

## How do I register as a user in the closed circuit?

### 1. I create a personal account



Click on the above icon.

In the next window, choose your language and fill in your surname, first name and e-mail address.

Click on .

**Do you already have a phyto licence? The you will receive a message that your e-mail address is already in use. If so, proceed to step 2.**

### 2. I register my company in the closed circuit via my company registration number (= VAT number)

The language of the web application is automatically aligned with your browser language. In order to gain access to the required language version you must make certain that the language settings of your browser are adapted.



Click on the above icon.

Enter both your e-mail address from step 1 and your password. Forgotten your password? Then click on .

In the following screen click on .

**Toegang aanvraag**

Naam: test2 test1  
 email: krclaes@hotmail.com  
 Taal: nl

Bedrijf: \*

The following window will appear:

**Selecteer bedrijf**

Belgisch  Buitenlands

KBOnummer \*

Bedrijven			
Naam	KBOnummer	Adres	Land
No records found.			

In this window enter your company registration number in (only the last 9 digits!) and click on .

Your company will then appear in the table below:

**Selecteer bedrijf**

Belgisch  Buitenlands

KBOnummer \*

Bedrijven			
Naam	KBOnummer	Adres	Land
Service public fédéral Santé publique, Sécurité de la Chaîne alimentaire et Environnement	367303762	Victor Hortaplein 40 1060 Sint-Gillis (bij-Brussel)	BE

Use the left mouse button to click on the name of your company. The whole line will turn yellow and the button  at the left on the bottom will turn green (active):

Selecteer bedrijf

Belgisch
  Buitenlands

KBOnummer \* 367.303.762

Zoek Maak leeg

Bedrijven			
Naam	KBOnummer	Adres	Land
Service public fédéral Santé publique, Sécurité de la Chaîne alimentaire et Environnement	367303762	Victor Hortaplein 40 1060 Sint-Gillis (bij-Brussel)	BE

Ok Annuleren

Click on . Your company has now been added.

Then click on  to send us your request for approval:

Toegang aanvraag

Naam: test2 test1  
 email: krclaes@hotmail.com  
 Taal: nl

Bedrijf: \* Service public fédéral Santé publique, Sécurité de la  BE0367.303.762



**Wait patiently until your request has been sent!** If you can see the wheel with the message “Loading”, your request is still in progress and you must NOT close your web browser!

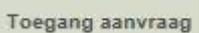
Once we have received your request you will see the  message:

Reeds aangevraagde toegang

Toegang status	Bedrijf
PENDING	Service public fédéral Santé publique, Sécurité de la Chaîne alimentaire et Environnement

**This means that your registration has been successful.**

**You still need to be patient.** A member of the Biocides department first needs to approve your request before you can continue. This can take several weeks; in the meantime you don't need to not worry, EVERYONE receives a confirmation of registration by e-mail.

**Do you wish to add a second company to your name?** Then repeat the registration steps as described above. Begin by clicking once again on  in the screen .

### 3. I select my role as a professional user of biocides

Have you received a confirmation mail? Then you can follow the procedure.



Click on the above icon.

Enter your e-mail address and password.

[If the programme in a following screen asks you to select an organisation, select the circle in front of the company name and click on **Kies deze organisatie** .]

Select Organization V 2.0 : 20150904 1346

Welkom wilfried van halewyck (241048vanhalewyckwilfried)

Gelieve de organisatie te kiezen voor dewelke u de applicatie(s) wilt gebruiken.

Id	Naam
<input type="radio"/> 3262	AVEVE HOESELT
<input type="radio"/> 973	BIOCIDE222

**Kies deze organisatie**

You normally end up in the opening screen displaying the quarters:

prod - 1.1.2.2 (25-10-2016 16:17)  
Oefen  
all orders Logout

Menu

- Product info
- Transactions
- Account**
- Account management ←
- Access request

Registration periods				
	Start date	End date	Complete until	Validate until
Quarter 1: You still have 0 day(s) to complete the volumes for this quarter	01/01/2016	31/03/2016	20/04/2016	15/05/2016
Quarter 2: You still have 0 day(s) to complete the volumes for this quarter	01/04/2016	30/06/2016	13/08/2016	15/09/2016
Quarter 3: You still have 0 day(s) to complete the volumes for this quarter	01/07/2016	30/09/2016	20/10/2016	15/11/2016
Quarter 4: You still have 60 day(s) to complete the volumes for this quarter	01/10/2016	31/12/2016	20/01/2017	15/02/2017

Click left in the menu on **Account** and then on **Account management** .

The following window will appear:

Op slaan   Op slaan & Sluiten   Annuleren

Bedrijf

Applicatie-eigenaar   BIOCIDÉ

Bedrijfsnaam \*   BIOCIDÉ 1

KBOnummer (voor Belgische bedrijven)

Taal \*   Frans

Straat \*   street

Huisnr.   1

Bus   1

Stad \*   1000

Postcode \*   New-York

Land \*   VERENIGDE STATEN VAN AMERIKA

E-mail

Website

Telefoon

GSM

Fax

Contact e-mail

Bedrijfstypes    Civilián 1    Handelaar    Professionele gebruiker  
 Vergunninghouder

In the field to the right below  enter the e-mail address of a contact person (which may be yourself, your colleague, a family member or general company address). We will only use this address to send any messages connected with the closed circuit (amendments to legislation, etc.). **You must fill in an address here.**

Underneath there are 4 green boxes. Use the left mouse button to tick the box for  Professionele gebruiker and then click on  at the top. **Your profile is now complete. Now click top right in the screen on  Uitloggen and close your web browser.**

### I select the biocides used in my company



Click on the above icon.

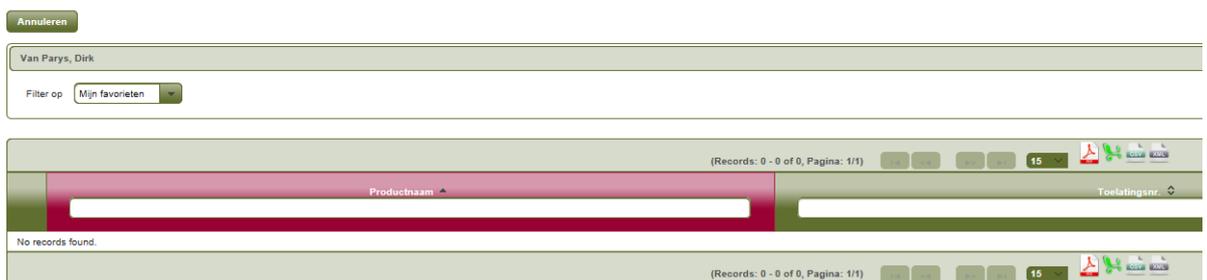
Enter your e-mail address and password. Select your organisation again if necessary.

Now click in the opening screen with the quarters in the menu on the left on

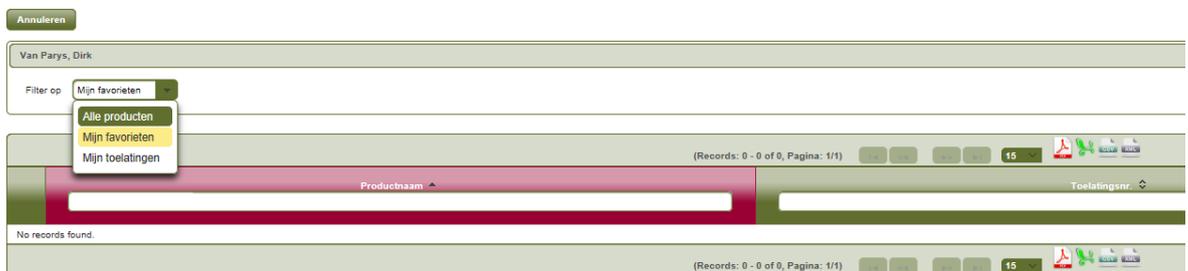
and then on  :



The following window will appear:



Click on the green downward-facing arrow next to the field **Filter op** and choose in the subsequent menu **Alle producten** :



Wait a moment until the list appears with all biocides in the closed circuit.

Then look up your product(s) one by one in this list. You can search according to “Product name” or “Authorised number”. The authorised number can be found on the packaging of your product(s) and resembles “1234B” (4 digits followed by the letter B).

If you are searching by name, in the field **Productnaam** enter some letters from the name of your biocide. The programme will continue automatically and give you a short list of products containing these letters, as in this example:

Van Parys, Dirk

Filter op Alle producten

(Records: 1 - 4 of 4, Pagina: 1/1)

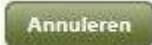
	Productnaam ▲	
	Antifouling SeaQuantum Ultra Antifouling SeaQuantum Ultra	13906B
	SeaQuantum Ultra S SeaQuantum Ultra S	1916B
	ULTRA-FRESH BC100 ULTRA-FRESH BC100	NOTIF1000
	Ultra Ultra	1316B

(Records: 1 - 4 of 4, Pagina: 1/1)

Now, to add a biocide to the list of products that you use, click on the line of the relevant product  :

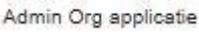
	Einddatum ▼	Toelatingshouc	Favoriet	Voeg + selectie toe
	14/12/2016	<input type="checkbox"/>	<input type="checkbox"/>	 
	31/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	 
	31/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	 
	31/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	 

**Your product is now included in your list of personal favourites.** Repeat this until you have added all the products that you use.

Finally, click top left in the screen on  to return to the opening screen.

#### 4. I want to add a user

Do you want to give a colleague or family member access to your application? Then they must start by creating a personal account in their own name. This is explained in point 1 (at the beginning of this manual).

You can then give this person access to the system. To do so, click in the opening screen on  and then on  to the left in the menu:



The following window will appear:

Admin Organization

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Naam	Voornaam
<input type="radio"/> van parys	dirk

Click left on  and add his/her e-mail address in the next screen:

Admin Organization

---

E-mail

Then click left on . **This person is then added as a user.**

If this person has not yet created a personal account the following error message will be displayed:



**This means that this person first needs to run through point 1 (at the beginning of this manual).**

## 5. I have an error message



## Oooops an error occurred !

30/11/2016 21:02:47.880

java.lang.NullPointerException

null

[Go to home page.](#)

If this screen appears, close your browser and click on the icon below:

