



Access Management Manual for Administrators

July 2022

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1 GENERAL

This manual is intended for access administrators or OneGate Admin who have the right to create and modify user access within or outside their enterprise.

Terms specific to the application are explained in a glossary at the end of this guide.

2 PRELIMINARIES

In order to be able to grant access to users (phase 3), enterprises must complete some preliminary steps on platforms managed by the federal government.



In the following pages we shall take you through these steps.

2.1 STEP 1 APPOINT A PRINCIPAL ACCESS MANAGER (GAP)

The principal access manager is the person who, within the enterprise or public institution, can manage access for the various government online applications. The operating principle is the same as for other eGov applications (Dimona, DmfA, FinProf, InterVAT...). Your enterprise or public institution probably already uses this type of applications, and your organisation probably already has a principal access manager.

The principal access manager can delegate the access management by appointing supplementary access managers who will each manage the access for a group of applications (a domain). In the case of the **OneGate** online application, this is the access manager for the domain **economy**. Access managers are generally members of the personnel department. If you do not know the access managers in your organisation, you can contact the CSAM helpdesk by email (info@csam.be) or by telephone (02/290.28.45).

CSAM's general web page <https://www.csam.be/fr/gestion-gestionnaires-acces.html> describes the access management.

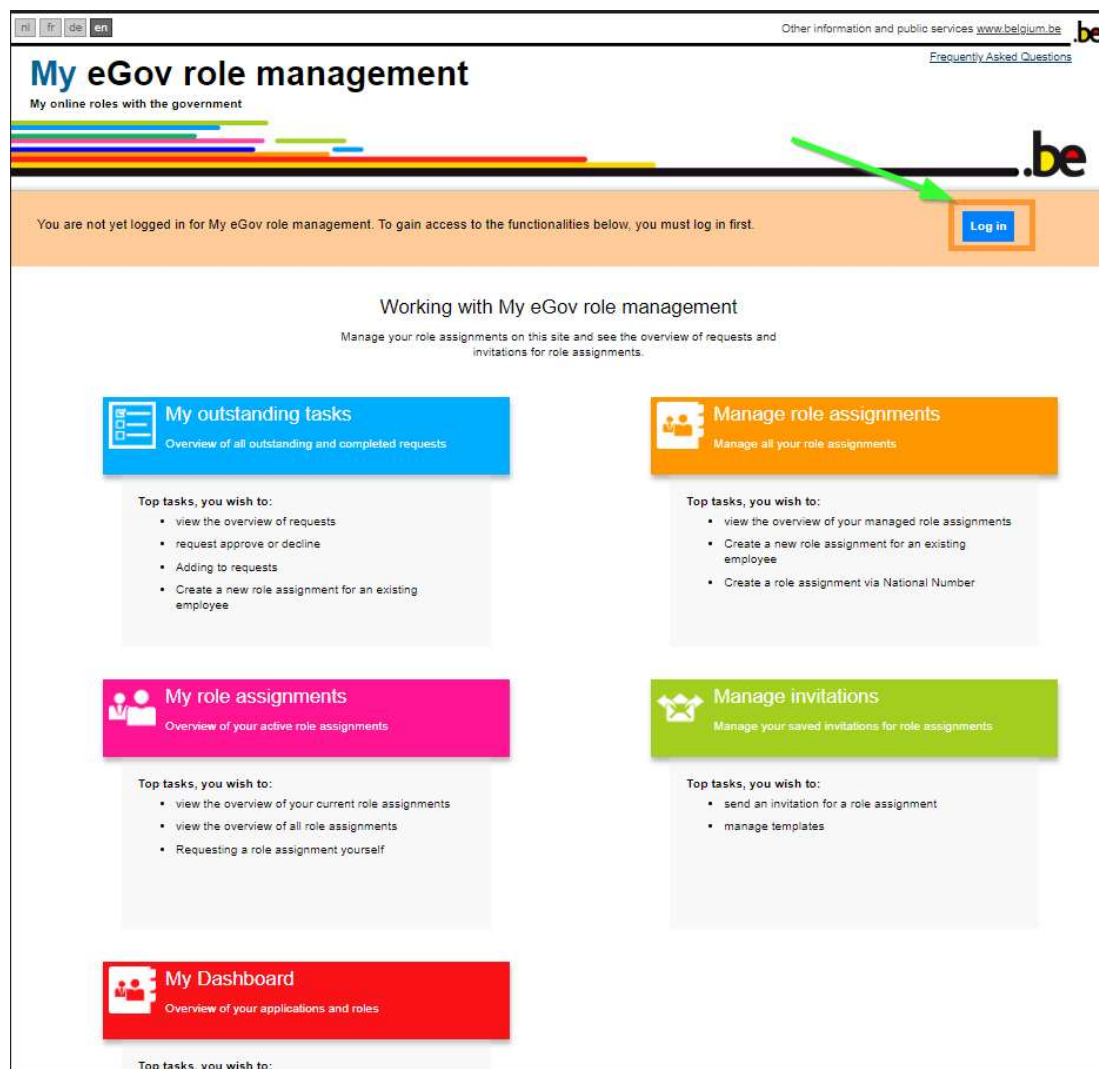
That page gives a step-by-step guide describing the appointment of access managers. <https://csam.be/fr/documents/pdf/guide-utilisateur.pdf>

2.2 STEP 2 ASSIGNING THE ONEGATE ADMIN ROLE

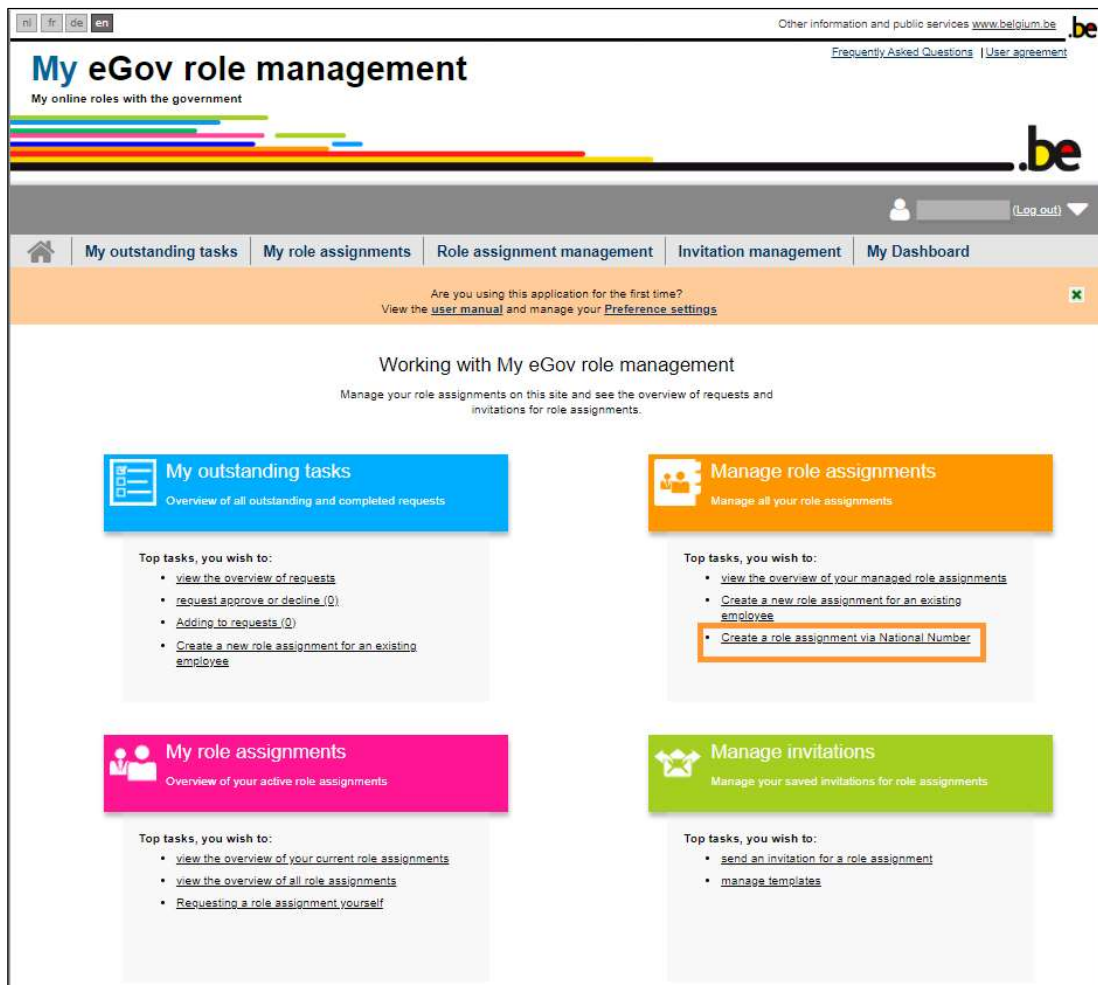
The principal access manager or the (joint) access managers for the domain “**economy**” within the enterprise or public institution can assign the “OneGate Admin” role by completing the following six steps.

Log in to the role management site with your eID card or via itsme

<https://iamapps.belgium.be/rma/generalinfo>.



Click on '[create a role assignment via National Number](#)'.



Other information and public services www.belgium.be **.be**

[Frequently Asked Questions](#) | [User agreement](#)

My eGov role management

My online roles with the government

Log out

My outstanding tasks | My role assignments | Role assignment management | Invitation management | My Dashboard

Are you using this application for the first time?
View the [user manual](#) and manage your [Preference settings](#)

Working with My eGov role management

Manage your role assignments on this site and see the overview of requests and invitations for role assignments.

My outstanding tasks

Overview of all outstanding and completed requests

Top tasks, you wish to:

- [view the overview of requests](#)
- [request approve or decline \(0\)](#)
- [Adding to requests \(0\)](#)
- [Create a new role assignment for an existing employee](#)

Manage role assignments

Manage all your role assignments

Top tasks, you wish to:

- [view the overview of your managed role assignments](#)
- [Create a new role assignment for an existing employee](#)
- [Create a role assignment via National Number](#)

My role assignments

Overview of your active role assignments

Top tasks, you wish to:

- [view the overview of your current role assignments](#)
- [view the overview of all role assignments](#)
- [Requesting a role assignment yourself](#)

Manage invitations

Manage your saved invitations for role assignments

Top tasks, you wish to:

- [send an invitation for a role assignment](#)
- [manage templates](#)

2.2.1 Step 1: select an individual

Enter the National Register Number of the user¹ who is to manage access to OneGate in your enterprise or your own National Register Number as follows:

The screenshot shows the 'My eGov role management' web interface. The header includes language selection (nl, fr, de, en) and links to 'Other information and public services www.belgium.be' and 'Frequently Asked Questions | User agreement'. The main navigation bar contains 'My outstanding tasks', 'My role assignments', 'Role assignment management', 'Invitation management', and 'My Dashboard'. The current page title is 'Role assignment management: immediately issue a new role assignment'. The left sidebar lists steps: Step 1: Persons, Step 2: Enterprise, Step 3: Roles, Step 4: Properties, Step 5: Details, and Step 6: Summary. The main content area is titled 'Step 1: Individuals' and contains the instruction 'Select the individuals to whom you wish to allocate a role assignment.' Below this is a 'Selected individuals' section stating 'You have not added any persons yet. Search below for the persons to whom you wish to assign a role.' The 'Searching for individuals' section prompts the user to 'Run a search for the person to whom you wish to assign a role by way of his National Number' and provides a text input field for the 'National register number' and a 'Search' button. A 'Cancel' link is also present. The footer includes links for 'About this website | Your privacy', version '22.0.0', and copyright '© 2012 - 2022 Federal Government'.

After you click on 'Search' a window opens. Click on 'Add':

The screenshot shows the 'My eGov role management' web interface with the 'Search result' dialog box open. The dialog box contains the text 'This is the person to whom the National Number has been assigned.' and fields for 'Surname' and 'First name'. Below these fields are 'Cancel' and 'Add' buttons. The background interface is dimmed, showing the same steps and navigation as the previous screenshot.

¹ N.B. Anyone logging in with CSAM must first activate digital keys on the website <https://iamapps.belgium.be/sma/>. For Onegate, the eID digital key must be activated. If this step was not carried out by the person given the role at the time of the role assignment, the message 'Person not found' appears.

Confirm the addition of this person by clicking on 'Next step':

Other information and public services www.belgium.be **.be**

My eGov role management
My online roles with the government

Frequency Asked Questions | User agreement

(Log out)

My outstanding tasks | My role assignments | **Role assignment management** | Invitation management | My Dashboard

Role assignment management: immediately issue a new role assignment

Step 1: Persons
Step 2: Enterprise
Step 3: Roles
Step 4: Properties
Step 5: Details
Step 6: Summary

Step 1: Individuals

Select the individuals to whom you wish to allocate a role assignment.

Selected individuals

You have not added any persons yet. Search below for the persons to whom you wish to assign a role.

Display 10 name per page

Surname	First name	
		Delete

Searching for individuals

Run a search for the person to whom you wish to assign a role by way of his National Number

National register number

Search

Cancel

Next step

2.2.2 Step 2: selecting the company

Select the company for which the OneGate Admin role is to be assigned:

Other information and public services www.belgium.be **.be**

My eGov role management
My online roles with the government

Frequency Asked Questions | User agreement

(Log out)

My outstanding tasks | My role assignments | **Role assignment management** | Invitation management | My Dashboard

Role assignment management: immediately issue a new role assignment

Step 1: Persons
Step 2: Enterprise
Step 3: Roles
Step 4: Properties
Step 5: Details
Step 6: Summary

Step 2: Select enterprise

Select the enterprise for which you wish to impute role assignments

Select enterprise

Belgium State (2012-2013)

Previous step Cancel

Next step

About this website | Your privacy

22.0.0

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Continue by clicking on 'Next step'.

2.2.3 Step 3: selecting the role

You come to the page which will enable you to assign the Onegate Admin role to the user:

Other information and public services www.belgium.be

My eGov role management
My online roles with the government

[Frequently Asked Questions](#) | [User agreement](#)

[Log out](#)

[My outstanding tasks](#) | [My role assignments](#) | [Role assignment management](#) | [Invitation management](#) | [My Dashboard](#)

Role assignment management: immediately issue a new role assignment

Step 1: Persons
Step 2: Enterprise
Step 3: Roles
Step 4: Properties
Step 5: Details
Step 6: Summary

Step 3: Selecting the roles

Select the roles you wish to assign for each (sub)enterprise selected.
(*) = mandatory field

Roles for enterprise: Nationale Bank van België, 0203.201.340

Possible values

- Demo Role for Economy
- FODECO-Keycloak-POC
- FODECO POC SSL VPN
- KBOwt: gegevens KBO, RRNP, BIS-register
- KBOwt: gegevens van de KBO
- KBOwt voor Beheerders dienst OLK
- KWR Mystery Visitor
- KWR Partner
- KWR Quality Manager

Selected values*

[Previous step](#) [Cancel](#) [Next step](#)

Look for the 'Onegate Admin' role. When you have found it, select it and use the arrow on the right-hand side of the screen to toggle it:

My eGov role management
My online roles with the government

[Frequently Asked Questions](#) | [User agreement](#)

[Log out](#)

[My outstanding tasks](#) | [My role assignments](#) | [Role assignment management](#) | [Invitation management](#) | [My Dashboard](#)

Role assignment management: immediately issue a new role assignment

Step 1: Persons
Step 2: Enterprise
Step 3: Roles
Step 4: Properties
Step 5: Details
Step 6: Summary

Step 3: Selecting the roles

Select the roles you wish to assign for each (sub)enterprise selected.
(*) = mandatory field

Roles for enterprise: Nationale Bank van België, 0203.201.340

Possible values

- Onegate admin

Selected values*

- Onegate Admin

[Previous step](#) [Cancel](#) [Next step](#)

Click on 'Next step' to confirm this selection.

2.2.4 Step 4: duration of the role

This step involves assigning a limited or unlimited duration to the role by selecting a date from the calendar or by ticking the 'unlimited' box:

My eGov role management
My online roles with the government

Frequency Asked Questions | User agreement

.be

Log out

My outstanding tasks | My role assignments | **Role assignment management** | Invitation management | My Dashboard

Role assignment management: immediately issue a new role assignment

Step 4: Select role properties

Select the relevant properties for each role selected.
(*) = mandatory field

Role properties for OneGate Admin within enterprise Nationale Bank van België, 0203.201.340

Duration of role assignment

from * 24/06/2022

up to and including or ☒ Unlimited

Previous step Cancel Next step

2.2.5 Step 5: entering personal details

Step 5 involves entering an email address to notify users of the role assignment:

My eGov role management
My online roles with the government

Frequency Asked Questions | User agreement

.be

Log out

My outstanding tasks | My role assignments | **Role assignment management** | Invitation management | My Dashboard

Role assignment management: immediately issue a new role assignment

Step 5: Enter personal details

Enter the e-mail addresses of the persons selected.
(*) = mandatory field

Personal details

Surname	First name	E-mail address

Previous step Cancel Next step

2.2.6 Step 6: role assignment summary

The final step concludes the direct role assignment:

Role assignment management: immediately issue a new role assignment

Step 6: Summary of the direct role assignment (via National Number)

Step 1: Persons [Change](#)

Surname	First name

Step 2: (Sub)Enterprise [Change](#)

Nationale Bank van België, 0203.201.340

Step 3: Roles [Change](#)

- OneGate Admin

Step 4: Role properties [Change](#)

OneGate Admin

Validity period of 30/05/2022 to permanent inclusive

Step 5: Enter personal details [Change](#)

Surname	First name	E-mail address

Personal message

☐ Add personal message for the approver(s)

[Previous step](#) [Cancel](#) [Complete direct role assignment](#)

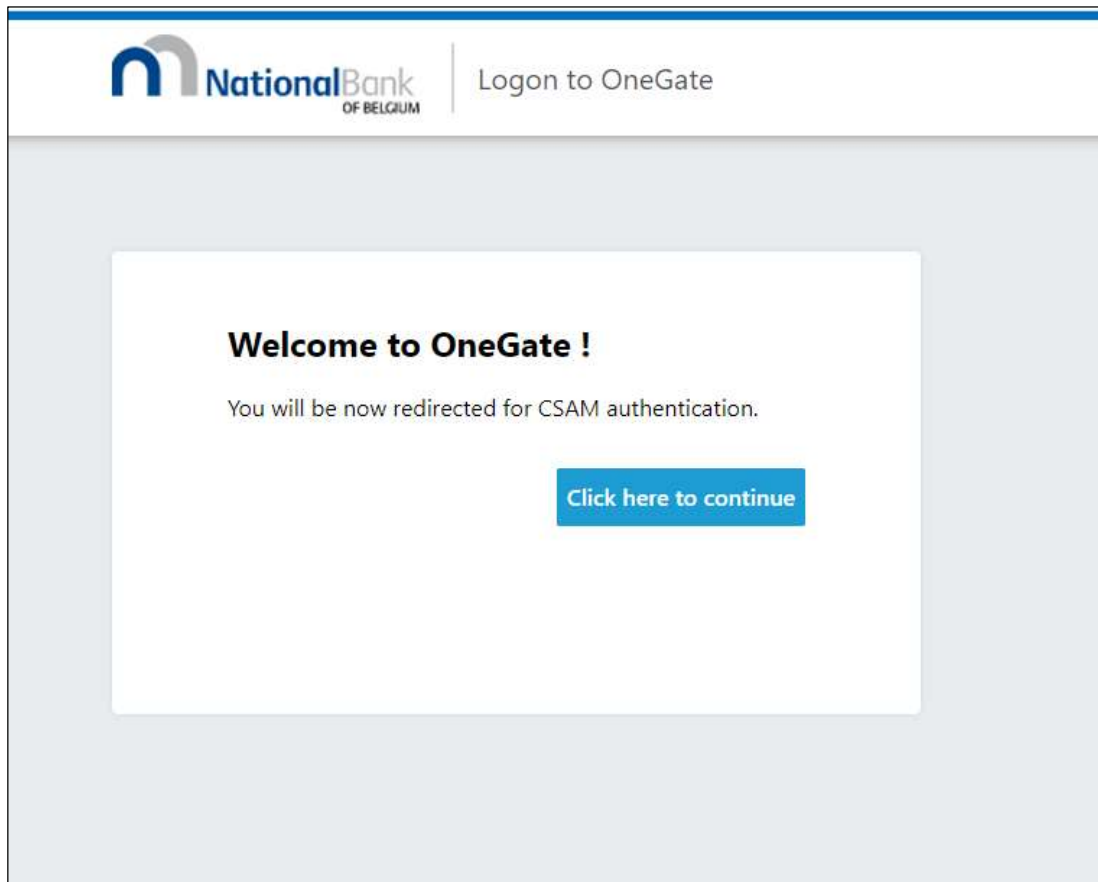
The Administrator receives an email informing him that the OneGate Admin role has been assigned.

3 THE RIGHTS MANAGEMENT MODULE

Once the OneGate Admin role has been assigned, the person in charge of managing access within the enterprise can log in to Onegate <https://onegate.nbb.be/> and create access for internal users within the enterprise or external users (accountants or auditors).

3.1 INITIAL LOG-IN BY AN ADMINISTRATOR

After clicking on 'Click here to continue' below:



The administrator is redirected to the CSAM portal to choose between two methods of identification, using an identity card (1) or via itsme (2):

nl fr de en

CSAM

Log on to online public services

Choose your digital key to log in [Need help?](#)

1 Digital key(s) with **eID** or **digital identity**

2

LOG IN
with eID card reader

LOG IN
via itsme

[Create your itsme account](#)

Next, the administrator must choose to log in 'in the name of an enterprise':

nl fr de en .be

CSAM

Log on to online public services

Choose how you want to log in:

☐ in your own name
 ☒ in the name of a company

Next

Why this choice?

You can access the government online as a member of one of these target groups:

- in own name (citizen)
- in the name of a company (responsible person in a company)

Each target group offers you different options and rights as a user.

Click on 'Continue' to gain access to OneGate.

When logging in for the first time, the administrator is asked to confirm his profile (1) and his access to OneGate domains or reports (2) in order to declare or consult existing data.

Before you begin reporting for Banque Nationale de Belgique

1

Nom

Adresse e-mail*

Type d'utilisateur

Administrator

Admin: Les administrateurs sont créés en leur attribuant le rôle **OneGate-admin** sur la plateforme [Ma gestion des rôles eGov](#).

2

Sélectionnez les domaines ou les rapports que cet utilisateur peut remplir ou consulter.

Recherche de domaine ou de rapport...

<input type="checkbox"/> AG1 - AGUILONIUS1	0/2 rapport ^
<input type="checkbox"/> AG2 - AGUILONIUS Bac à sable.	0/1 rapport ^
<input type="checkbox"/> AML - Anti Blanchiment	0/2 rapport ^

Enregistrer Fermer

If the administrator himself wants access to OneGate reports in order to declare data or consult existing data, he must grant himself access by selecting the domain(s) or report(s) for which he is to declare or consult data.

On the basis of the declaration obligations of the active declarer, the domain reports to be completed are displayed automatically. The administrator only has to choose the domains or reports to which he needs access.

The differences between these two types of access are explained in point [3.3.4](#).

Before you begin reporting for Banque Nationale de Belgique

Type d'utilisateur

Administrator

Admin: Les administrateurs sont créés en leur attribuant le rôle **OneGate-admin** sur la plateforme [Ma gestion des rôles eGov](#).

Sélectionnez les domaines ou les rapports que cet utilisateur peut remplir ou consulter.

Recherche de domaine ou de rapport...

<input type="checkbox"/> AG1 - AGUILONIUS1	0/2 rapport ^
<input type="checkbox"/> AG2 - AGUILONIUS Bac à sable.	0/1 rapport ^
<input type="checkbox"/> AML - Anti Blanchiment	0/2 rapport ^
<input type="checkbox"/> BAR - Bank Account Register	0/1 rapport ^
<input type="checkbox"/> BR2 - 2011/2013 GUARANTEE AGREEMENT	0/1 rapport ^

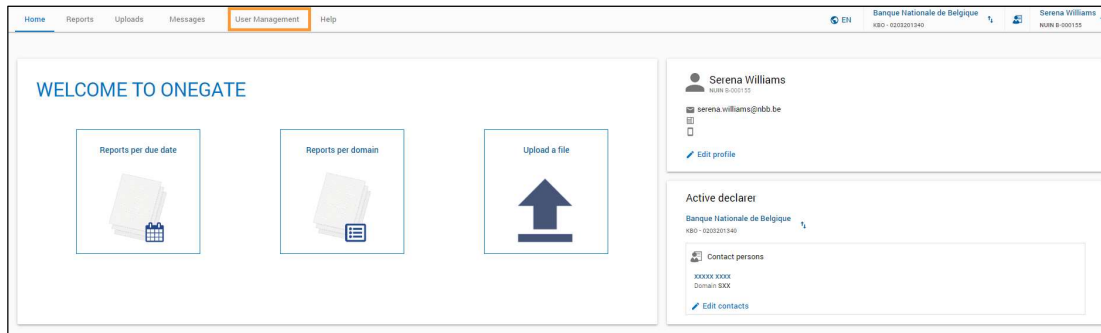
Enregistrer Fermer

If the administrator does not want access to OneGate domains and reports, there is no need to fill in the bottom part. The administrator only needs to confirm his profile by clicking on 'Save', then proceed to create a user from the 'User management' menu:



3.2 CREATING USERS

Users are created via the User management menu.



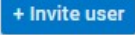
To enable users to declare or consult data in OneGate, the administrator has to create the users.

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:

3.2.1 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 number². 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.

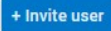
Email address: this address is used to send the user a message informing him that his profile has been created.

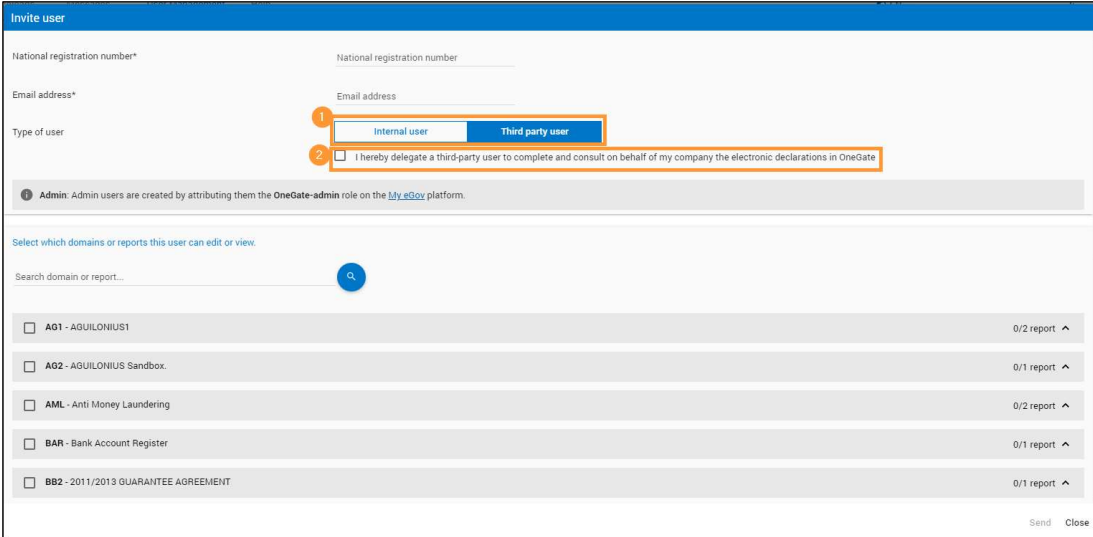
2. Authorisations per domain/report

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.

3.2.2 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  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.

² 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.

3.2.3 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:

Auditor

Name (B-000154)

Email address* cristina.chihaia@nbb.be

Admin: To allow a user to manage users and reports accesses, you need to create the user in [My sGov](#).

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

Search domain or reports...

Editor

- ☒ **REV - Revisor - Réviseur**
Can access all reports of the domain: new reports inside the domain will be automatically added. 1 rapport ^

Viewer

- ☐ **A01 - AGUILONIUS1** 0/2 rapport ^
- ☐ **A02 - AGUILONIUS Bac à sable.** 0/1 rapport ^
- ☐ **AML - Anti Blanchiment**
Can access the selected reports only: new reports inside the domain will need to be manually added by administrators. 2/2 rapports ^
- ☐ **BAR - Bank Account Register**
Can access the selected reports only: new reports inside the domain will need to be manually added by administrators. 1/1 rapport ^

Enregistrer Supprimer Fermer

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.

Auditor

☒ **REV - Revisor - Réviseur**
Can access all reports of the domain: new reports inside the domain will be automatically added. 1 rapport ^

Viewer

- ☐ **A01 - AGUILONIUS1** 0/2 rapport ^
- ☐ **A02 - AGUILONIUS Bac à sable.** 0/1 rapport ^
- ☐ **AML - Anti Blanchiment**
Can access the selected reports only: new reports inside the domain will need to be manually added by administrators. 2/2 rapports ^
- ☐ **BAR - Bank Account Register**
Can access the selected reports only: new reports inside the domain will need to be manually added by administrators. 1/1 rapport ^
- ☐ **BB2 - 2011/2013 GUARANTEE AGREEMENT** 0/1 rapport ^
- ☐ **BBP - Balance des paiements** 0/4 rapport ^
- ☐ **CBS - Centrale des bilans** 2/4 rapports ^
- ☐ **CPA - Assurances** 0/2 rapport ^
- ☐ **DMT - Db Demat** 0/1 rapport ^
- ☐ **IPB - Incident Payment Service Provider Banks** 0/1 rapport ^

Enregistrer Supprimer Fermer

3.2.4 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:

3.2.4.1 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

3.2.4.2 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 checked="" type="checkbox"/> SXX - Foreign Trade 1	0/3 report v
Ongoing reporting obligations 0/3 report v	
2 <input type="checkbox"/> EX19E - Intrastat Arrival: Extended declaration	
<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 the 'User' management interface. A list of reports is displayed, each with a checkbox and a 'report' count. The 'SXX - Foreign Trade' domain is expanded, showing 'Ongoing reporting obligations'. The 'EX19S - Intrastat Arrival: Standard declaration' report is selected with a blue checkbox, indicated by a red circle with the number 3. To the right of this report, an 'Editor' role is assigned, indicated by a red circle with the number 4 and a blue toggle switch. Other reports include 'IPB - Incident Payment Service Provider Banks', 'MBS - MBS', 'MUN - Guidelines on the "data collection exercise regarding high earners" and "remuneration benchmarking exercise"', 'NRA - Resolution Authority Domain (NRA)', 'PRT - Portfolio', 'PST - Domain for Payment Statistics survey', 'TST - Test Domain', and 'UI1 - Test domain Upgrade User Interface 7.1 - Institute NBB'.

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 the 'Reports' tab selected. The 'Reports' tab is highlighted with a red circle and a red dot, indicating that there are reports assigned to users. The 'SXX - Foreign Trade' domain is expanded, showing 'Ongoing reporting obligations'. The 'EX19E - Intrastat Arrival: Extended declaration' and 'INTRASTAT_X_S - Intrastat Dispatch: Standard declaration (format 2019)' reports are listed, each with an 'Add user' button.

3.2.5 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.

3.2.6 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)

3.2.7 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:

Invite user

Search domain or report...

☐ A01 - AQUILONIUS1

0/2 report

☐ A02 - AQUILONIUS Sandbox.

0/1 report

☐ AML - Anti Money Laundering

0/2 report

☐ BAR - Bank Account Register

0/1 report

☐ BB2 - 2011/2013 GUARANTEE AGREEMENT

0/1 report

BBP - Balance of payments

Can access the selected reports only. New reports inside the domain will need to be manually added by administrators

1/4 report

Ongoing reporting obligations

1 report

Finished reporting obligations

0/3 report

☐ F01PKI - F01PKI - Foreign activities : Banks

Editor

☐ F02TRA - F02TRA - Foreign activities : tourism

☐ F03EXC - F03EXC - Goods community concept

☐ F03EXN - F03EXN - Goods - national concept

☐ CBS - Central Balance Sheet Office

0/4 report

Send

Cancel

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:

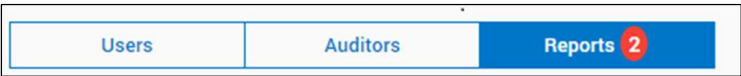
(B-000264)	Invitation pending
(B-000239)	Internal
(B-000179)	Administrator
(B-000228)	Administrator
(B-000155)	Administrator
(B-000022)	Third party

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

(B-000264)	Internal
(B-000239)	Internal
(B-000179)	Administrator
(B-000228)	Administrator
(B-000155)	Administrator
(B-000022)	Third party

3.3 GRANTING ACCESS ON THE BASIS OF NON-ASSIGNED REPORTS

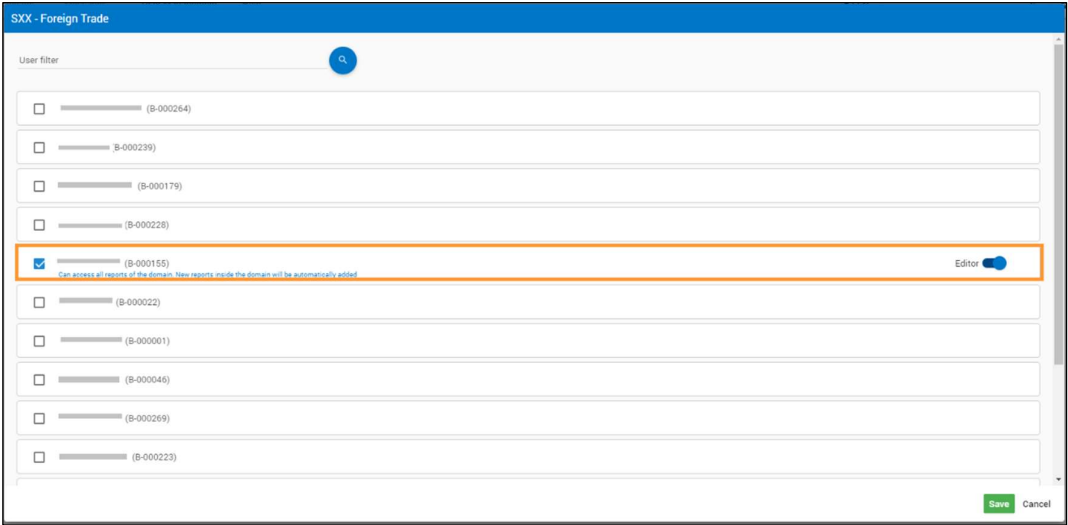
If the administrator has granted access on the basis of reports, the non-assigned reports appear in the Reports tab.



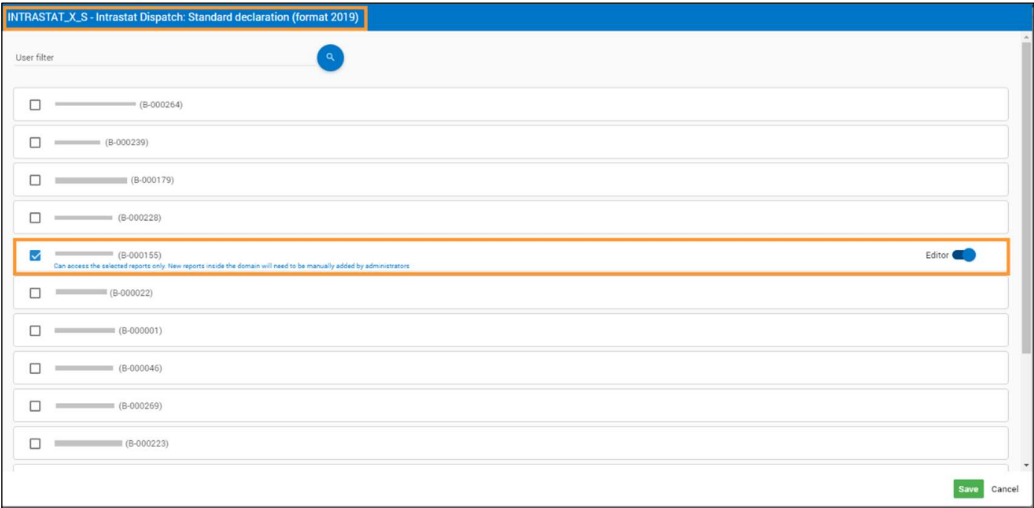
In the example in point 3.3.4.2, a single report in the SXX domain has been assigned to a user. That therefore leaves **two** reports which have not been assigned to a user.



To assign those reports to created users, click on 'Add user' at domain level (1) to grant access to the whole domain:



Clicking on the 'Add user' button at report level (2) will grant access solely to the selected report, e.g., 'Intrastat Dispatches' below:



3.4 USER LOG-IN

Once the user has received the email informing that the administrator has granted access, the user can log in to Onegate using his identity card or itsme.

Still on the CSAM portal, the user has to select the identification method 'in your own name':

nl fr de en .be

CSAM Log on to online public services

Choose how you want to log in:

☒ in your own name

☐ in the name of a company

Next

Why this choice?

You can access the government online as a member of one of these target groups:

- in own name (citizen)
- in the name of a company (responsible person in a company)

Each target group offers you different options and rights as a user.

The user must then click on 'Next' to get to the home page and begin making a Onegate declaration:

Home Reports Uploads Messages Help

EN TheCorporation Inc. CODE - 0123456789 Tom Parker NUM 800-0008765 53

WELCOME TO ONEGATE

Reports per due date

Reports per domain

Upload a file

Tom Parker
NUM 800-0008765 53
tom.parker@thedomain.be
003229876543
0032400123456
[Edit profile](#)

Active declarer
TheCorporation Inc.
CODE - 0123456789

Contact persons

Inge Sas
Bart Smith
John Spades
Domain TST
[Show more / Edit contacts](#)

3.5 SPECIFIC POINTS

3.5.1 Deletion

Deleting a user

The action only deletes the link between the user and the enterprise (declarer). If there is only one user for the declarer, the user is entirely deleted.

Deleting an administrator

The action is only possible if there are multiple administrators for the same declarer.

4 GLOSSARY

Principal access manager: the main person responsible for managing access for your enterprise. He can appoint Access Managers who in turn manage access for a particular group ("domain") of applications, such as finance, economy (Onegate)

Role A role contains all the information on:

- the access level allowing use of a (government) application in the name of an enterprise;
- 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.

Direct role assignment In the case of direct role assignment the principal access manager or joint access managers for the domain "**economy**" assign a role to a user directly without the user needing to first accept the role. In order to be assigned a role directly the user must already be a member of the enterprise for which the role assignment is valid.

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 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.

Reader: 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.

5 CONTACTS

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