



Service Public
Fédéral
FINANCES

SERVICES
DU PRÉSIDENT

USER MANUAL

FORREG



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INTRODUCTION

To carry out an online procedure at the FPS Finance, as a citizen or a responsible in a company, you have to authenticate with a digital key recognized by the FAS (Federal Authentication Service).

Whenever you want to identify in one of our online applications, you are redirected to a CSAM page (SPF BOSA) where you are invited to choose a digital key.

Remark: Depending on the application, other digital keys are possible.

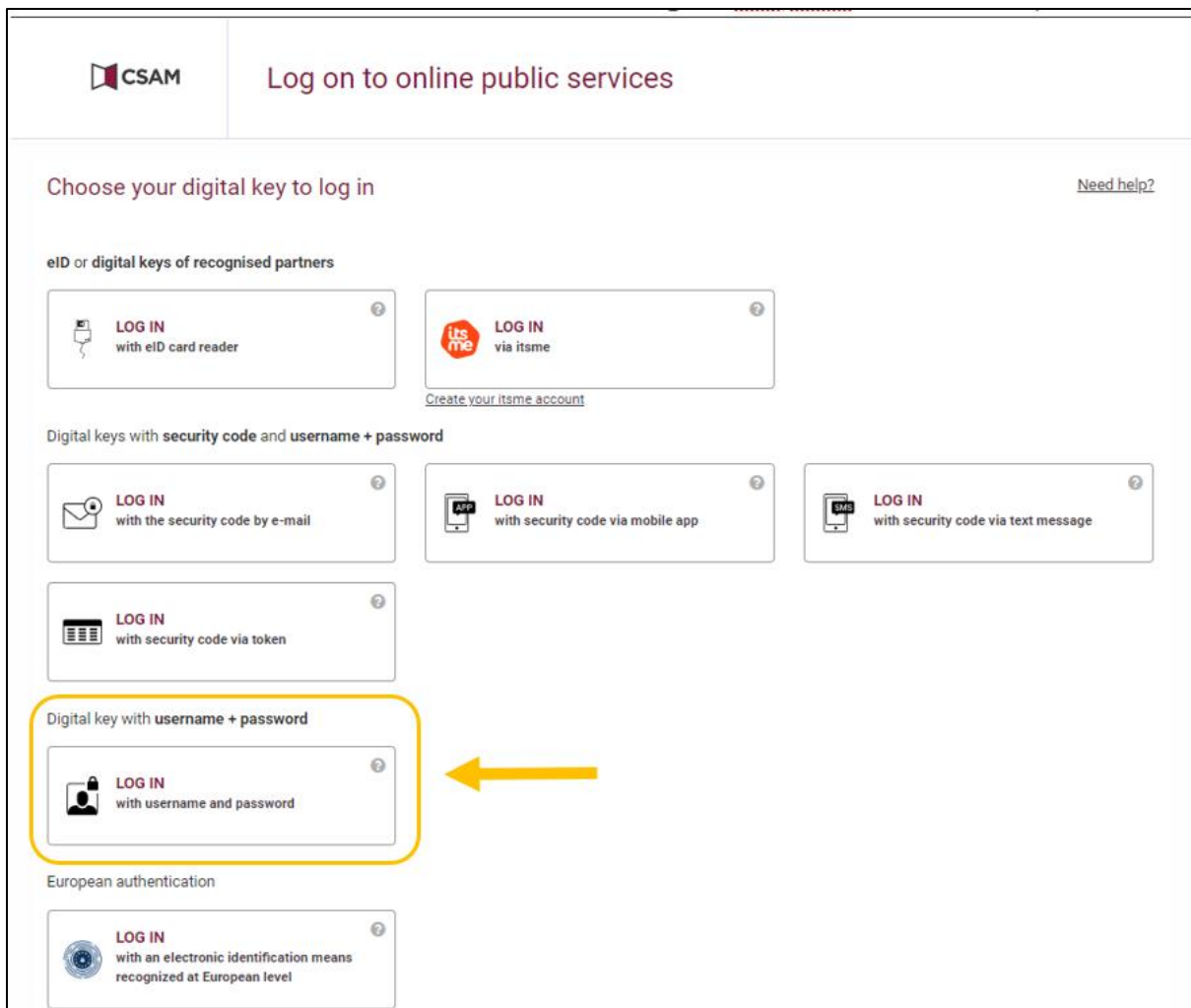
The screenshot shows the CSAM login interface. At the top left is the CSAM logo. The main heading is "Log on to online public services". Below this, the user is prompted to "Choose your digital key to log in" with a "Need help?" link. The page is organized into several sections:

- eID or digital keys of recognised partners:** Includes "LOG IN with eID card reader" and "LOG IN via itsme". A link "Create your itsme account" is provided below the itsme option.
- Digital keys with security code and username + password:** Includes three options: "LOG IN with the security code by e-mail", "LOG IN with security code via text message", and "LOG IN with security code via mobile app".
- Digital key with username + password:** Includes "LOG IN with username and password".
- European authentication:** Includes "LOG IN with an electronic identification means recognized at European level".

At the bottom left, there is an "Important to know!" section stating: "Once you have logged in, you automatically have access via CSAM to other online government services secured with the same digital key. This applies as long as your browser window is active." At the bottom right, there is a blue banner with the text "Log in via CSAM to the government's online services" and icons for various authentication methods (eID, itsme, TOTP, eIDAS) and the CSAM logo.

If you don't have a Belgian (eID, Itsme or TOTP¹) or an electronic identification recognized at European level (eIDAS) authentication key, you can from now on submit a ForReg application (Foreign Registration). The purpose of this new procedure is to verify and confirm the identity of individuals before they can access the online applications of the FPS Finance using a digitalkey: **'username + password'**.

¹ Time based One Time Password



IMPORTANT NOTES:

If you already have a Belgian digital key at your disposal (eID, Itsme, username + password with security code) or a European (eIDAS) or if you can get one, then your ForReg application will be **rejected** by the FPS Finance.

If you have a Belgian or a European digital key at your disposal, then your digital key (username + password) shall be automatically rejected by our access system, even if your ForReg application has been validated.

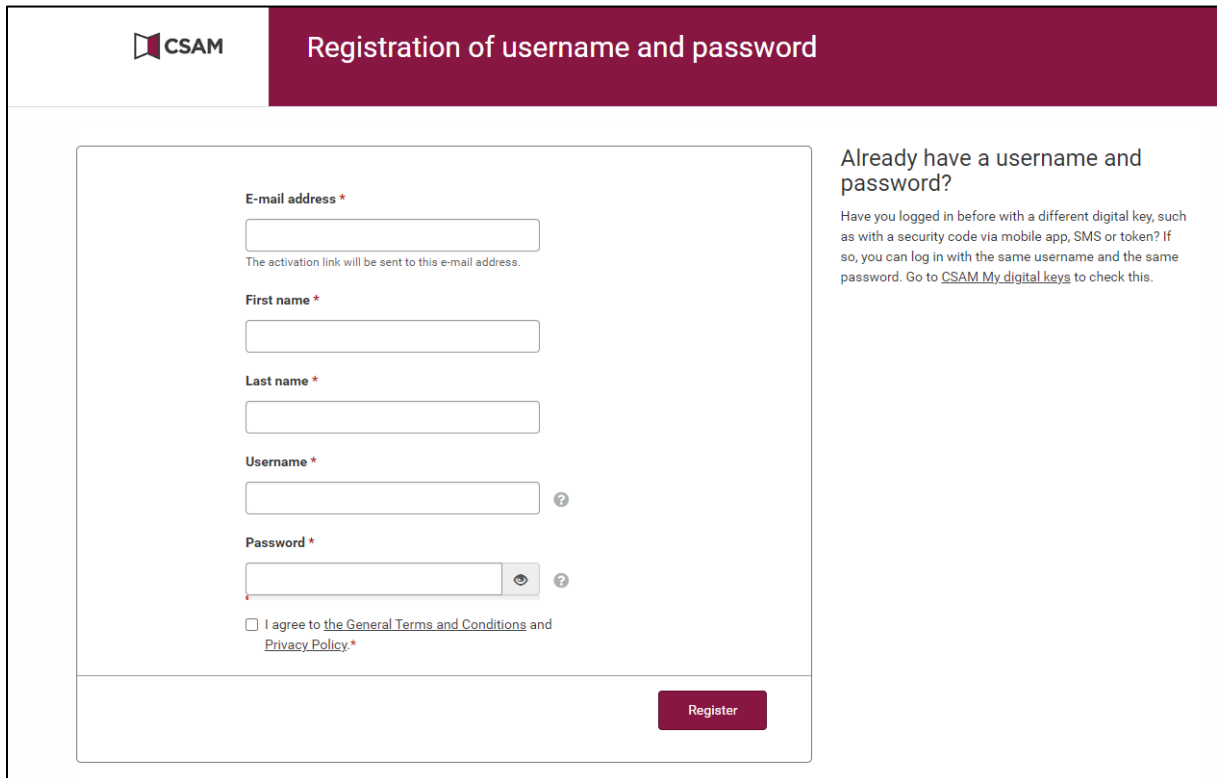
THE PURPOSE OF THIS DOCUMENT

The **goal** of this document is to describe all the steps that a citizen or a person responsible in a company must take to obtain a digital key of the username + password type and have it validated by the FPS Finance as a means of authentication to access its e-services that are compatible with this type of key.

THE FEDID PROFILE

To submit a request for access to the services of the FPS Finance via the ForReg application, you must first create an account called "**FedID profile**" from BOSA.

To do this, go to the [registration page for username and password](#) from CSAM and fill out the form with your personal details: email address, first name, last name and a username and password of your choice. Click on the "**Register**" button.

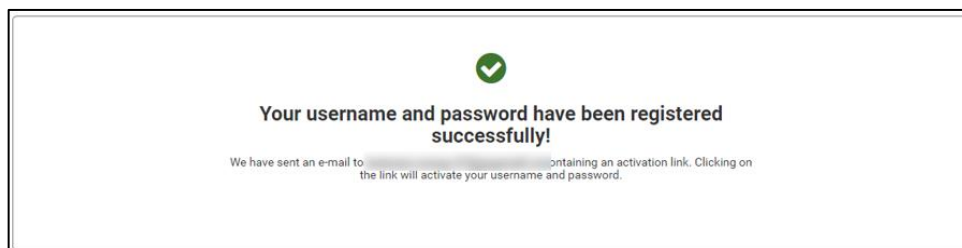


The screenshot shows the CSAM registration page titled "Registration of username and password". The page features a form with the following fields and elements:

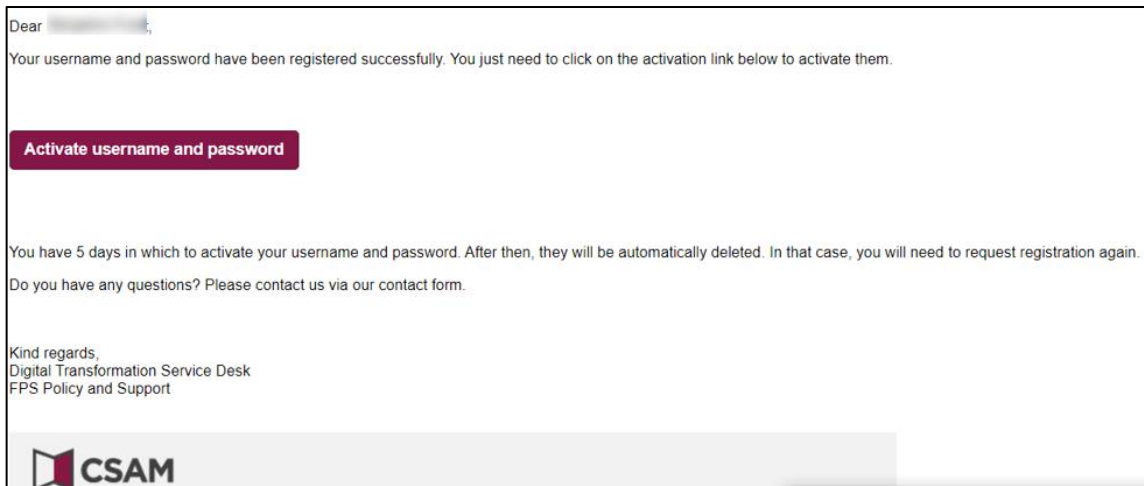
- E-mail address ***: A text input field with a note below it: "The activation link will be sent to this e-mail address."
- First name ***: A text input field.
- Last name ***: A text input field.
- Username ***: A text input field with a help icon.
- Password ***: A text input field with a visibility toggle and a help icon.
- I agree to [the General Terms and Conditions](#) and [Privacy Policy](#).*
- Register** button.

On the right side of the form, there is a section titled "Already have a username and password?" with the following text: "Have you logged in before with a different digital key, such as with a security code via mobile app, SMS or token? If so, you can log in with the same username and the same password. Go to [CSAM My digital keys](#) to check this."

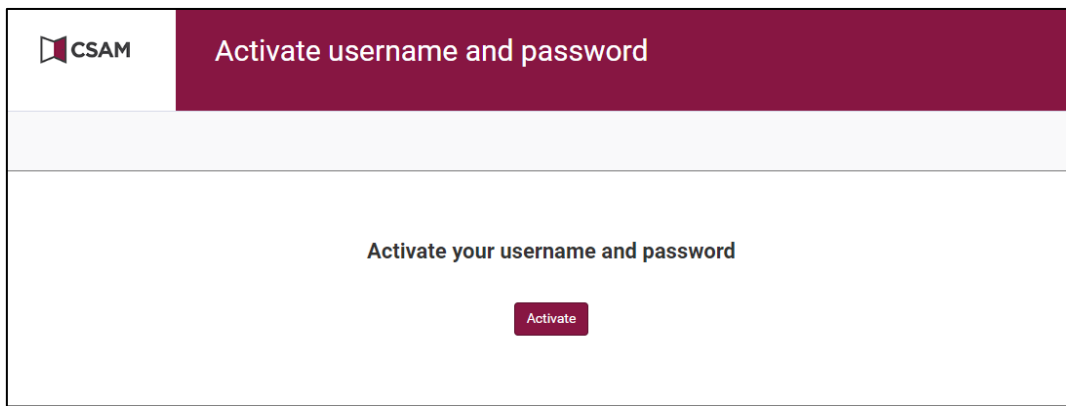
After clicking "**Register**", a confirmation message will appear on the screen.



You will immediately receive an email with an activation link on the specified email address. Click the "**Activate Username and Password**" button in the email.



You will then arrive at the CSAM page "**Activate username and password**". Click the "**Activate**" button.



ATTENTION: If you forget your password, you must create a new FedID profile **with another email address** and go through the ForReg procedure again. We therefore strongly recommend you to remember the password of your FedID profile well.

THE FORREG FORM

Your username and password are now activated. You must ask the FPS Finance to validate your key through the ForReg application. To do this, go to the [ForReg](#)-page. You will be automatically redirected to the CSAM page "**Log in to the online government**".

The screenshot shows the CSAM login interface. At the top left is the CSAM logo. The main heading is "Log on to online public services". Below this, the section is titled "Log in with username and password".

Step 1: "Enter your username and password". It features two input fields: "Username" and "Password". The password field has a toggle icon for visibility. A link "Forgotten your username and password?" is located below the password field. A "Next" button is positioned at the bottom right of the form.

Step 2: "Click Next".

Alternative login options are shown on the right:

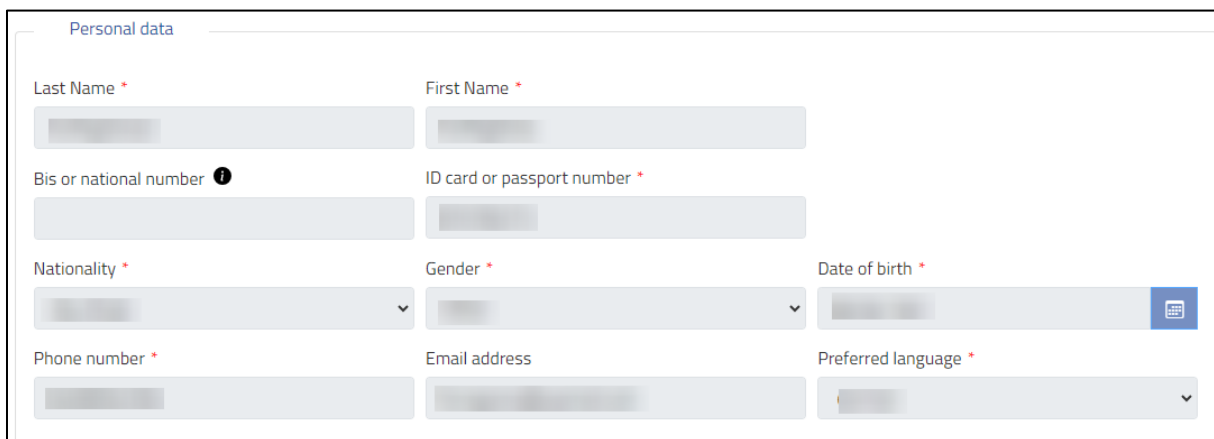
- "Do you still need to activate digital key 'Security code via username and password'?" with instructions to click "Logging in with eID-card reader".
- "LOG IN with eID card reader" button.
- "Do you not have an eID?" with a link to "Read more" about using online services without an eID.

Fill in the fields "**username**" and "**password**" in and click "**Continue**". You will be automatically redirected to the home page of the application ForReg. Select in the top left corner, in which language you want to use the application.

On the home page of the application ForReg, you will find a form with different parts with fields that you need to fill in. The fields marked with an asterisk (*) are obliged.

The section "**Personal data**" is for information about your own identity.

- Enter the requested information.
- The email address, the first name and last name are automatically filled in with the data linked to your FedID-profile.
- The National Register Number / BIS Register Number is only to be filled in if you already have one. If you don't have one yet, then the civil servant from the FPS Finance that treats your application, creates it for you.
- **Reminder:** If you already have a Belgian digital key (eID, Itsme, username + password with security code) or European (eIDAS) or if you can obtain one, your ForReg application will be **refused** by the FPS Finance.
- **Note:** with "preferred language", you can choose from: Dutch, French or German (the 3 official national languages). English is not available in the list because it is not an official language of Belgium.



Personal data

Last Name * First Name *

Bis or national number ⓘ ID card or passport number *

Nationality * Gender * Date of birth *

Phone number * Email address Preferred language *

The section "**Address**" contains your address information.

- Enter your home address.
- **Reminder:** If the country where you stay is one of the countries that uses the eIDAS-system, and if you have an eIDAS key from this country, your ForReg application will be **rejected**. You will have to use the eIDAS-key to access our online applications.

Address

Street * Number * PO Box

City * Postcode * Country *

The section, "**Identity documents**", contains the evidence that you have to deliver to prove your identity.

- Scan your identity document first (ID card and/or passport)
- Take a selfie of yourself with your identity document in your hand and your face clearly recognizable
- Click on 'browse' to upload your documents
- Follow the instructions to select and send your documents. **Minimally two documents required.**
- **Notes:**
 - **Only the following formats are accepted: pdf, gif, jpeg, jpg or png.**
 - **The documents must not be locked.**
 - **Documents larger than 10mb will not be accepted.**

ID Documents

i You must submit a document providing your identity (copy of your identity card or passeport) AND a selfie of you holding that document with your face easily identifiable

Documents * Please select document(s) Browse

Selected documents

	Statut du document	Comment
	Valid	<input type="text"/>
	Valid	<input type="text"/>

The section, "**Choice of context**", here you must indicate whether you wish to act on behalf of an enterprise or under your own name, i.e. as a citizen. When you are **self-employed**, you should always choose the "**on behalf of a company**" context.

Choice of context

i If you wish to represent a company or an economic operator in the application you want to use, please indicate this during this step. Otherwise, choose "in my own name".

I want to connect *

In my own name

On behalf of a company

If you are acting on behalf of an enterprise, the section "Company" gets inserted between the parts "Choice of context" and "Documents".

- Enter the details of the company you want to take action for.
- Remarks:
 - **Fill in the Belgian “company registration number” and “company authorization number”.**
 - As a self-employed person you must re-enter your personal address.
 - If you are not the legal representative of the company, you must attach a power of attorney signed by the legal representative, which gives you permission to perform certain actions on behalf of the company.

Company

Name * ID number of the company Company authorization number (e.g. VAT number)

Street * Number * PO Box

City * Postcode * Country *

Company email *

Comment

Are you the legal representative of the company? *

Yes
 No

With the section “**Application domain**”, you must select the domain in which you want to take action through our online applications.

- Select the (most important) application domain for which you want to interact.

Application domain

I wish to carry out procedures in this domain *

Please choose an application domain

Deposits and Consignments (eDEPO)

Financial Sanctions

Documents

At the section "**Documents**" you must deliver us different documents depending on the context you have chosen: or you have available employment contracts if you act on your own behalf, or the documents that prove the link between you and the company, for which you want to interact.

- Scan your employment contract in advance.
- Add the documents.
- Follow the instructions to select and send your documents.
- **Reminder:**
 - **Only the following formats are accepted: pdf, gif, jpeg, jpg or png.**
 - **The documents cannot be locked.**
 - **Documents larger than 10mb will not be accepted.**

Documents

i You must submit documents proving your connection with the company

Documents *

Selected documents		
	Statut du document	Comment
	Valid <input type="button" value="v"/>	<input type="text"/>

When the form has been completed, you must **“save”** your request at the bottom of the page, to submit this to the FPS Finance.

You will automatically receive a confirmation email from ForReg at the email address provided when you created your FedID-profile.

Van: FPS Finances - SPF Finances - FOD Financiën <noreply@minfin.fed.be>

Verzonden: [REDACTED]

Aan: [REDACTED]

Onderwerp: We have successfully received your ForReg application

Dear Madam, Sir,

We have successfully received your ForReg application. One of our employees will process your application as soon as possible.

Thank you in advance for your patience.

Kind regards,

FPS Finances,

Non-resident service

An employee of the FPS Finance will process your application and contact you to confirm your identity. As soon as your application is validated (or refused), you will be notified by email. In the meantime, you do not have to do anything. If the agent processing your application finds irregularities or errors, he or she will contact you to adjust your file.

NB: Once you have registered your application, you can no longer edit it. So make sure your application is complete before you register it.

As soon as your ForReg application is validated, you can use your username + password key to identify yourself in our online applications that are compatible with this type of key.