

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

Would you like to get started on the [MATIS web portal](#) or [IRIS web portal](#)? First you need to set-up your login. This document describes how you can access MATIS or IRIS for a company without a Belgian company registration number. Upon registration in the Crossroads Bank for Enterprises (CBE) each Belgian 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 no Belgian company registration number, the person responsible for your company can grant you access to the MATIS web portal or the IRIS web portal. That person needs to set-up one or more user rights for MATIS ('OVAM-keycloak' - 'MATIS-melder') or IRIS ('OVAM-keycloak' - 'IRIS verantwoordelijke') via OVAM user management on sso.ovam.be.

Step 1: Contact the person responsible for your company in the OVAM user management

Most companies that are asked to report in MATIS or want to access IRIS already have a responsible person in OVAM user management, sso.ovam.be. If so, this person should go to step 2.

How to find out which person is responsible for OVAM user management in your company?

If you don't know who the person is responsible for your company in OVAM user management, please contact OVAM. You can contact OVAM through the [contact form for MATIS](#), by mail for IRIS at identificatieformulier@ovam.be or by phone (+32 15 284 284).

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

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

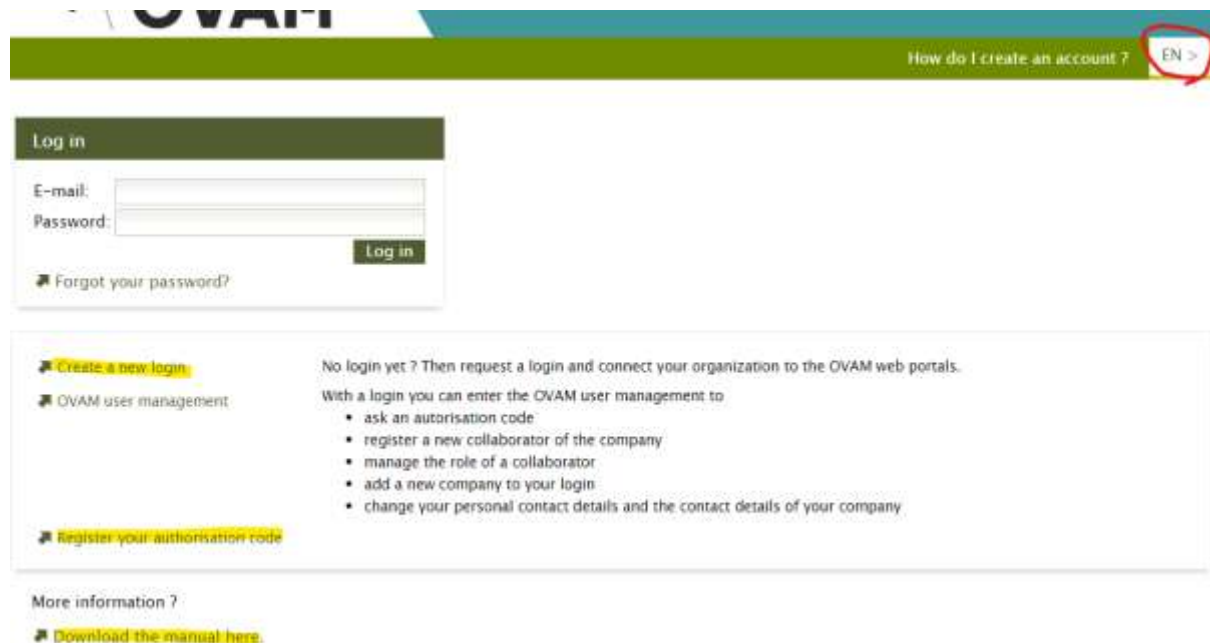
If you don't have a login yet, go through '1. Create a new login'.

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 authorization code. The authorization code is sent by post by 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 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.

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 or IRIS web portal?

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

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 HOPGEN MOOIER

John Portiman "N.V. JANSSENS" Log off

OVAM User management Add new company **Manage organisation** My account

Organisation **Employees**

N.V. JANSSENS

Head office: ▼

Company number: Save changes

Name:

OVAM number:

3) Then select 'Employees'

SAMEN MAKEN WE HOPGEN MOOIER

John Portiman "N.V. JANSSENS" Log off

OVAM User management Add new company Manage organisation My account

Organisation **Employees**

N.V. JANSSENS

Head office: ▼

Company number: Save changes

Name:

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

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

Digipost
Gemeentelijke Benchmark Tool
Pitt
PAF
OVAM-keycloak
Digitalis
Webloket Registraties
Netheidsbarometer
Bedrijfsvalv statistiek
Regions for recycling - Europese versie
OVAM Regio's voor recycling
Gebruikersbeheer
Scheepsafvalstoffen
Webloket IV's
Kennisgevingenloket
Genventariseerde werken
Grondstofverklaringen
Cirkeltips
Dossieropvolging

Beschikbare rollen

- Bedrijf>MATIS melder
- Bedrijf>Asbestcertificatie kandidaat
- Bedrijf>Non-conformiteitenregister Indiener
- Bedrijf>IRIS verantwoordelijke

Ingestelde rollen

>>

>

<

<<

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.