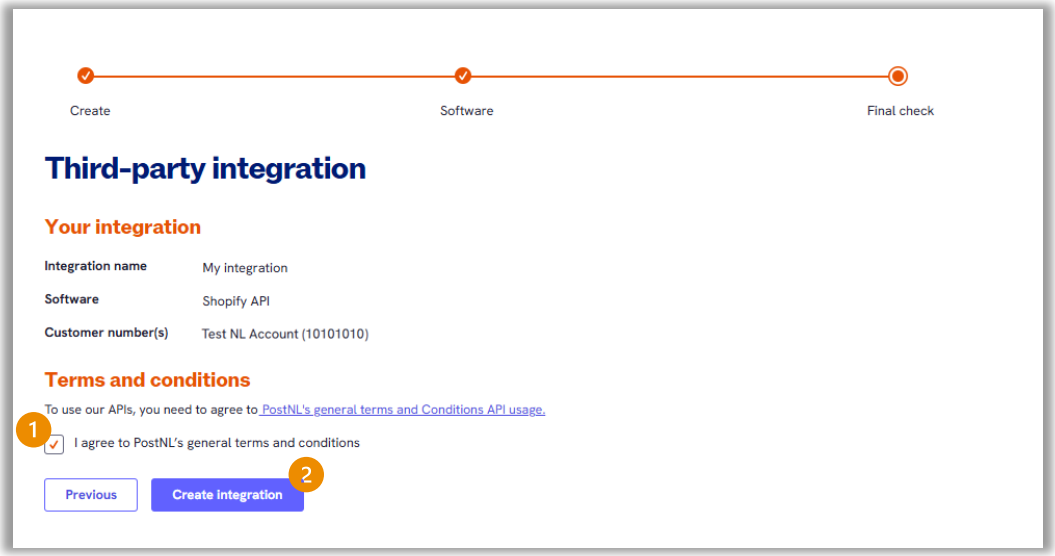
Stap 6. Selecting the software

Select your **third-party software** provider from the list. You can easily find the provider you work with by entering their name in the search field 1. Click '**Next**' to proceed to the final step.



Step 7. Final check and confirm

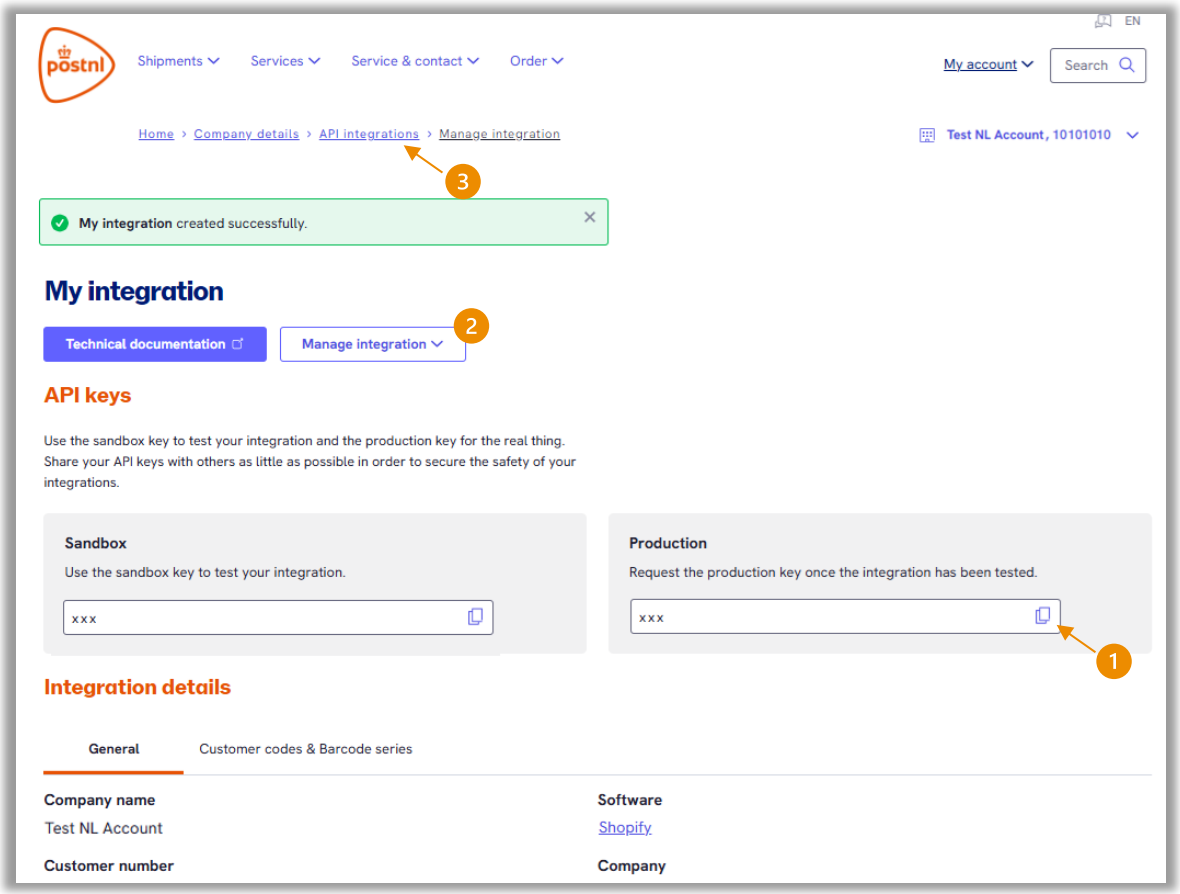
Check all details carefully and make sure to read the terms and conditions. Is everything correct? Then tick the box for '**I agree to PostNL's general terms and conditions**' 1 and click on '**Create integration**' 2. You will then be taken to the page where you can manage your new integration and view an overview of all its details.



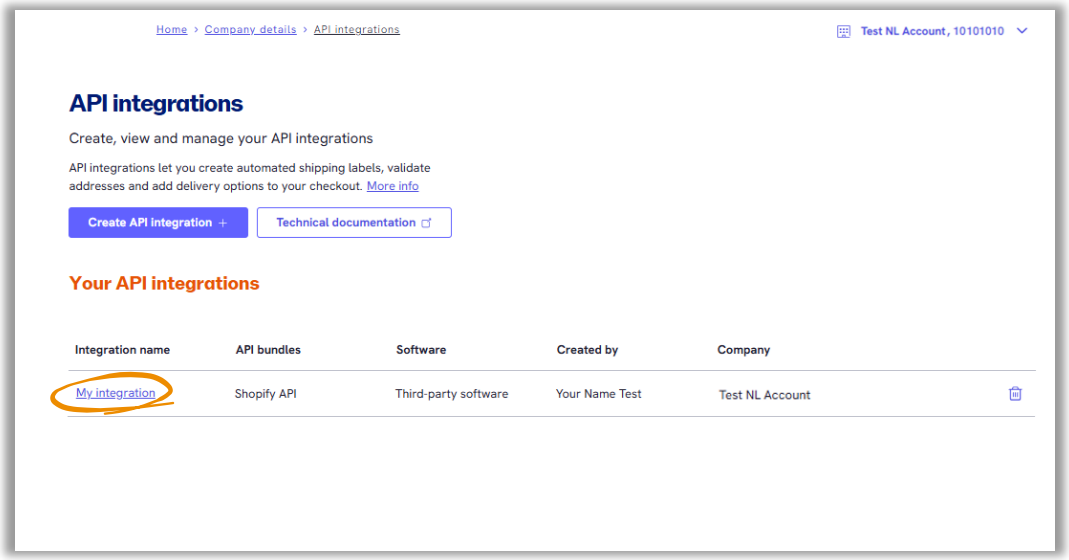
Step 8. Manage your integration

You are now on the page where you can view all the details of your integration. Both your sandbox key and your production key will be available immediately. Copy 1 the production key and share it with your software provider so they can complete the integration setup.

Made a mistake or need to change something later? Click '**Manage integration**' 2 to edit or delete the integration. You can update the integration name and the authorized customer numbers. Please note that changes can only be made from the customer number that was used to create the integration (you can see which customer number you are currently using in the top-right corner).



Use '**API integrations**' 3 to navigate back to the overview of your integrations. Your new integration is now listed here. Click the name of the integration to return to the page where you can view all of its details.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