Professional user registration manual

HOW TO REGISTER ONLINE AS A USER OF CLOSED-CIRCUIT BIOCIDES?

Do you want to purchase or use closed-circuit biocides?
Then you are required to register online.

Do you already have a personal account?

YES

Already registered ? Your status as a professional user will remain valid

From 01/01/2023, it is no longer mandatory to confirm your registration as a professional user annually.

You will remain registered as a user until you indicate that you are no longer a user via a message in the **helpdesk**.

You can update your registration in the **registration tool.**

OPTIONAL
You may also wish to add other users or indicate which biocides you are using. See the end of this manual.

NO

1   Create an account

Please note: If you already have a phyto licence, you must log in with your phyto licence account. Proceed directly to the next step.

- Click on the **registration screen*** for the FPS Public Health

- Enter your **surname, forename and e-mail address** and choose your **language**

- Click on **'registration'**

* The language of the registration tool is automatically aligned with your browser language. You can change the language using the settings in the top right.

2   Register your company

- Open the **registration tool***

- Enter the **e-mail address and password** for your personal account (see previous step)

ACCESS REQUEST

- Click on **'Search'** to look up your company

SELECT COMPANY

BELGIAN COMPANY

- Enter your **CBE number** (= VAT number, only the last 9 digits) and click on **'Search'**

FOREIGN COMPANY

- Select the **'Foreign'** option

- Check whether your company is already known by entering at least the first three letters of the company name and clicking on **'Search'**

- Click on the **name of your company** (your company details are displayed in yellow)

- Click on **'OK'**

- Your company name (and CBE number if you are a Belgian company) have now been completed automatically

- Click on **'Request access'**

Your request will be forwarded to the FPS Public Health. Wait until you see the notice **'Pending'** appear in the column **'Access status'** before closing the registration tool.

Your registration request is now being processed by the FPS Public Health. This may take several weeks.

Once your registration is approved, you will receive a confirmation e-mail and you can continue with the next step.

IF YOU WOULD LIKE TO ADD ANY OTHER COMPANIES IN YOUR NAME, THEN REPEAT THE PREVIOUS STEPS AND **'SEARCH'** FOR THOSE COMPANIES.
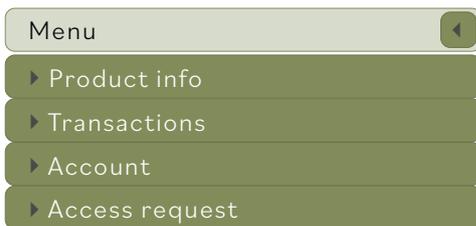
* The language of the registration tool is automatically aligned with your browser language. You can change the language using the settings in the top right.

3   Set your status as a professional user

Received a confirmation e-mail?

- Open the **registration tool***

- Enter the **e-mail address and password** for your personal account

- If the program asks you to choose an organisation, **tick your company** and click on **'Choose this organisation'**

Menu	◀
▸ Product info	
▸ Transactions	
▸ Account	
▸ Access request	

← Click on **'Account'** in the left-hand menu and then on **'Account management'**

- Enter the e-mail address of a contact in the **'contact e-mail'**** field at the bottom right

- Click on **'Professional user'** in the Company Types field

- Save these details using the **'Save and close'** button at the top of the screen

- Leave the registration tool using the **'Log out'** button at the top of the screen

OPTIONAL
You may also wish to add other users or indicate which biocides you are using.
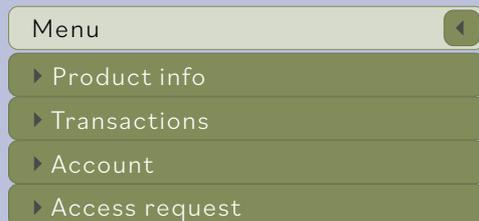See below.

* The language of the registration tool is automatically aligned with your browser language. You can change the language using the settings in the top right.

**The contact e-mail can be a personal e-mail address for yourself or a colleague, or a general company e-mail address. You will receive general messages about the closed circuit, such as changes to legislation, reminders to confirm your status etc. at this address.

Add another user

You can give a colleague or a family member access to your company account. The new user must first create a personal account for this.

Menu	◀
▸ Product info
▸ Transactions
▸ Account
▸ Access request

- Open the **registration tool***

- Click on **'Access request'** in the menu and then on **'Admin Org application'**

- Click on **'Add user'**

- Enter the **e-mail address** for the new user
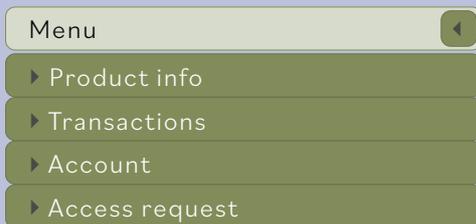
- Click on **'Add user'**

Add which closed-circuit biocides you are using

You can use the registration tool to maintain a list of the closed-circuit biocides that your company uses or purchases. It is no longer mandatory to draw up this list, but it is recommended.

- Open the **registration tool***

- Enter the **e-mail address and password** for your personal account

- If the program asks you to choose an organisation, **tick your company** and click on **'Choose this organisation'**

↓

* The language of the registration tool is automatically aligned with your browser language. You can change the language using the settings in the top right.

Menu	◀
▸ Product info	
▸ Transactions	
▸ Account	
▸ Access request	

- Click on **'Product info'** in the left-hand menu and then on **'Biocides'**

- Click on the arrow next to the **'Filter by: My favourites'** button and choose **'Filter by: All products'**

- The list of all the permitted closed-circuit biocides will appear. **Search** in this list for **the products you are using or purchasing**. You can search by product name or permit or registration number by entering this in the column at the top. The permit or registration number (in the format BE-REG-XXXXX or XXXXB) can be found on the label. To **add a biocide** to the list of products you are using or purchasing, click on the **plus sign** at the right end of the product row. The product is now included in your list of favourites.

- Repeat this search until all the products you are using or purchasing have been added to your list of favourites

- Click on **'Cancel'** in the top left to return to the **'Access screen'**

You have finished and can log out!

Are you having trouble registering?
Please contact the helpdesk at www.helpdeskbiocides.be.