



USER MANUAL

Road User Portal (RUP)

-

Change or Delete Vehicle Data

In case of additional questions contact **Satellic Customer Support** on

00800/72 83 55 42

(From Belgium and neighboring countries)

or +32 2 416 0 416

(From any location)

Calls from mobile networks may be surcharged according to the terms and conditions of your mobile service operator.

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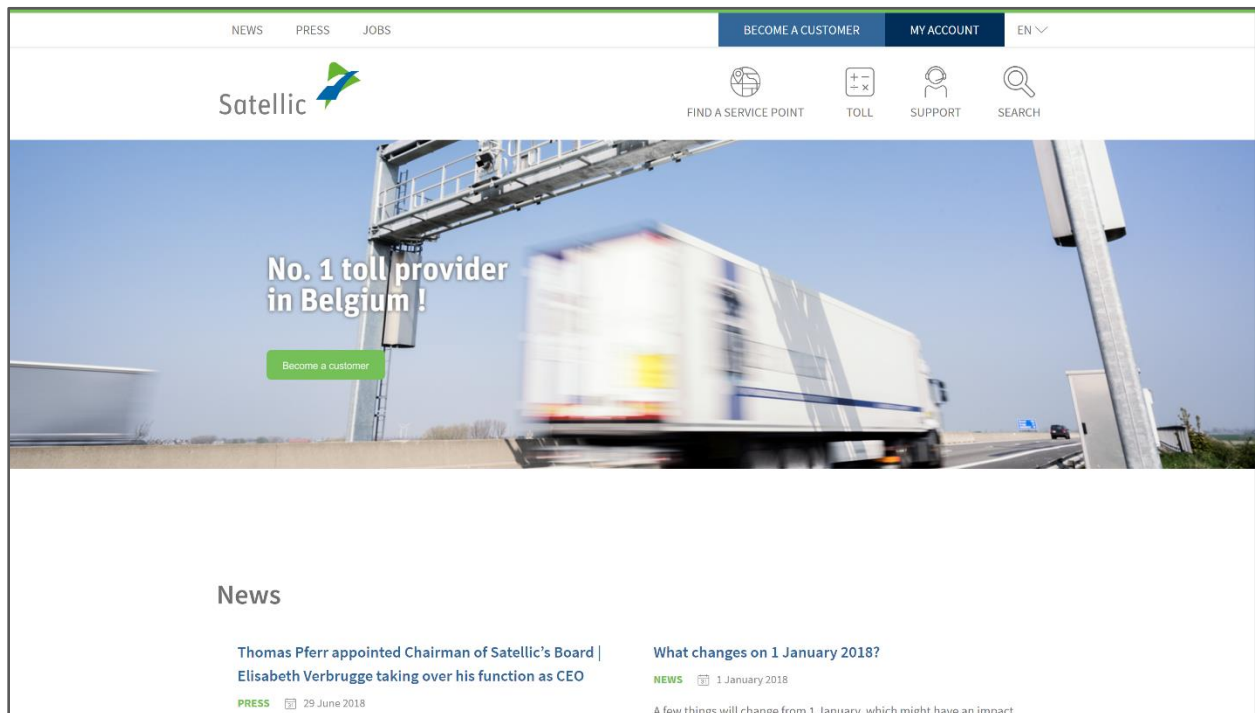
Approved by: CS

Change or Delete Vehicle Data on the Road User Portal

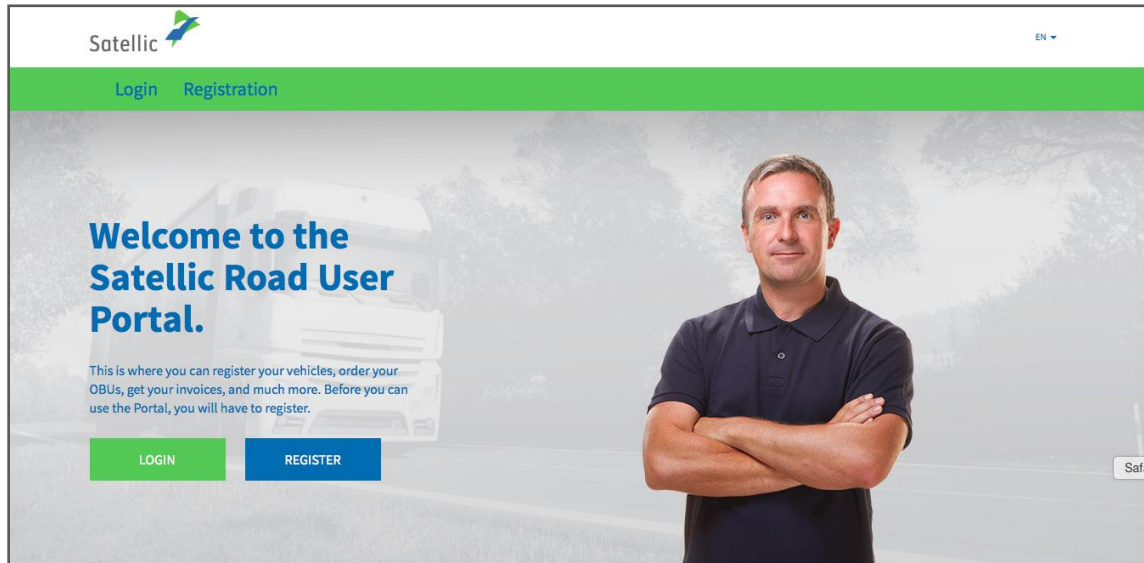
In this manual, we explain how you can change or delete your vehicle data on the Satellic Road User Portal. You can do this on your own initiative or when you receive a request to that effect from Satellic.

Please note that, due to privacy reasons, not all the account details can be shown in the print screens below.

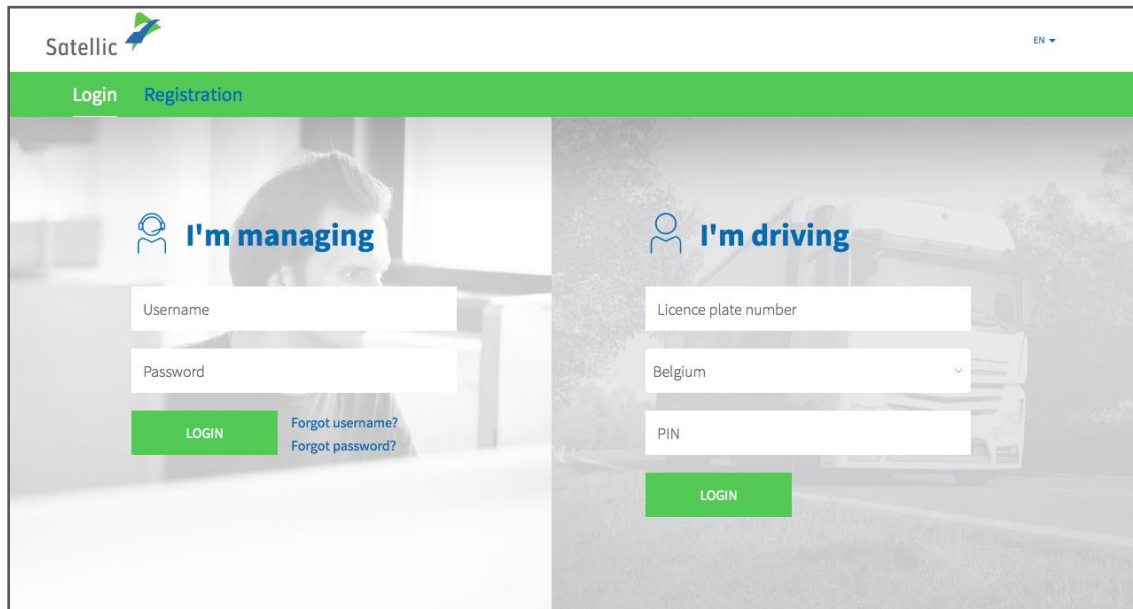
Step 1: Go to www.satellic.be and click on “MY ACCOUNT”.



Step 2: Click on "LOGIN".



Step 3: Click on "I'm managing" and log in with your Username and your Password.



Step 4: Select the “Vehicles” circle.

My Menu My Vehicles & OBUs My Invoices

Welcome to the Satellic Road User Portal

Here you get a quick overview of the status of your account

My Account

7 Vehicles	7 OBUs	0 Decoupled OBUs	1 Low balance
REGISTER VEHICLE	ORDER AN OBU DECOUPLE OBU	COUPLE OBU	TOP UP

Step 5: Choose the licence plate number of the vehicle you want to modify.

Your Vehicles

Click on a row to navigate to the vehicle.

search by OBU ID (S/N) or vehicle

Licence plate number	OBU ID (S/N)	OBU status	OBU payment scheme	OBU balance
██████████	██████████	Activation requested	Post-paid	Not applicable
██████████	██████████	Update in progress	Pre-paid	EUR 0,00

Step 6: You will access the page with the vehicle details.

The screenshot displays the 'Vehicle details' page on the Satellic portal. At the top, there is a navigation bar with 'My Menu', 'My Vehicles & OBUs', and 'My Invoices'. The main content area is titled 'Vehicle details' and includes a table of vehicle information, a section for 'Uploaded vehicle paper files', and a row of action buttons: EDIT, DE-REGISTER, ORDER OBU, COUPLE OBU, UNBILLED USAGE, and JOURNEY VISUALISATION.

Vehicle details	
Licence plate number	[REDACTED]
Vehicle's country of registration	Belgium
Gross Combination Weight Rating (GCWR) [kg]	[REDACTED]
Emission class	[REDACTED]
Journey recording	Inactive

Uploaded vehicle paper files

[REDACTED]

Actions: EDIT, DE-REGISTER, ORDER OBU, COUPLE OBU, UNBILLED USAGE, JOURNEY VISUALISATION

- A) If you want to change the vehicle's country of registration or the vehicle's licence plate number** (because the data you have entered is incorrect for example), please click on "DE-REGISTER". It is indeed impossible to directly modify these fields. Then, register your vehicle again by entering the correct information.
Please mind that when you de-register a vehicle, you will not see the data for that vehicle anymore in the vehicle list on the Road User Portal, nor will you be able to access it again at a later time. You will, however, still be able to see the invoices corresponding to this licence plate number under "My Invoices".
- B) If you want to delete the vehicle**, you just have to click on the "DE-REGISTER" button.
Please mind that when you de-register a vehicle, you will not see the data for that vehicle anymore in the vehicle list on the Road User Portal, nor will you be able to access it again at a later time. You will, however, still be able to see the invoices corresponding to this licence plate number under "My Invoices".
- C) If you wish to change the Gross Combination Weight Rating or the emission class, or to upload new vehicle papers**, click on "EDIT".

Change what needs to be adapted and, if necessary, add the new vehicle papers by clicking on “UPLOAD FILE”. Do not forget to tick the box to indicate that you accept the general terms and conditions of Satellic and click on “NEXT”.

Vehicle data

Vehicle's country of registration

Licence plate number

Gross Combination Weight Rating (GCWR) [kg]

Emission class

Attention! Please check carefully how to register the correct weight and emission class here.

Vehicle papers (2.38 MB)

To verify your registration data you need to provide a copy of your vehicle registration paper(s) that proof the above data. Next to your vehicle registration paper(s) you may need additional documents to proof the weight and emission class. In case the Gross Vehicle Weight or emission class is not known, the highest category has to be selected: 60.000 kg and Euro Class 0.

Before uploading the file(s), please ensure that the information is legible. Only pdf, jpeg, tiff, and png files are accepted with a maximum of 4 files.

RUP MANUAL change registration NED.pdf

I hereby confirm that all information is correct and complete. If the information provided is incorrect, the highest rates may be applied or the On Board Unit may be blocked and put on the blacklist. Satellic NV will store, process and use personal information only for the purposes of tolling in Belgium.

Go over the changed data again before confirming. Please note that discrepancies between the information in the vehicle documents and the information used during registration may result in the application of the highest rates or in the blocking of your OBU. Click on “CONFIRM”.

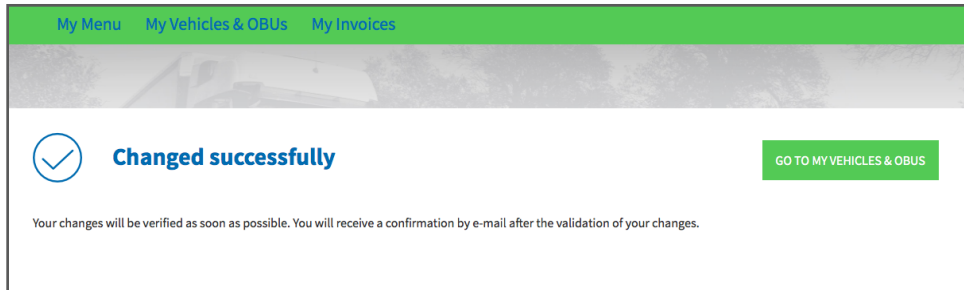
Vehicle confirmation

Please check if the data below are correct before you confirm your registration. Be aware that discrepancies between the data in the uploaded vehicle papers and the registered data may lead to the application of the highest rates, or your OBU may be blocked.

Attention! If the vehicle is coupled to an OBU, the OBU has to be switched on to receive the updated information.

Vehicle data	Vehicle papers
Vehicle's country of registration	<input type="checkbox"/> <input type="text" value=""/> .pdf (132.00 KB)
Licence plate number	<input type="text" value=""/>
Emission class	<input type="text" value=""/>
Gross Combination Weight Rating (GCWR) [kg]	<input type="text" value=""/>

The vehicle data has successfully been modified. You will also receive a confirmation e-mail to confirm the data definitively.



The screenshot shows a web interface with a green navigation bar at the top containing the links "My Menu", "My Vehicles & OBUs", and "My Invoices". Below the navigation bar is a grey header image. The main content area is white and features a blue checkmark icon in a circle on the left. To the right of the icon, the text "Changed successfully" is displayed in a bold blue font. Further to the right is a green button with the text "GO TO MY VEHICLES & OBUS" in white. Below this, a smaller line of text reads: "Your changes will be verified as soon as possible. You will receive a confirmation by e-mail after the validation of your changes."