

Guide to logging in using digital keys for enterprises – traffic fines and criminal fines

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If you are known in the CBE (Crossroads Bank of Enterprises) as the legal representative of an enterprise, you do not need roles and can simply log in as an enterprise.

1. Short summary

If a person registers through [Justonweb.be/fines](https://justonweb.be/fines) and wants to act on behalf of a company, there must be a **registered link** between the **registrant** and the **company**. There are 2 possibilities for this:

- 1) The notifier is known as a legal representative in the CBE database. He **automatically** has the necessary rights and has direct access to the traffic offences in the name of the company. He does not need to take any action for this in order to have access to Just-on-web as a company.
- 2) The registrant is not a legal representative for the company, but a registered link has been created via the role in BOSA's "My eGov Role Management" application.

In order to digitally send a driver identification form or a contestation form for a **traffic offence** in your company's name, your company must have the "**Traffic fines**" role.

In order to handle the **criminal fines** in your company's name, your company must have the "**Criminal offences**" role.

- Your employer grants digital access to the website of <https://justonweb.be/fines>.
- Within your organisation, the main access administrator or the access administrator for the "**FPS Justice**" domain can grant access. If you do not know who the access administrators in your organisation are, you can contact the CSAM help desk: info@csam.be, tel. 02 / 290.28.45 or you can go to the Crossroads Bank for Enterprises - Public Search.
- The main access administrators provide access via the **eGOV roles management** (<https://iamapps.belgium.be/rma/>)
- Logging into the website is done with your electronic identity card (e-ID).

2. Assigning a main access administrator

To ensure that certain staff members of your organisation can open this online application, you must assign them the "Traffic fines" or "Criminal offences" role via eGov roles management.

2.1 Who can assign the "Traffic fines" or "Criminal offences" role?

The main access administrator or the access administrator of the "FPS Justice" domain within your company or public institution may assign the role of "Traffic fines" or "Criminal offences".

2.1.1 Who are the access administrators?

The main access administrator is the person in the company or public institution who manages access for the different online applications of the administration. This works according to the same principle as other online government applications (Dimona, Dmfa, InterVAT etc.). Your company or public institution is probably already using these types of applications and there is already a main access administrator within your organisation.

The main access administrator can also further delegate access management by appointing additional access administrators who only manage access for a group of applications (a domain). **The access administrator for online "Traffic fines" or "Criminal offences" applications, is the access administrator for the "FPS Justice" domain.**

Access administrators are usually part of the HR department. The general CSAM web page <https://www.csam.be/en/management-access-managers.html> describes access management. On this page you will find a step-by-step guide describing the appointment of the access managers.

Please note that the chief access manager can only be appointed by the **legal representative** of the enterprise or by the access manager of the "FPS Justice" domain. To find out who the legal representative of your enterprise is, you can go to the website of the Crossroads Bank for Enterprises and launch a Public Search (<https://kbopub.economie.fgov.be/kbopub/zoeknummerform.html?lang=en>) or you can also contact the CSAM helpdesk by e-mail (info@csam.be) or by telephone (+32 (0)2 290 28 45).

2.1.1.1 Go to the website <https://kbopub.economie.fgov.be/kbopub/zoeknummerform.html> and launch a new search based on the available information (enterprise number, name, activity, authorization or address).

The screenshot shows the CBE Public Search website. At the top, there are language options (nl, fr, de, en) and a link to other official information and services (www.belgium.be). The main header includes the CBE logo and the text 'Public Search'. Below the header, there are five search options: 'New search by number', 'New search by name' (highlighted in red), 'New search by activity', 'New search by authorisation', and 'New search by address'. A search bar contains the text 'phor etic' and 'evict'.

The English version of the Public Search application constitutes an unofficial English translation and is provided for information purposes only. No legal rights can therefore be derived from this translation. For the official application, please consult the Dutch, French or German versions of the Public Search application.

As of 10 September 2021, the contact details of the branch will be registered at the level of the corresponding business unit.

Search term (required)

 Inclusive of old names Legal Person

Postal code

Natural person
 Legal person

 Establishment unit
 Only active registered entities and active establishment units of active entities.

CBE Public Search displays the public data of all registered entities (hereafter: entities) into the CBE, including their establishment units. All entities can be consulted, regardless of their state (active, published or stopped). Read more on this in [News](#).

Is the information about your entity incorrect?
 Correct the information yourself or search for the administration to contact using the [My Enterprise](#) application. Are you unable to use [My Enterprise](#)? Read how you can modify incorrect information in that case. This information is currently only available in [Dutch](#) and [French](#).

You cannot find an answer to your query? [Contact us](#).

This site contains [links](#) to other Internet sites.

Would you like to know more about how your personal data is collected and processed via the Public Search? Please read our [privacy statement](#) carefully (last updated on 29/05/2020).

[Accessibility statement](#)

2.1.1.2 Select the enterprise on which you would like further information

The screenshot shows the CBE Public Search website with the search results for 'SPF Justice'. The search term is 'SPF Justice(exclusive of old names)'. The legal form is 'All legal forms'. The registered entities (Natural person and Legal person) and Establishment units are listed. The search results table shows 4 entities or establishment units found.

The English version of the Public Search application constitutes an unofficial English translation and is provided for information purposes only. No legal rights can therefore be derived from this translation. For the official application, please consult the Dutch, French or German versions of the Public Search application.

Phonetic search term: SPF Justice(exclusive of old names)

Legal form: All legal forms

Registered entities (Natural person and Legal person) and Establishment units

4 entities or establishment units found.

	ENT/VE Status	Enterprise number	Info establishment units	Name	Address
1	EU Active	0308.357.753	2.146.776.482 July 1, 2003	FOD Justitie	Rue Evers 2-8 1000 Bruxelles
2	EU Active	0308.357.753	2.146.777.868 July 1, 2003	FOD Justitie	Boulevard du Roi Albert II 6 1000 Bruxelles
3	EU Active	0308.357.753	2.146.775.779 July 1, 2003	FOD Justitie (Centrale administratie, en Dienst Voogdij)	Boulevard de Waterloo 115 1000 Bruxelles
4	EU Active	0308.357.753	2.174.953.695 December 1, 2008	FOD Justitie (ROJ)	Boulevard de Waterloo 80 1000 Bruxelles

4 entities or establishment units found.

2.1.1.3 You will find out the name of your legal representative under "Functions".

In general		
Enterprise number:	0308.357.753	
Status:	Active	
Legal situation:	Normal situation Since January 1, 1968	
Start date:	January 1, 1968	
Name:	Service Public Fédéral Justice Name in French, since March 15, 2015 Federale Overheidsdienst Justitie Name in Dutch, since May 29, 2001 Föderaler öffentlicher Dienst Justiz Name in German, since May 29, 2001	
Abbreviation:	JUS Name in French, since May 29, 2001 JUS Name in Dutch, since May 29, 2001 JUS Name in German, since May 29, 2001	
Registered seat's address:	Boulevard de Waterloo 115 1000 Bruxelles Since January 1, 1994	
Phone number:	+3225426511	Since January 1, 1994 ⁽¹⁾
Fax:	No data included in CBE.	
Email address:	info@just.fgov.be	Since January 1, 1994 ⁽¹⁾
Web Address:	http://justice.belgium.be	Since January 1, 1994 ⁽¹⁾
Entity type:	Legal person	
Legal form:	Federal public service Since May 29, 2001	
Number of establishment units (EU):	365 List EU - Information and activities for each establishment unit	

Functions		
Chairman		Since March 1, 2013

To perform the following procedure, you must be the main access administrator, or an access administrator for your organisation's "FPS Justice" domain.

3. Assigning and accepting a role

Assigning a role is done in 3 steps:

1. the access administrator sends an invitation to a user;
2. the user accepts this invitation;
3. the access administrator assigns the role.

3.1 Step one: sending an invitation

The access administrator must send an invitation to a user.

- 3.1.1 Go to the website <https://iamapps.belgium.be/rma/> and click on "Log in"

My eGov role management
My online roles with the government

[Frequently Asked Questions](#)

 **.be**

You are not yet logged in for My eGov role management. To gain access to the functionalities below, you must log in first.

Log in

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
- Adding to requests
- 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

3.1.2 Click on "Invitation Management"

My eGov role management
My online roles with the government

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

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Evi Vanolst [\(Log out\)](#)

[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](#)

3.1.3 Click on "Sending a new invitation"

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

Invitation management
This is where you can manage the role assignment invitations.

To send out a new invitation:

Sending a new invitation

3.1.4 Select the company for which you wish to assign a role

Only the companies for which you have been appointed access administrator will appear here.

Invitation management - New invitation

Step 1: Enterprises
Step 2: Roles
Step 3: Parameters
Step 4: Individuals
Step 5: Details of invitation
Step 6: Overview

Step 1: Select enterprise/enterprises

Select the (sub-)enterprise/enterprises in which you wish to allocate role assignments.

Enterprises

- E.

Cancel Next step

3.1.5 Select the "Traffic fines" or "Criminal offences" role

Invitation management - New invitation

Step 1: Enterprises
Step 2: Roles
Step 3: Parameters
Step 4: Individuals
Step 5: Details of invitation
Step 6: Overview

Step 2: Selecting the roles

For each (sub-)enterprise chosen, select the roles for which role assignments are being issued.
(* = mandatory field)

Roles for the enterprise: E.I

Possible values: Traffic Fines
Selected values*

Previous step Cancel Next step

Invitation management - New invitation

Step 1: Enterprises
Step 2: Roles
Step 3: Parameters
Step 4: Individuals
Step 5: Details of invitation
Step 6: Overview

Step 2: Selecting the roles

For each (sub-)enterprise chosen, select the roles for which role assignments are being issued.
(* = mandatory field)

Roles for the enterprise: E.I

Possible values: traffic Fines
Selected values* traffic Fines

Previous step Cancel Next step

3.1.6 Select the period of validity

You can set a limited period of validity for the access. You can also choose to grant unlimited access.

Invitation management - New invitation

The screenshot shows the 'Step 3: Selecting the parameters' form. On the left, a vertical navigation menu lists steps: Step 1: Enterprises, Step 2: Roles, Step 3: Parameters (highlighted), Step 4: Individuals, Step 5: Details of invitation, and Step 6: Overview. The main content area is titled 'Step 3: Selecting the parameters' and includes a help icon. Below the title, it says 'Select the relevant parameters for each role selected.' and '(*) = mandatory field'. The main section is 'Role properties for Traffic Fines within enterprise E.I.'. It contains a 'Duration of role assignment' section with a 'from' date field set to '09/11/2020', an 'up to and including' date field, and an 'Unlimited' checkbox which is checked. At the bottom, there are three buttons: 'Previous step', 'Cancel', and 'Next step'.

3.1.7 Add the user(s) you want to give access to

Enter the surname, first name and e-mail address of the user to whom you want to assign the "Traffic fines" or "Criminal offences" role. If you wish to assign the role to yourself, enter your own name. If you want to send multiple invitations, click on "Add".

Invitation management - New invitation

The screenshot shows the 'Step 4: Select individuals' form. On the left, a vertical navigation menu lists steps: Step 1: Enterprises, Step 2: Roles, Step 3: Parameters, Step 4: Individuals (highlighted), Step 5: Details of invitation, and Step 6: Overview. The main content area is titled 'Step 4: Select individuals' and includes a help icon. Below the title, it says 'Enter the details of the individuals you wish to invite for the selected role assignments.' and 'Adding individuals is not compulsory.' The main section is 'Individuals' and contains a table with columns: Surname, First name, E-mail address, and Actions. The 'Add' button in the Actions column is highlighted with a red arrow. Below the table is a 'Searching for individuals' section with a 'Display search fields' link. At the bottom, there are three buttons: 'Previous step', 'Cancel', and 'Next step', with the 'Next step' button highlighted by a red box and a red arrow pointing to it from below.

3.1.8 Invitation details

If you want, you can enter a message for the invited person.

Invitation management - New invitation

Step 1: Enterprises
Step 2: Roles
Step 3: Parameters
Step 4: Individuals
Step 5: Details of invitation
Step 6: Overview

Step 5: Details of invitation ?

Enter a message and an end-date below. You may also indicate whether you wish to re-use this invitation.
(*) = mandatory field

Details

Message for invitation recipients

Invitation end-date: 09/11/2021 📅 (maximum 1 year)

Save invitation

Saving invitation to re-use it later

Name *

Description *

3.1.9 Invitation overview

You will then see an overview of the above. If the invitation details are correct, click on "Generate invitation". You will then receive a confirmation that the invitation has been sent.

3.1.10 Confirmation

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

Invitation management - The invitation has been made.

Accepted! ?

The invitation has been created. The selected persons will receive an e-mail.
Use the link below and invite others to accept the role.
Link: <https://famapps.belgium.be/rma/roleinvitation/accept/public?context=enterp>

3.2 Step two: accepting the invitation

The user must accept the invitation.

3.2.1 Logging in

The user has received an e-mail with an invitation (sent to the e-mail address provided by the role assignment administrator - see 3.1.7) and must log in.

My eGov role management

My online roles with the government



Dear Vanolst Evi,

you have been invited to take on a role in an eGov application.

Click on **Login** to view the invitation. To accept the invitation, first fill in your contact details or check the completed contact information.

[Login](#)

More information?

- View the [FAQ](#) and the [Quick View](#)
- [Log in and view your role assignments](#)

3.2.2 Overview of the invitation

Step 1: Overview

You have received an invitation.
You will be assigned a role in 3 steps as shown below.

Information about the roles you have been invited to undertake is given below. Your request will then need to be approved.

Personal message

U mag hierbij de verkeersboetes afhandelen voor mijn bedrijf

Roles

Here you will see the details of the role assignment(s) for which you have been invited. Click on **Show details** next to the role assignment to view the role parameters. Click on Next step to continue

E.	Show details
Traffic Fines	

[Log in](#)

3.2.3 Fill in contact details

Enter your e-mail address and click on "Accept role assignment request".

My role assignments - accepting a role assignment invitation

The screenshot shows a two-step process. Step 1 is 'Overview' and Step 2 is 'Contact details'. In Step 2, the user is prompted to 'Enter the requested contact details below'. A note indicates that fields marked with an asterisk (*) are mandatory. There is a text input field for 'E-mail address *' which is highlighted with a red box. Below the input field are three buttons: 'Previous step', 'Cancel', and 'Accept role assignment request'. The 'Accept role assignment request' button is also highlighted with a red box, and a red arrow points to it from the right side of the form.

3.2.4 Confirmation

My role assignments

On this page, you will find an overview of all role assignments that have been allocated to you.

Current role assignments All role assignments



3.3 Step three: granting the role

For some roles, a final approval must be given by the access manager after the user has accepted the role. For the Traffic Fines role, this step occurs automatically.

The user receives an e-mail that the role has been assigned and can then log in directly to the online application.

4. Manage my role assignments

Open the My Role Assignments tab to see an overview of your role assignments per company.

My eGov role management frequently Asked Questions | User agreement

My online roles with the government

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Evi Vanolst (Log out)

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

My role assignments Current role assignments All role assignments

On this page, you will find an overview of all role assignments that have been allocated to you.

Overview of role assignments ?

Enterprise: E.† Show details

In the overview of your role assignments, you can choose to display only your current roles or all roles, including those that have been stopped or temporarily deactivated.

Click on **Show details** to display all role properties of a role assignment.

My role assignments Current role assignments All role assignments

On this page, you will find an overview of all role assignments that have been allocated to you.

Overview of role assignments ?

Enterprise: E.† Hide details

Contact details

E-mail address * Change my details

Display 10 role assignments per page Search

Role	Start-date	End-date	Status	Details
BTB - Local Manager for System Admin		Unlimited	Active	No details
BTB - Principal Access Manager		Unlimited	Active	No details
CBE - Legal representative		Unlimited	Active	No details
Traffic Fines	26/11/2020	Unlimited	Active	Details

By performing this action, you are requesting the final termination of all role assignments for this enterprise. Please bear in mind that your request will first require approval. First Previous 1 2 Next Last

The following actions can also be carried out in the **detailed overview** of a role assignment:

- Change your details for a specific company, for example, change your e-mail address.
- **Stop all role assignments for a company.** Important note: This stopping process must be approved by your role assignment administrator before it takes effect.
- View all details or role properties of a role.

More information: <https://rma-help.fedict.belgium.be/en/downloads/manual-roles-manager>