



USER MANUAL

Road User Portal (RUP)

-

Register a Vehicle

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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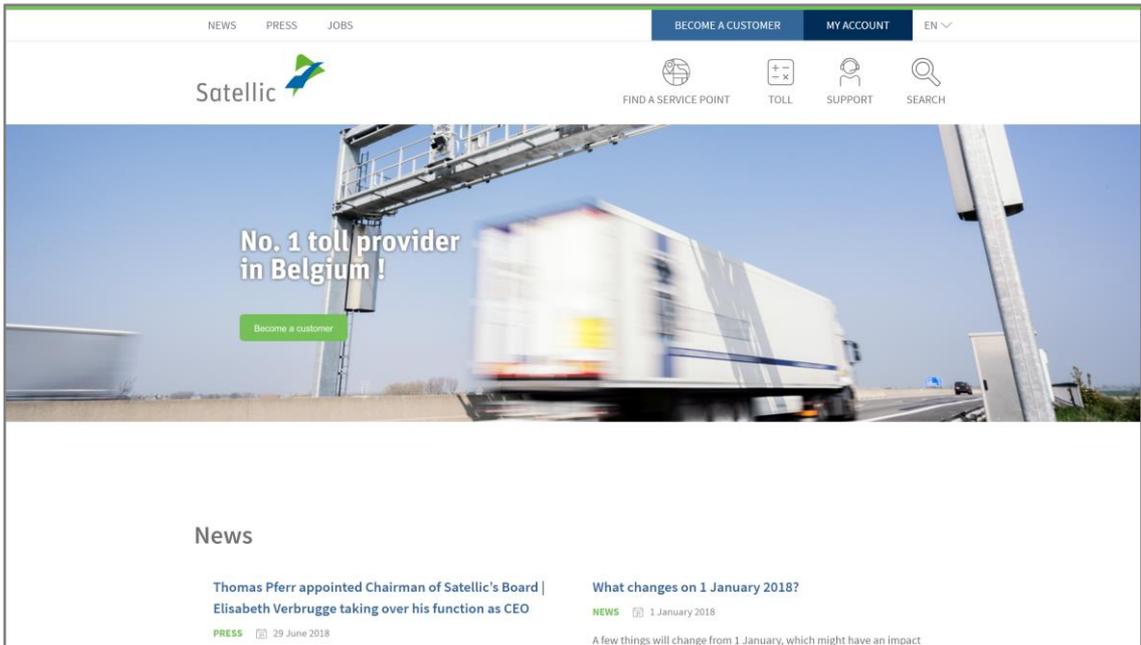
Approved by: CS

Register a vehicle on the Satellic Road User Portal

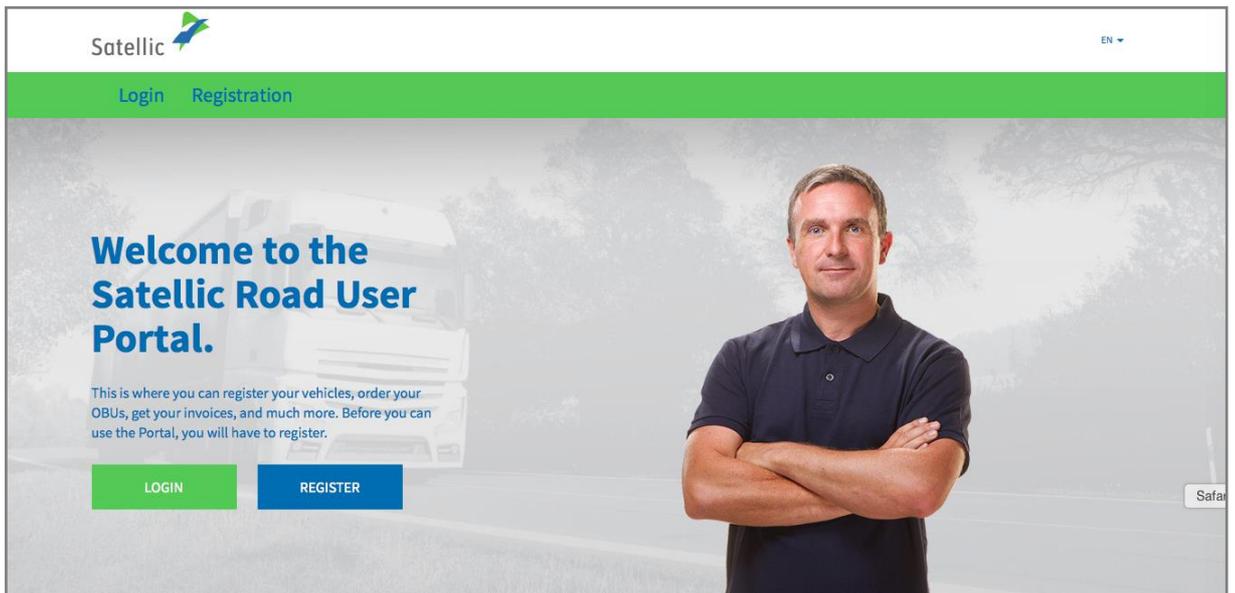
In order to register a vehicle, you need to create a standard account first. Please check the [RUP User Manual – Create a Standard Account](#) for more information.

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

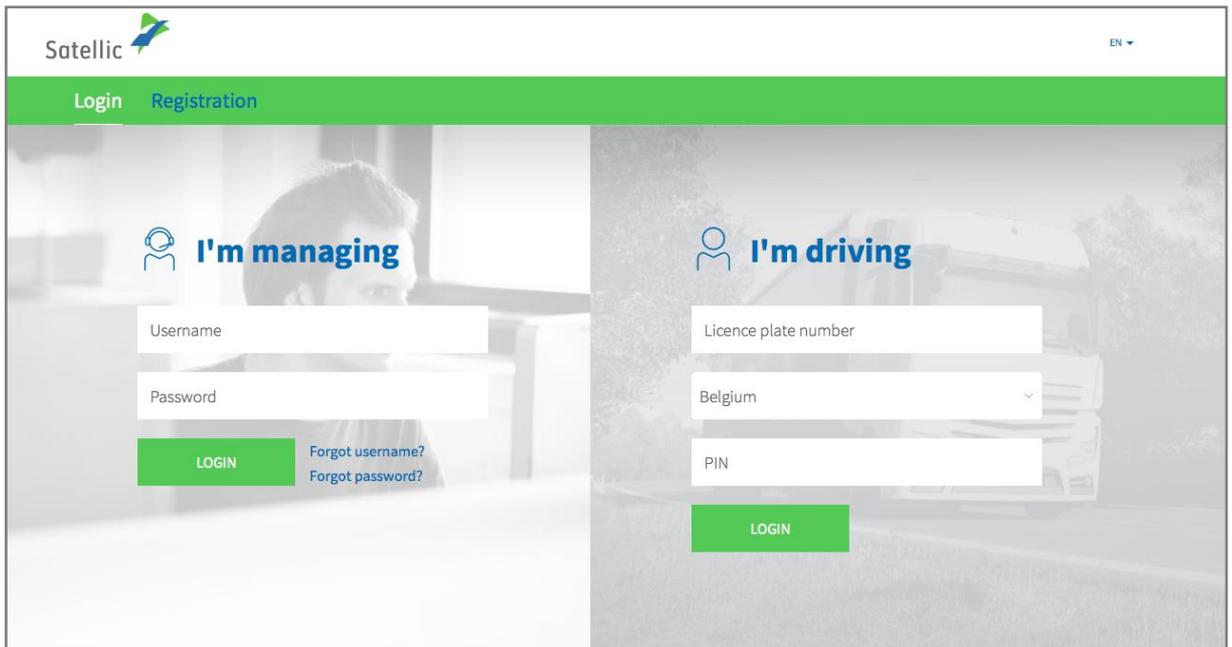
Step 1: Go to www.satellic.be, and select “MY ACCOUNT”.



Step 2: Select “LOGIN”.

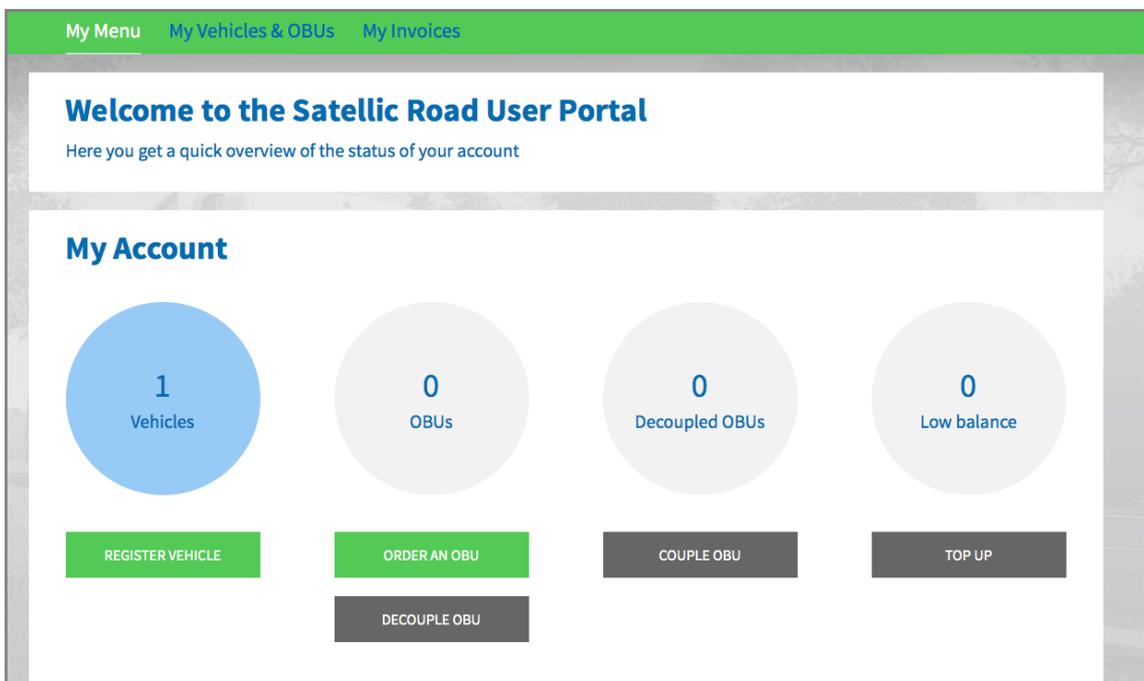


Step 3: Select "I'M MANAGING" and login with your Username and Password.



The screenshot shows the Satellic login page. At the top left is the Satellic logo and at the top right is a language selector set to 'EN'. Below the header is a green navigation bar with 'Login' and 'Registration' links. The main content area is split into two columns. The left column, titled 'I'm managing', features a person icon, a 'Username' input field, a 'Password' input field, a green 'LOGIN' button, and links for 'Forgot username?' and 'Forgot password?'. The right column, titled 'I'm driving', features a truck icon, a 'Licence plate number' input field, a 'Belgium' dropdown menu, a 'PIN' input field, and a green 'LOGIN' button.

Step 4: Click "REGISTER VEHICLE" under the circle "VEHICLES".



The screenshot shows the 'Welcome to the Satellic Road User Portal' dashboard. At the top is a green navigation bar with 'My Menu', 'My Vehicles & OBUs', and 'My Invoices' links. Below the header is a white banner with the title 'Welcome to the Satellic Road User Portal' and the subtitle 'Here you get a quick overview of the status of your account'. The main content area is titled 'My Account' and contains four circular statistics: '1 Vehicles', '0 OBUs', '0 Decoupled OBUs', and '0 Low balance'. Below each circle is a button: 'REGISTER VEHICLE' (green), 'ORDER AN OBU' (green), 'COUPLE OBU' (dark grey), and 'TOP UP' (dark grey). Below the 'ORDER AN OBU' button is a 'DECOUPLE OBU' button (dark grey).

Step 5: Fill in the required vehicle data: **country of origin**, **licence plate number**, **Gross Combination Weight Rating** and the **EURO Emission Class**. Please [check carefully here how to register the correct weight and emission class](#).

The screenshot shows the 'Register Vehicle' page in the Satellic system. At the top, there is a navigation bar with 'My Menu', 'My Vehicles & OBUs', and 'My Invoices'. The main heading is 'Register Vehicle' with a 'Back to My Menu' link. The 'Vehicle data' section contains four input fields: 'Vehicle's country of origin' (a dropdown menu with 'Belgium' selected), 'Licence plate number' (a text input field), 'Gross Combination Weight Rating (GCWR) [kg]' (a text input field with '0' entered), and 'Emission class' (a dropdown menu with 'Choose One' selected). Below the form, there is an 'Attention!' note: 'Please check carefully how to register the correct weight and emission class here.'

Step 6: Please **upload a copy of the vehicle paper(s) that prove the vehicle data that you have entered**. Next to your vehicle registration paper(s) you may need additional documents to proof the weight and emission class. **In the particular case of N1 BC vehicles, the owner must upload documents that clearly indicate that the vehicle is a semi-trailer tractor of BC type**, such as: Identification Report, Technical file, Vehicle Registration Certificate, Certificate of Conformity or a conversion document.

Only .pdf, .jpeg, .tiff, and .png files are accepted and you can upload a maximum of 4 files.

Finally, confirm that all the information provided is complete and correct, and select "REGISTER A VEHICLE".

The screenshot shows the 'Vehicle papers (0.00 KB)' section. It contains a paragraph of instructions: '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.' Below this is another paragraph: '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.' There is a blue 'UPLOAD FILE' button with a plus icon. Below that is a confirmation checkbox with an 'X' icon and the text: '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.' At the bottom, there is a green 'REGISTER A VEHICLE' button.

Step 7: Please check if the data are correct and select “CONFIRM”.

The screenshot shows the 'Confirm vehicle registration' page. At the top, there is a navigation bar with 'My Menu', 'My Vehicles & OBUs', and 'My Invoices'. The main heading is 'Confirm vehicle registration' with a truck icon. Below the heading, a warning message states: '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.' The page is divided into two columns: 'Vehicle data' and 'Vehicle papers'. Under 'Vehicle data', there are labels for 'Vehicle's country of origin', 'Licence plate number', 'Emission class', 'Gross Combination Weight', and 'Rating (GCWR) [kg]', with a corresponding greyed-out input field. Under 'Vehicle papers', there is a greyed-out input field. At the bottom, there are two buttons: a green 'CONFIRM' button and a blue 'CANCEL' button.

Step 8: Your vehicle is now registered. You will receive a confirmation e-mail. You may now order an On Board Unit (OBU) for your vehicle or couple one of your OBUs to your vehicle.

You can find more information about how to order an On Board Unit and couple it to a vehicle on the RUP in the following manuals: [RUP User Manual – Order an OBU](#) and [RUP User Manual – Couple an OBU](#).

If you want to register another vehicle, click on “MY MENU” in the green navigation bar and follow step 4 to step 8 of this procedure again.

The screenshot shows the 'Your vehicle is registered' page. At the top, there is a navigation bar with 'My Menu', 'My Vehicles & OBUs', and 'My Invoices'. The main heading is 'Your vehicle is registered.' with a checkmark icon. Below the heading, a message states: 'You may now order an On Board Unit (OBU) for your vehicle or couple an existing OBU to your vehicle.' At the bottom, there is a green button labeled 'GO TO MY VEHICLES & OBUS'.