# USER MANUAL

# Road User Portal (RUP)
## -
## Order an OBU

# Order an OBU on the Road User Portal

> **To order an On Board Unit, you need to complete the following steps first:**
> - **Register an account**
>   Please check the [RUP User Manual – Create a Standard Account](#) for more information.
> - **Register a vehicle**
>   Please check the [RUP User Manual – Register a Vehicle](#) for more information.

> Before placing the order, you should decide how many OBUs you want to order, and how you want to pay the deposit.
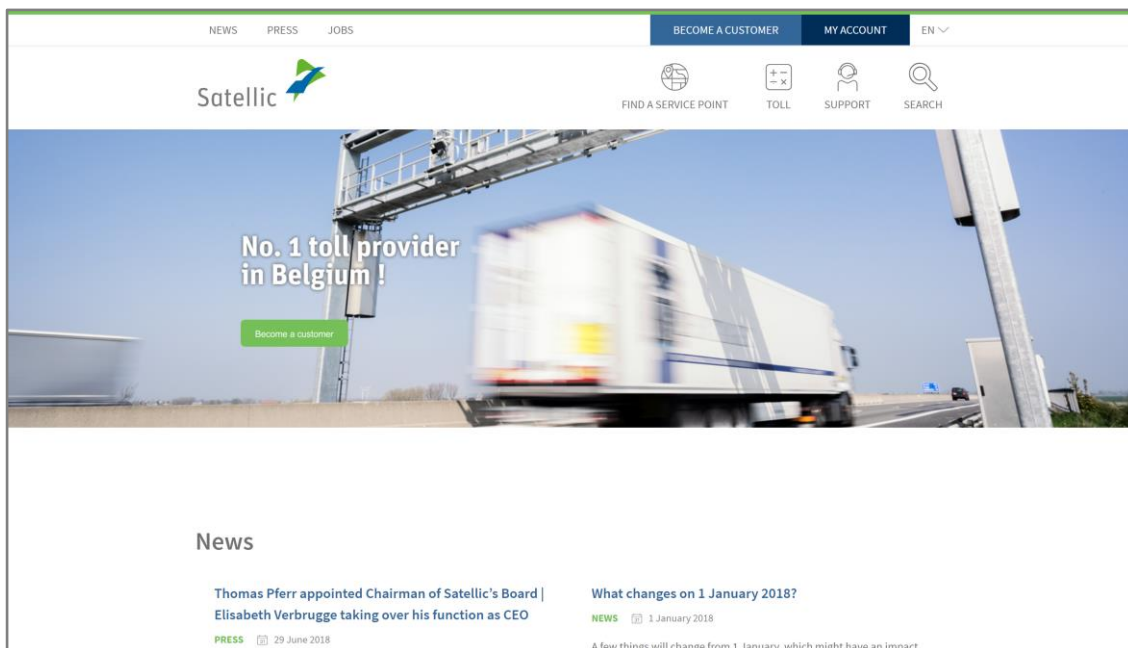>
> I wish to order:
>
> - ➢ **Only 1 OBU** and **pay the deposit**:
>   - **By credit card, debit card or fuel card**
>     (fastest process because the payment is made on the RUP):
>     Please read the *1) "ORDER ONE" PROCESS* (page 3)
>   - **By bank transfer** (slower procedure):
>     Please read the *2) "ORDER MULTIPLE" PROCESS* (page 12)
>
> - ➢ **Several OBUs at once** and **pay the deposit by bank transfer**:
>   Please read the *2) "ORDER MULTIPLE" PROCESS* (page 12)

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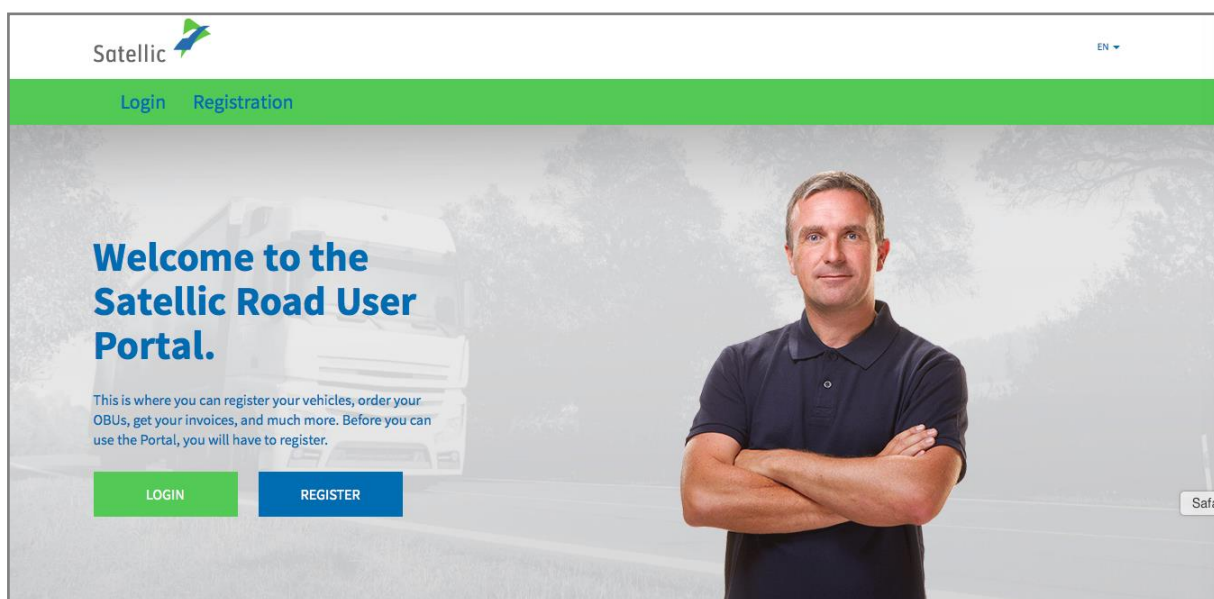VAT Number: BE 0556.799.596 • RPR Brussels

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

## 1) "ORDER ONE" PROCESS

Step 1: Go to www.satellic.be, and select "MY ACCOUNT".



Step 2: Select "LOGIN".

Step 3: Select "I'M MANAGING" and login with your Username and Password.



Step 4: Select the circle "OBUs" and click "ORDER AN OBU".

Step 5: Click "ORDER ONE".



Step 6:
- If you already have registered a vehicle in your account, select the vehicle for which you would like to order an OBU, and click "NEXT".
- If you haven't registered a vehicle yet in your account, click "REGISTER A VEHICLE", and complete this step first.
  **For more information on how to register a vehicle, please check the [RUP User Manual – Register a Vehicle](#).**

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Step 7: Click "NEXT" if you want to ship the OBU to the address registered in your account.
Click "ANOTHER ADDRESS" if you want to ship the OBU to another address than the one registered in your account.



Step 8: Once the shipment data has been provided, **you need to select your preferred payment method to pay the toll**.
There are two ways to pay the toll: Prepaid (beforehand) and Post-paid (after you have driven on the Belgian road network).

- **8.1 Pay the toll prepaid (per bank transfer, credit card or fuel card)**

Select "PRE-PAID" and click "NEXT".

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- **8.2 Pay the toll post-paid (per credit card or fuel card)**

Choose "Post-paid".

    **a.** If you want to pay with a credit card, select "CREDIT CARD" and click "NEXT". If you want to pay with a fuel card, go to step c.



    **b.** Follow the instructions provided on the secured page of the payment provider and pay the pre-authorisation amount of €45. This amount is blocked on the credit card and will not be withdrawn from your account. Please note that the language of this payment page can differ from the default language used on the RUP.

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**c.** If you want to pay with a fuel card, select "FUEL CARD" and click "NEXT".



d. Follow the instructions provided on the secured page of AGES. Please note that the language of this payment page can differ from the language used by default on the RUP.

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Step 9: Pay the deposit.
You can pay the OBU deposit with a credit card, a debit card or a fuel card.

- **9.1 Payment of the deposit with a credit card**

**a.** Select "CREDIT CARD" and click "NEXT".



b. Follow the instructions provided on the secured page of the payment provider and pay the deposit of €135. Please note that the language of this payment page can differ from the language used by default on the RUP.

- **9.2 Payment of the deposit with a debit card**

**a.** Select "DEBIT CARD" and click "NEXT".



**b.** Follow the instructions provided on the secured page of the payment provider and pay the deposit of €135. Please note that the language of this payment page may differ from the language used by default on the RUP.

**Transactie informatie**

**WWW.SATELLIC.BE**

Bedrag :
€ 135,00

Webwinkel ID :

Ordernummer :

Referentie factuur :

Transactiereferentie :

**Invoeren betaalinformatie**

Kaartnummer :

Vervaldatum :        maand : 01 ⇕    jaar : 2016 ⇕

Beveiligingscode :        Help ?

Naargelang uw bankinstelling wordt u vervolgens verder geleid naar de authentificatiepagina van uw bank vóór de goedkeuring van uw betaling.

MasterCard. SecureCode.    Verified by VISA

Annuleren        Akkoord

Sips e-payment solution

- – **9.3 Payment of the deposit with a fuel card**

**a.** Select "FUEL CARD" and click "NEXT".



**b.** Follow the instructions provided on the secured page of AGES and pay the deposit of €135. Please note that the language of this payment page can be different than the language used by default on the RUP.

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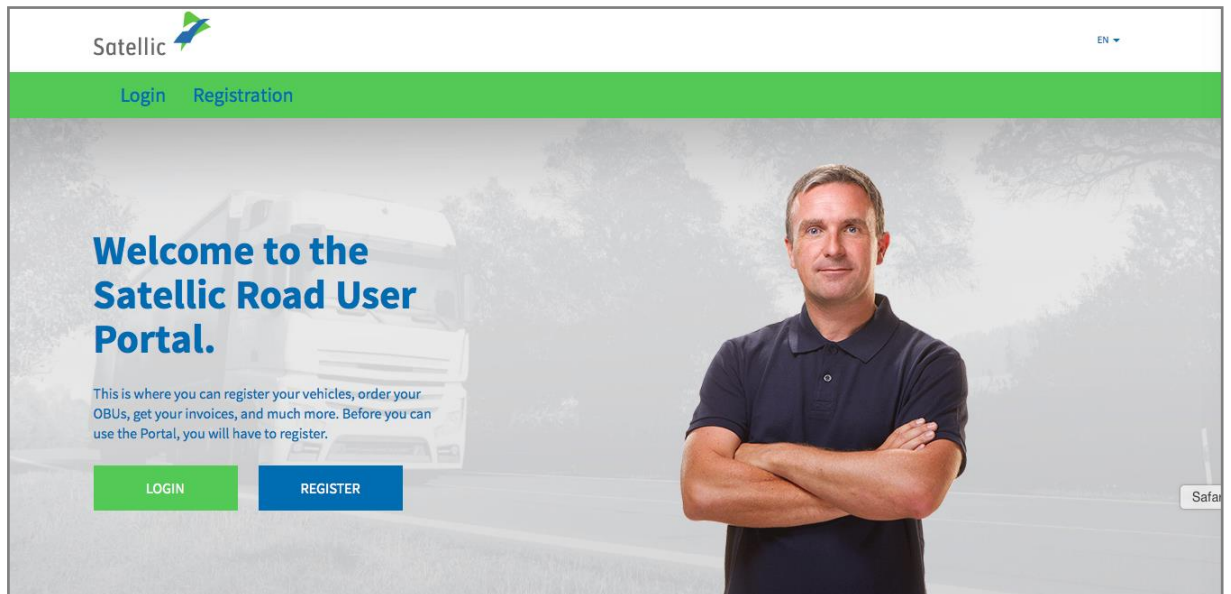VAT Number: BE 0556.799.596 • RPR Brussels

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## 2) "ORDER MULTIPLE" PROCESS

Step 1: Go to www.satellic.be, and select "MY ACCOUNT".
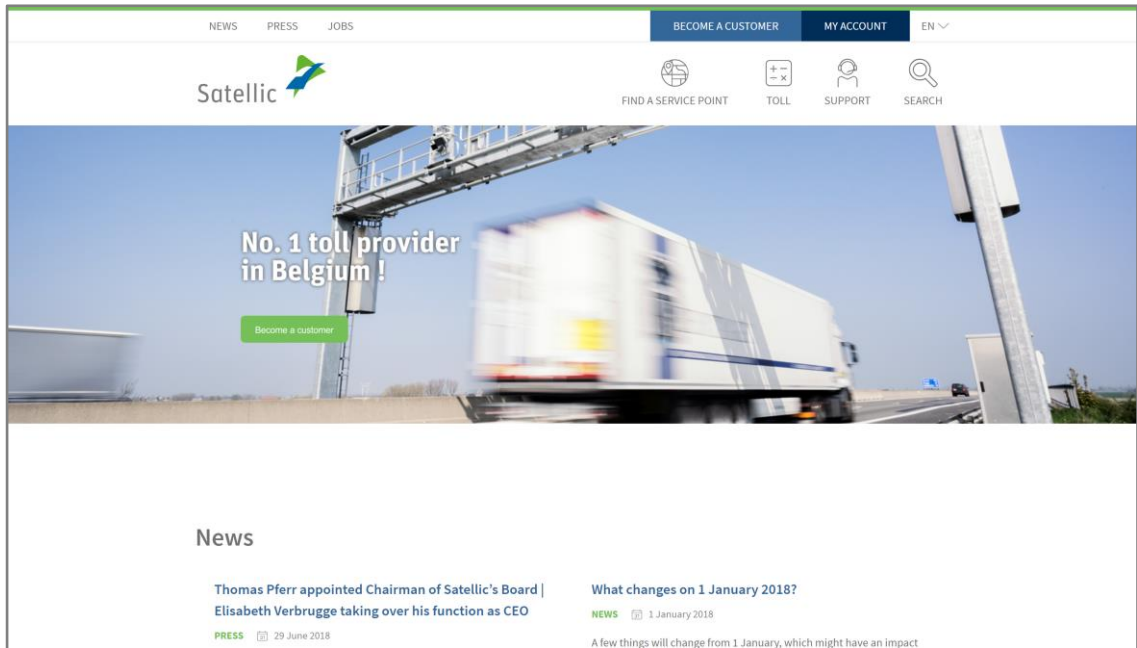


Step 2: Select "LOGIN".

Step 3: Select "I'M MANAGING" and login with your Username and Password.



Step 4: Select the circle "OBUs" and click "ORDER AN OBU".

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Step 5: Select "ORDER MULTIPLE".



Step 6: Enter the number of OBUs you want to order and click "NEXT". **Please note that Satellic will wait to have received the payment before shipping the order.**

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Step 7: Click "NEXT" if you want to ship the OBU to the address registered in your account.
Click "ANOTHER ADDRESS" if you want to ship the OBU to another address than the one registered in your account



Step 8: Check the details of your order and click "ORDER" to confirm your data and to order your OBU(s).
You will receive an e-mail to confirm your order. **You need to pay the deposit at least 10 days before your preferred shipment date.**