

INTRODUCTION

This manual will help you to create accounts for each country in EDSS.

In next page you will find the index, by clicking on the country you go directly to that page.

Please make sure you have the information from the table bellow prepared so you can create the accounts on fast and simple way.

| Part | Details | Examples | FR | DE | BE | AT | LU |
|---------------|------------------------|--|----|----|----|----|----|
| User identity | Surname | Klak | | | X | | X |
| User identity | First name | Christian | | | X | | X |
| User identity | Gender | Male | | | X | | |
| User identity | Date of birth | 06/11/1984 | | | X | | |
| User identity | Nationality | Netherlands | | | X | | |
| User identity | Username | Klakchristian@compagnie.nl | X | X | X | | X |
| User identity | Create a password | 719217 | X | X | X | | X |
| Company | Company name | Compagnie Sp. z o.o | X | X | | | |
| Company | Country | Poland | X | X | X | | X |
| Company | Address | Krakow 45 | X | X | X | | |
| Company | Telephone number | 31145879621 | X | | | | X |
| Company | Fax number | 31112895475 | X | | | | |
| Company | Email | info@compagnie.pl | X | X | X | | X |
| Company | Legal status | Sp. z o.o. | X | | | | |
| Company | Professional Register | Kamer van Koophandel | X | | | | |
| Company | Registration reference | 48596258 | X | | | | |
| Company | Main activity | Transports | X | | | | |
| Company | VAT number | PL457946GR5124KH64 | | | X | | |
| Company | Social security number | 45712598 | | | | | X |
| Company | NACE code | 49.41 : Freight transport by road | | | | | X |
| Director | Name | Klak | X | | | | |
| Director | First name | Christian | X | | | | |
| Director | Position | Director | | | | | X |
| Director | Date of birth | 06/11/1984 | X | | | | |
| Director | Town of the birth | Breda | X | | | | |
| Director | Country of the birth | Netherlands | X | | | | |
| Security | Question of security | What is my favourite meal? | | | X | | |

Index

| | |
|---------------------------|----|
| FR France - Sipsi | 3 |
| DE Germany - Zoll..... | 5 |
| BE Belgium - Limosa | 7 |
| AT Austria - ZKOT-3 | 9 |
| LU Luxembourg - ITM | 10 |

FR France - Sipsi

Click on the link to go in Sipsi website:

<https://www.sipsi.travail.gouv.fr/SipsiFO/public/EditerMonCompteDeclarantEdit.action>

The screenshot shows a web browser window with the URL <https://www.sipsi.travail.gouv.fr/SipsiFO/public/EditerMonCompteDeclarantEdit.action>. The page title is "Données entreprise étrangère / Foreign company data". The form contains the following fields:

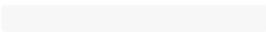
- Nom ou raison sociale (Name or business name)
- N° de voie (Number) and Rue (Street)
- Complément adresse (Address line 2)
- Code postal (Postal code) and Ville (Town)
- Pays (Country) - currently set to "NON DEFINI"
- N° de téléphone (Telephone number) and N° de télécopie (Fax number)
- Courriel (Email)
- Forme juridique (Legal status) and Registre professionnel (ou équivalent) dans le pays d'établissement (Professional Register, Trade Register or equivalent)
- Référence de l'immatriculation ou de l'enregistrement (Registration references)
- Activité principale (Main activity) - currently set to "Agriculture / Agriculture sector"

Steps about Foreign company data:

1. Fill your name or business name
2. Fill your number of street
3. Fill your street
4. Fill your address line if you have, it's not obligate.
5. Fill your postal code
6. Choose in the list your country
7. Fill your telephone number
8. Fill your faxe number
9. Fill your e-mail
10. Fill your legal status
11. Fill your professional register
12. Fill your registration references
13. Choose in the list your main activity

Steps about information of the director:

Dirigeant de l'entreprise / Director

| | | | |
|--|--|---|-------|
| Nom <i>Name</i> | _____ | Prénom <i>First name</i> | _____ |
| Date de naissance <i>Date of birth</i> | 01/01/1980 | Ville de naissance <i>Town of birth</i> | _____ |
| Pays de naissance <i>Country of birth</i> | NON DEFINI  | | |
| Mot de passe <i>Password</i> | _____ |  | |
| Confirmez le mot de passe <i>Confirm password</i> | _____ |  | |

1. Fill the name
2. Fill the first name
3. Fill the date of birth
4. Choose in the list the country of birth
5. Fill with a password until the gauge is green (with number and uppercase)
6. Repeat this password to confirm him

Control:

Contrôle / Check



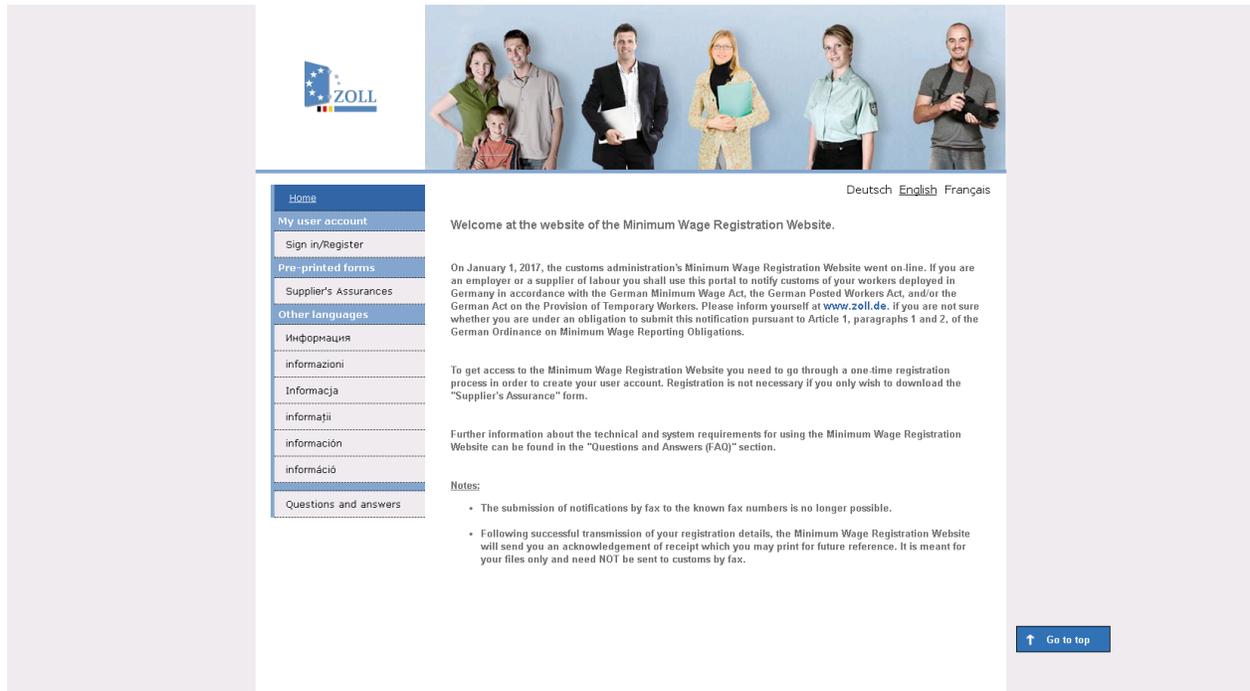
Saisir le texte contenu dans l'image
Enter text in the image

Enregistrer
Save Annuler
Cancel

1. Enter text in the image
2. Put on the button Save
3. You will receive an e-mail from Sipsi who said that your account to access has been created.

DE Germany - Zoll

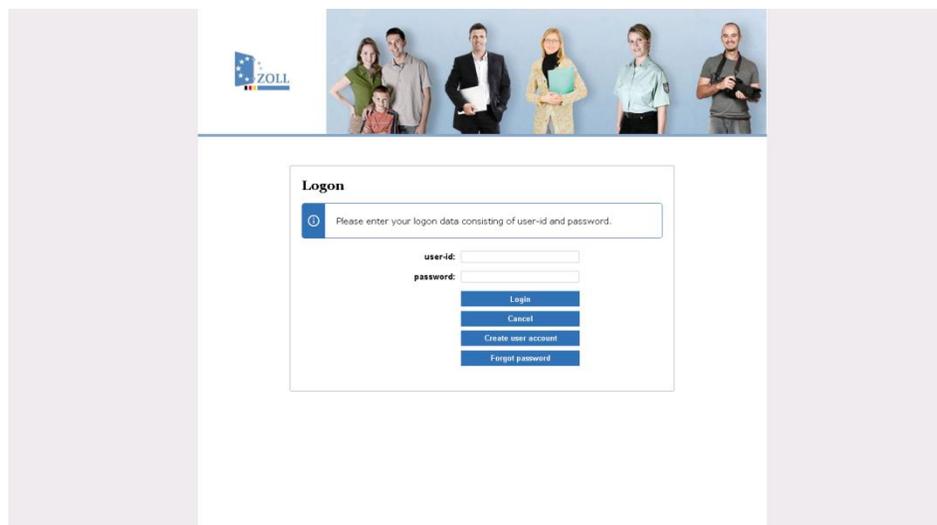
Click on the link to go to Zoll website: <https://www.meldeportal-mindestlohn.de/Meldeportal/form/display.do?%24context=1C97E6248A97C6BE4417>



The screenshot shows the homepage of the Zoll Minimum Wage Registration Website. At the top left is the Zoll logo, and to its right is a photograph of a diverse group of people. Below the logo is a navigation menu with the following items: Home, My user account, Sign in/Register, Pre-printed forms, Supplier's Assurances, Other languages, and Questions and answers. The 'Other languages' section is expanded, showing options for Deutsch, English, and Français. The main content area includes a welcome message, a paragraph explaining the website's purpose as of January 1, 2017, and instructions on how to register. A 'Notes' section lists two important points: that fax submissions are no longer possible and that users will receive an acknowledgment receipt upon successful registration. A 'Go to top' button is located in the bottom right corner.

You can choose your language, Deutsch, English or France.

Click on the button Sign in/Register in the left of the page.



The screenshot shows the login form on the Zoll website. The form is titled 'Logon' and contains a message: 'Please enter your logon data consisting of user-id and password.' Below this message are two input fields: 'user-id:' and 'password:'. To the right of each field is a small eye icon for toggling visibility. Below the input fields are four buttons: 'Login', 'Cancel', 'Create user account', and 'Forgot password'.

Click on the button create user account

Create user account

Access data

Your e-mail address is saved once by us and is used exclusively for communication with the account owner. Once the user account is deleted, the e-mail address will also be deleted.

Please log in with a user ID and your e-mail address. Then, choose a password.
Fields marked by an asterisk (*) are mandatory fields and must be filled out.

User name *

E-mail address *
Repeat your e-mail address *
Password *
Repeat password *
[Link to the Privacy Policy](#)

I hereby certify that I have read the privacy policy and that I grant permission for my personal information to be used for this purpose. This consent may be revoked at any time with the effect that the user account is deleted completely. The revocation can be explained in the user's account or sent to the following e-mail address.

DVII.grnd@zoll.bund.de

The user account will be automatically deleted if the owner of the account has initiated no notifications with his account after a certain period following his registration (30 days) or if he does not check his account for an extended period of time (1 year) following the delivery of messages.

Steps to create an account:

1. Fill a user name
2. Fill with an e-mail address
3. Fill with a password (with number and uppercase)
4. Repeat this password to confirm him
5. Click on the case to accept legal notice
6. Click on the button create an account
7. You will receive an e-mail to activate your account

Dear Sir or Madam,

You have created a user account in the Custom Administration's online notification portal. In order to use your account it must first be activated. Once your account has been activated you will be able to log into it with your personal access data.

Your user is Samah4578.

To activate your account please follow this link:

[Activate user account](#)

Please be aware that for reasons of security this link will only be enabled until 22.8.2017.

Important notice with regard to user accounts:

In any of the following cases user accounts will be deleted automatically:

- 5 days after their creation if they have not been activated by then;
- 30 days after their creation if no notification has been generated by then;
- if no notification has been generated over a period of 12 months.

Please ignore this e-mail if you have not requested this information or if you are not the intended recipient.

Kind regards,
Your Notification Portal Team

8. Click on the sentence in blue "Activate user account"

BE Belgium - Limosa

Click on the link to go in Limosa website: <https://login.socialsecurity.be/authenticate/limosa/limosaJSP>

You can choose your language: en/fr/nl/de

en | fr | nl | de

Login

With your username and password provided by the Working in Belgium portal.

Username: [Forgot your username ?](#)

Password: [Forgot your password ?](#)

[Not yet registered ?](#)

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Click on the button “Not yet registered?”

Close

limosa WORKING IN BELGIUM Demand access

1 Identify yourself

[+ More information](#)

I possess a Belgian social security number yes no

Fields marked with an asterisk (*) are mandatory.

© 2007 socialsecurity.be ■ [Privacy policy](#)

Click on the button “no”

I possess a Belgian social security number yes no

Fields marked with an asterisk (*) are mandatory.

Identity

Last name *

First name *

Middle name(s)

Gender * Male Female

Date of birth (dd/mm/yyyy) *

Nationality *

Address

Street *

Number Box

Postal Code *

Town / City *

Country *

Identification with government institutions

Type of number *

Identification number * in

Please indicate whom you represent.

I represent a non Belgian company

I represent a Belgian company

CBE number* or NOSS identification number

Phone number*

I don't represent a company

Steps to create an account:

1. Last name
2. First name
3. Middle name(s)
4. Gender
5. Date of birth
6. Nationality
7. Address
8. Identification number
9. Country
10. Whom you represent
11. Click on the button “Continue”

Close

limosa
WORKING IN BELGIUM

Demand access

② Create a new account More information

Please complete the following fields:

Fields marked with an asterisk (*) are mandatory.

Account details

⚠ Please choose a username and a password

Username* ✓

Password* ✓

Please confirm your password*

E-mail address* ✓

⚠ For security reasons, please enter both a security question and the answer to this question. You will be asked for the answer to this question if you forget your username or your password.

Your security question* ✓

Your answer*

< Previous step Continue >

1. Create your username
2. Create your password
3. Confirm your password
4. E-mail address
5. Your security question
6. Your answer
7. Click on the button "Continue"
8. Check your information
9. Click on the button "Confirm"
10. You will receive an e-mail to activate your account to click on the link
11. You will receive a second e-mail to confirm the creation of your account

AT Austria - ZKOT-3

You can't create an account, all registrations goes by a standard website.

LU Luxembourg - ITM

Click on the link to go to website: <https://guichet.itm.lu/edetach/>

You can choose your language: Francais/Deutsch/English

Login +

Français Deutsch English

News

New legislation on the posting of workers of 14/03/2017.

Details of the changes: 

User-ID: *

Password: *

Login

[Forgot password ?](#) [Forgot user-ID ?](#) [Register...](#)

e-Détachement Badge Social v4.1  User manual:  v7.0

Click on the button "Register"

Registration + x

i

User's identity

Name: * First name: *

Country (home): *

Contact

Phone 1: 2:

Email: * Confirm: *

Security

User-ID: ---

Password: * Confirm: * **i**

Confirmation code: * **8456g**

Steps to create an account:

1. Name
2. First name
3. Country
4. Phone
5. Email
6. Confirm your e-mail
7. Create a password
8. Confirm your password
9. Confirmation with a chapca
10. Click on the button "Register"
11. You will receive an e-mail to activate your account to click on the link with your username
12. You will receive a second e-mail to confirm the creation of your account