

# Manual for first-time registration at the BellandVision Customer Web Portal

developed by BellandVision GmbH

## 1. General

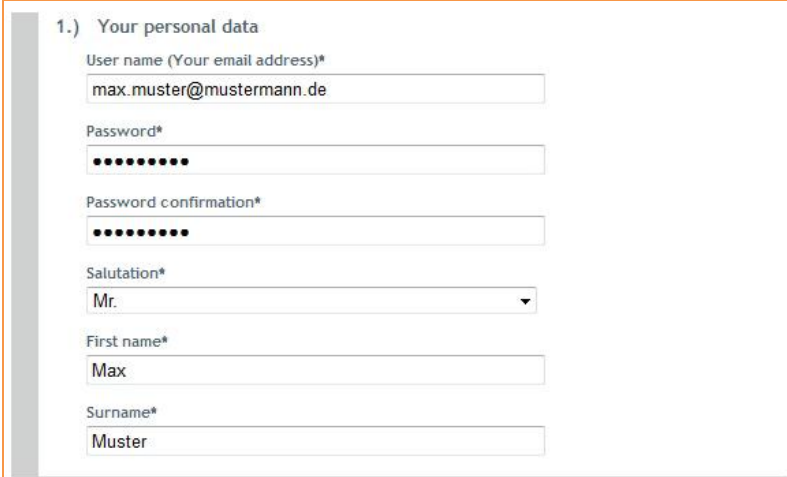
BellandVision offers customers the option of generating reports for settling license fees quickly and securely via the BellandVision customer web portal. You can view and change your reports at any time in the online service, check your account balance and check the status of your reports. Here, you 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. We recommend at least a DSL 1000 connection to guarantee optimal function.
2. The following registration mask appears:



The screenshot shows a registration form titled "1.) Your personal data". It contains the following fields:

- User name (Your email address)\*: max.muster@mustermann.de
- Password\*: [masked with dots]
- Password confirmation\*: [masked with dots]
- Salutation\*: Mr. (dropdown menu)
- First name\*: Max
- Surname\*: Muster

Image 1: Registration - personal data

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

You are free to select your own password, but it must 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!

2.) **Registrate manufacturer** (You received the manufacturer code with your contract!)

1. Manufacturer no.* 99998	1. Manufacturer code* sGTEmpqe
2. Manufacturer no. <input type="text"/>	2. Manufacturer code <input type="text"/>
3. Manufacturer no. <input type="text"/>	3. Manufacturer code <input type="text"/>
4. Manufacturer no. <input type="text"/>	4. Manufacturer code <input type="text"/>
5. Manufacturer no. <input type="text"/>	5. Manufacturer code <input type="text"/>

**Registrate**

Image 2: Registration - activate manufacturer

- 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!

- Click on “Registrate” to complete.
- 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.
- Now you can log in with your username and password for the first time (see also item 3.1, page 3).
- 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”.

Please accept our General Terms and Conditions and the data-protection declaration if you wish to continue.  
 have read and understood the General Terms and Conditions and the data-protection declaration and I accept them.

**Accept**

**General Terms & Conditions and Data protection declaration**

Separate terms and conditions and the following data protection declaration apply to use of the customer web portal of BellandVision.

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.

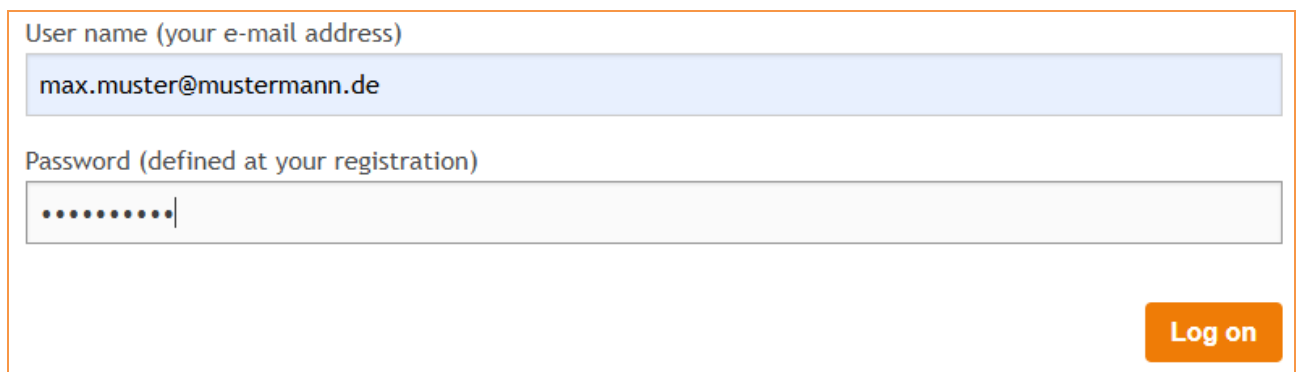
Only one active connection to the BellandVision customer web portal is permitted per user.

### 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 orange button “Customer Portal”.
2. A login window appears. Enter the access data you provided during registration (username = your email address and password).

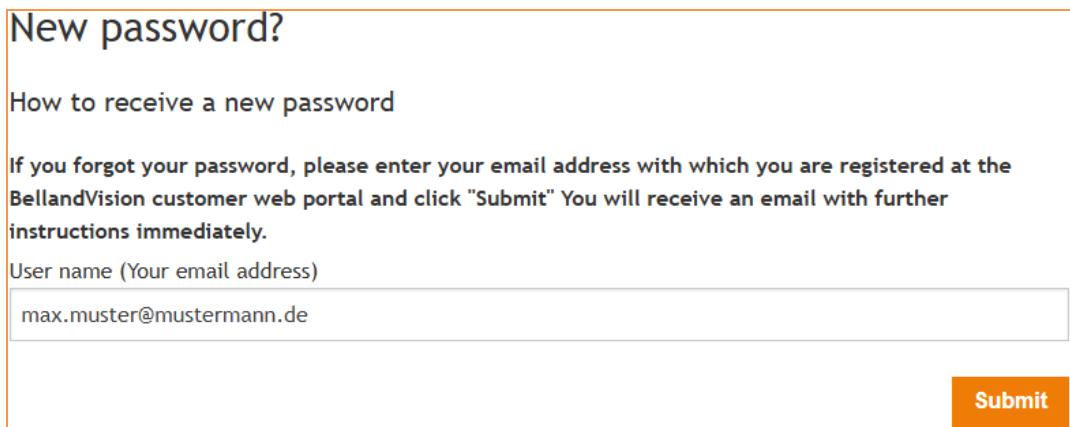


The screenshot shows a login form with two input fields and a button. The first field is labeled "User name (your e-mail address)" and contains the text "max.muster@mustermann.de". The second field is labeled "Password (defined at your registration)" and contains a series of dots representing a masked password. An orange button labeled "Log on" is positioned at the bottom right of the form.

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 username you registered with (your email address).



The screenshot shows a form titled "New password?". Below the title is the heading "How to receive a new password" followed by the instruction: "If you forgot your password, please enter your email address with which you are registered at the BellandVision customer web portal and click 'Submit' You will receive an email with further instructions immediately." Below this text is an input field labeled "User name (Your email address)" containing the text "max.muster@mustermann.de". An orange button labeled "Submit" is located at the bottom right of the form.

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 (username, activation key). Choose a new password and repeat the entry to help prevent mistakes.

### Set your new password

Please enter email address and activation key, you've received from BellandVision by email.

Furthermore, please enter a new password of your choice and confirm this. After clicking "Submit" you can use your new password immediately.

User name (Your email address)

Activation key

Password

Password confirmation

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 - 777

Fax: +49 (0)9241 - 4832 - 444

Email: finanzwesen@bellandvision.de