# Access to WebTEUV for employees – Belgian companies

## **GENERAL PRINCIPLE**

To log into WebTEUV, 3 conditions must be met:

- 1. Your company must be known in WebTEUV.
  - If you were able to log into WebTEUV before 29/4/2023, your company was registered in the new version of WebTEUV.
  - Companies requesting access after that date should follow the communication;
    - See "The Different Steps" "1. Register the company with WebTEUV"
- 2. Details of your company in CSAM.
  - Every Belgian enterprise is known to CSAM through its enterprise number but not every enterprise has a main access manager and local access managers.
  - Verify, supplement or correct where necessary.
  - See "The Different Steps" "2. Details in CSAM"
- 3. Registration in WebIDM;
  - You must assign at least 1 person to WebTEUV in WebIDM;
  - $\circ$   $\;$  Access managers can manage the list of people who have access to WebTEUV.
    - See "The Different Steps" "3. Managing the list of people who have access to WebTEUV"

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### THE VARIOUS STEPS

1. REGISTERING THE COMPANY WITH WEBTEUV

If you are a new business, you will need to register. To do so, please fill out this form so you can be registered.

#### Dutch Form

#### French Form

2. DETAILS IN CSAM

Access management via CSAM is much broader in scope than WebTEUV alone. This regulates which persons have access to government applications on behalf of your organisation.

You can appoint the **main access manager** there. Basically, this is a legal representative of the company as known in the Crossroads database. But this role can also be delegated.

The main access administrator can also appoint <u>access managers</u> for each specific domain. These are the local access managers. For example, a "local domain" or "capacity" is "Mobility (transport, infrastructure, telecommunications)" which includes WebTEUV.

Go to the page: https://www.csam.be/en/management-access-managers.html

See also the "Step-by-Step Guide" on that CSAM page.

For your information: the INSZ-NISS number is either the national register number or the BIS number of the person concerned.

#### 3. REGISTRATION IN WEBIDM

In "2. Details in CSAM" you have determined who can control access, but currently, no one has access to WebTEUV.

On the CSAM page you have the option to select "ACCESS MANAGEMENT"; if you choose "Other specific systems" there you will be taken to:

https://gebruikersbeheer.vlaanderen.be/webidm/?lang=en

You can also go directly to that page using the link above.

The page itself is only available in Dutch and English.



In this section, we are going to assign the actual user rights for WebTEUV. These steps can be performed by main access managers and local access managers (if they have permissions for this domain).

The identity of the person who will do this will be verified via CSAM.

To add the persons, you will need the national register number or BIS number (<u>Digital keys for non-Belgians</u> | <u>Vlaanderen.be</u>).

An e-mail address and phone number are not required for WebTEUV. If WebTEUV sends a notification, it will be to the general address of the company and not to a user's personal address.

Step 1: Start screen – after login – available to access managers only:

The person you want to give access to has either:

- Yourself: As an access manager, you are already known in the system. You just need to grant yourself the "Teuv Gebruiker" right. To do this, go to "STEP 3: Assign user to WebTEUV".
- Already been added for your company: see granting of permissions look-up.
  - Go to "STEP 3: Assign users to WebTEUV"
- Not yet been added for your company:
  - Click on "Add new person" and follow the steps below.

Fast add right	Persons
Grant a new right to the person within organisation	Add new person         Search workrelationship         Compare multiple persons
Manage Rights	Raadpleeg informatie
Assignment search	VO-medewerkers
Manage Contexts	🛓 Economische Actoren
Assign multiple persons	Lokale Besturen
Recall multiple persons	Onderwijs en Vormingsinstellingen
	Fast add right   Fast add right Grant a new right to the person within organisation   Add new right   Manage Rights   Manage Rights     Manage Contexts   Manage Contexts     Manage Contexts     Assign multiple persons

STEP 2: Complete the screens below:

Organisation Identity Entitlements Help		Search person
Add user		
		Step 1 of 3: Enter identification number
* 💽 National Registry Number / BIS Registry Number:		
	The given name , family name and gender of the user will be retrieved	i form the National Registry.
Cancel Next		

The user will be looked up in the Crossroads database.

Organisation Identity Entitlements Help			Search person	Search
Add user				
				Step 2 of 3: Enter details
*Firstname:	(pare)			
*Lastname:	Hugell			
Roepnaam:				
Initials:				
Gender:	that 🗸			
*Date of Birth:	1.111/1.001/1999.111	17		
Source:	VKBP			
*Reason:				
			Reload data froi	n National Registry
Cancel Previous Next				

You can now associate this user with your organisation.

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Organisation Identity Entitlements Help		Search person Search
Add user		
		Step 3 of 3: Confirmation
Firstname		
Lastname:	Hugell.	
Gender:	Plate	
Date of Birth:	039708019980	
Source:	VKBP	
Reason:	test webteuv	
Cancel Previous Finish		

Organisation Identity Entitlements Last searches Help		Search perso	on Search
User details page			
Firstname:	Gender:	Hale	
Lastname: Magnet	Source:	VKBP	
Date of Birth:	Concept state:	Active	
Work relations Work relations details Accounts History			~
Add workrelation			

On this screen, you can choose the correct enterprise if you are access manager for multiple enterprises. This is about access in WebTEUV, so you therefore have to choose the company that will do the applications for the exceptional transport permits.

Organisation Identity E	ntitlements Last searches Help			Search person	Search
Add workrelati	on				
Firstname:		Gender:	Male		
Lastname:	kegnili-	Source:	VKBP		_
Date of Birth:	13/1362.HM019	Concept state:	Active		~
				Step 1 of 3: Select	organisation
*OrganisationName:	(1799)):mm=m==0.0111.011	v	]		
* ? Categorie:	Vaste Medewerker				
Cancel N	ext				

Organisation Identity Entitlements Last searche	s Help			Search person	Search
Add workrelation					
Firstname:		Gender	1 1 1 1		
Lastname:		Source	: VKBP		_
Date of Birth:		Concept state	e: Active		~
				Step 2 of 3: Work	relation details
OrganisationName:	Walliam				
Organisation code:	(1779) (1720) (1200)				
Categorie:	VALUE (Notherwork)				
*Start date:	02/05/2023	17			
*End date:	02/05/2033	17			
* ? E-mailadres:					
<b>*T</b> elefoonnummer (bv. +3212345678):	1.2231111111				
*Reason:	test webteuv				
Cancel Previous Next					

STEP 3: Assigning users to WebTEUV.

Organisation Identity Entitlements Last searches He	Ър		Search person	Search
User details page				
The workrelation has been created and is being processed				
Firstname:	Gender:	Halls		
Lastname:	Source:	VKBP		
Date of Birth:	Concept state:	Active		
Edit				
Work relations details Accounts	History			
cirricitadada Mailuan			Vaste Me Active from 02/05/2023 til	dewerker
No entitlements assigned				
Add entitlement Remove workrelation Edit w	orkrelation Extend workrelation and enti	itlements	Pause workrelation	
Add workrelation Reload page				

Grant the right "Teuv Gebruiker" (Teuv User).

Organisation Identity Entitlements Last search	es Help	Search person Search
Add entitlement		
Firstname:	Gender:	Rate
Lastname:	Source:	VKBP
Date of Birth:	Concept state:	Active
		Step 1 of 3: Select entitlement
(?) OrganisationName	Haluar	
Organisation code:	(1)75(1)1488-88	
Categorie:	Vaste Medewerker	
*? Entitlement:	Teuv Gebruiker	v
Required attributes of the user or workrelation:	E-mailadres	
Cancel Next		

Give the specific role of the user. As a company making requests for exceptional transportation, this will be the "demandeur/aanvrager" (applicant).

The other options, such as "Gestion/beheerder infra" (infra manager) are for persons such as employees and managers and are not applicable to applicants.

You can also set the start and end date. By default, a maximum period of 4 years is specified. But if desired, you can set the shorter period of time.

Organisation Identity Entitlements Last searche	s Help	Search person Search
Add entitlement		
Firstname:	Gender:	Male
Lastname:	Source:	VKBP
Date of Birth:	Concept state:	Active
		Step 2 of 3: Entitlement details
OrganisationName:	Walliam	
Organisation code:	(1798))10000000	
Categorie:	Vaste Medewerker	
Entitlement:	Teuv Gebruiker	
Entitlement description:	Dit recht verleent toegang tot de toepassing Teuv	
*Start date:	02/05/2023	
*End date:	02/05/2027	
*Context:	Available Den	selected mandeur/aanvrager
•Reason: Cancel Previous Next	webteuv toegang test	

On the screen below, you will get an overview that you can edit or confirm.

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Organisation Identity	Entitlements Last searche	s Help		Search person	Search
Add entitlem	ent				
Firstname		Gender:	Hale		
Lastname:	Happile	Source:	VKBP		_
Date of Birth:	0.02/104210000	Concept state:	Active		×
				Ste	ep 3 of 3: Confirmation
	? OrganisationName:	Philipper			
	Organisation code:	(1779) (1780) (1780)			
	Categorie:	Vaste Medewerker			
	Entitlement:	Teuv Gebruiker			
	Entitlement description:	Dit recht verleent toegang tot de toepassing Teuv			
	Start date:	02/05/2023			
	End date:	02/05/2027			
	Context:	Demandeur/aanvrager			
	Reason:	webteuv toegang test			
Gelieve te bevestiger	n dat deze gebruiker toegang m	noet krijgen tot de toepassing Teuv			
Cancel	Previous Finish				

After this, the person can log into WebTEUV as an applicant for your company.

As from the 30th of May, individuals can access WebTeuv via

https://teuv.wegenenverkeer.be/uitzonderlijk-vervoer/