Manual for first-time registration

at the BellandVision Customer Web Portal

developed by BellandVision GmbH

1. General

BellandVision offers customers the option of generating reports for settling license fees quickly and securely via the BellandVision customer web portal. You can view and change your reports at any time in the online service, check your account balance and check the status of your reports. Here, you will also find important information relating to all aspects of accounting and the German Packaging Ordinance.

The customer web portal is a free service for BellandVision customers. Customers receive their access data for the customer web portal automatically through the post following conclusion of the contract.

2. First-time registration

Once you have registered for the first time, the entire BellandVision customer web portal is available for you to use free of charge. Proceed as follows:

1. You will have received a registration link from us through the post. Enter the link in the command line of your web browser, preferably Mozilla Firefox from version 3.6 or Internet Explorer from version 7. We recommend a DSL 1000 connection to guarantee optimal function.
2. The following registration mask appears:

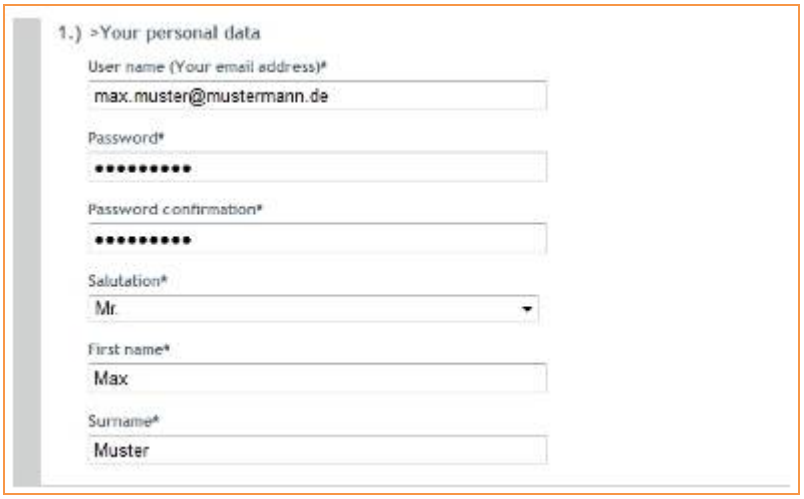

Image 1: Registration – personal data

3. Enter your **personal data** first.

   You are free to select your own password, but it has to be a complex password which is accepted in accordance with the password guidelines.

   Password guidelines: Length: at least 8 characters, at least 1 upper-case letter, at least 1 lower-case letter, at least 1 number and at least 1 special character (!?_=()@#£$§%).

IMPORTANT

The invoices will be sent to the email address provided!

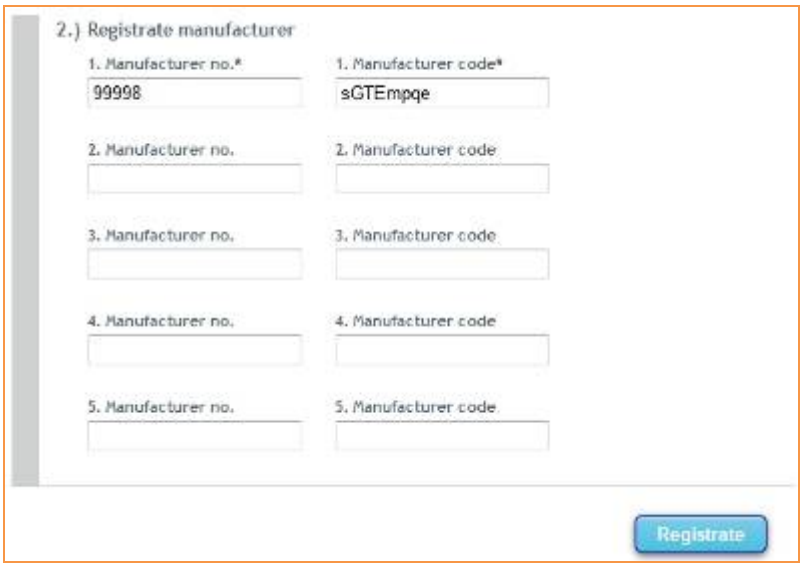

Image 2: Registration – activate manufacturer

4. In the next step, **create a manufacturer** you wish to generate invoices for. For each manufacturer, enter the manufacturer number (identical to your customer number) and the manufacturer code (manufacturer code with 8 characters) from the BellandVision letter received by post.

   If you are accounting for multiple manufacturers, the process can be completed for up to five manufacturers in one step. If you are accounting for more than five manufacturers, you can activate additional manufacturers in the customer web portal under "Own data".

IMPORTANT

The first person to register with a manufacturer code can create additional users for their company in the BellandVision customer web portal and assign access rights. It is not possible to make changes at a later stage!

5. Click on "Registrate" to complete.
6. You will receive confirmation that the initial registration step has been successful, including notification of an activation email sent to the email address provided by you. Click on the link in the email to confirm.
7. Now you can log in with your user name and password for the first time (see also item 3.1, page 3).
8. After logging in for the first time, you will be asked to read and accept the General Terms and Conditions and the data protection declaration. To do this, place a tick in the relevant box and press "Accept".

Image 3: Accepting the General Terms and Conditions

IMPORTANT

You must accept the General Terms and Conditions and the data protection declaration before logging in for the first time or in the event of changes.

The General Terms and Conditions and the data protection declaration are also available online in the customer web portal.

Only one active connection to the BellandVision customer web portal is permitted per user.

3. Registration

3.1. Login

A first-time registration is required before you can log in (see also item 2, page 1.)

1. If you have already registered, call up the BellandVision company website and click on the blue button “Customer portal for accounting license fees”.
2. A login window appears. Enter the access data you provided during registration (user name = your email address and password).

Image 4: Login

3.2. New password?

1. If you have forgotten your password, click on the “New password” link under the login.
2. The following mask appears. Enter the user name you registered with (your email address).

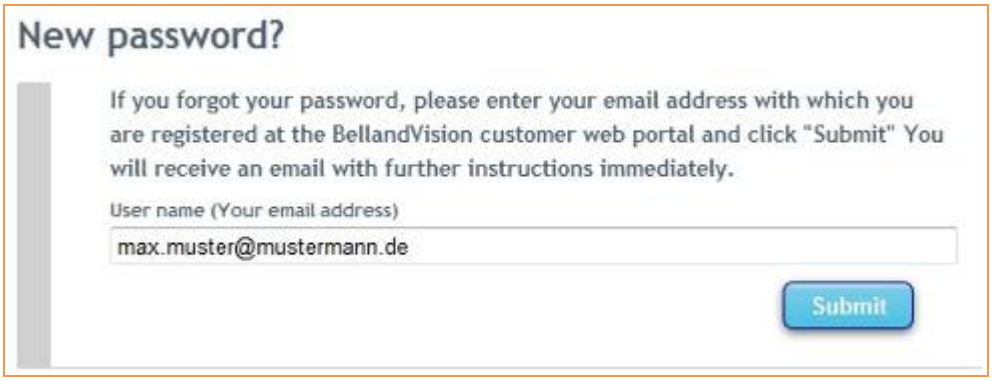

Image 5: Input mask “New password”

3. A message will be sent to the email address provided by you. Click on the link in the email to confirm.

4. The following input mask opens. The required information is usually filled in automatically. If this is not the case, the information is also provided at the end of the email received (user name, activation key). Choose a new password and repeat the entry to help prevent mistakes.

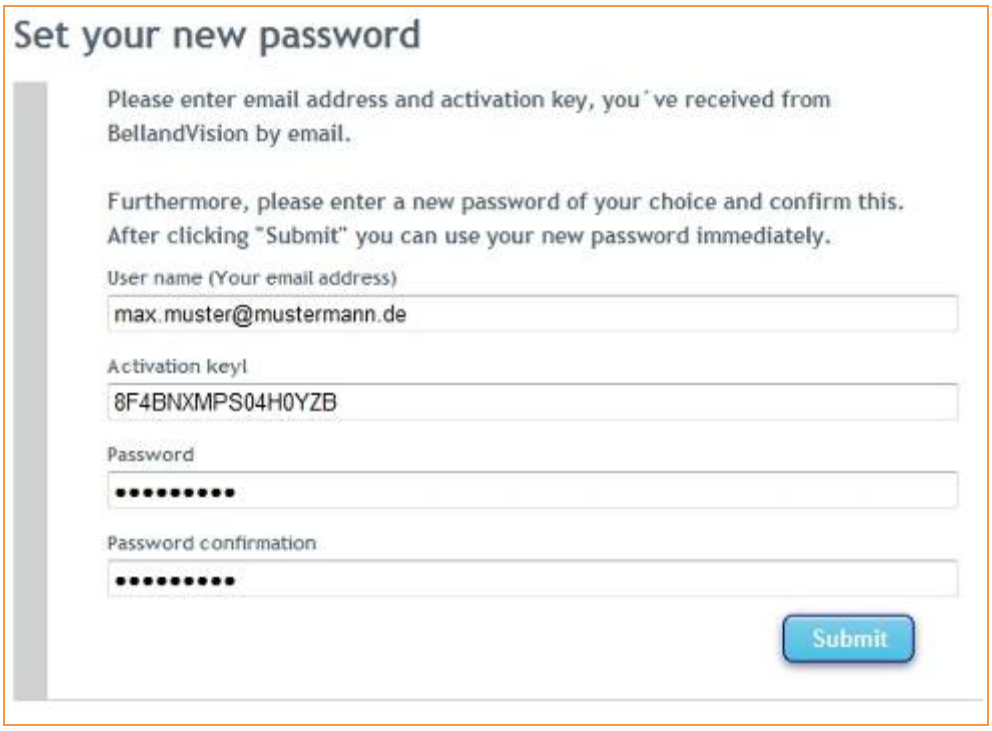

Image 6: Setting a new password

4. Help and support

Our specialists are glad to support you.

Hotline and Support

Phone: +49 (0)9241 - 4832 – 400

Fax: +49 (0)9241 - 4832 – 444

Email: re@bellandvision.de

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