



## **Certificate Access Management Guide**

*October 2023*



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## 1 IDENTIFICATION BY ELECTRONIC CERTIFICATE

An electronic certificate is a type of digital identity card. It contains the identification details of its holder (a natural person) and information about the organization to which this person is affiliated. A PIN is provided along with the certificate and is required in order to connect to the application. It should be noted that, before connecting to the application, the certificate must be installed on the device used to access OneGate, in the same way as software.

An electronic certificate ensures enhanced security when accessing data.

## 2 REQUESTING AN ELECTRONIC CERTIFICATE

To obtain an electronic certificate for access to OneGate, it is necessary to contact a certificate authority (CA) recognized by your data collection service and follow the procedure indicated by the CA. Once a certificate has been issued, you will need to register it in OneGate.

OneGate recognizes electronic certificates issued by Globalsign, Isabel and Quo Vadis. These are the same certificates used for e-government applications such as Finprof, Dimona, DMFA and DRS.

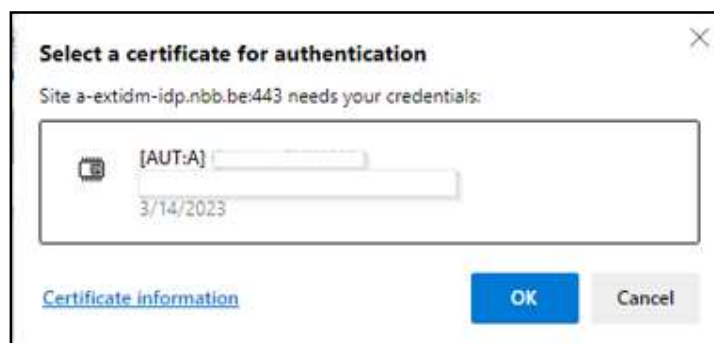
You can find more information on recognized certificate authorities on the OneGate information site, <https://www.nbb.be/fr/statistiques/connexion-onegate/onegate-declarations/faq-onegate>.

### 2.1 IDENTIFICATION PROCESS

Several steps are required to identify yourself by means of an electronic certificate.

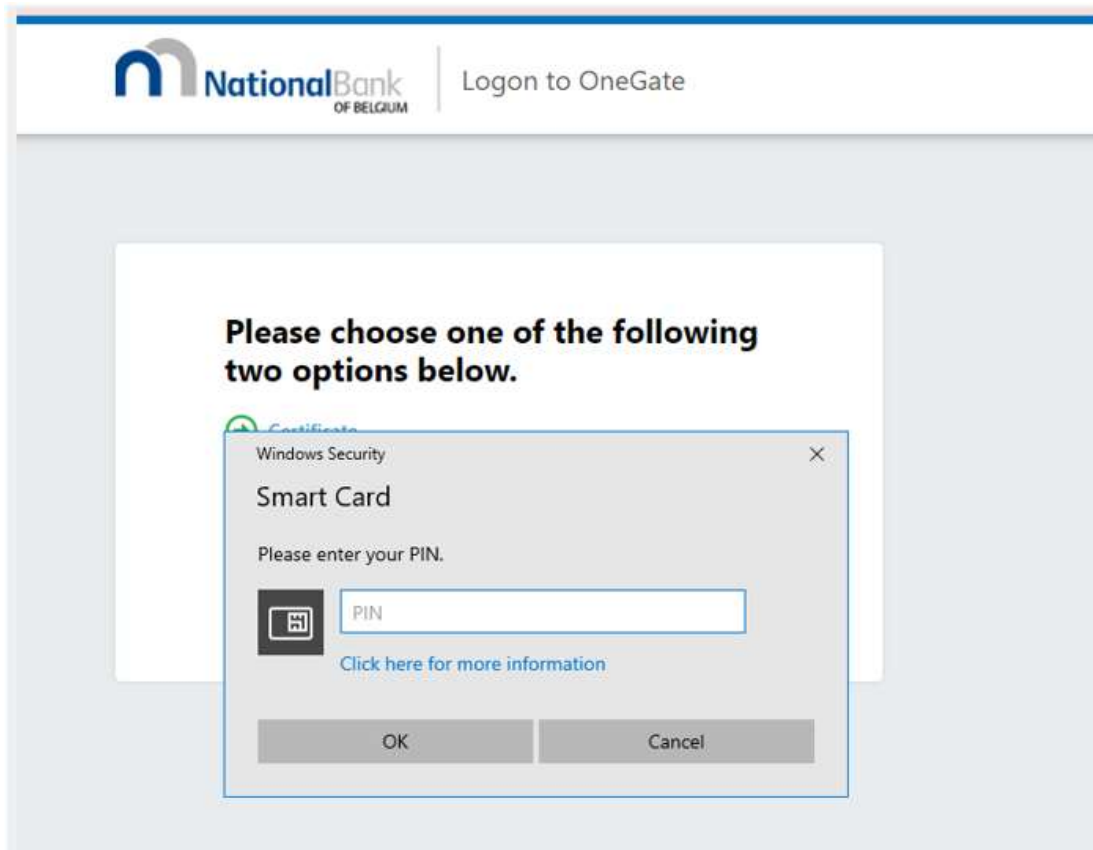
#### 2.1.1 Step 1: Choose the appropriate certificate

Once you have installed the electronic certificate on your device, you will need to connect to OneGate (<https://onegate.nbb.be>). You will be asked to choose one of the automatically detected certificates installed on your device:



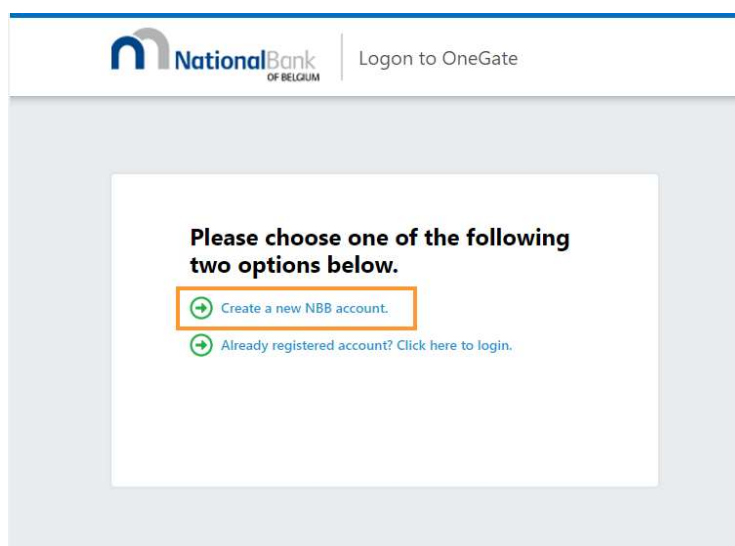
### 2.1.2 Step 2: Enter the PIN

If the selected certificate is recognized, you will be asked to enter the PIN associated with the certificate:



### 2.1.3 Step 3: Create an NBB account

When logging on for the first time, you will need to create an NBB account:



You will then be asked to create a profile, set a password<sup>1</sup> and validate the certificate information:

**NationalBank OF BELGIUM** Eurosystem | **My profile** | EN

### User information

First name \*

Last name \*

Mail \*

Company

KBO/BCE

Contact phone

Address

Postal code  City

Country

### Password


Password \*

Confirm password \*

**i** Your password should be **14 characters long minimum** and must be **complex**.


### Certificate information


Certificate Authority DN	CN=ESCB-PKI ONLINE CA ACCEPTANCE,O=EUROPEAN SYSTEM OF CENTRAL BANKS,C=EU
Certificate DN	CN=[AUT:A] Cristina CHIHAIA,pseudonym=t-bechihaic,OU=National Bank of Belgium (BE),O=EUROPEAN SYSTEM OF CENTRAL BANKS,C=BE
Certificate serial	79:cc:7c:ff:6c:11:b1:07:64:10:42:39:09:3b:97:55

 Please note that the password set at this stage is valid for 60 days.

<sup>1</sup> You will be asked to enter this password each time you connect to OneGate.

Once you have confirmed the user and certificate details, you will be prompted to connect to the application by clicking on [Click here to continue...](#) and then to choose the role you wish to link to your certificate.




My profile

EN ▾
➔

✔
Success! [Click here to continue...](#)

**User information**

Identifier	007-00[REDACTED]	
First name	[REDACTED]	
Last name	[REDACTED]	
Mail	[REDACTED]	
Company	Banque Nationale de Belgique	
KBO/BCE	0203201340	
Contact phone	[REDACTED]	
Address	BL Berlaumont 14	
Postal code	1000	City BXL
Country	BE	

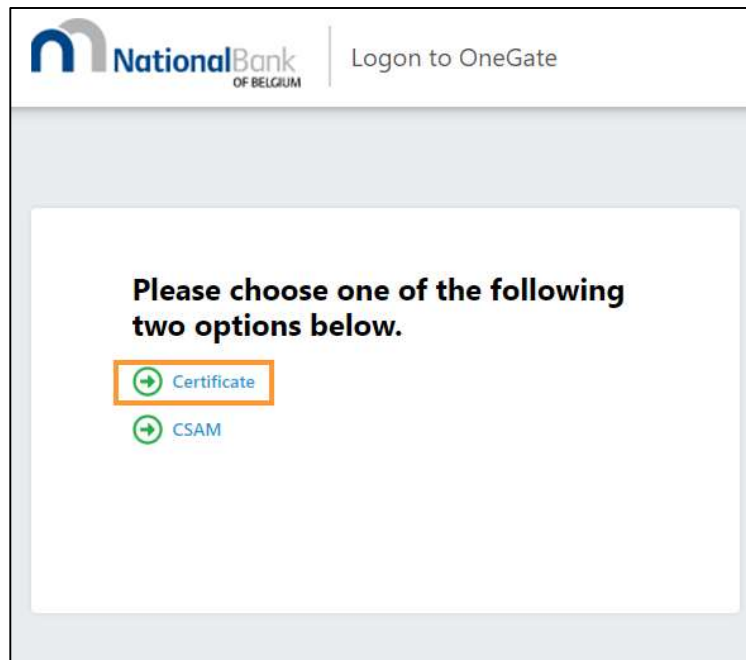
**Certificate information**

Certificate Authority DN	CN=[REDACTED]-PKI ONLINE CA [REDACTED], O=EUROPEAN SYSTEM OF CENTRAL BANKS, C=EU	
Certificate DN	CN=[AUT:A] [REDACTED], pseudonym-t-[REDACTED], OU=National Bank of Belgium (BE), O=EUROPEAN SYSTEM OF CENTRAL BANKS, C=BE	
Certificate serial	79:cc:7c:ff:6c:11:b1:07:64:10:42:39:09:3b:97:55	

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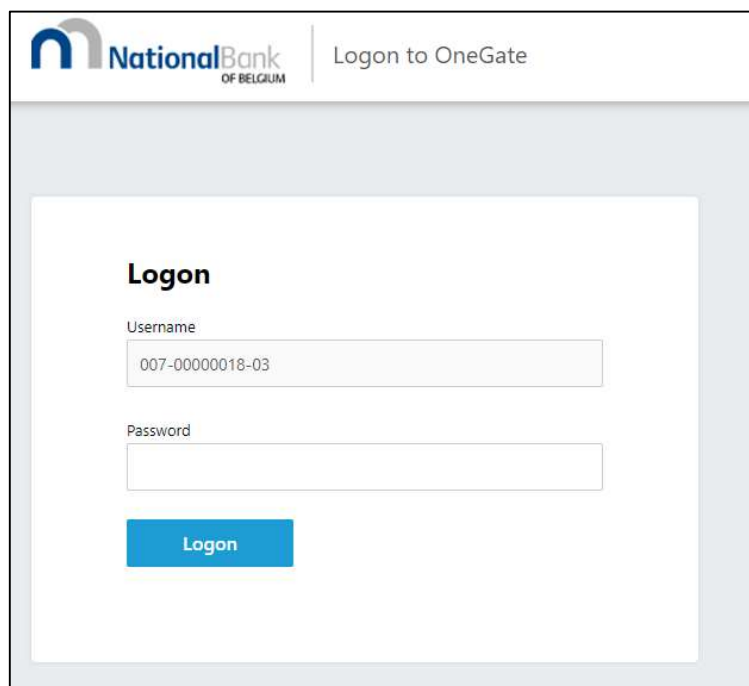
#### 2.1.4 Step 4: Connect to OneGate

On the logon page, select the first choice, Certificate:



The screenshot shows the National Bank of Belgium OneGate logon page. At the top left is the National Bank of Belgium logo. To its right is the text "Logon to OneGate". The main content area contains the instruction "Please choose one of the following two options below." Below this instruction are two options, each with a green plus icon in a circle: "Certificate" and "CSAM". The "Certificate" option is highlighted with an orange rectangular border.

You will then be prompted to enter the password set earlier (see step 3):



The screenshot shows the National Bank of Belgium OneGate logon page. At the top left is the National Bank of Belgium logo. To its right is the text "Logon to OneGate". The main content area contains the heading "Logon". Below the heading are two input fields: "Username" and "Password". The "Username" field contains the text "007-00000018-03". Below the "Password" field is a blue button labeled "Logon".

### 2.1.5 Step 5: Choose your role

When using a certificate to access OneGate for the first time, you will be asked to enter the details of the organization with which you are affiliated (including when acting as a third-party user) and to choose the access role for which the certificate will be used. Fill in all required fields and then validate your request for identification by certificate by clicking on “Send access request”. You will be notified by email when the request is approved. You will be able to connect to the application only once approval has been granted.

#### Access request

Please select one of the four choices below to access OneGate:

- I want to request access as an administrator to manage accesses for my company
- I want to request access as a standard user declaring for my company
- I want to request access as a third-party user (accountant) or need to declare for a different company (subsidiaries, affiliate companies)
- I want to request access as an auditor



On the access request page, choose one of the following four roles for access purposes:

- Administrator
- Standard user
- Third-party user
- Auditor

See below for more information on these roles.

#### 2.1.5.1 Request for administrator access

You can request access to the application as an administrator, which will allow you to manage the access of others.

To obtain approval for this role, complete the *OneGate Admin Delegation Form* available in the access request box  and attach the completed document using the  Add file button.



**Access request**

Please select one of the four choices below to access OneGate:

I want to request access as an administrator to manage accesses for my company

**Company Identification\***

Declarer type: KBO Identifier: 0203201340

\*The company identifier must be one that is known as the 'owner' of the certificate. If you are not reporting for a KBO, an alternative identification code (BIC or other) must be filled in.

Please fill in the form and upload it here + Add file

Request message

I want to request access as a standard user declaring for my company

I want to request access as a third-party user (accountant) or need to declare for a different company (subsidiaries, affiliate companies)

I want to request access as an auditor

Upon the completion of these steps, the Send access request button will be enabled, and the request can be submitted to the National Bank's access management team for approval.

**Access request**

Your request is being handled. You will be informed by email as soon as your access is granted.

**Declarer** KBO 0203201340

Once you have received a confirmation email indicating that your access request has been approved (*National Bank of Belgium - OneGate - Access request approved*), you will be able to connect to the application to submit filings in the name of your company and to manage access requests on its behalf.

#### 2.1.5.2 Request for standard user access

If you select the option "Request access for my company as a standard user", you will be assigned the standard user role, which will allow you to access the application to submit filings in the name of your company (CBE/KBO).

### Access request

Please select one of the four choices below to access OneGate:

I want to request access as an administrator to manage accesses for my company

I want to request access as a standard user declaring for my company

**Company Identification\***

<small>Declarer type</small>	<small>Identifier</small>
KBO	0203201340

\*The company identifier must be one that is known as the 'owner' of the certificate. If you are not reporting for a KBO, an alternative identification code (BIC or other) must be filled in.

Request message

[Send access request](#)

I want to request access as a third-party user (accountant) or need to declare for a different company (subsidiaries, affiliate companies)

I want to request access as an auditor

After having verified the company's details (CBE/KBO number), you can submit your request by clicking on [Send access request](#)

### Access request

Your request is being handled. You will be informed by email as soon as your access is granted.

**Declarer KBO 0203201340**

The access request may be approved either by the company's administrator (if there is one) or by the National Bank's access management team. The latter is automatically alerted when a new access request is submitted.

Once the access request has been approved by your company's administrator or the National Bank, you will receive an e-mail informing you of this fact (*National Bank of Belgium - OneGate - Access request approved*).

#### 2.1.5.3 Request for third-party user access

A user may represent several different filers. In this case, the user will be referred to as a "third-party user" for all filers for which the user is not a direct employee.

Take the example of an accounting firm that is responsible for managing the accounts and fulfilling the OneGate reporting obligations for a number of corporate clients. Users affiliated with the accounting firm will be considered third-party users when reporting data on behalf of the firm's clients but not when reporting data for their own organization, the accounting firm itself.

When requesting third-party user access, the proxy form <sup>1</sup> previously completed by the client must be attached using the [+ Add file](#) <sup>2</sup> button so that the access management team can accept the request if the client does not have an administrator.

Access request

Please select one of the four choices below to access OneGate:

I want to request access as an administrator to manage accesses for my company

I want to request access as a standard user declaring for my company

I want to request access as a third-party user (accountant) or need to declare for a different company (subsidiaries, affiliate companies)

**Company Identification\***

Declarer type Identifier  
 KBO 0203201340

\*The company identifier must be one that is known as the 'owner' of the certificate. If you are not reporting for a KBO, an alternative identification code (BIC or other) must be filled in.

Please fill in the **form** and upload it here **+ Add file**

Request message

Send access request

I want to request access as an auditor

Upon the completion of these steps, the **Send access request** button will be enabled and the request can be submitted to the National Bank's access management team for approval.

Access request

Your request is being handled. You will be informed by email as soon as your access is granted.

**Declarer KBO 0203201340**

An alert will be automatically sent to the National Bank's access management team to ensure that the request is processed as quickly as possible.

Once the access request has been approved by the National Bank's access manager, a confirmation email will be sent (*National Bank of Belgium - OneGate - Access request approved*).

#### 2.1.5.4 Request for auditor access

Requests for the auditor role are made by users who need access to OneGate for the purpose of auditing financial institutions or insurance and reinsurance companies.

The specificity of this type of user lies in its permissions. More precisely, by default, the auditor only has access to the REV field for editing data.

### Access request

Please select one of the four choices below to access OneGate:

I want to request access as an administrator to manage accesses for my company

I want to request access as a standard user declaring for my company

I want to request access as a third-party user (accountant) or need to declare for a different company (subsidiaries, affiliate companies)

I want to request access as an auditor

#### Company Identification

<small>Declarer type</small>	<small>Identifier of the audited company</small>
KBO	▼ 0203201340

Request message

[Send access request](#)

After having verified the details of the audited company (CBE/KBO number), click on the [Send access request](#) button to submit the access request:

### Access request

Your request is being handled. You will be informed by email as soon as your access is granted.

**Declarer** KBO 0203201340

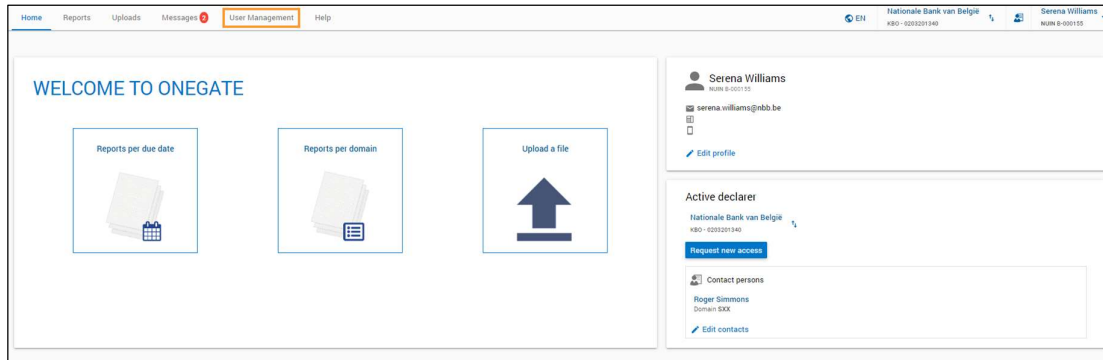
The access request may be approved either by the company's administrator (if there is one) or by the National Bank's access management team. The latter is automatically alerted of new access requests.

Once the access request has been approved by the administrator or the National Bank, you will receive a confirmation email (*National Bank of Belgium - OneGate - Access request approved*).

### 3 ADMINISTRATOR APPROVAL OF ACCESS REQUESTS

The administrator manages access by standard users and third-party users (accountants, auditors). The administrator is responsible for approving access requests made by certificate and can create user profiles for logon using an electronic identity card or itsme (CSAM).

An additional menu, called “User Management”, is visible to the administrator:



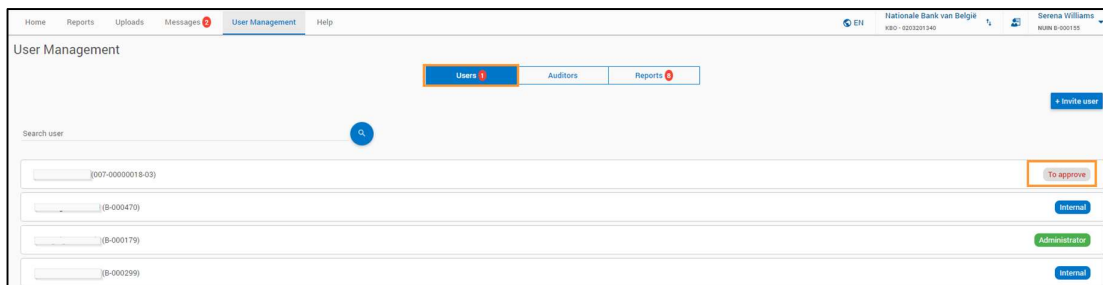
The administrator has the capacity to approve access requests made by standard users, third-party users and/or auditors.

If the filer does not have an administrator, access requests will be approved by the OneGate Access team, which is notified by e-mail upon the submission of a request.

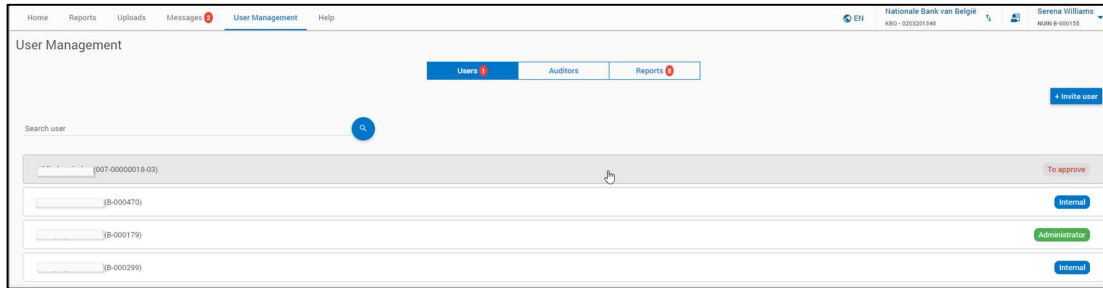
#### 3.1 APPROVAL OF ACCESS REQUESTS FOR STANDARD USERS

When an access request is submitted, the administrator receives an e-mail alert.

An alert will also be displayed in the User Management menu:



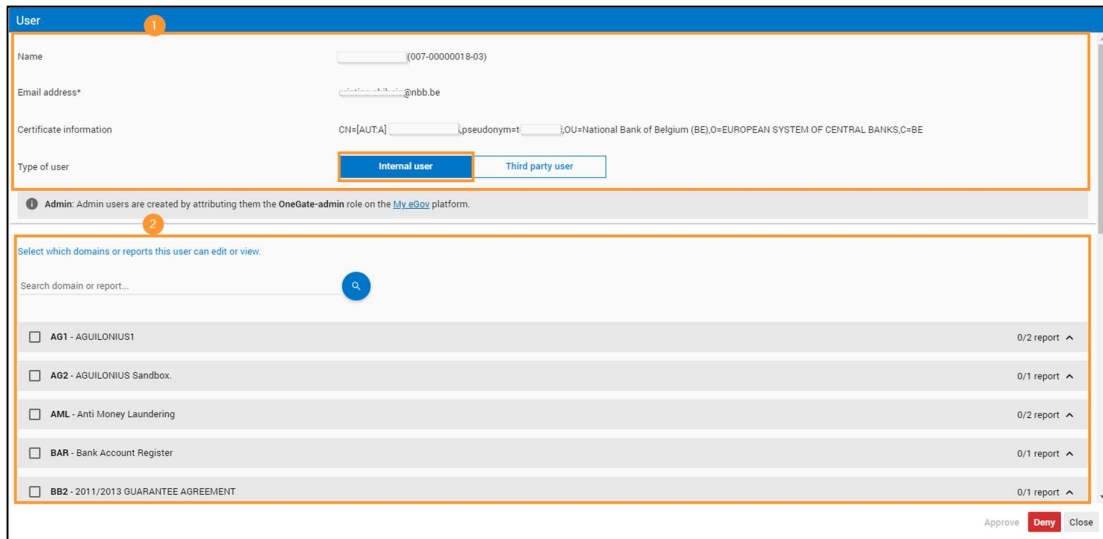
To approve the request, the administrator must first open it by clicking on it:



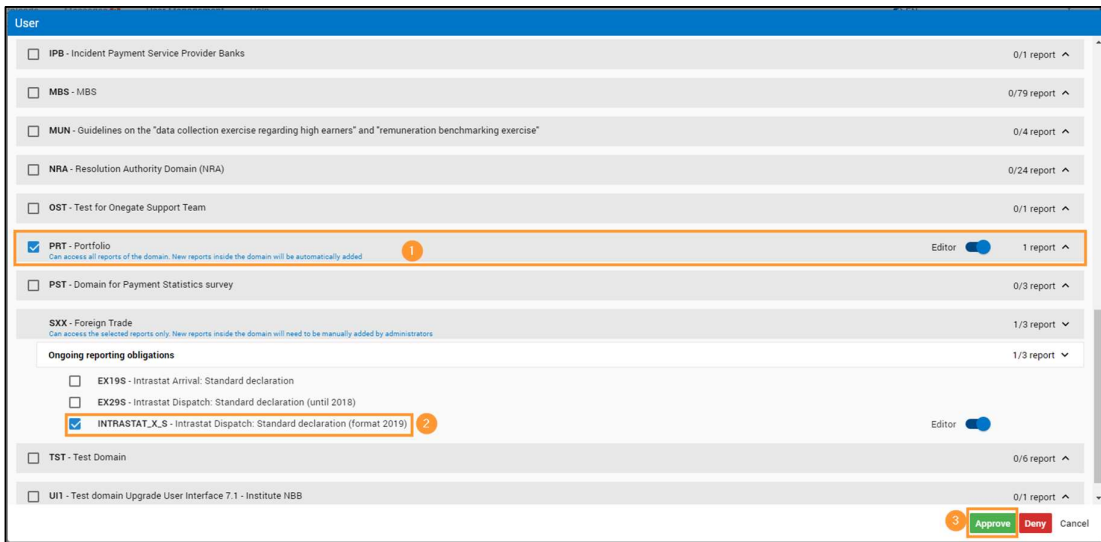
An access request has two sections:

**Section 1:** Identification details (last name, first name, e-mail address, certificate) and user type

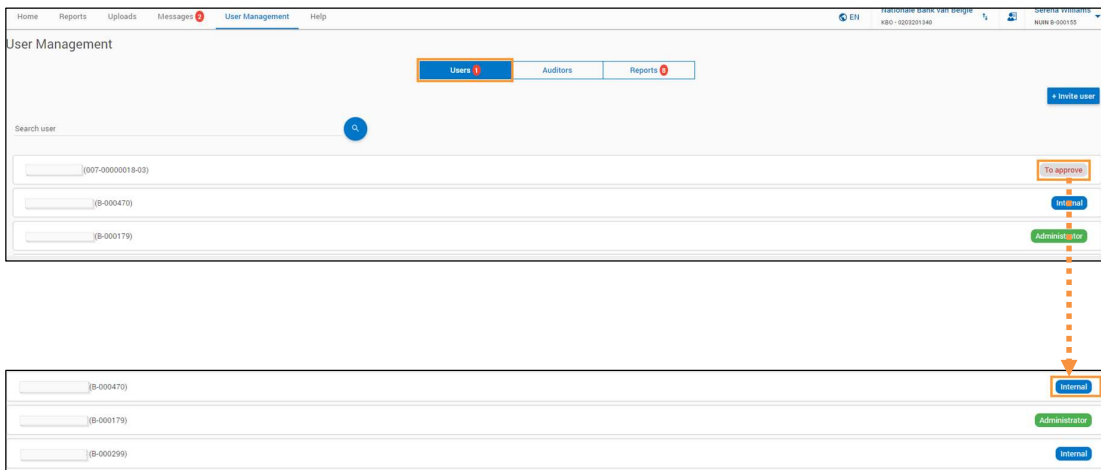
**Section 2:** Permissions granted to the user.



The administrator must first select the field(s) **1** or the filing(s) (see point 4.4) **2** the user is allowed to access before approving **3** the request:



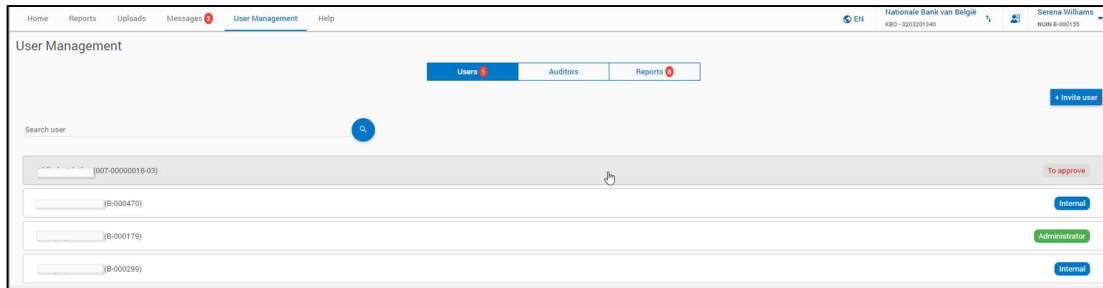
Once the access request has been approved, the status **To approve** is changed to that of the type of user created:



### 3.2 APPROVAL OF ACCESS REQUESTS FOR THIRD-PARTY USERS

When a third-party user access request is submitted, the administrator receives an e-mail alert.

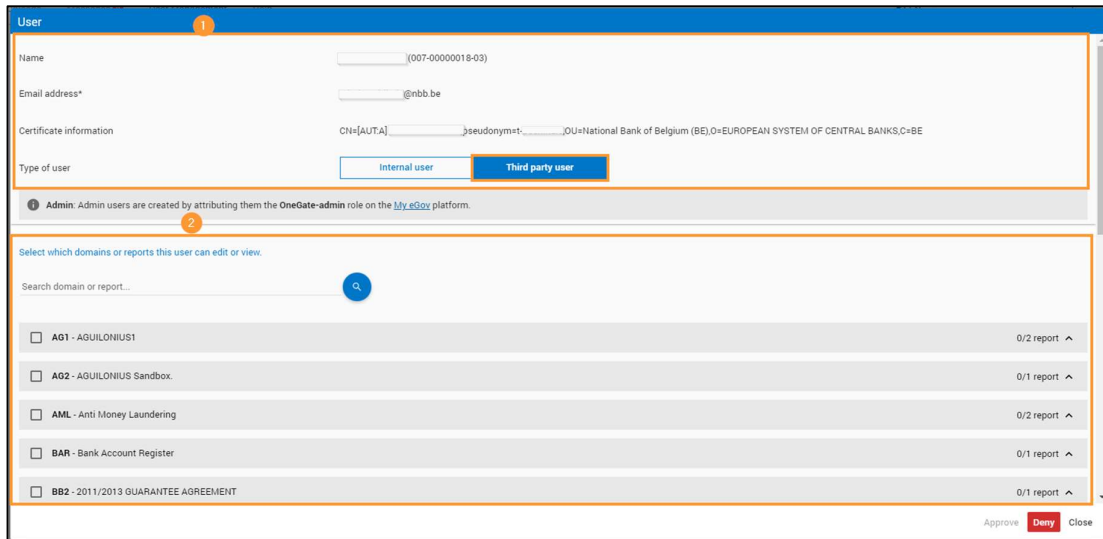
To approve the request, the administrator must first open it by clicking on it:



An access request has two sections:

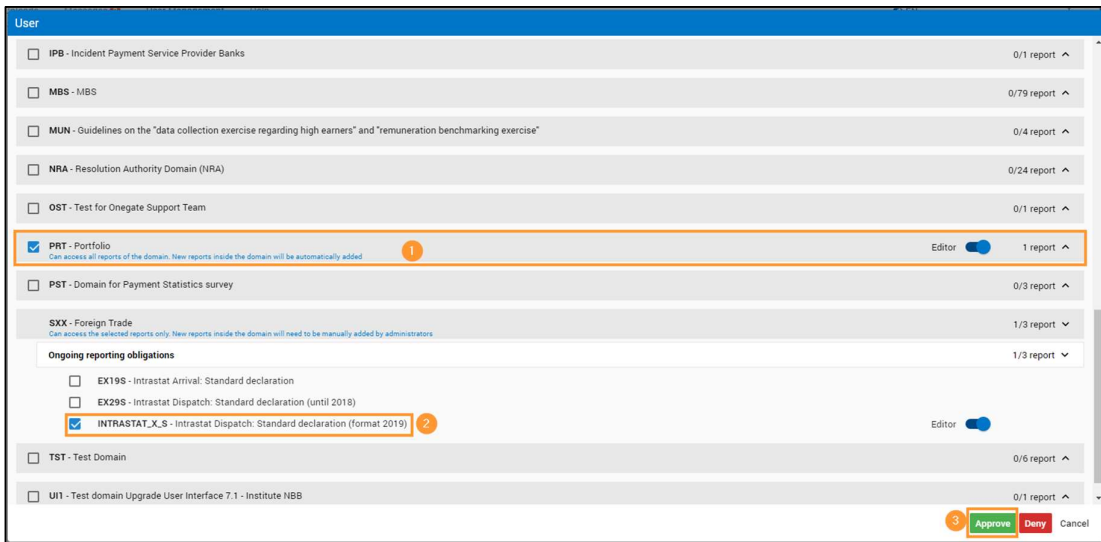
**Section 1:** Identification details (last name, first name, e-mail address, certificate) and user type

**Section 2:** Permissions granted to the user

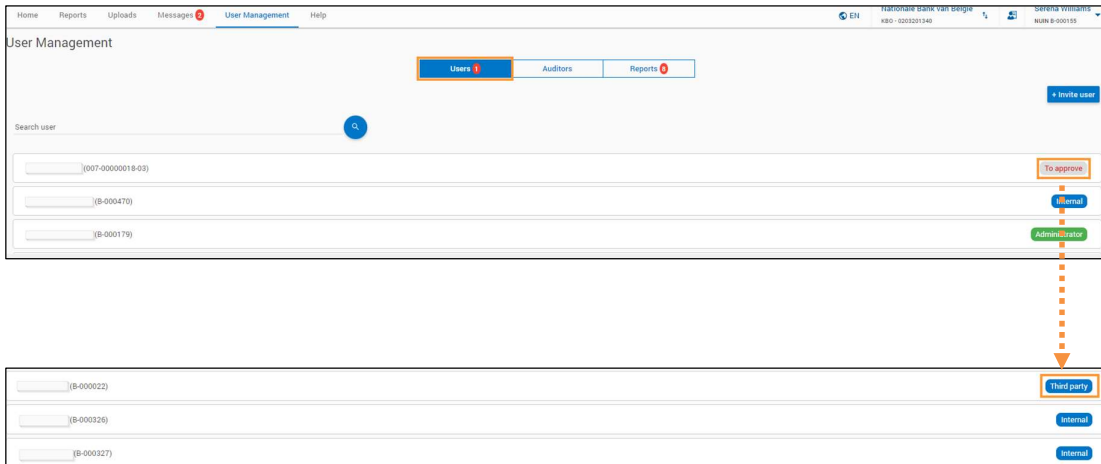


Here the “Approve” button <sup>3</sup> is not yet enabled, as the administrator must first select the field(s) <sup>1</sup> or filing(s) (see point 4.4) <sup>2</sup> the user is allowed to access before approving the request:





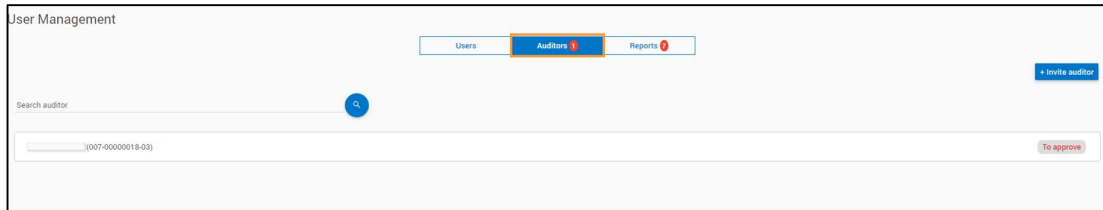
Once the access request has been approved, the status will change to that of the type of user created:



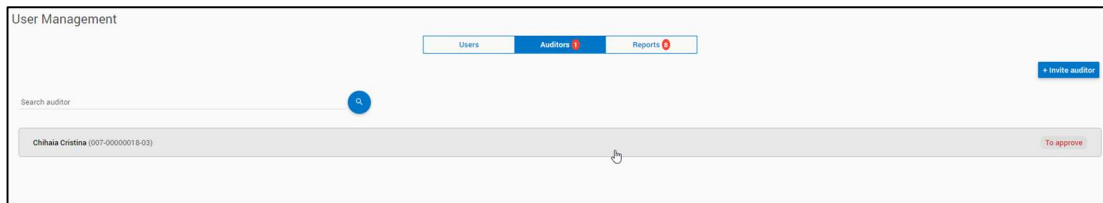
A confirmation e-mail will be sent to the user, indicating that the access request has been approved and that it is now possible to log on to the application.

### 3.3 APPROVAL OF AUDITOR ACCESS REQUESTS

When auditor access is requested, in addition to an e-mail alert, an alert will also be visible under the “Auditor” tab in the “User Management” menu:



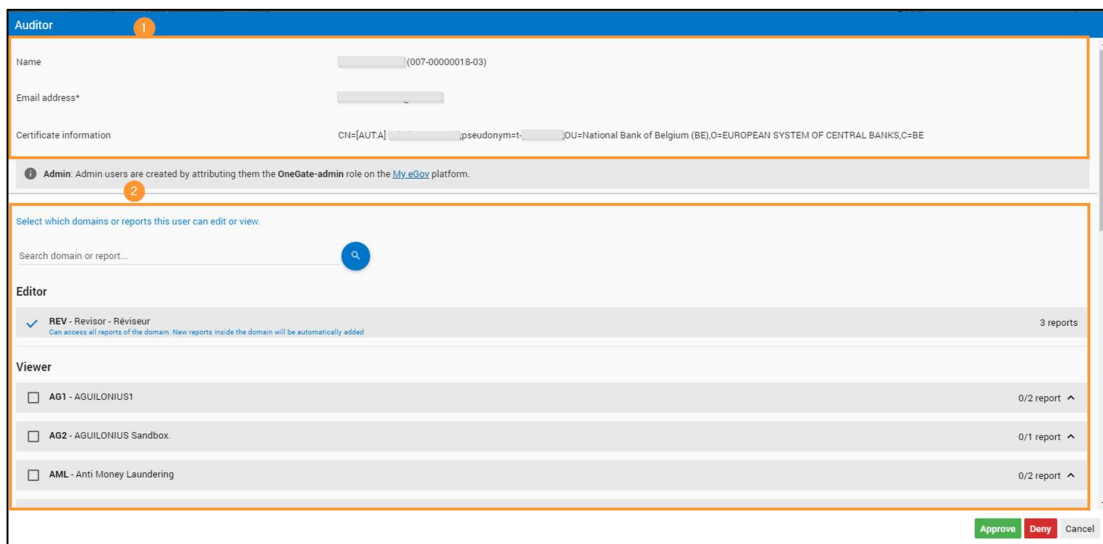
To approve the request, the administrator must first open it:



An access request has two sections:

**Section 1:** Identification details (last name, first name, e-mail address, certificate)

**Section 2:** Permissions granted to the user.



As auditor users are automatically assigned REV access <sup>1</sup>, the administrator can either approve the request as it stands or add additional fields and/or filings <sup>2</sup>. In this case, the auditor will be granted read-only access, meaning it will not be possible to edit or modify the documents.

**Auditor**

Name: (007-00000018-03)

Email address\*

Certificate information: CN=[AUTA], pseudonym=, OU=National Bank of Belgium (BE),O=EUROPEAN SYSTEM OF CENTRAL BANKS,C=BE

**Admin:** Admin users are created by attributing them the **OneGate-admin** role on the [My eGov](#) platform.

Select which domains or reports this user can edit or view.

Search domain or report...

**Editor**

- REV - Revisor - Réviseur** (3 reports)  
Can access all reports of the domain. New reports inside the domain will be automatically added.

**Viewer**

- AG1 - AGULONIUS1 (0/2 report)
- AG2 - AGULONIUS Sandbox (0/1 report)
- AML - Anti Money Laundering** (0/2 report)

Approve Deny Cancel

Once the access request has been approved, the status is changed to that of the type of user created:

**User Management**

Users Auditors Reports

Search auditor

Chihala Cristina (007-00000018-03) To approve

**User Management**

Users Auditors Reports

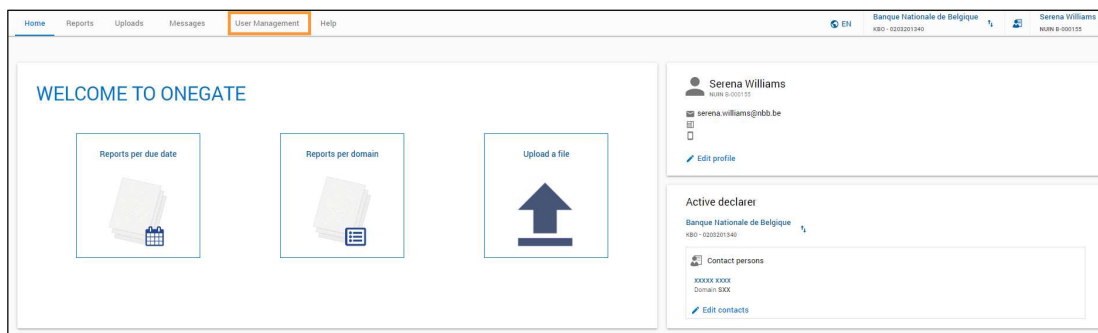
Search auditor

(007-00000018-03) Auditor To approve

A confirmation e-mail will be sent to the user, indicating that the access request has been approved and that it is now possible to log on to the application.

## 4 USER CREATION BY ADMINISTRATORS

Users are created via the User management menu.



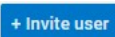
To enable users to declare or consult data in Onegate, the administrator has to create the users.

The administrator can create three types of users:

1. **Internal:** the user belongs to the same enterprise as the access administrator.
2. **Third-party user:** the user belongs to another enterprise (firm of accountants, etc.). The user declares in the name of the enterprise subject to OneGate obligations.
3. **Auditors** who require access to OneGate reports for the purpose of auditing financial institutions and insurance/reinsurance companies.

We shall describe the profile creation procedure for each of these user types:

### 4.1 CREATING AN INTERNAL USER

By clicking on the  button, the administrator is redirected to the user creation page which comprises two sections to be completed by the administrator:

**Section 1:** personal details (register number and email address) and user type.

**Section 2:** authorisations granted to the user.

#### 1. User details

The user is created on the basis of the national register number<sup>2</sup>. When accessing the Onegate application to make a declaration, the user will be asked to log in with his eID card or via itsme, thus obtaining the national register number corresponding to the profile created by the administrator.

Email address: this address is used to send the user a message informing him that his profile has been created.

#### 2. Authorisations per domain/report

Once the first part of the profile has been completed the administrator can proceed to grant access per domain or per report by selecting these values in Section 2.

## 4.2 CREATING A THIRD-PARTY USER

If the declarer has opted to delegate declaration responsibilities to an external company (such as a firm of accountants) the administrator will then need to create a third-party user.

This type of user is created in the same way as an internal user. The difference in the profile concerns the box to be ticked: **'I hereby delegate a third-party user to complete and consult on behalf of my company the electronic declarations in OneGate'** which obliges the administrator to recognise that power to make declarations in OneGate has been delegated to a third party.

To create a third-party user declarer the administrator has to click on the **+ Invite user** button then choose 'third party user' (1) which displays the box for delegation of power (2):

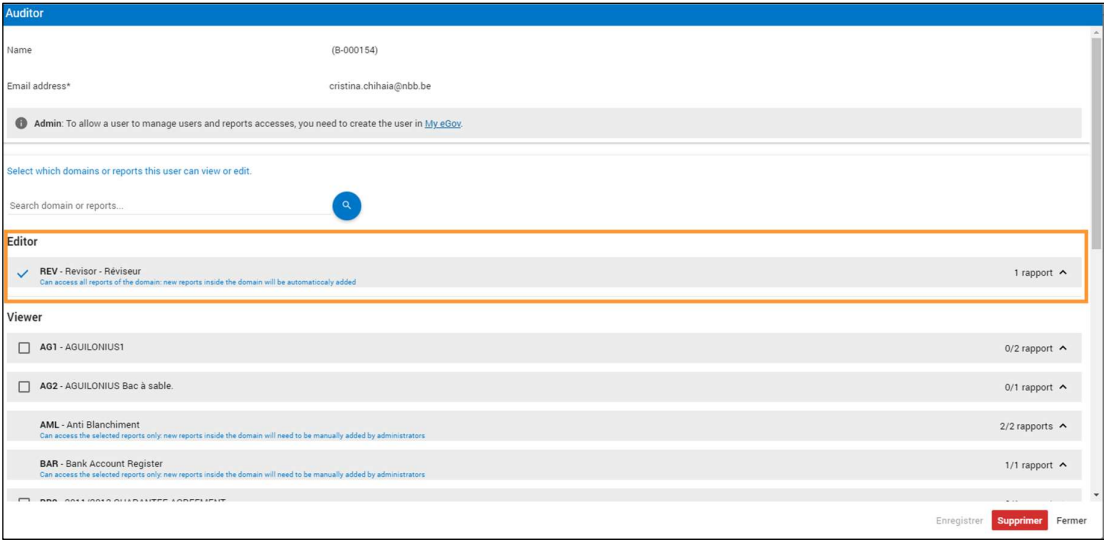
For a better continuity of access we recommend, if possible, to create several third party users within the same accounting firm.

<sup>2</sup> The national register numbers are used only for authentication for the purpose of the application. The National Bank does not reuse them because the treatment applied ('hashing') renders them unusable.

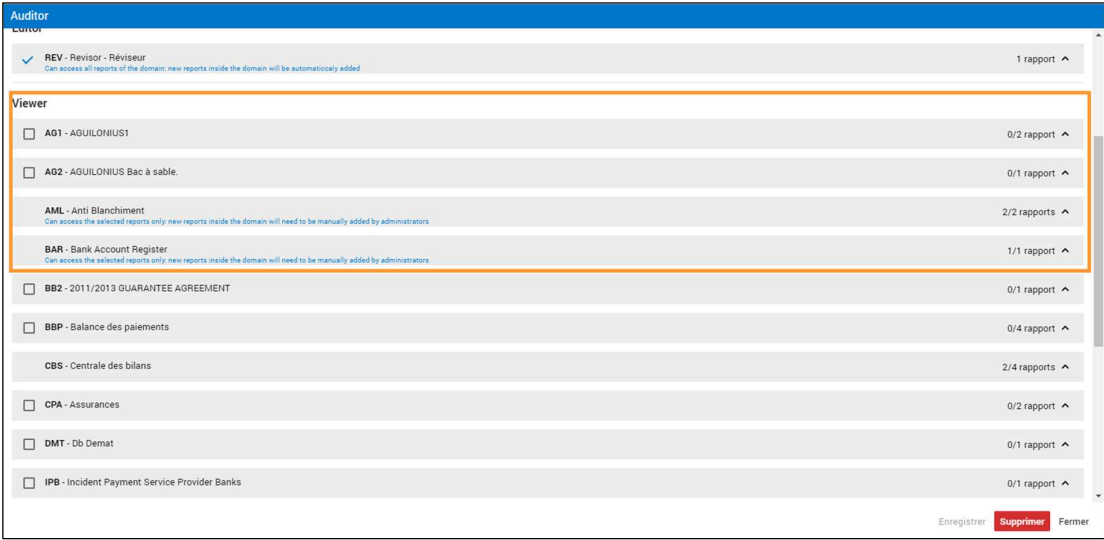
In addition, the Law 25 NOVEMBER 2018. - Act on various provisions concerning the National Register and population registers states: An authorization for the use of the National Register number is not required if the National Register number is used exclusively for the purpose of identification and authentication of a natural person in the context of an IT application offered by a private or public institution under Belgian law or by the authorities, institutions and persons referred to in Article 5, § 1.

### 4.3 CREATING AN AUDITOR USER

Auditor users are created by administrators who have to give access to Onegate reports for the purpose of audits on financial institutions and insurance/reinsurance companies. The specific characteristic of this type of user concerns permissions. More particularly, by default the auditor only has access to the REV domain in data editing:



For auditors, access to the other domains is 'read only', meaning that the auditor can only consult the data submitted by the declarers being audited.



#### 4.4 GRANTING ACCESS PER DOMAIN/REPORT

The domain reports to be completed are displayed automatically on the basis of the declaration obligations of the active declarer.

The administrator should only choose the domains or reports to be assigned to the user being created.

The differences between the two types of access are explained below:

##### 4.4.1 Access per domain

Granting access per domain will give the user access to all the reports in the domain. When a new report is added to the domain the user will automatically have access to that new report.

Regular user	
<input type="checkbox"/> MBS - MBS	0/58 rapport ^
<input type="checkbox"/> MUN - Guidelines on the "data collection exercise regarding high earners" and "remuneration benchmarking exercise"	0/2 rapport ^
<input type="checkbox"/> NRA - Resolution Authority Domain (NRA)	0/18 rapport ^
<input type="checkbox"/> PRT - Portefeuille	0/1 rapport ^
<input type="checkbox"/> PST - Domain for Payment Statistics survey	0/2 rapport ^
<input type="checkbox"/> REV - Revisor - Réviseur	0/1 rapport ^
<input checked="" type="checkbox"/> SXX - Commerce Extérieur <small>Can access all reports of the domain: new reports inside the domain will be automatically added</small>	Editor <input checked="" type="checkbox"/> 3 rapports ^
<input type="checkbox"/> TST - Domaine de test	0/4 rapport ^
<input type="checkbox"/> UI1 - Test domain Upgrade User Interface 7.1 - Institute NBB	0/1 rapport ^

Enregistrer Supprimer Annuler

##### 4.4.2 Access per report

It is possible to limit users' access to particular reports within a domain. If the administrator decides to grant access to some of the reports in a domain, the administrator has to open the corresponding domain line (1) to expand the list of domain reports (2):

User	
<input type="checkbox"/> IPB - Incident Payment Service Provider Banks	0/1 report ^
<input type="checkbox"/> MBS - MBS	0/58 report ^
<input type="checkbox"/> MUN - Guidelines on the "data collection exercise regarding high earners" and "remuneration benchmarking exercise"	0/2 report ^
<input type="checkbox"/> NRA - Resolution Authority Domain (NRA)	0/18 report ^
<input type="checkbox"/> PRT - Portfolio	0/1 report ^
<input type="checkbox"/> PST - Domain for Payment Statistics survey	0/2 report ^
<input type="checkbox"/> SXX - Foreign Trade <span style="color: orange;">1</span>	0/3 report v
<b>Ongoing reporting obligations</b> 0/3 report v	
<input type="checkbox"/> EX19E - Intrastat Arrival: Extended declaration <span style="color: orange;">2</span>	
<input type="checkbox"/> EX19S - Intrastat Arrival: Standard declaration	
<input type="checkbox"/> INTRASTAT_X_S - Intrastat Dispatch: Standard declaration (format 2019)	
<input type="checkbox"/> TST - Test Domain	0/4 report ^
<input type="checkbox"/> UI1 - Test domain Upgrade User Interface 7.1 - Institute NBB	0/1 report ^

Save Delete Close

Then tick the box corresponding to the report to which the user is to have access (3):

The screenshot shows a 'User' configuration window with a list of reports. Each report has a checkbox for access and a 'report' count. The 'EX19S - Intrastat Arrival: Standard declaration' report is selected, and its 'Editor' toggle switch is turned on. A red circle with the number '3' highlights the selected report, and a red circle with the number '4' highlights the 'Editor' toggle switch. At the bottom, there are 'Save', 'Delete', and 'Cancel' buttons.

In the above example the administrator has given editing access (4) to a single report in the SXX domain. The other two reports have therefore not been assigned to a user. To draw the administrator's attention to this point, a dot appears on the Reports tab indicating the number of reports assigned to users:

The screenshot shows the 'User Management' interface with three tabs: 'Users', 'Auditors', and 'Reports'. The 'Reports' tab is highlighted, and a red dot with the number '2' is visible next to it. Below the tabs, there is a search bar and a list of reports. The 'Reports' list shows 'SXX - Foreign Trade' with '2 reports' and 'Add user' button. Underneath, there are two reports: 'EX19E - Intrastat Arrival: Extended declaration' and 'INTRASTAT\_X\_S - intrastat Dispatch: Standard declaration (format 2019)', each with an 'Add user' button.

#### 4.4.3 Current and past obligations

**Current declaration obligations:** these are obligations that the enterprise must fulfil and which have an end date.

**Past declaration obligations:** these are obligations with an end date in the past.

When to grant access to an obsolete obligation?

Approved auditors may need access to reports relating to expired obligations in order to consult data entered by enterprises being audited.

#### 4.4.4 Editor vs. Reader

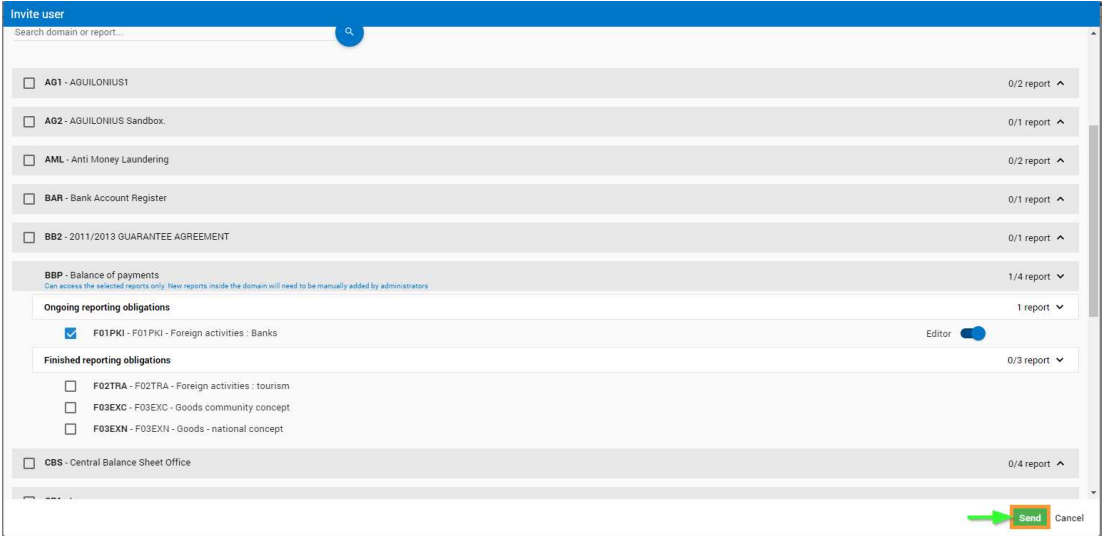
Editing rights enable the editor to write on OneGate reports. Conversely, if the created user is only to have reading rights, solely for consulting the data, the reading right has to be activated for the reports or domains.

Editor - Role assigned by default to new internal and external users with the exception of auditors (see 3.3.3)

#### 4.4.5 Finish – send an email

Once the user data and authorisations have been filled in, the administrator can proceed to create the user by clicking on send:





An email will then be sent to the user to notify him/her of the recently created access.

The user profile will have 'Invitation pending' status until the user logs in to the application:



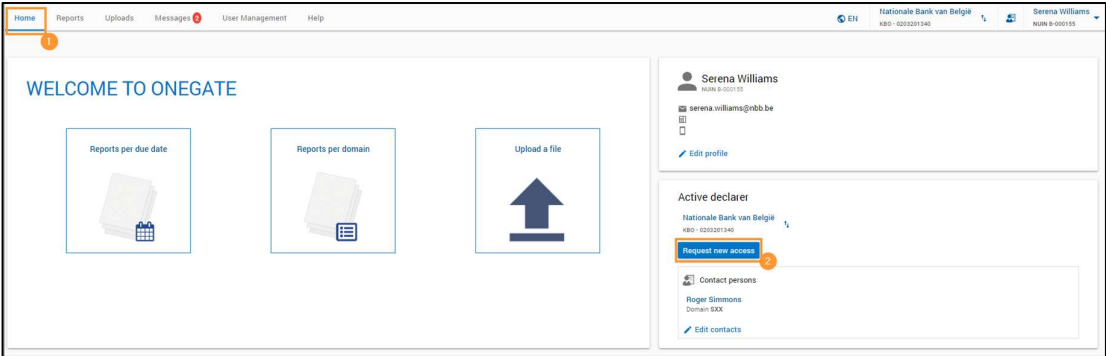
Once the user has logged in, that status will become 'Internal':



5 **SPECIFIC POINTS**

5.1 **ACCESS REQUEST FOR AN ADDITIONAL COMPANY NUMBER**

If the certificate is to be linked to another CBE number (branch, subsidiary) of the same company, you can request access from the 'Home' menu, button 'Request access for an additional company number'.



## 6 GLOSSARY

**Role** A role contains all the information on:

- the access level allowing use of a (government) application in the name of a company;
- the actions which can be carried out in that application.

A role is assigned for a specified period which may have limited or unlimited validity.

**Declarer:** entity (natural or legal person) subject to one or more declaration obligations, the required data being collected via the application.

**User:** a uniquely identified individual with valid access to the application for one or more declarers in whose name(s) the individual will be able to complete and submit reports.

**Internal/Standard user:** employee of the enterprise making OneGate declarations.

**Third party user** A user may represent multiple different declarers and will then be classed as a "third party declarer" for all the declaring enterprises which do not employ him directly on their staff. Take the example of a firm of accountants dealing with the accounts and declarations of multiple client companies which have to declare data in OneGate. Users belonging to the firm of accountants will perform the role of third party declarer for all clients for whom they declare data. Conversely, they will not be classed as third party declarers if they declare data for their own organisation, the actual firm of accountants.

**Auditor:** external user who needs access to OneGate reports for the purpose of auditing financial institutions and insurance/reinsurance companies.

**Declaration obligation:** obligation to complete and submit a particular report on the application at set intervals, on particular dates, or on the occasion of specific events.

**Domain:** a cohesive set of reports, often defined on the basis of a common subject or theme.

**Report:** a cohesive set of forms intended for collecting specific data.

**Viewer:** a person entitled to perform read-only actions which do not affect the report itself, such as consulting (but not changing) the existing data.

**Editor** All the rights granted to the "Reader" role plus the right to perform actions which change the report itself, such as entering data or amending existing data.