



## MANUAL

### Road User Portal (RUP)

-

### Account Registration

In case of additional questions contact **Satellic Customer Support** on

**00800/72 83 55 42**

(From Belgium and neighboring countries)

or

**+32 78 15 15 15/+32 2 416 0 416.**

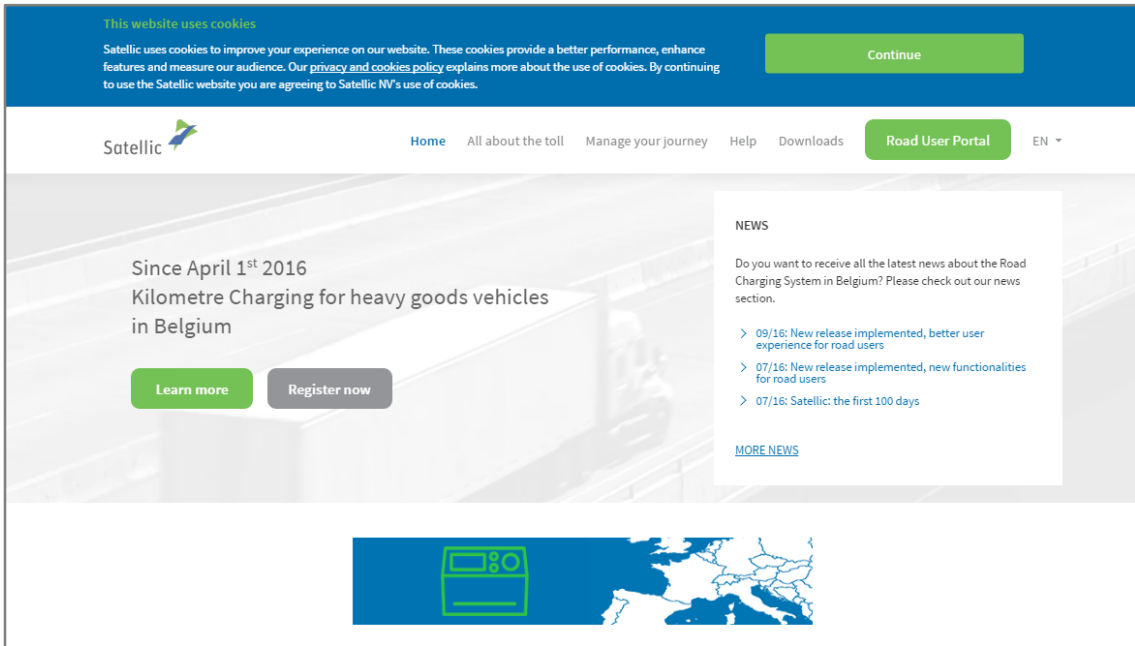
(From any location)

Calls from mobile networks may be surcharged according to the terms and conditions of your mobile service operator.

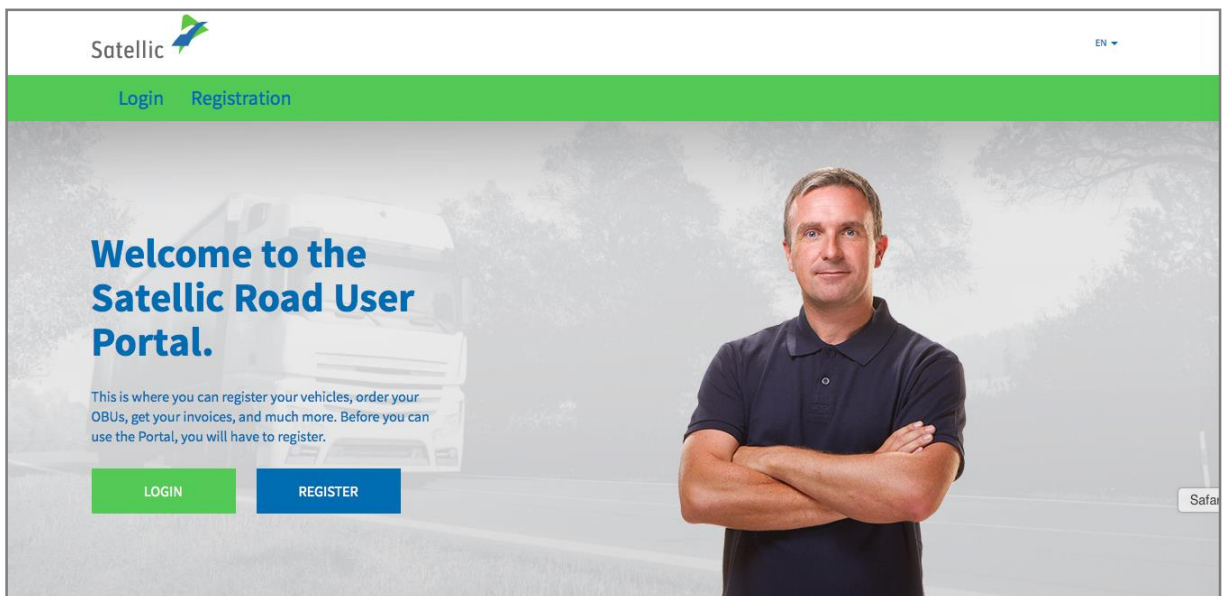
## Register an account in the Satellic Road User Portal

Please note that, due to privacy reasons, not all the account details in the screen below are shown.

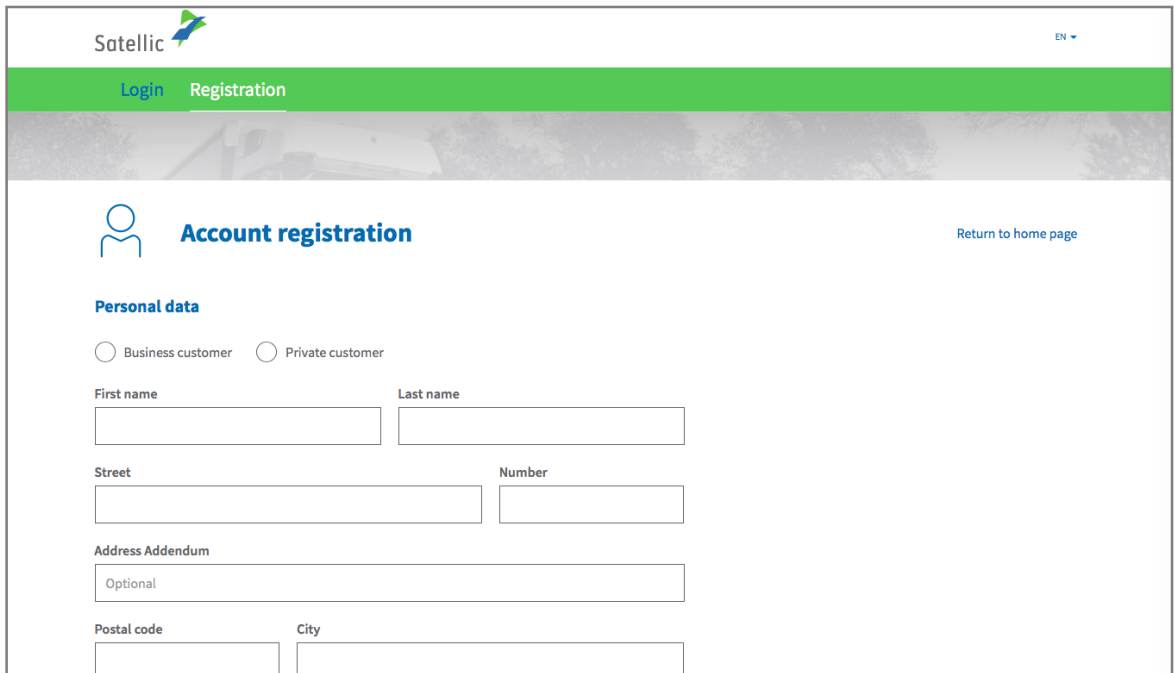
Step 1: Go to [www.satellic.be](http://www.satellic.be), and select “Road User Portal”.



Step 2: Select “REGISTER”.

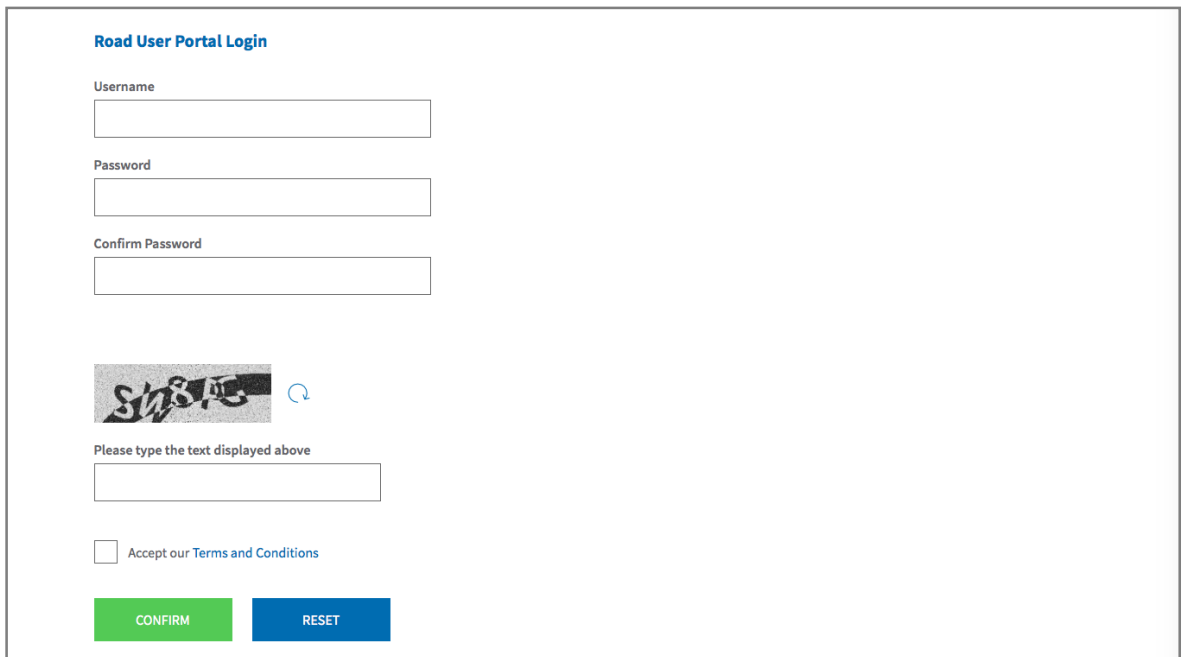


Step 3: Select “BUSINESS CUSTOMER” or “PRIVATE CUSTOMER”, and fill in the required boxes.



The screenshot shows the Satellic website's account registration page. At the top, there is a green navigation bar with the Satellic logo on the left and 'EN' on the right. Below the navigation bar, there are links for 'Login' and 'Registration'. The main heading is 'Account registration' with a user icon and a 'Return to home page' link. Under 'Personal data', there are two radio buttons: 'Business customer' and 'Private customer'. Below these are several input fields: 'First name' and 'Last name' (two separate boxes), 'Street' and 'Number' (two separate boxes), 'Address Addendum' (with a placeholder 'Optional'), 'Postal code' and 'City' (two separate boxes).

Step 4: Accept the Satellic “TERMS AND CONDITIONS” and select “CONFIRM”.



The screenshot shows the 'Road User Portal Login' page. It features three input fields for 'Username', 'Password', and 'Confirm Password'. Below these is a CAPTCHA image showing the text 'SHS AS' with a refresh icon. A text box below the CAPTCHA says 'Please type the text displayed above'. There is a checkbox for 'Accept our Terms and Conditions'. At the bottom, there are two buttons: a green 'CONFIRM' button and a blue 'RESET' button.

Step 5: Check if the data are correct and select "CONFIRM".

## Account registration

Please check if the below data are correct before you confirm your registration.

### Account information

Customer type	Private customer	Country	Belgium
First name	Test	Language	Dutch
Last name	Account	EU-VAT identification number	
Street		E-mail address	
Address Addendum			
City			

### Bank Account

Account holder		Salutation	Mrs.
BIC		First name	Test
IBAN		Last name	Account
		Phone number	

### Contact person


Salutation	Mrs.
First name	Test
Last name	Account
Phone number	

### Road User Portal Login


Username	Testaccount
----------	-------------

[CONFIRM](#) [BACK](#)

Step 6: A confirmation e-mail is sent to you with the activation link.

Satelllic  EN ▾

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

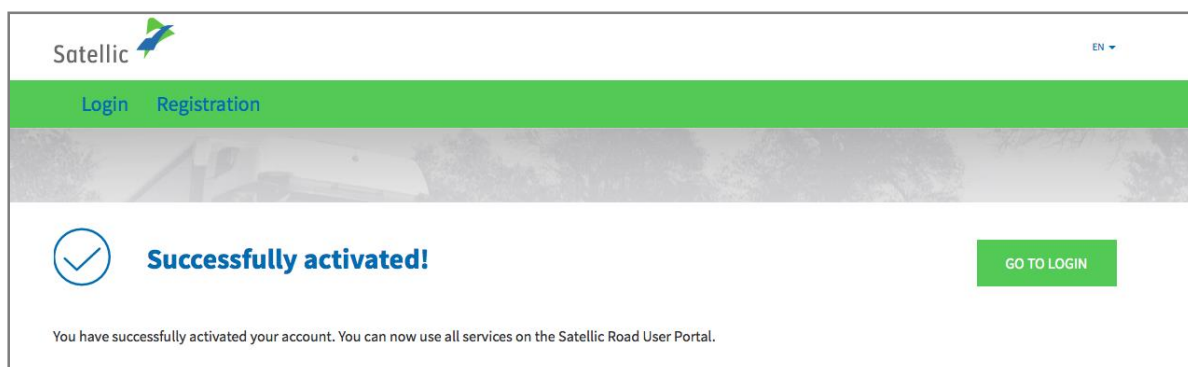


## Only one more step to go!

You have successfully submitted the request for account registration. A confirmation e-mail was sent to you with the activation link.

[GO TO LOGIN](#)

Step 7: Complete your registration by clicking on the activation link in the confirmation e-mail. Please note that this link is only valid for the next 24 hours.



Step 8: You are successfully registered and you can now use all the services on the Satellic Road User Portal. Log in to the Road User Portal and register your vehicle(s).

**You can find more information about registering your vehicle(s) in the RUP Manual - Vehicle Registration.**