

How to access MATIS for a company without a Belgian company registration number

Would you like to get started on the [MATIS web portal](#)? First you need to set-up your login. This document describes how you can access MATIS for a company without a Belgian company registration number. Upon registration in the Crossroads Bank for Enterprises (CBE) each entity receives a [company registration number](#). All company registration numbers can be found in the [public search](#) of the Belgian CBE.

To login for a company with a Belgian company registration number, you should use the manual in Dutch called 'Handleiding registratie' on our website: ovam.vlaanderen.be/matis.

IN SHORT

If your organization has a no Belgian company registration number, the person responsible for your company, needs to set-up one or more users for MATIS via the OVAM user management on sso.ovam.be. The person in charge of your organization can grant you access to the MATIS web portal.

Step 1: Who is the responsible person for your company

Most companies that are asked to report in MATIS already have a responsible person in the OVAM user management, sso.ovam.be. If so, this person should login and go to step 2. If you don't know who the responsible person is for your company, please contact the OVAM. You can contact OVAM through the contact form for MATIS (<https://app.keysurvey.com/f/41595631/a38c/>) or by phone (+32 15 284 284).

What if your company has no responsible person for the OVAM user management ?

Go to sso.ovam.be and download the manual (in English) at the bottom of the page.

If you don't have a login yet, go through '1. Create a new login'.

Then go through chapter 2 of the manual, to be sure the company that should report in MATIS is linked to your login.

If necessary, you will have to request an authorisation code. The authorisation code is sent by post by the OVAM to the registered office of the company. This might take a few weeks. After receiving the letter containing the authorization code you need to register it once in the OVAM User

Management. The first user is also the person responsible for your organization. This person can add other employees to the company and give employees access to different web portals, also for MATIS.

When you receive the letter, you can go to sso.ovam.be to register your authorization code.

Step 2: How to give someone access to the MATIS web portal?

To gain access to MATIS, an employee must be given the role 'MATIS melder' (MATIS reporter).

If you are the person responsible for your company (Step 1), follow the steps below:

1) Log in to sso.ovam.be and choose 'User management'

2) Then choose 'Manage organization'

SAMEN MAKEN WE MORGEN MOOIER

John Porthman 'N.V. JANSSENS' EN FR NL

OVAM User management

Add new company **Manage organisation** My account Log off

Organisation **Employees**

N.V. JANSSENS

Head office

Company number: 0412421333 Save changes

Name: N.V. JANSSENS

OVAM number: 16582

3) Then select 'Employees'

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OVAM User management

Add new company Manage organisation My account Log off

Organisation **Employees**

N.V. JANSSENS

Head office

Company number: 0412421333 Save changes

Name: N.V. JANSSENS

4) Select the employee that should access the MATIS web portal. At the bottom, select 'OVAM' and 'Company>MATIS melder'. Click on >> to assign the MATIS reporter role. 'Company>MATIS melder' should then be shown under 'Set roles'.

You can also add a new employee at the bottom of this screen.

RECYCLING NETWORK 2 results

Name	Employee level	Active roles	E-mail
[REDACTED]	Active	8 active role(s)	[REDACTED]
[REDACTED]	Active	8 active role(s)	[REDACTED]

Show also non-active employees and roles
 Delete the selected employee

Automatically assign all initial roles:

Set the roles per application for user 'E [REDACTED]'

Digipost
Gemeentelijke Benchmark
Prtr
PAF
Centraal non-conformiteitenregister
OVAM
DigiLab
Registrations Web Portal
Cleanliness barometer
Industrial waste statistics
Regions for recycling – European version
OVAM Regions for recycling
User management
Naval waste
Webloket IVS

Available roles

- Company>MATIS melder
- Company>Asbestcertificatie kandidaat

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Do you want to give a mandate to a person outside your organization?

Within OVAM user management, a person from outside the organization can also be given a **mandate**. To do this, the person responsible for OVAM user management within the organization must add this person as an employee and give him or her the rights for the MATIS web portal.