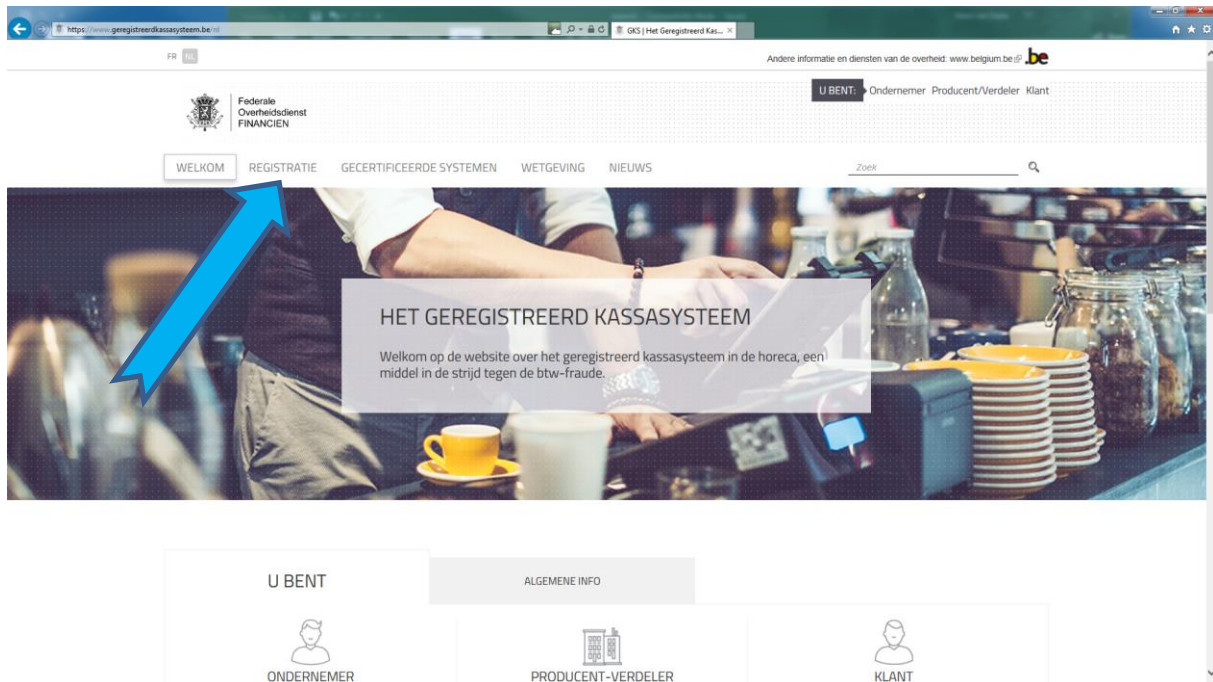


REGISTRATION PROCEDURE

Surf to the website www.geregistreerdkassasysteem.be

You will arrive at the site below, where you will choose “Registratie” (see blue arrow)



From here, there are 5 steps you need to complete before you can use your registered cash register. These steps are clearly explained on the site in the user guide, however we will briefly list them for you :



STAP 1 : **Identificeer u** *Identify yourself*

IMPORTANT : you must have a valid VAT number listed in the Crossroads Bank of Enterprises, and you must be registered as the owner/agent.

You are automatically taken to the login screen where you can login in 3 ways:

- With your identity card, for this you need an E-ID card reader and your PIN code. The necessary software can be downloaded free of charge from http://eid.belgium.be/nl/je_eid_gebruiken/de_eid-middleware_installeren/
- With your token (same as for taxonweb), you can apply for this on belgium.be but you will again need an E-ID card reader. If you do not have or do not wish to have one, contact the ServiceDesk of the Fedict federal public service to make an appointment for manual registration: http://www.fedict.belgium.be/nl/support/lokale_registratie_kantoren/
- With your commercial certificate class III

STAP 2: Registratie onderneming en vestigingen
Registration of company and establishments

After you have successfully logged in, you will be taken to the profile page. Here you will complete the contact information of your company. Go to the tab "Uw Profiel" and click on the button "Toon lijst". Tick the establishments where you want or need to install the GKS, press select and then save. From now on, we can assign the GKS parts we supply to you to one of your sites. Once they are in your possession, you must confirm their delivery in the application. This confirmation of the delivered parts is step 3 of your registration obligation

STAP 3: Bevestig de levering van uw GKS-onderdelen
Confirm the delivery of your GKS parts

We will confirm to you the serial numbers of the GKS parts (each license/checkout and each blackbox has its own serial number).

You log in again and choose the tab "Uw toestellen". There you click on "Levering bevestigen" and choose an FDM or a cash register by clicking on the icon next to it. Now, from this item, fill in the last digits of the serial number (after BTRI002...) and click on the button "De ontvangst bevestigen". This will confirm the delivery. Do this for every GKS part in the list! Once you have received and confirmed all the parts through the application, you can start linking the GKS parts.

STAP 4: Koppel de GKS-onderdelen
Connect the GKS components

In the "Uw toestellen" tab under "Koppel FDM/Kassa" you can link the parts that will make up the GKS in your business.

First select the FDM by clicking on the icon next to it. Now select the cash register that will be connected to the FDM, by ticking it. Click on the "Bevestigen" button. The next step, requesting your VSC, can only be done when you have connected all cash registers to an FDM.

ATTENTION: please make a note of which cash register number you linked to which black box serial number, because this is how they should be physically connected in your company during installation!

STAP 5 : vraag uw VSC aan
apply for your VSC

Under the tab "Uw VSC" you can request your VSC. You need to apply for a VSC for each FDM.

When you receive the VSC card, you need to inform ETC and the installation can be scheduled.

IN ORDER TO BENEFIT FROM THE SOCIAL ADVANTAGES, THE INSTALLATION MUST BE DONE BEFORE THE START OF A NEW QUARTER. SO YOU MUST HAVE COMPLETED ALL THE STEPS MENTIONED ABOVE AT LEAST 4 WEEKS BEFORE THE START OF THAT NEW QUARTER.