HEALTH CARE SERVICES DEPARTMENT PHARMACEUTICAL POLICY

USER GUIDE: TR-FPP FRONT-OFFICE

NON-BELGIAN COMPANY

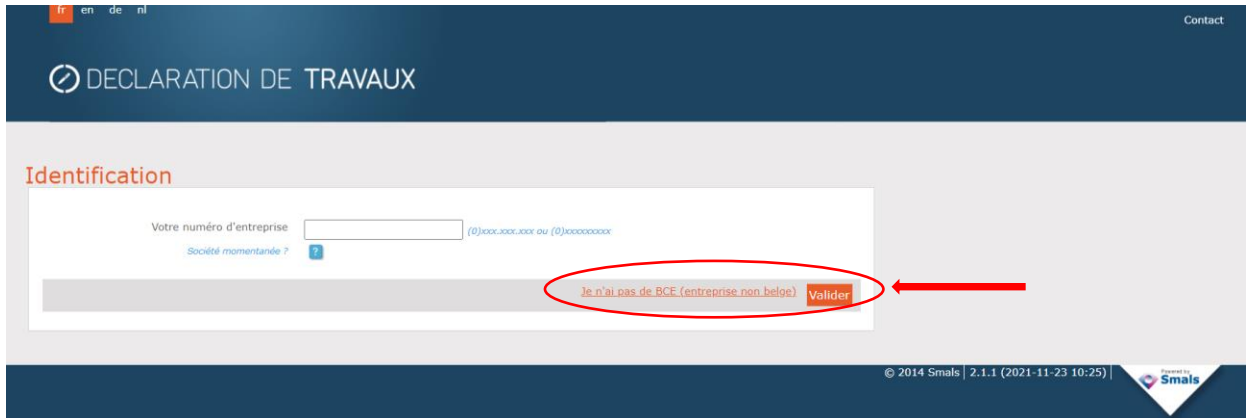## Accessing the TR-FPP application

Version 1.0

The following steps must be taken to have access to our web applications:
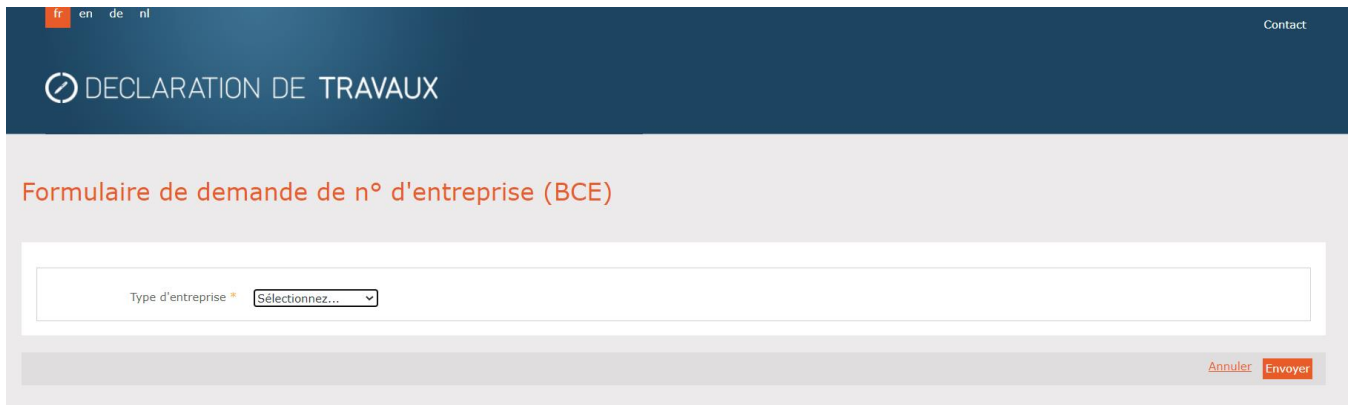
1° You must have a **BCE number** from the Crossroads Bank for Enterprises and send this to the RIZIV-INAMI so that the link can be made between the connection platform which is dependent on CSAM and our applications.

→ *If you are a foreign company*, please visit the following website: Formica (socialsecurity.be)

Click "I do not have a BCE number (non-Belgian company)" then "VALIDATE".

This will take you to the following "Business Number Application Form (BCE)"

Select your company type from the drop-down menu and "Send".

Enter the required data and "Send".

You then receive a BCE number that will give you access to our applications.

2° You then appoint a **main access manager** (usually the general manager or someone considered as the company's legal representative in its articles of association). → The company must contact CSAM directly.
The company must contact CSAM directly if the main access manager changes.

3° This main manager then designates the **users** or individuals who will have access to our applications
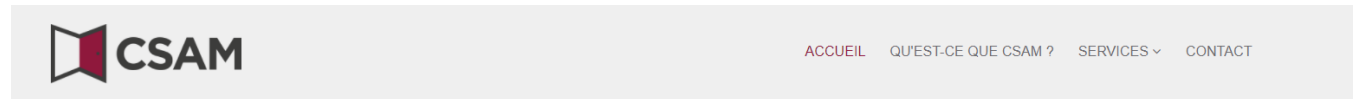
The two steps above (2° and 3°) are completed via the CSAM (social security) website which we cannot access or contact. Therefore, in the event of problems, you should contact the CSAM helpdesk.

Steps 2 and 3 are set out below.

PROCEDURE

1° Log on to the "CSAM" website and go to the "MANAGE ACCESS MANAGER" application

→ CSAM

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2° If you have already appointed a main access manager and other access managers, click the 3rd choice "MANAGING ACCESS"
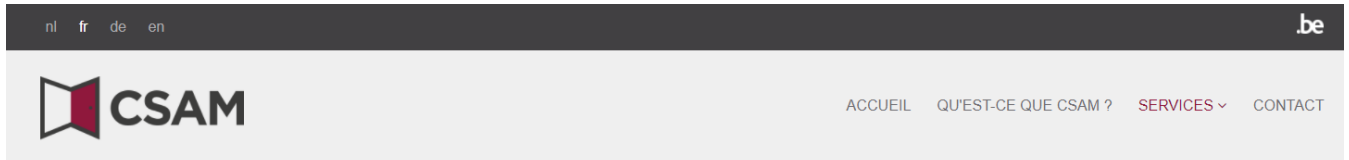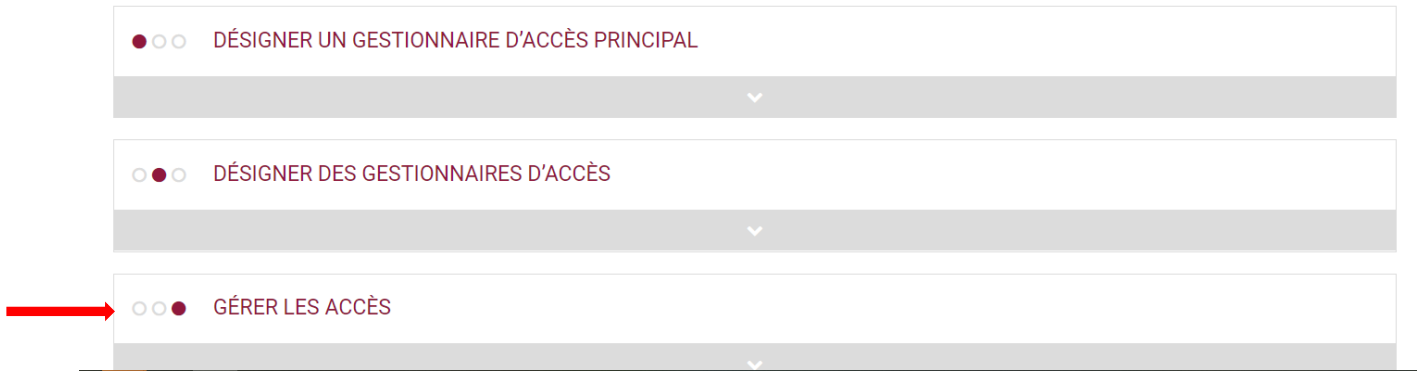
This will take you to the next page where you can access the "SOCIAL SECURITY" service.
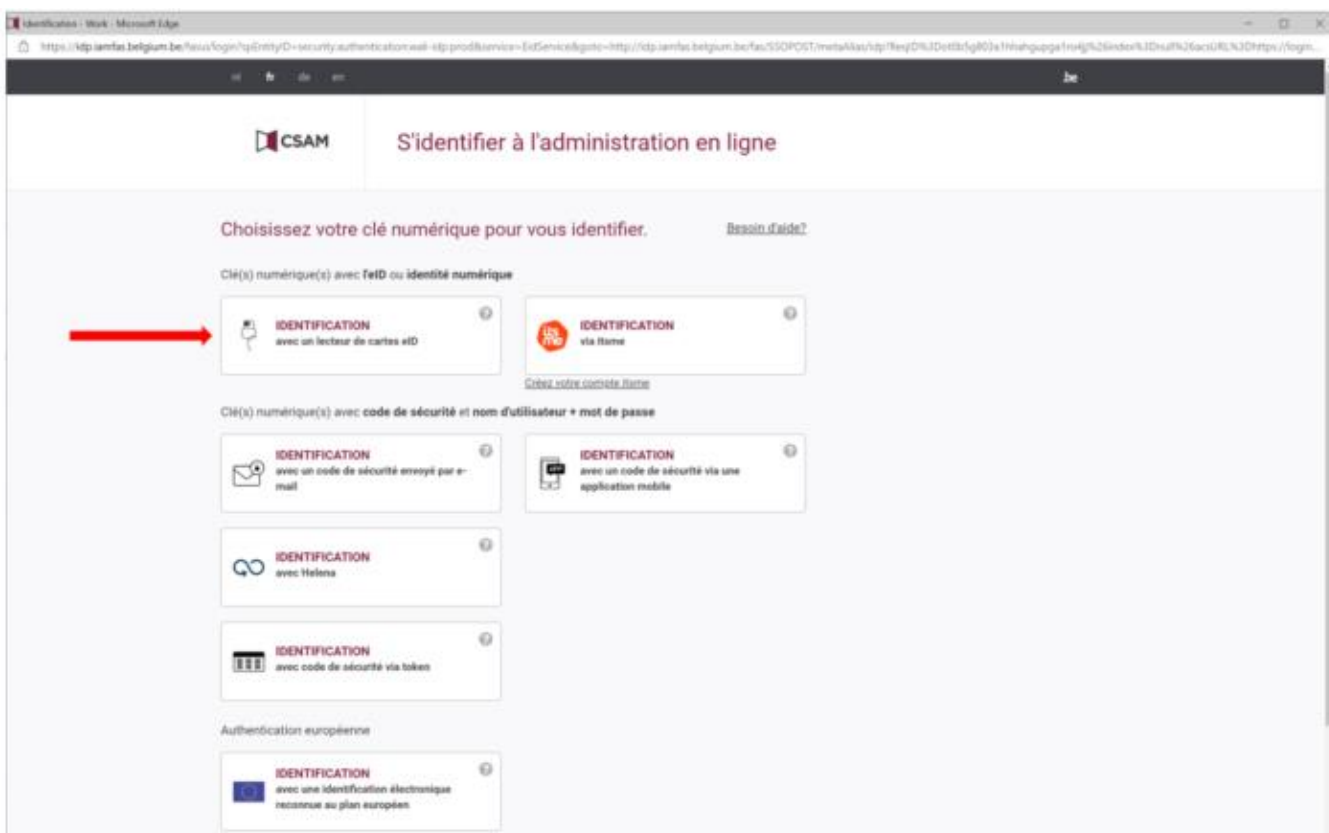
Click the "SOCIAL SECURITY" link.

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3° Before obtaining access, you must first identify yourself and enter the link to your company.
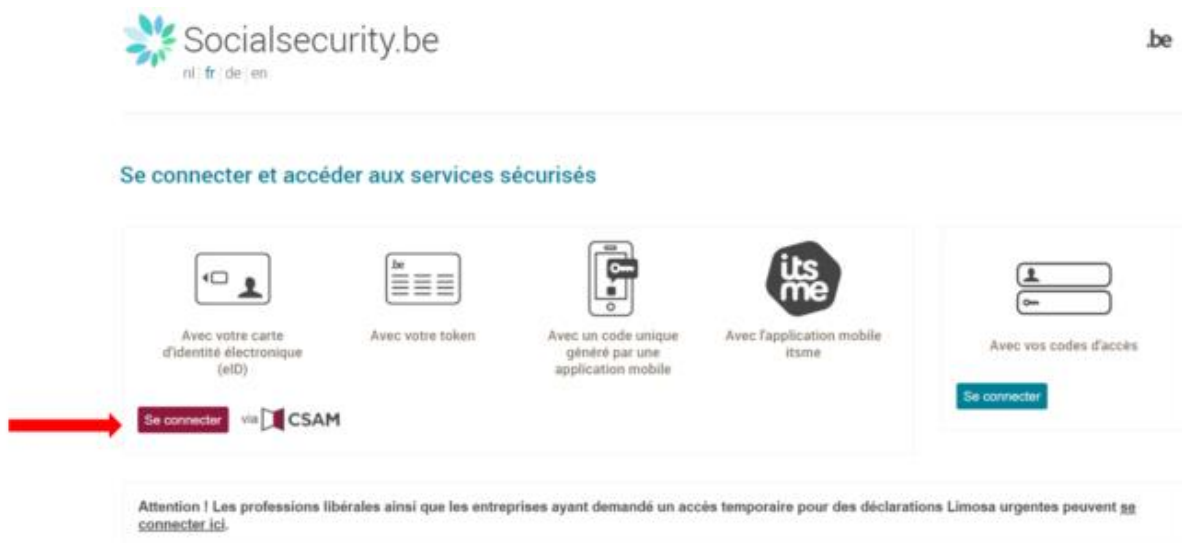
4° You can select how you identify yourself

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5° You will then access the page where you can manage your company's users for the TR-FPP application

Click "NSSO Employer"
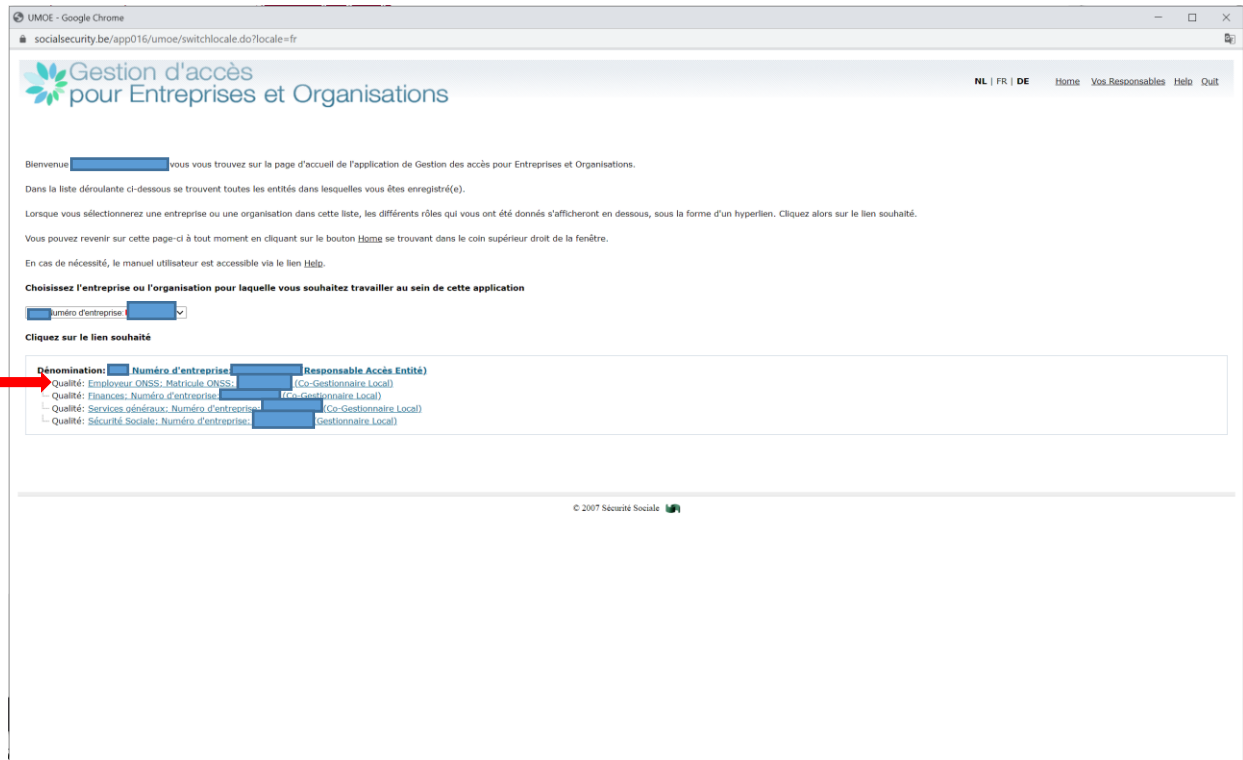
You will see the following page. Click "Users" in the "Functionality" menu

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This takes you to the form where you can add one or more users.

Alongside "Add a user" you can complete the NISS field with the national register number of your new user. Then click "Next".

The following page will appear and allow you to create a new user by completing all the required fields.

Finally, select the TR-FPP application from "Secure applications" by ticking the appropriate box.

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