



USER MANUAL

Road User Portal (RUP)

-

Create a Standard 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.

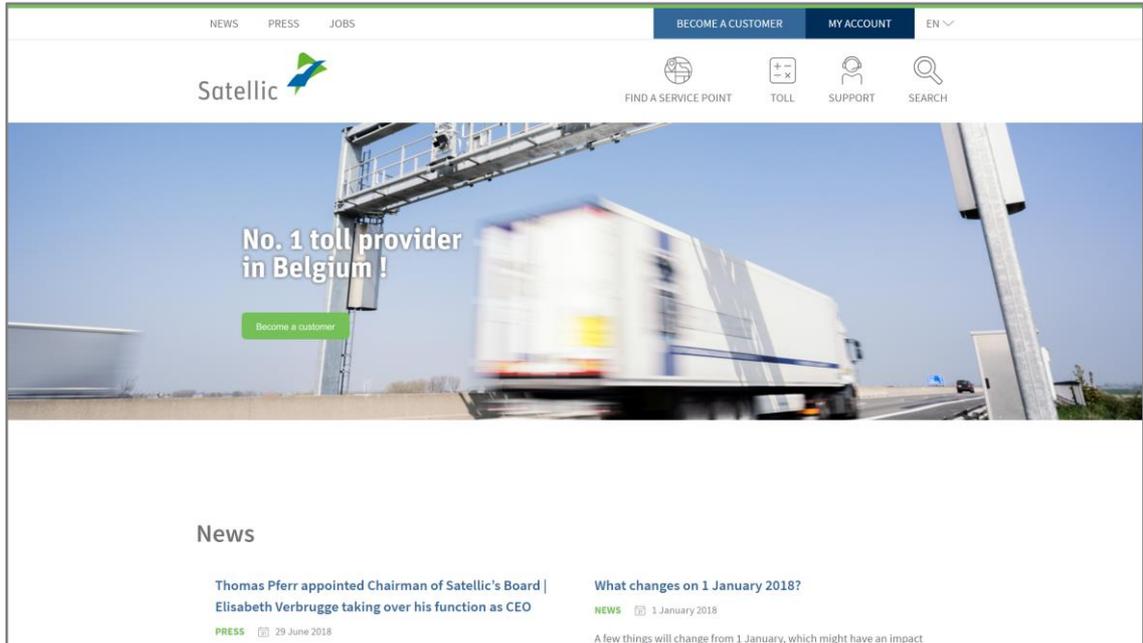
Date: June 2019 - status: Final - Created by: Marcom

Approved by: CS

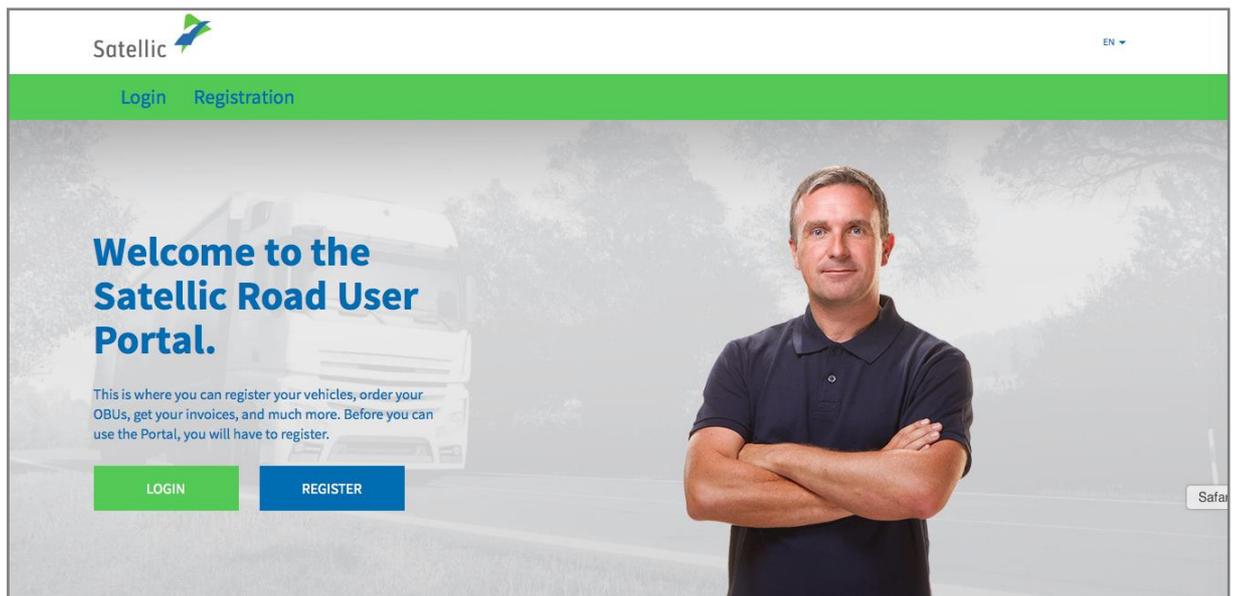
Create a standard account on the Satellic Road User Portal

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

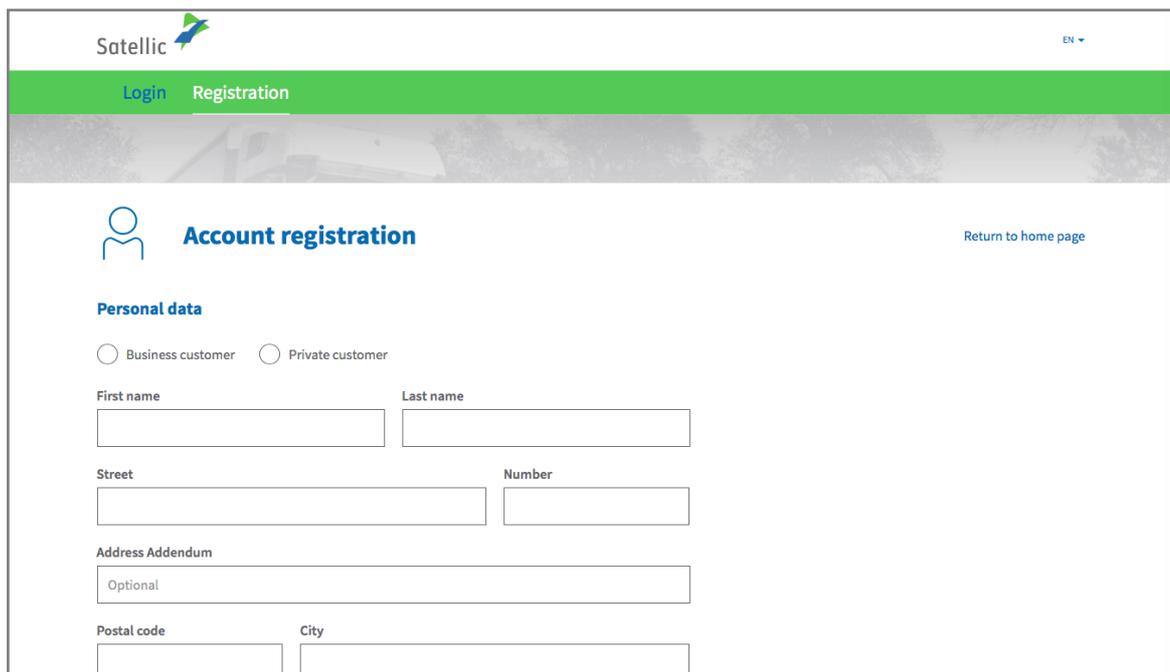
Step 1: Go to www.satellic.be, and select “MY ACCOUNT” to log in to the Road User Portal.



Step 2: Select “REGISTER”.

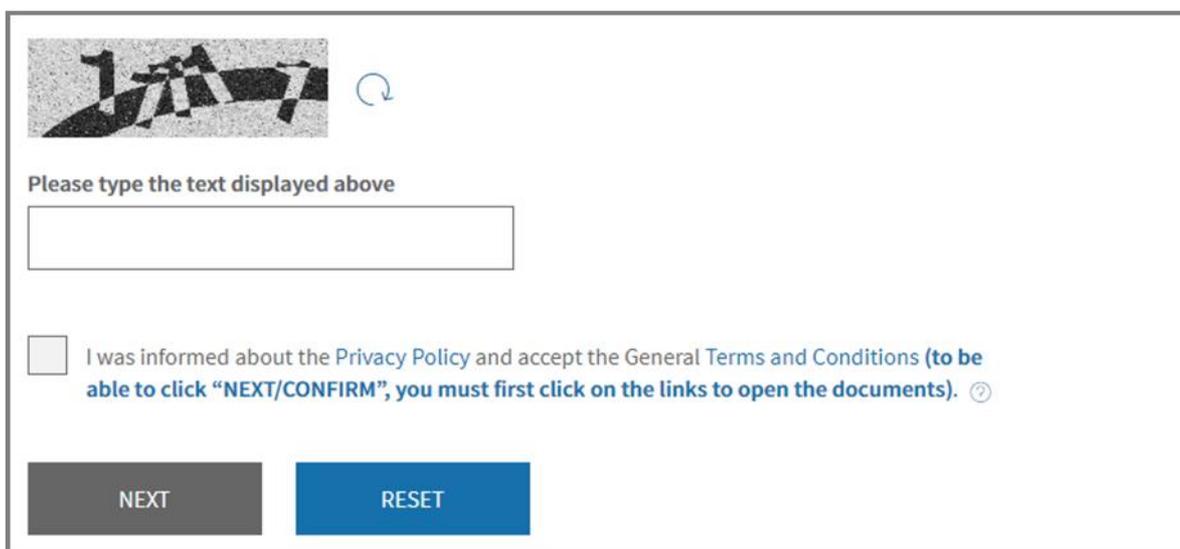


Step 3: Select “BUSINESS CUSTOMER” or “PRIVATE CUSTOMER” and fill in the required boxes.



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, there are links for 'Login' and 'Registration'. The main heading is 'Account registration' with a user icon and a 'Return to home page' link. Under the heading, there is a section for 'Personal data' with 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 “PRIVACY POLICY” and the “TERMS AND CONDITIONS” and select “NEXT”.



The screenshot shows the confirmation step of the registration process. It features a CAPTCHA image at the top left with a refresh icon to its right. Below the image is the instruction 'Please type the text displayed above' followed by a text input field. Underneath is a checkbox with the text: 'I was informed about the Privacy Policy and accept the General Terms and Conditions (to be able to click “NEXT/CONFIRM”, you must first click on the links to open the documents).'. At the bottom, there are two buttons: a grey 'NEXT' 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 ▾

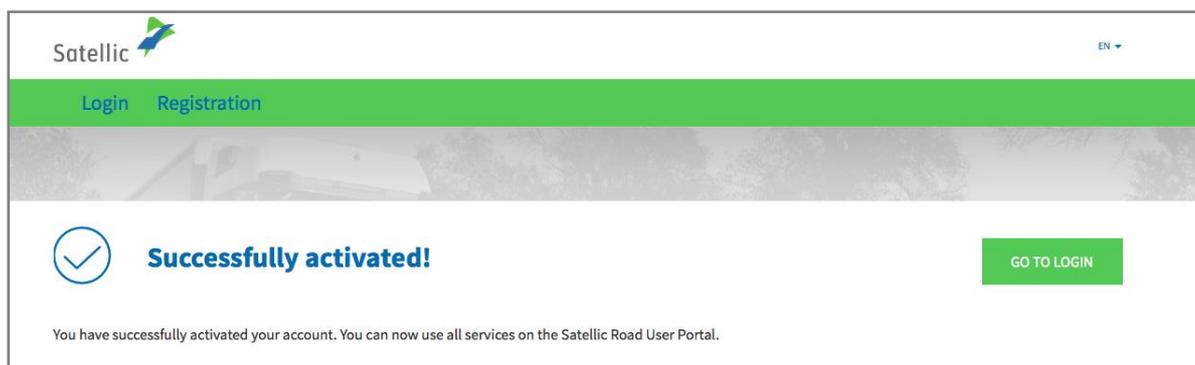
[Login](#) [Registration](#)

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](#).