OVAM User Management : user's manual

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1. Create a new login

You have never requested a login for the OVAM User Management or the Registrations Web Portal? Then click **Create a new login**.

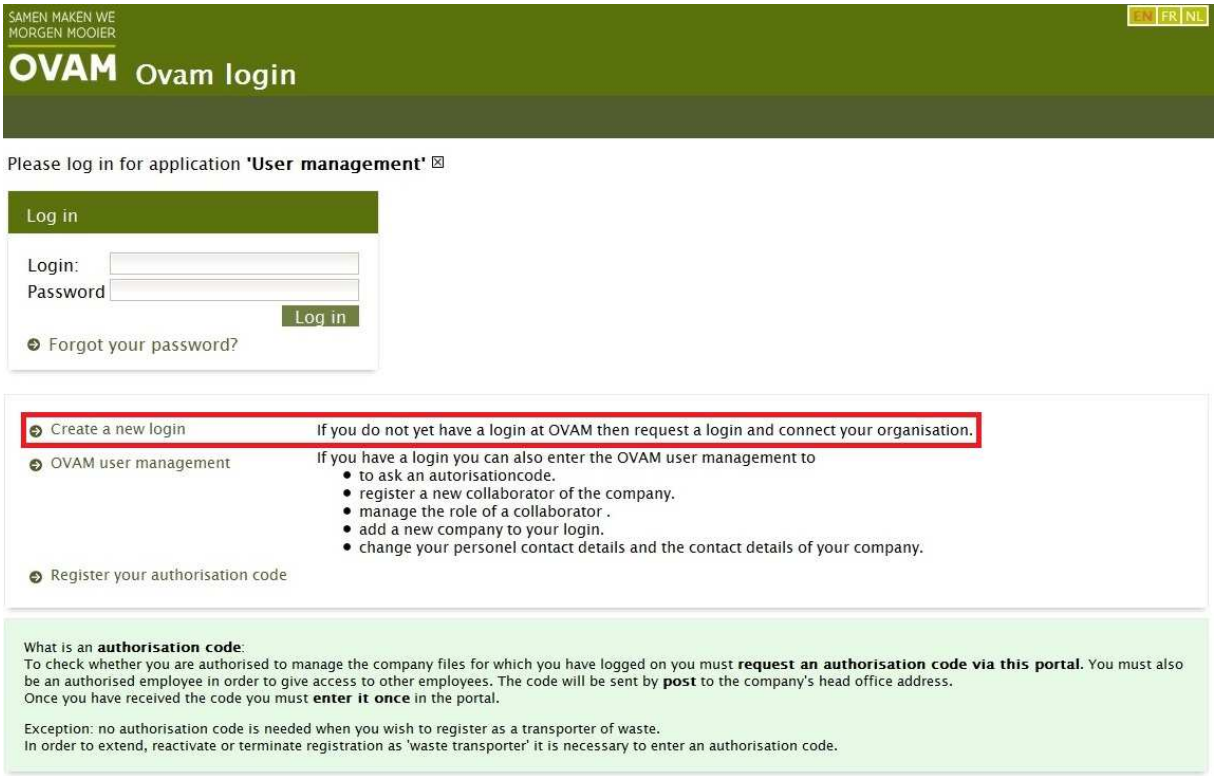


Fig. 1

The email will be used as login.



Fig. 2

After clicking **Request new user**, following message will appear:



Fig. 3

Open your email message and click **Confirm**

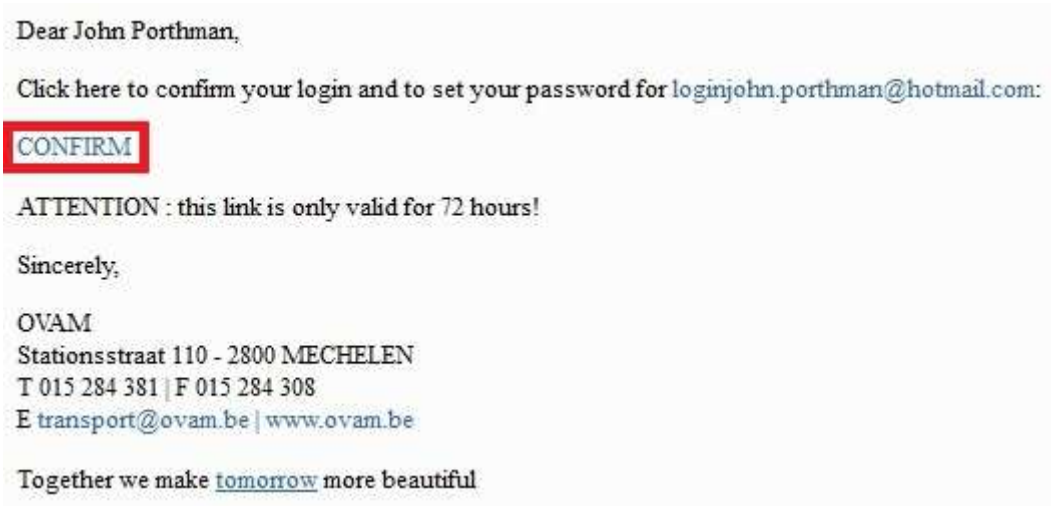


Fig. 4

Set your password and click **Confirm login**.



Fig. 5

Note: it may happen that the application is not responding after clicking ‘Confirm login’. If the ‘loading'-window has not disappeared from the screen after a few minutes, please close the application with the cross in the upper right corner. Click again ‘Confirm’ in the email. When clicking this link is giving an error, then the password setting has succeeded nevertheless. After signing in in the ‘OVAM User Management’, you can then log on the company you want to manage the data for. Click in the ‘User management’ on the **Add New Company** button in the upper right corner.

2. OVAM User Management

After signing in in the OVAM User Management there are 3 possibilities:

- If your login is not yet linked to a company, the screen ‘Add new company’ will be displayed.

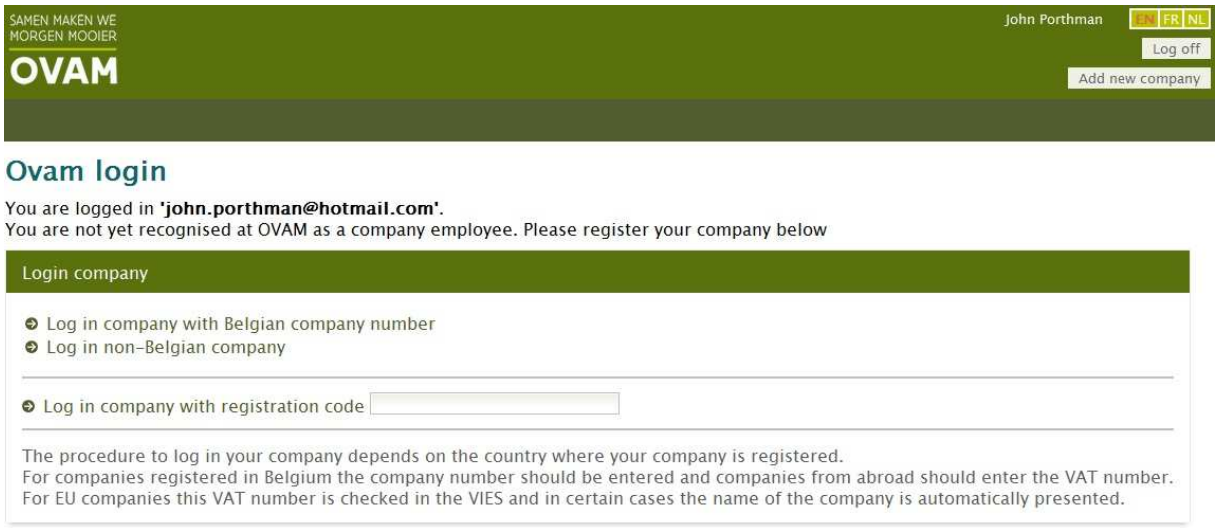


Fig. 6

You will automatically be redirected to this screen after creating a new login.

- If your login is linked to 1 company, following screen will be displayed:

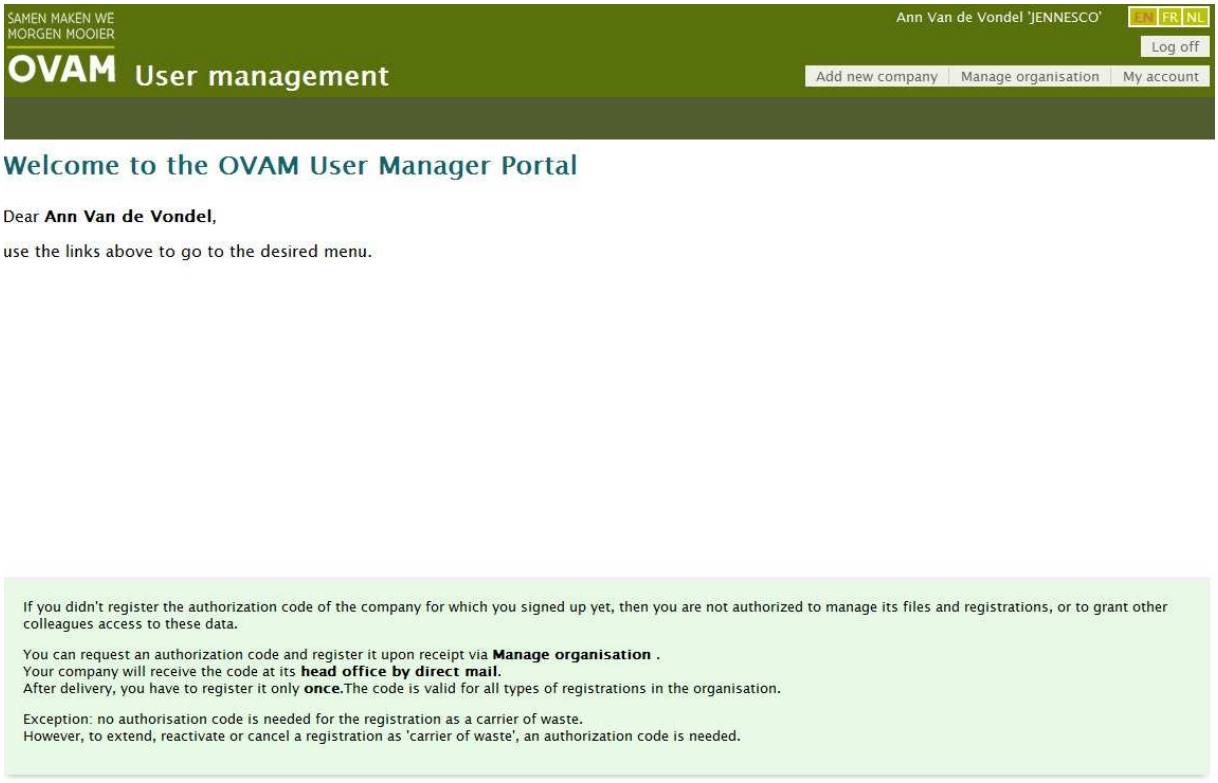


Fig. 7

- If your login is linked to several companies, following screen will be displayed:

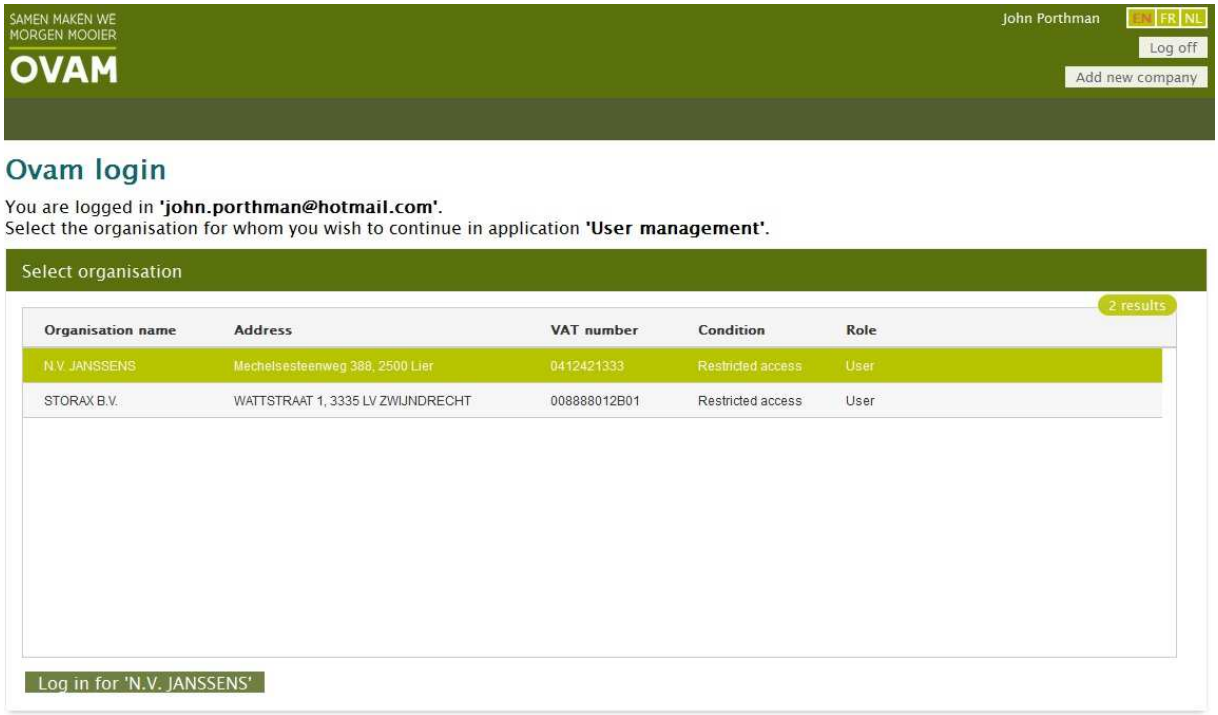


Fig. 8

By selecting one of the organisations from the list, the login button appears for this company. Clicking this button takes you to the screen shown in Fig. 7.

2.1 Add new company

Click the button **Add new company**.

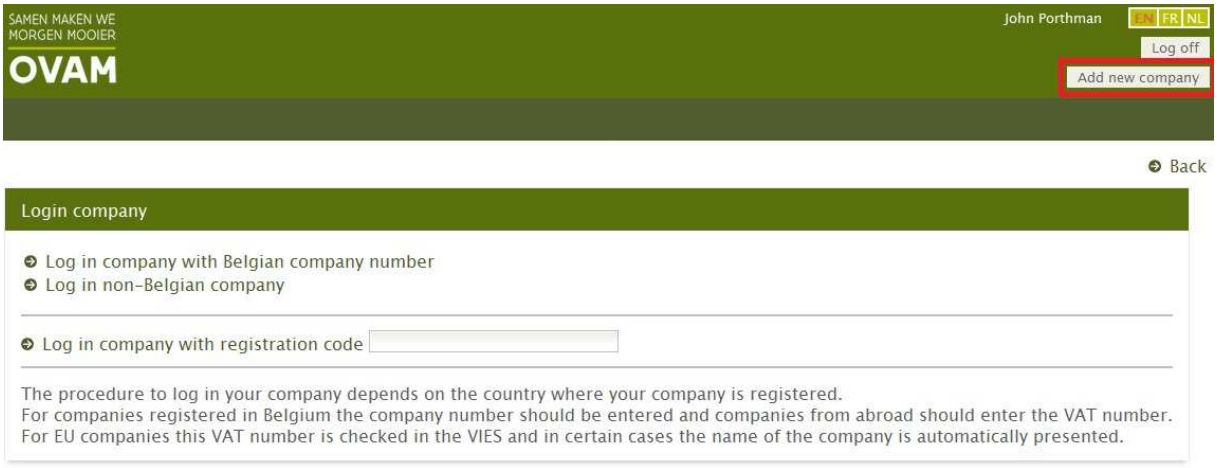


Fig. 9

Belgian companies are identified by their company number, foreign companies are identified by their VAT number. Click the appropriate button to complete the identification numbers.

For more information about signing up with an authorization code, see the relevant chapter in this manual.

2.1.1. Log in a Belgian company



Fig. 10

Enter the company number and click **Check company**.

The company number is being checked whether this number is already known in the OVAM User Management and whether this number is an active company number in the official Belgian Central Database for Enterprises (Kruispuntbank der ondernemingen = KBO).

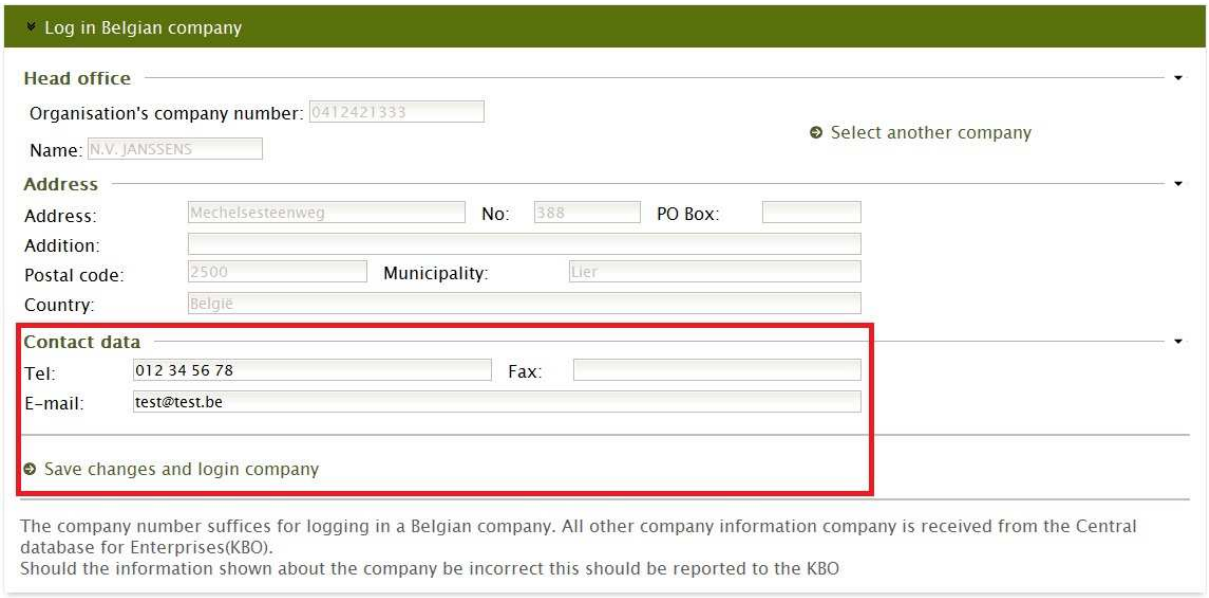


Fig. 11

For Belgian companies only the contact information has to be entered. Telephone and e-mail are required fields.

The name and address of the head office are retrieved from the authentic source, the Central Database for Enterprises (Kruispuntbank der Ondernemingen). These data are not changeable.

Click **Save changes and login company**.

2.1.2. Login non-Belgian company



Fig. 12

Select the country and enter the VAT number. Click **Check company**.

For non-Belgian companies that are registered in the EU, the VAT number is checked using the VIES service. This is a system for the electronic transmission of information on the VAT identification (= validity of VAT-numbers) of companies registered in the EU.

The data is real-time, meaning that every time there is information requests, a message is sent to the Member State that issued the VAT identification number to verify that the specified number is valid.

A number can be invalid for several reasons. Check whether the entered number is correct (correct number of characters, correct length). If the system, even after checking, continues to indicate that the number is invalid, please contact the tax authorities of the Member State.

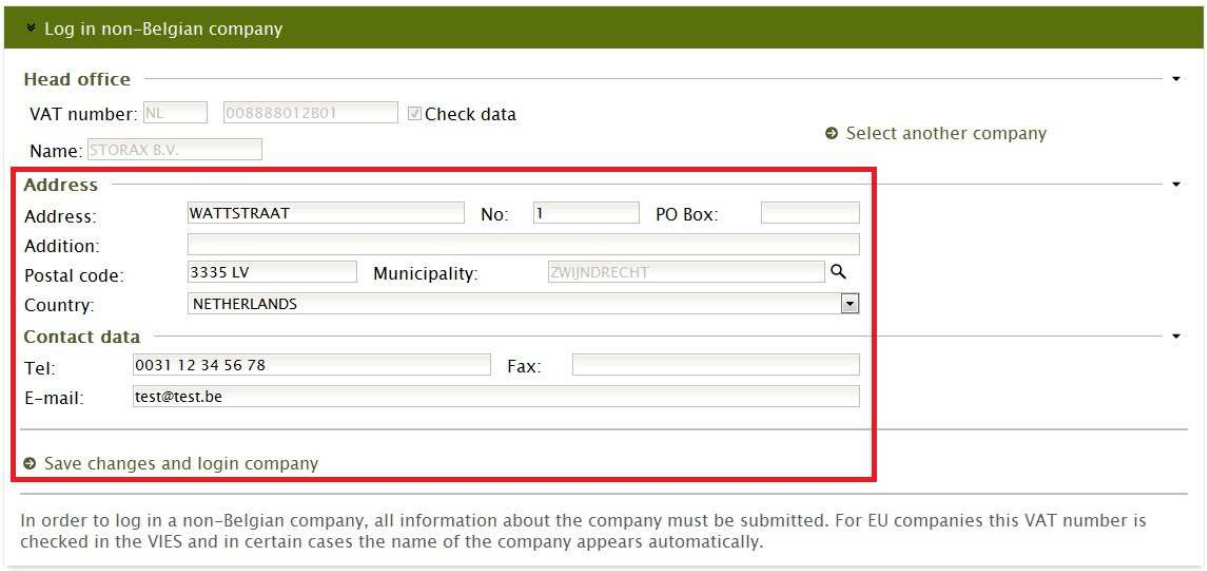


Fig. 13

For certain countries, the company's name is offered by the VIES service. In that case, the name is not changeable.

The address and the contact information should always be filled.

Address, postal code, town, municipality, telephone and e-mail are required fields.

Click **Save changes and login company**.

2.1.3. Registers

The OVAM offers on its website public lists, for example a list of registered waste collectors, traders or brokers and carriers of waste.

The address and contact information of the companies that will be entered in the User Management, will be shown in these lists. You are solely responsible for the accuracy of the data. If the information is incorrect, you have to change it yourself in the User Management or in the original source where the information is retrieved.

2.2. Organisation information and employees management

2.2.1. Request authorization code

What is an authorization code?

With an authorization code the OVAM checks if you can access certain information and files from the company you sign in for. As a verified employee, you can also authorize other employees to access this organisation information and files. You can request the authorization code by clicking **Manage organisation**. The OVAM will send the authorization code by post to the registered office of your company. You must register the code only once in the OVAM User Management.

Click the **Manage organisation** button.



Fig. 14

Click **Request authorisation code**.

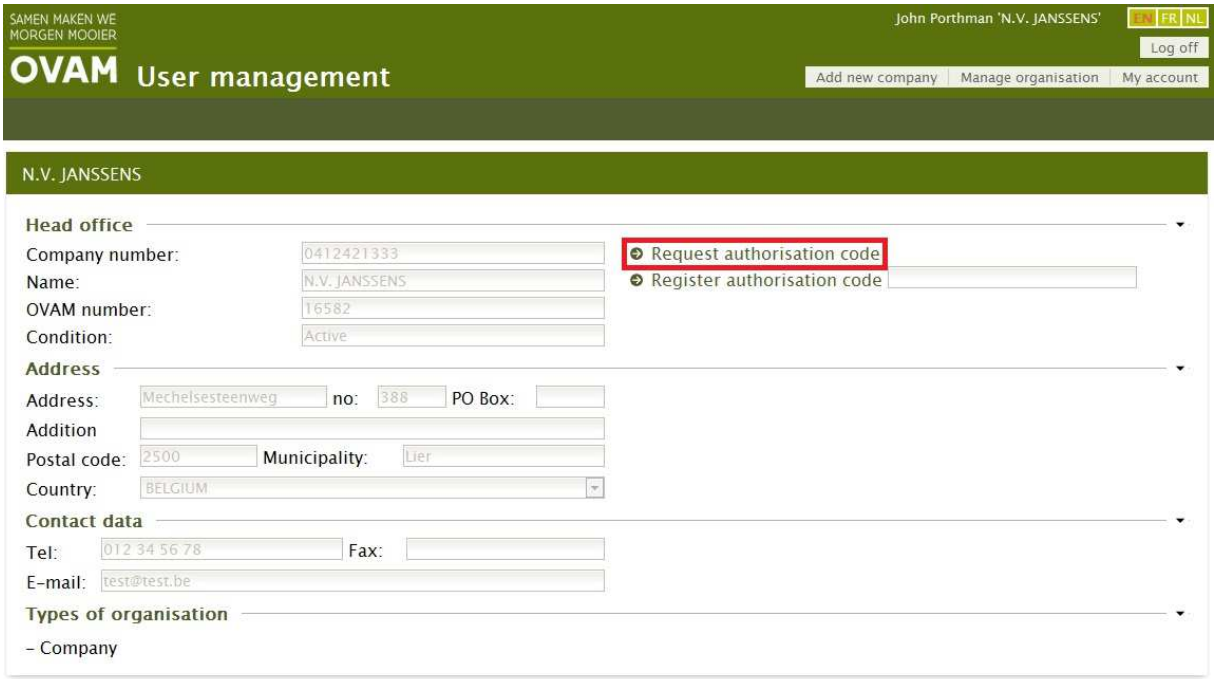


Fig. 15

A message that the authorisation code will be sent to the registered office will appear.



Fig.16

2.2.2. Register authorisation code

The authorisation code is sent **by post** by the OVAM to the registered office of the company. After receiving the letter containing the authorization code you need to register it **once** in the OVAM User Management.

You can register the authorisation code in “Manage Organisation” but also in the start screen of the OVAM User Management and in the home screen of the Registrations Web Portal. In these screens, you can find a link where you can enter the authorisation code after logging in.

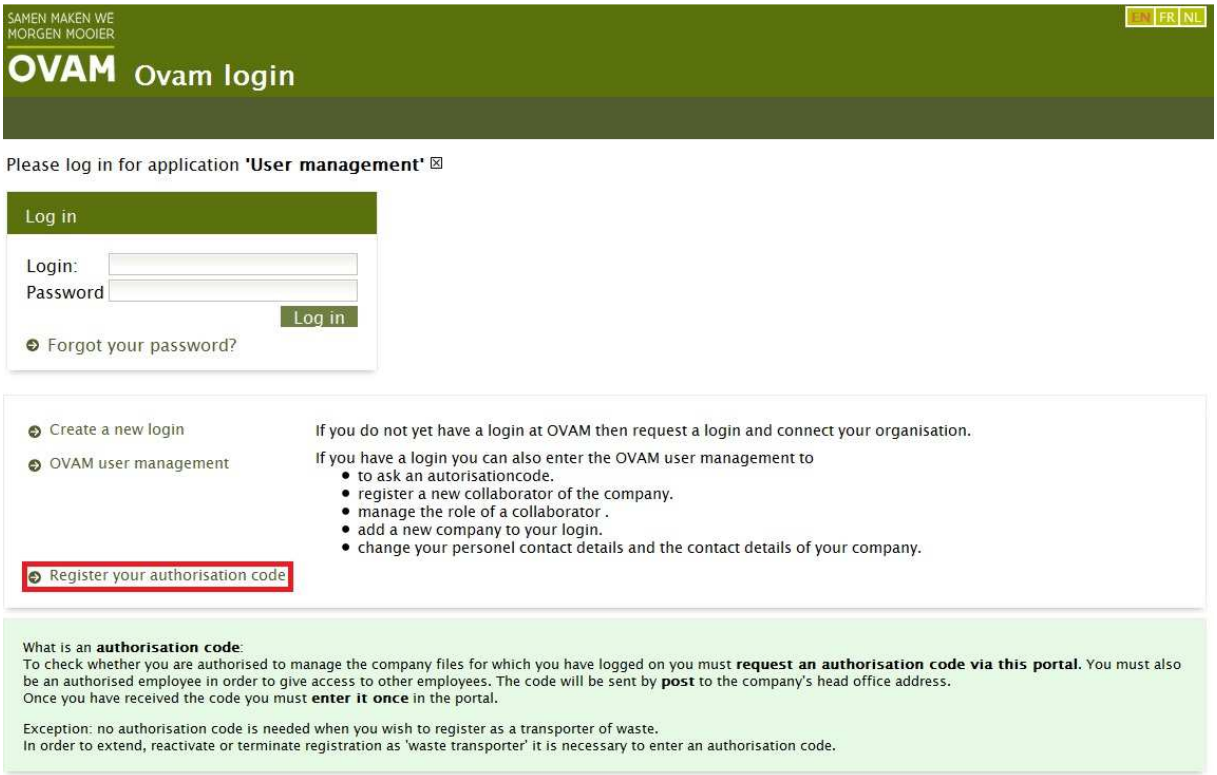


Fig. 17

Click **Register your authorisation code** and enter your login and password.

In the next screen you can enter the authorization code you received by post and click **Log in company with registration code**.



Fig. 18

Being a verified employee, you can manage the address and contact information of your company in the OVAM User Management. Here you can also add other employees and grant rights. In the OVAM Registrations Web Portal you can also manage the files.



Fig. 19

2.2.3. Change organisation information

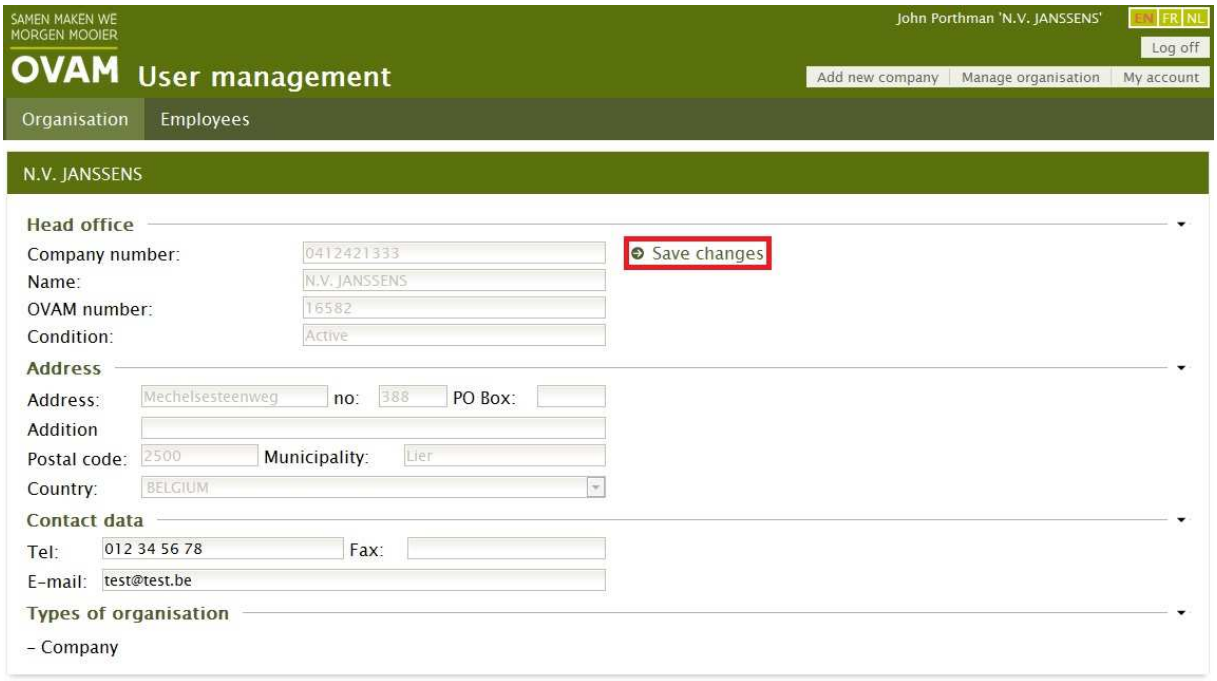


Fig. 20

For organisations and companies with a Belgian company number, only the contact information can be changed. The name and address are retrieved from the authentic source, the Belgian Central Database for Enterprises.
For organisations and companies with a foreign VAT number, the address can also be changed.

Click **Save Changes**.

2.2.4. Manage employees

Click **Employees**.

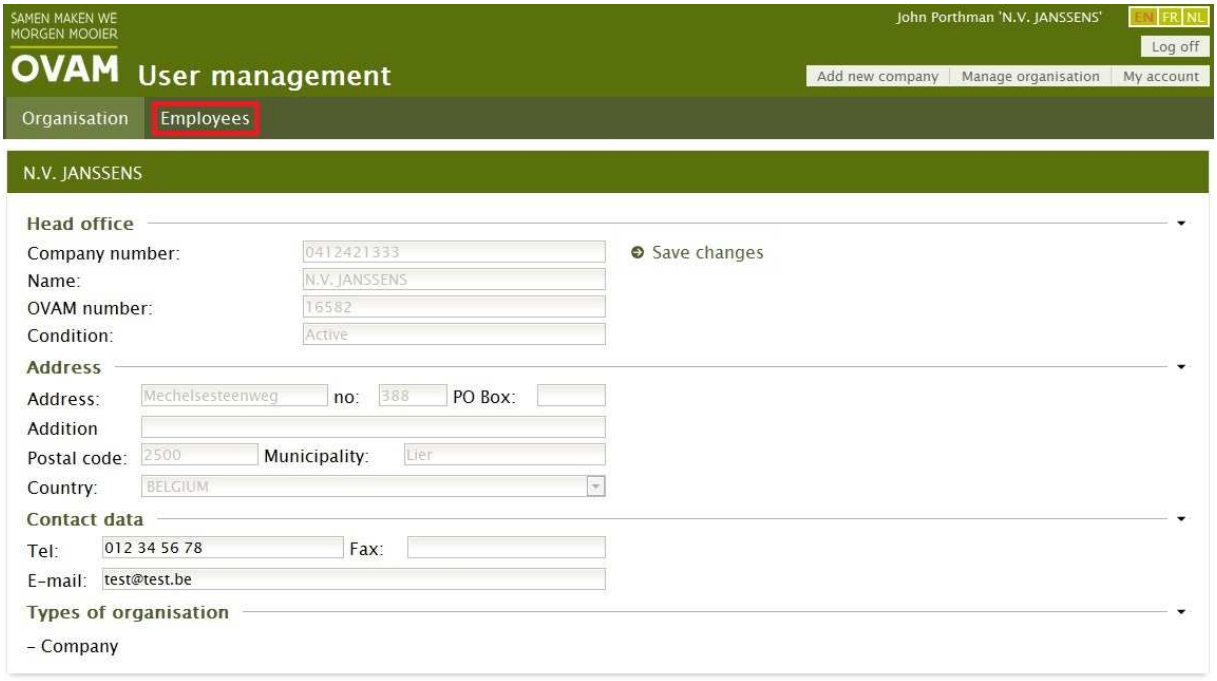


Fig. 21

The list of employees is displayed.

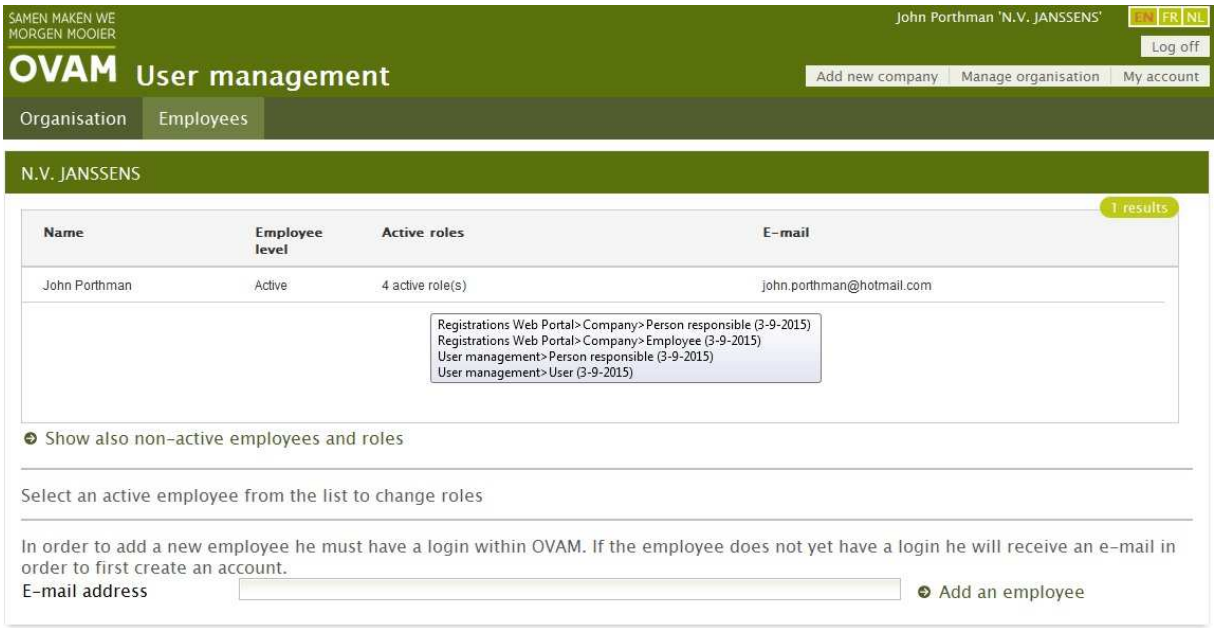


Fig. 22

By moving the cursor over 'active role(s)' of an employee, the assigned roles will appear.

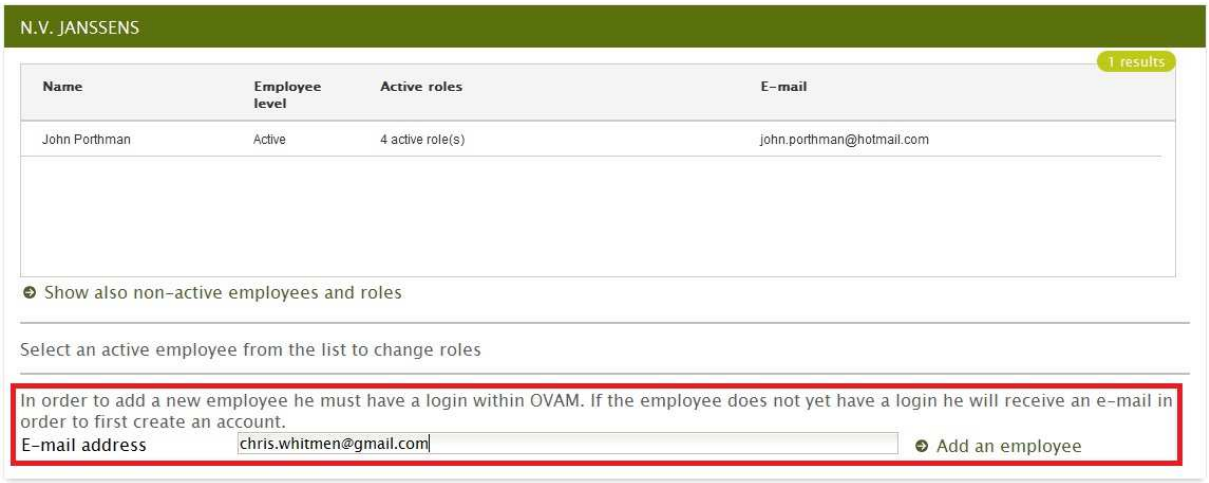


Fig. 23

To add a new employee, enter the email address and click **Add an employee**.

The employee will receive an email with a link that he can set his password and gain access to the desks to which you have granted him rights.

The rights are set as follows:

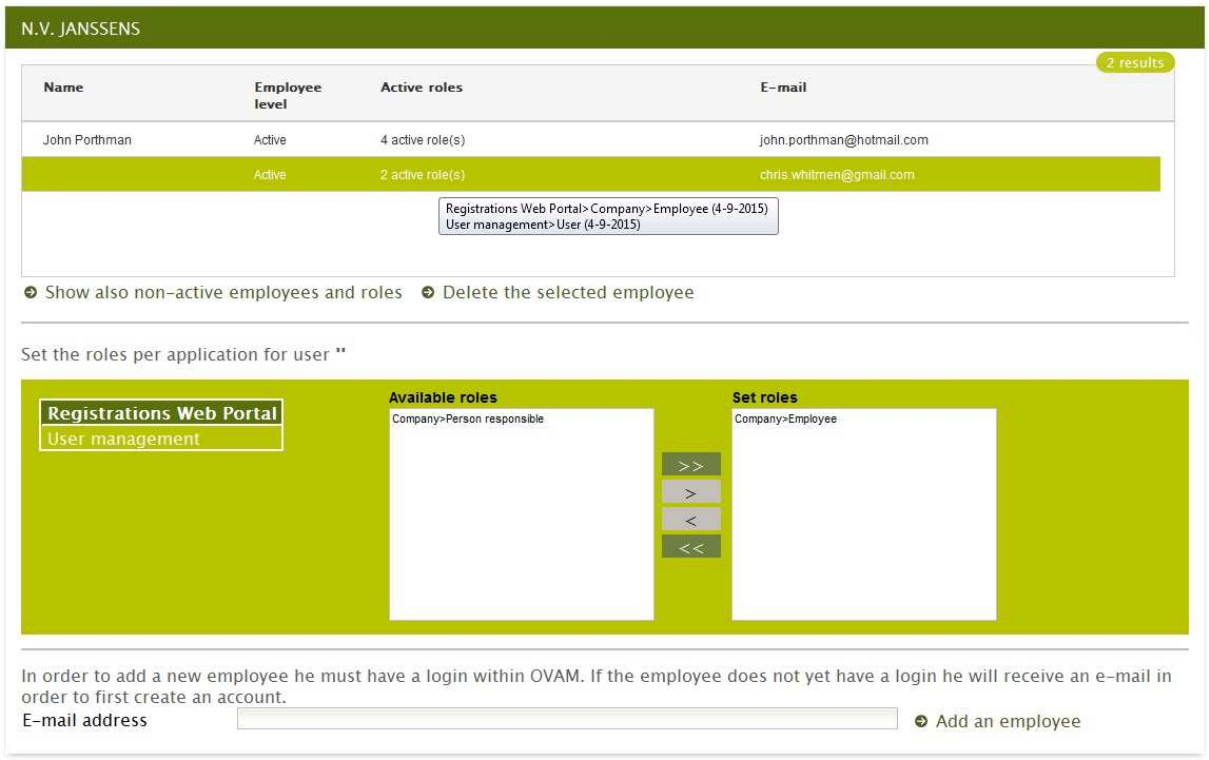


Fig. 24

For the **Registrations Web Portal**, the role is default set on ‘employee’. With this role, the employee will be able to manage all file types in this desk. If the employee also must be able to determine for other employees which file types they should be able to treat, he must also get the role 'Person responsible’.

This is done as follows:

Select the added employee in the list.

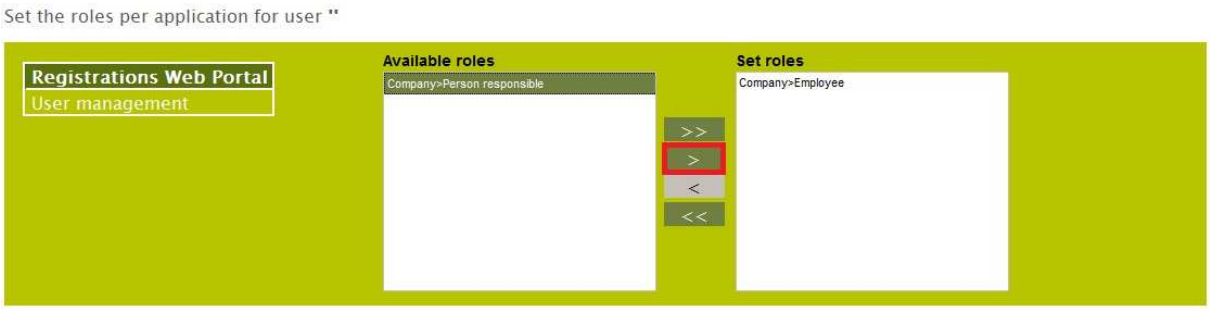


Fig. 25

In the left column, Select the role ‘Person responsible’ in the left column and then on the arrow pointing to the right.

Roles removal is done by clicking a roll in the right hand column and then click the arrow pointing to the left.

With the double arrow, all possible roles are added or removed.

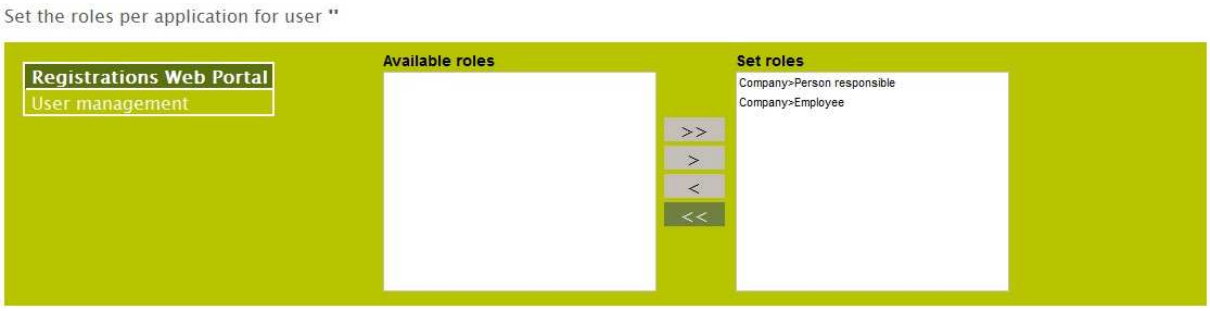


Fig. 26

For the **User management**, the role is default set on ‘user’. With this role, the employee will only be able to manage his account in User management. If the employee also must be able to grant access for other employees or manage organisation information, the employee must also get the role 'Person responsible’.

Select **User management** and add the role ‘Person responsible’.



Fig. 27

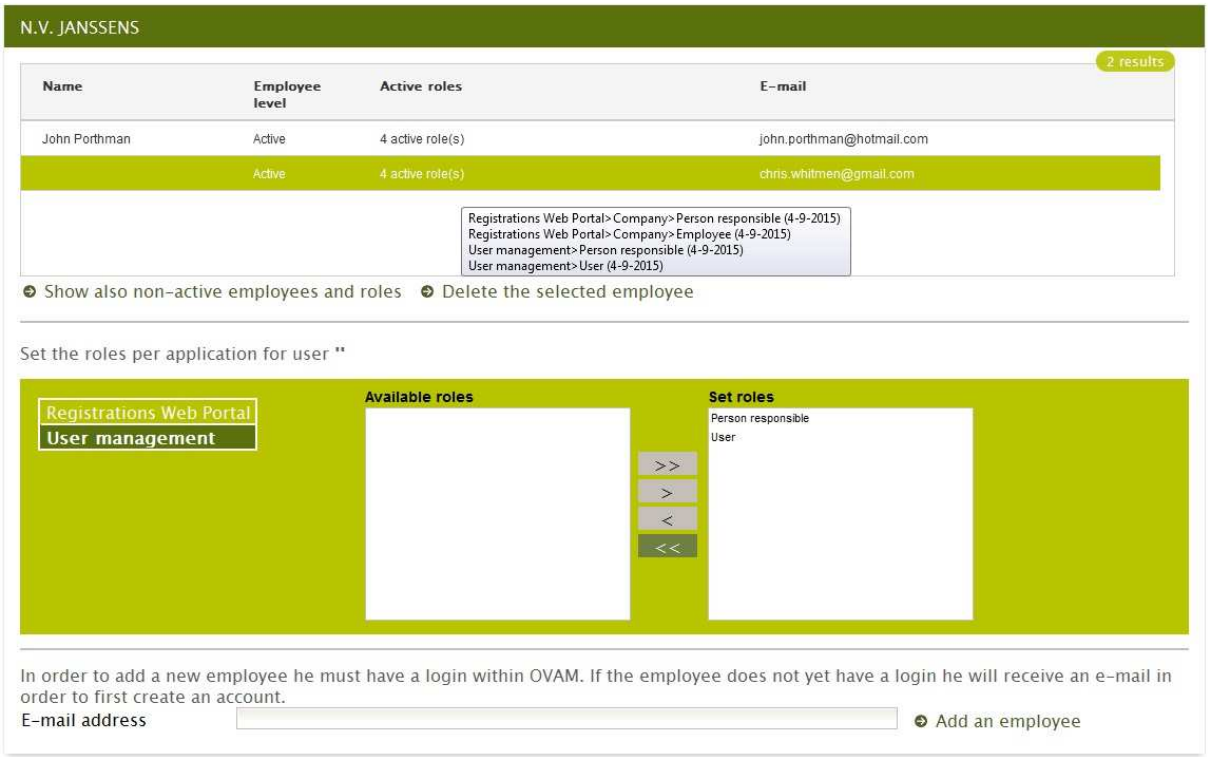


Fig. 28

When the new added employee has set his login, his name will be visible in the list of the employees.

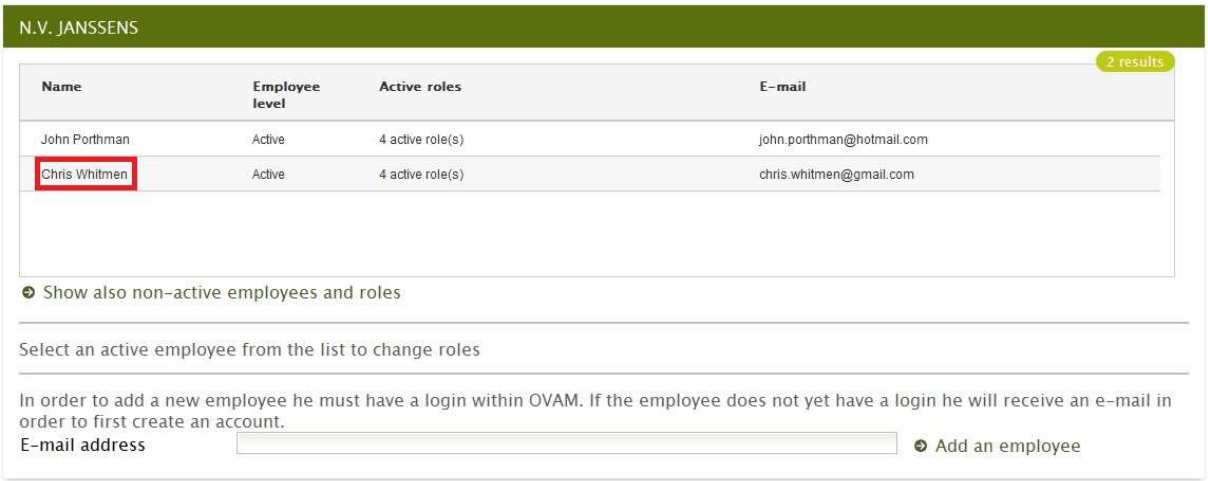


Fig. 29

2.2.5. My account

Click **My account**.



Fig.30

Select the change you want to do.



Fig. 31

Enter the changes and click **Save changes**.



Fig. 32