



USER MANUAL

Road User Portal (RUP)

-

Create a Full Account

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**

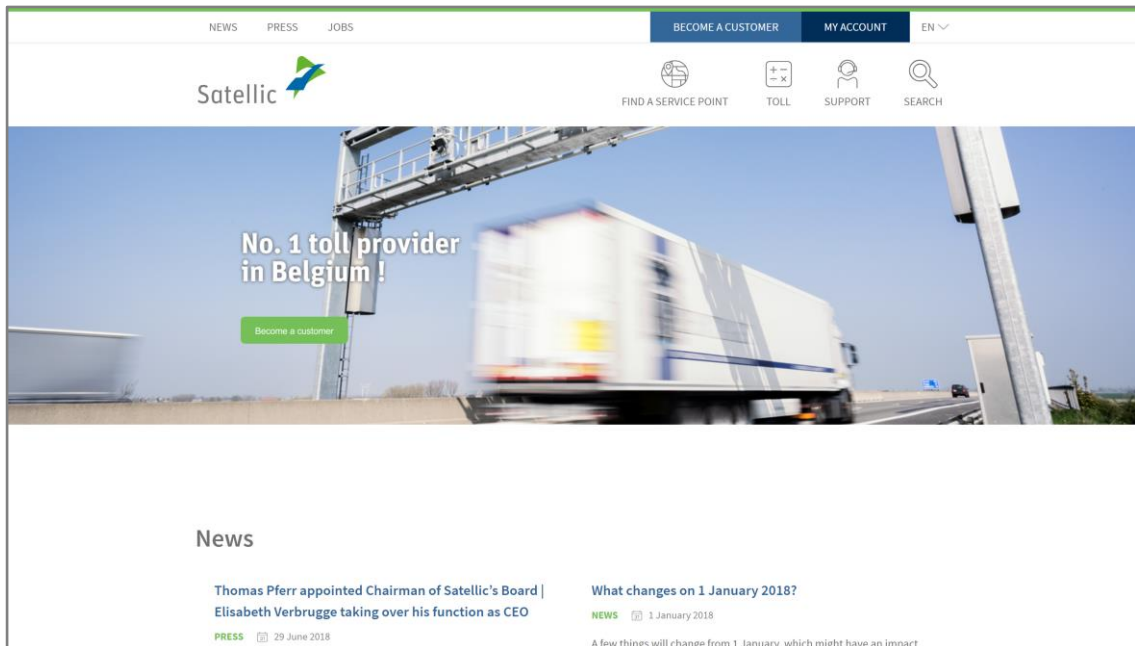
(From any location)

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

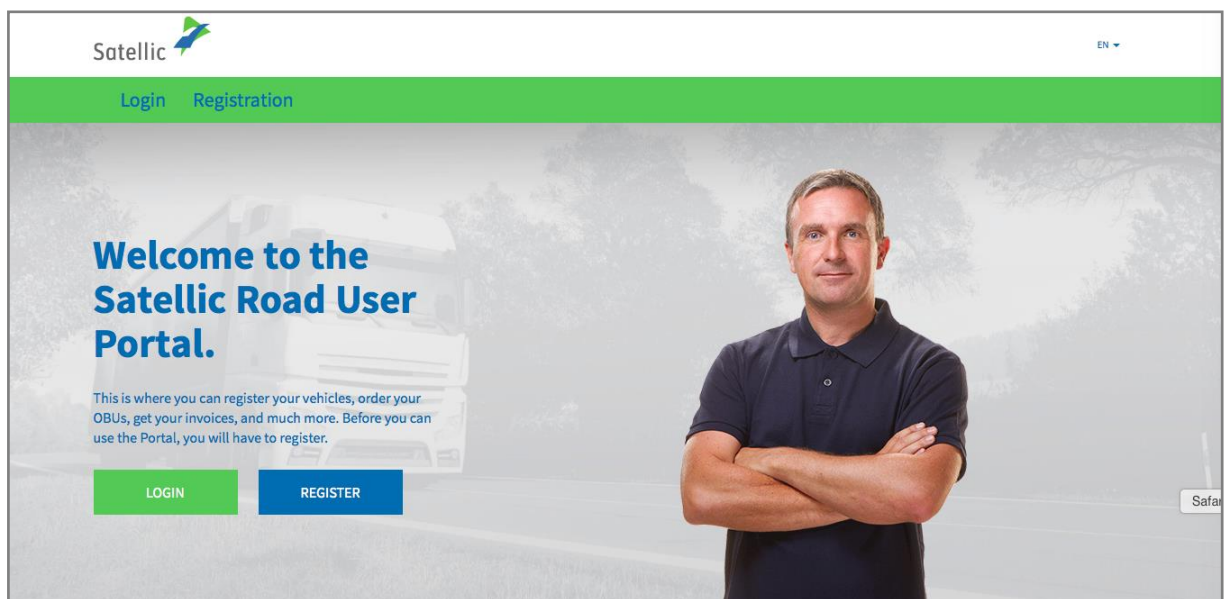
Create a full account on the Satellic Road User Portal

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

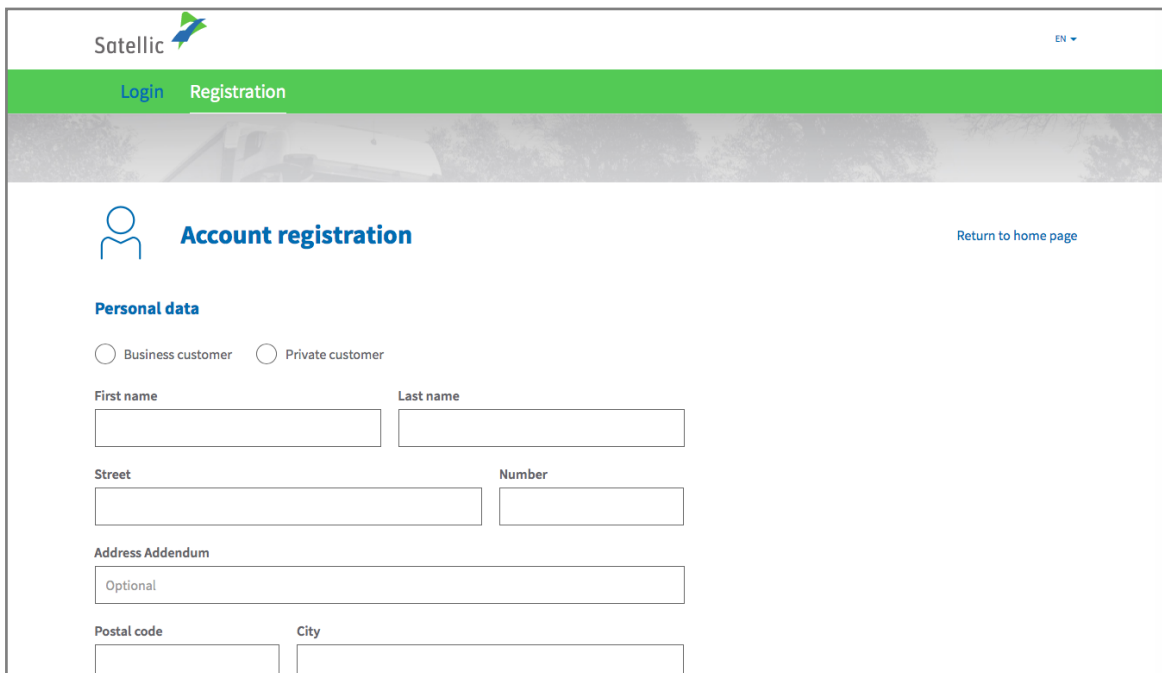
Step 1: Go to www.satellic.be, and select “MY ACCOUNT” to log in to the Road User Portal.



Step 2: Select “REGISTER”.

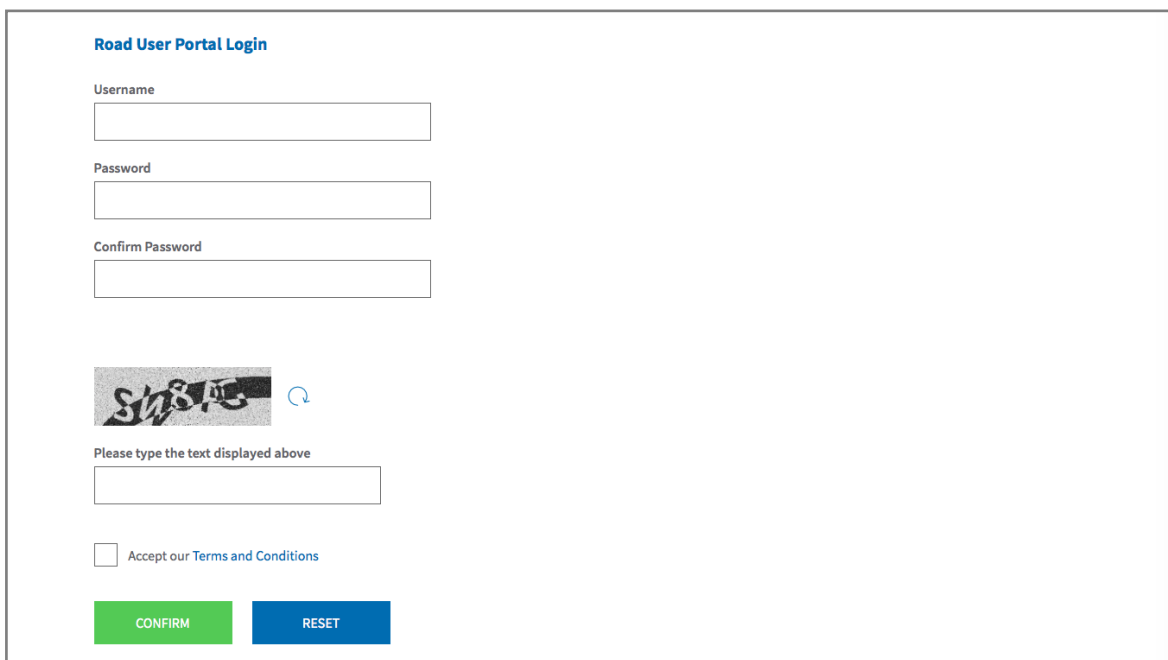


Step 3: Select “BUSINESS CUSTOMER” or “PRIVATE CUSTOMER” and fill in the required boxes.



The screenshot shows the Satellic website's account registration page. At the top, there is a green navigation bar with the Satellic logo on the left and 'EN' on the right. Below the navigation bar, the page title is 'Account registration' with a user icon on the left and a 'Return to home page' link on the right. The main section is titled 'Personal data' and contains two radio buttons: 'Business customer' and 'Private customer'. Below these are several input fields: 'First name' and 'Last name' (two separate boxes), 'Street' and 'Number' (two separate boxes), 'Address Addendum' (a single box with 'Optional' text inside), and 'Postal code' and 'City' (two separate boxes).

Step 4: Accept the Satellic “TERMS AND CONDITIONS” and select “CONFIRM”.



The screenshot shows the 'Road User Portal Login' page. It features a title 'Road User Portal Login' and three input fields for 'Username', 'Password', and 'Confirm Password'. Below these fields is a CAPTCHA image showing the text 'S4B7A5' with a refresh icon. A text prompt says 'Please type the text displayed above' followed by an input field. At the bottom, there is a checkbox labeled 'Accept our Terms and Conditions'. Two buttons are located at the bottom: a green 'CONFIRM' button and a blue 'RESET' button.

Step 5: Check if the data are correct and select "CONFIRM".

Account registration

Please check if the below data are correct before you confirm your registration.

Account information

Customer type	Private customer	Country	Belgium
First name	Test	Language	Dutch
Last name	Account	EU-VAT identification number	
Street		E-mail address	
Address Addendum			
City			

Bank Account

Account holder		Salutation	Mrs.
BIC		First name	Test
IBAN		Last name	Account
		Phone number	

Contact person


Salutation	Mrs.
First name	Test
Last name	Account
Phone number	

Road User Portal Login

Username	Testaccount
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[CONFIRM](#) [BACK](#)

Step 6: A confirmation e-mail is sent to you with the activation link.

Satelllic  EN ▾

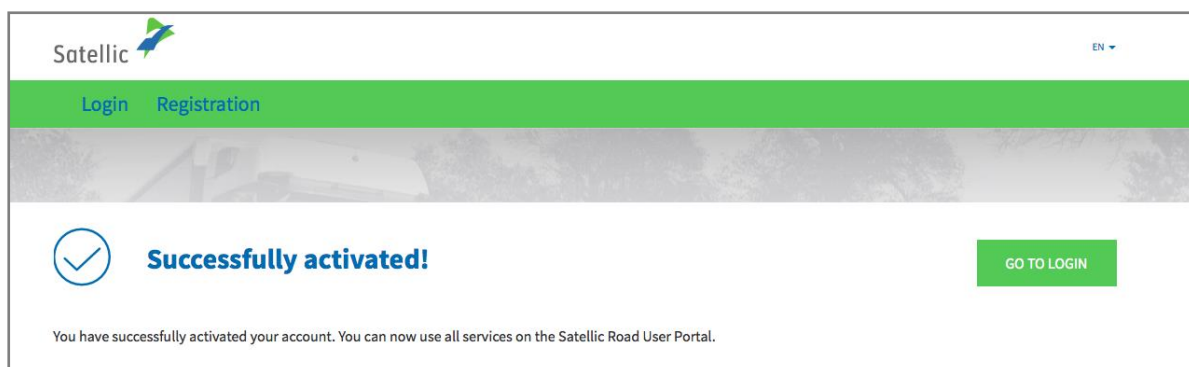
[Login](#) [Registration](#)

Only one more step to go!

[GO TO LOGIN](#)

You have successfully submitted the request for account registration. A confirmation e-mail was sent to you with the activation link.

Step 7: Complete your registration by clicking on the activation link in the confirmation e-mail. Please note that this link is only valid for the next 24 hours.



Step 8: You are successfully registered, and you can now use all the services on the Satellic Road User Portal. Log in to the Road User Portal and register your vehicle(s).

You can find more information about registering your vehicle(s) in the [Road User Portal User Manual - Register a Vehicle](#).