





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.

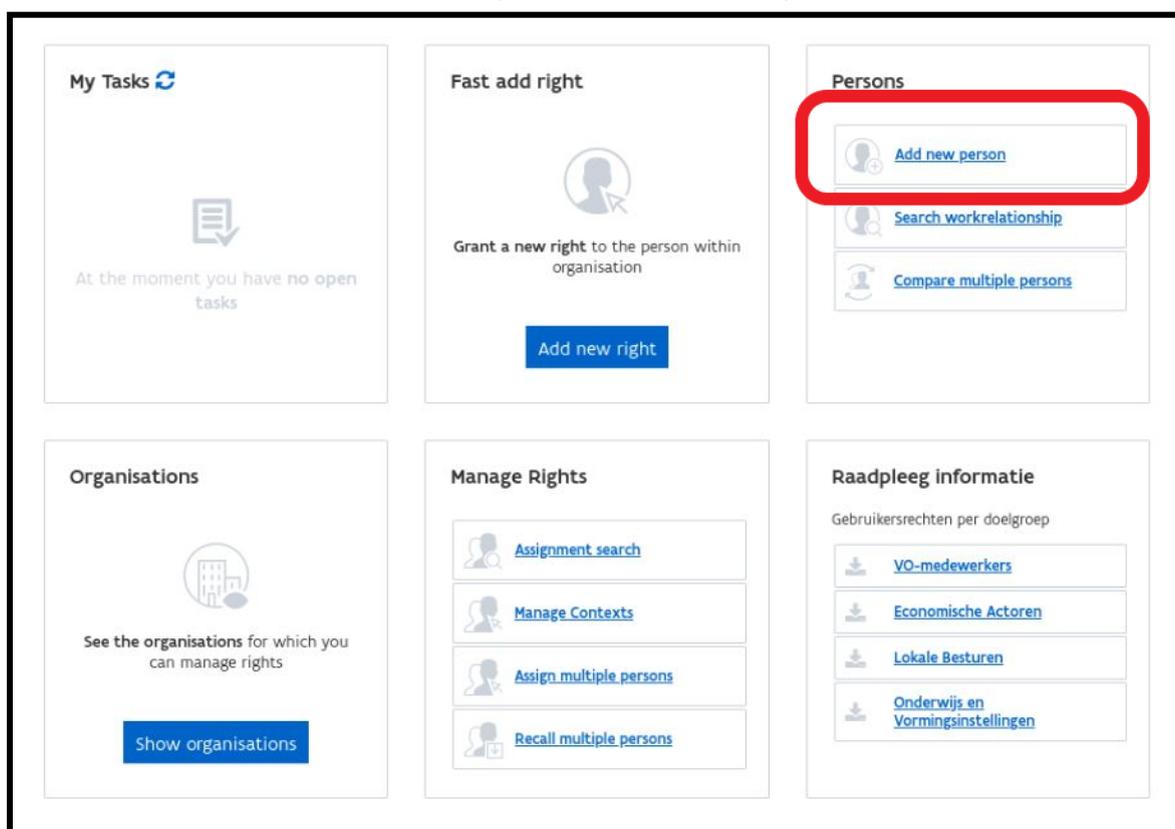
To add the persons, you will need the national register number or BIS number ([Digital keys for non-Belgians | Vlaanderen.be](#)).

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.



STEP 2: Complete the screens below:

Organisation Identity Entitlements Help  **Search**

### 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 from the National Registry.

**Cancel** **Next**

The user will be looked up in the Crossroads database.

Organisation Identity Entitlements Help  **Search**

### Add user

Step 2 of 3: Enter details

\*Firstname:

\*Lastname:

Roepnaam:

Initials:

Gender:  ▼

\*Date of Birth:

Source: VKBP

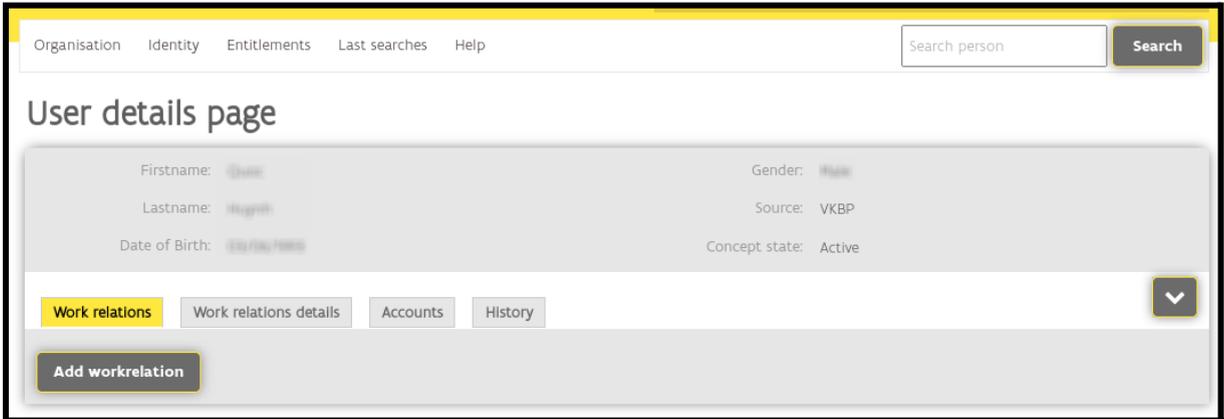
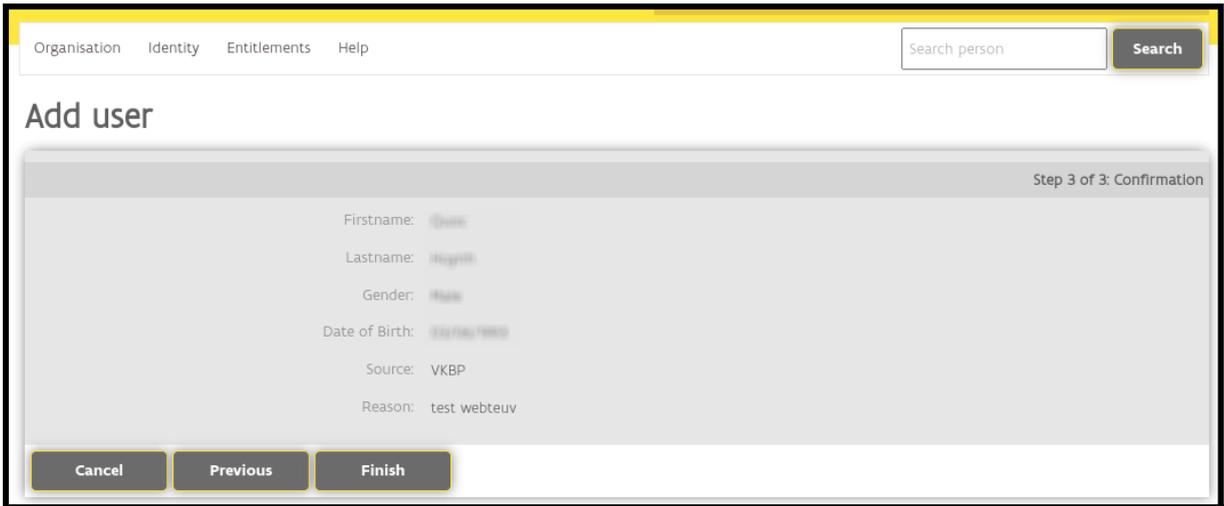
\*Reason:

**Reload data from National Registry**

**Cancel** **Previous** **Next**

You can now associate this user with your organisation.

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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 Entitlements Last searches Help

### Add workrelation

Firstname:  Gender: Male  
 Lastname:  Source: VKBP  
 Date of Birth:  Concept state: Active

Step 1 of 3: Select organisation

\*OrganisationName:    
 \*? Categorise:

Organisation Identity Entitlements Last searches Help

### Add workrelation

Firstname:  Gender: Male  
 Lastname:  Source: VKBP  
 Date of Birth:  Concept state: Active

Step 2 of 3: Workrelation details

? OrganisationName:   
 Organisation code:   
 Categorise:

\*Start date:    
 \*End date:

\*? E-mailadres:

\*Telefoonnummer (bv. +3212345678):

\*Reason:





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.

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



