federal public service
HEALTH, FOOD CHAIN SAFETY AND ENVIRONMENT

Practical manual - Creation of an account

Contents

In case of any discrepancies between this guidance document and the Royal Decree of 27th May 2014, the Royal Decree will prevail.

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1. Introduction

This guidance document aims to guide you through the process of creating an account and gives an overview of the information that will be asked during this process.

The fields displayed in **bold** are mandatory. The fields in grey are shown but not editable in the specific area.
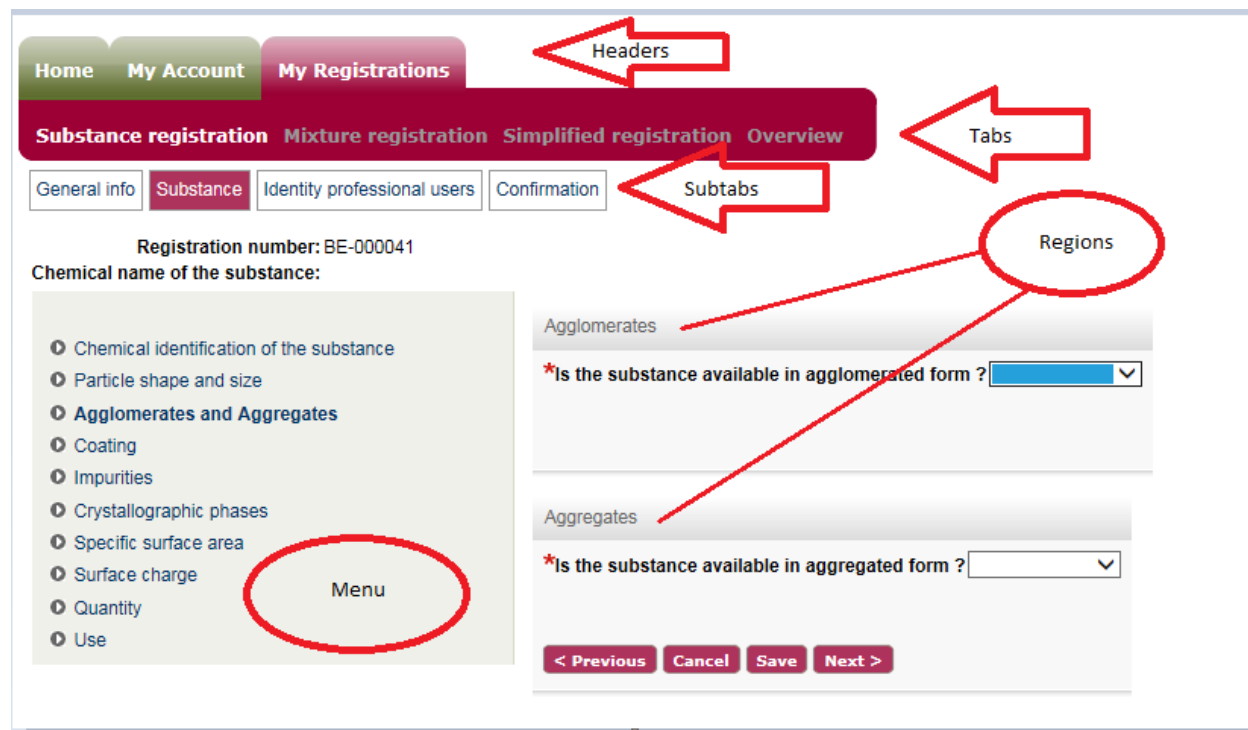
A detailed description of the different account types is given in the following chapters:

- The Registrant
- The Representative/Represented Entity
- The Foreign Supplier

The type 'Registrant' contains information which is also applicable for the other registration types.

> It is recommended to read the pages concerning the account 'The Registrant', no matter what type of account you want to create.

Terminology used in this document:

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2. Start

The start screen of the registry offers you the choice between

- Creating a new account
- Logging in

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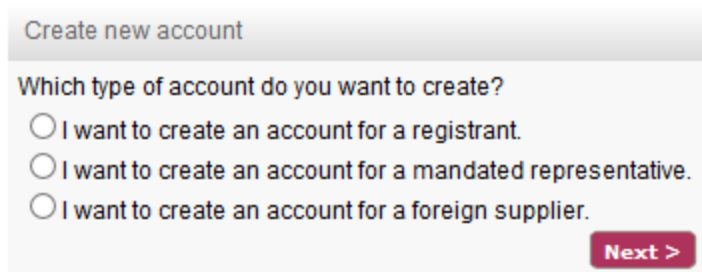**HEALTH, FOOD CHAIN SAFETY AND ENVIRONMENT**

Login   **Create new account**

3. Create new account

If you don't have an account yet, you can click this button to create one.

You have to select which type of account you want to create:

> Create new account
>
> Which type of account do you want to create?
> ○ I want to create an account for a registrant.
> ○ I want to create an account for a mandated representative.
> ○ I want to create an account for a foreign supplier.
>
> **Next >**
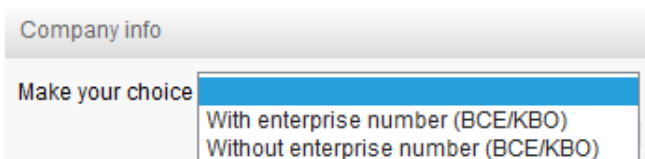
For more explanation about which type of account to choose, we refer to the document 'Different types of account' on the website www.nanoregistration.be.

3.1. Entering company info by using an enterprise (CBE)-number

This option is only possible for the type 'Registrant'.

Choosing this type of account and clicking the button 'Next' (which includes 'Save') will result in a screen where you can choose 'with CBE-number'.

> Company info
>
> Make your choice
> With enterprise number (BCE/KBO)
> Without enterprise number (BCE/KBO)

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You enter your CBE-number and then click the button 'Search'.
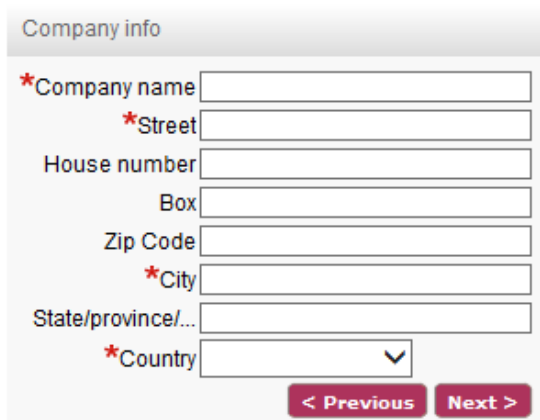
A screen will show the company information retrieved from the CBE-database.

3.2.   Entering company info without using a CBE-number

This option is used by default for the type 'Representative' and 'Foreign Supplier', and is a possibility for the type 'Registrant'.

You are first asked to enter the Company info:

-    **Company name**
-    **Street**, number and box
-    Zip code and **city**
-    State or province
-    **Country**

Clicking 'Next' brings you to a screen where you can enter the user info.

3.3.   Entering user info

-    **Name**
-    **First name**
-    **E-mail**
-    **E-mail check**

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It is not possible to paste a copied text in the field 'E-mail check'. You have to type the e-mail address again.

Please also read the general note about the use of e-mail addresses!

Clicking 'Next' gives you an overview of the registration. Clicking the button 'Register' in this overview shows the confirmation screen.

3.4.   Activation of your account

After clicking the link in the activation mail to activate your account, the nano registry will be opened and you will be asked to complete your registration.

Clicking 'Next' gives you an overview of the details and allows you to complete the information of your account. After saving these details, the home screen appears.

**It is stronlgy recommended to change the password after activation of your account (See 4.2.1 My Data for the way to proceed.**

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Via the header 'MyAccount', you can access the data of your account. This header is divided in two tabs, 'Company info' and 'Company users'. The information in 'MyAccount' can be different according to the type of account created.

4. The Registrant

4.1. Tab 'Company info'
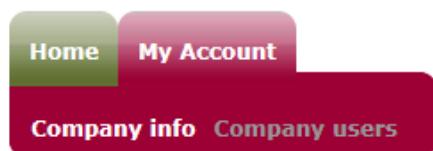
This tab is divided into several regions.

4.1.1. Region Company info
- **Company name**
- **Street**, number and box
- Zip code and **city**
- State or province
- **Country**
- Phone
- Mobile
- Fax
- E-mail
- Website
- **Language**

This is the information concerning the registered office.

It is not possible to change this information if your account was created with a CBE-number.

If you did not use the CBE-number, the language is by default set in English. You can change it using the button 'Edit'.

4.1.2. Region Details
- Enterprise number
- Registration certificate

When the account was created by using the CBE-number, this number will be shown here.

It is possible to upload the registration certificate of your company, but this is not an obligation.

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4.1.3. Region Establishment units

This region gives you an overview of the establishments units.

	Business Unit Nm	Street	Number	Box	Zip Code	City	Region/State/Province/...	Country
✏	eee	eee	-	-	-	eee	-	Andorra

Establishment units   **Add**

1 - 1

By clicking the button 'Add' or the edit icon , ✏ , you will be able to enter the following data:

- - **Company name**
- - **Street**, number and box
- - Zip code and **city**
- - State or province
- - **Country**
- - Phone
- - Mobile
- - Fax
- - E-mail
- - Website
- - **Language**

This is the information concerning the establishment units, which form a legal entity with the registered office.

It is important to create all the establishment units of concern at this level.

At the level of the registration file (cfr. Practical manual: Registrations at www.nanoregistration.be), you will be able to indicate which is the relevant establishment unit for the registered substance or mixture, by choosing from the list created at this level.

If you have used your CBE-number to create your account, the establishment units will be retrieved from the CBE-database.

4.1.4. Region Economic activities

The economic activities can be given by choosing from the list of NACE(BEL)-codes at different levels. You can indicate which code is relevant for which establishment unit.

The most specified code which will be shown in the overview.

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The list used in this registry is available in 4 languages. The list in Dutch, French or German is based on the list of the NACEBEL-codes (2008, http://statbel.fgov.be/nl/statistieken/gegevensinzameling/nomenclaturen/ (does not exist in English)).

The list in English is based on the 'Regulation (EC) No 1893/2006 of the European Parliament and of the Council of 20 December 2006 establishing the statistical classification of economic activities NACE Revision 2 and amending Council Regulation (EEC) No 3037/90 as well as certain EC Regulations on specific statistical domains'.

The list of NACEBEL-codes is more elaborate than the EC-list. The NACEBEL-list contains all the levels specified below, the EC-list contains the levels Section, Division, Group and Class.

By clicking the button 'Add', you can enter the following data:

- **Establishment**
- **Section**
- **Division**
- Group
- Class
- Subclass
- Infraclass

4.1.5. Region Contact persons

It is important to make a distinction between the contact persons and the users (cfr. 4.2. Company Users). The contact persons are the persons who will be contacted in case of any question or problem. The users are the persons who will actually access and use the registration tool. A contact person does not necessarily have to be a user and vice versa.

Similar to the establishment units, it is important to create all the potential contact persons for all the establishment units at this level.

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At the level of the registration file, you will be able to indicate the relevant contact person for the registered substance or mixture, by using the list created here.

At some stages during the registration process, an e-mail will be send (e.g. to confirm that the registration has been submitted, or to ask for additional information). By default, these mails will be sent to two persons defined in the registration tool:

- The contact person chosen at the level of the registration file
- The user who made the step which triggered the sending of the mail (in the example given, the user who clicked the 'submit' button).

In the current version of the software, it is not mandatory to enter the e-mail address of the contact person(s). At the level of the registration file however, only the contact persons that have an e-mail address will be shown.

(§) The e-mail address of the contact person(s) needs to be added in order to be visible at the level of the registration file.

The language chosen here is decisive for the language of the mails to be send to that contact person. If the language is not specified, the mails will be send in English.

By clicking the button 'Add' or the edit icon   , you will be able to enter the following data:

- **Name**
- **First name**
- Gender
- Title
- Phone
- Mobile
- Fax
- *E-mail (see (§) above)*
- Website
- Language
- Street, number and box
- Zip code and city
- State or Province
- Country

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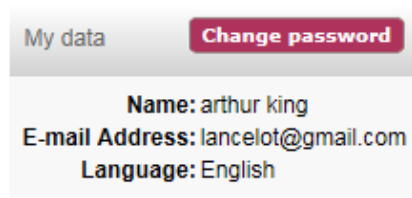*Website: www.nanoregistration.be*

4.2. Tab 'Company users'
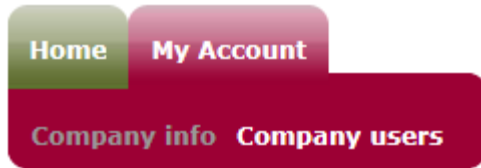
This tab is divided into several regions.

4.2.1. Region My data

This region displays the data of the user logged in.
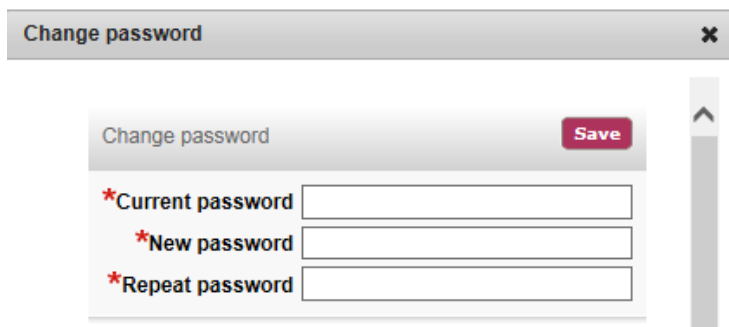
- Name and first name
- E-mail
- Language

The language chosen here is decisive for the language of the mails to be send to that user.

By clicking the button 'Change password', you are able to enter a new password:

- **Current password**
- **New password**
- **Repeat password**

After the creation of the account, an e-mail will be send to the user who created it. This e-mail will contain an automatically generated password.

It is strongly recommended to change the password the first time you access the register.

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It is not possible to paste a copied text in the field 'Repeat password'. You have to type the new password again.

4.2.2. Region Users

4.2.2.1. Create/edit user

The user who created the account will automatically receive Administrator rights. This means he can create and edit other users and give them rights and roles.

By clicking the button 'New' or the edit icon   , you will be able to enter the following data:

- **Name**
- **First name**
- **E-mail**
- **E-mail check**
- **Language**

The created user will receive an e-mail with the login name and an automatically generated password.

It is strongly recommended that the created users change their password the first time they log in.

It is not possible to paste a copied text in the field 'E-mail check'. You have to type the e-mail address again.
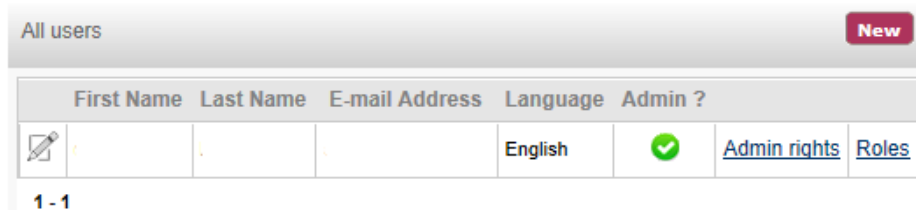
The language chosen here is decisive for the language of the mails to be send to that specific user.

4.2.2.2. Rights/roles

By clicking 'Administrator rights', the administrator can give or remove administrator rights to the new user(s) or remove these rights from himself. There is no limit to the number of users that can have administrator rights, but there is also no check that there should be at least one administrator.

The administrator has to make sure there is at least one other user with administrator rights before he removes his own administrator rights.

By clicking 'Roles', the administrator can give other roles to himself or the created users.

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There are two types of roles:

- Read: in this role, the user can read the data in the header 'My registrations'.
- Write: in this role, the user can change the data in the header 'My registrations' (if also 'Read' is given)

When a user is created but not (yet) given a role, he will be able to read the data only in the header 'My Account' and to change his own user data.

Role/right	My Account	My registrations
None, only user with login	- read the data - change own user details (password)	No access
Administrator	- change the data - user management	No access
Read	- read the data - change own user details (password)	Read data
Write (does not include 'Read'!)	- read the data - change own user details (password)	No access
Read + Write	- read the data - change own user details (password)	Change data

It is important to note that in order to have a full access and be able to change all the data, you need to have both administrator rights and the roles 'read' and 'write'.

> Being an administrator does not include 'read' or 'write', the role 'write' does not include the role 'read'.

5. The Representative/Represented Entity

Using this type of account allows you to first enter the data of the representative; the data for the entities you represent can be given in the region 'Represented Entities'.

5.1. The Representative

The data to be provided for the representative are the same as for The Registrant.

It is not possible to use the enterprise number for the creation of this type of account.

Please also read the general note about the use of e-mail addresses!

5.2. The Represented Entity

In the tab 'Company info', the represented entities can be created and an overview of these entities is shown.

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	Name of the company	Intercommunity VAT	Street	Number	Box	Zip Code	City	Region/State/Province/...	Country
📝	MyReprComp								Mozambique

1 - 1

By clicking the button 'Add' or the edit icon 📝 , you will be able to enter the following data:

- **Name of the company**
- Intercommunity VAT
- Street
- Number
- Box
- Zip code
- City
- Region/State/Province
- **Country**

At the level of the registration file, the representative has to indicate for which represented entity he is registering.

There is no limit to the number of represented entities, but there has to be at least one.

> Every user created in the account type of the representative has immediate access to all the registration files, for all the companies represented. It is not possible to create a selective access for the represented company.

The country cannot be Belgium for the represented entity. If a Belgian registrant chooses to have the registrations submitted in his name, according to Art. 5 §1 of the Royal Decree, the user submitting these registrations creates an account for the Belgian registrant (account type 'Registrant'), and specifies his details at the level of the contact person.

6. The Foreign Supplier

The data to be provided for the foreign supplier are the same as for The Registrant.

It is not possible to use the CBE-number for the creation of this type of account.

It is not mandatory to give NACE codes for the economic activities.

Please also read the general note about the use of e-mail addresses!

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7. General topics

7.1. Logout

Clicking 'Logout' brings you back to the screen with the options to login or to create a new account.

You find the logout link in the left top corner, next to the options to choose the languages.

When you log out and click the 'back' button of your browser, the previous screen displays. Clicking this screen results in the login screen, so it is not be possible to make any changes in the registry.

We recommend to close your browser after using the registry, especially if your computer is also used by other persons.

You will be logged out automatically after 30 minutes inactivity.

7.2. Login

After creating an account and user, you can login by using your e-mail address and password.

When you have entered the wrong password three times, your account will be blocked for 30 minutes.

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7.3. Use of e-mail adresses in user management

When you create a user, either when creating a new account or when creating users in an existing account, you have to specify an e-mail address.

It is through this e-mail address that the user is known in the database.

One e-mail address can have only one user (Name and First name) and only one password.

It is therefore strongly recommended to use personal e-mail addresses and to avoid the use of general e-mail addresses (like info@mycompany.com).

Moreover, using a personal e-mail address improves the traceability of the use of the registry and makes it easier to manage different users, e.g. when one of the users leaves the company.

It is strongly recommended to use personal e-mail addresses in your user management and to avoid the use of a general e-mail address.

In the current version of the software, it is not possible to change the e-mail address of the user. This might e.g. be necessary when the provider has changed. In this case, we recommend to create a new user (cfr. 4.2 Tab Company users) within your account and give that user the same rights and roles.

8. I have to register. Where can I find more information?

On the website www.nanoregistration.be, you can find more guidance documents:

- Who has to register
- When do I have to register
- Different types of accounts
- Different types of registrations
- Registrations: which information has to be provided
- The Royal Decree
- FAQs
- The link to the registration tool

In case of questions, contact the helpdesk via info@nanoregistration.be

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