

How to register to the Economic Operator Portal (Training environment)

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Disclaimer

This procedure is valid for the registration to the Economic Operator Portal for Road Transport Posting Declaration – Training environment.

While the procedure to register to the production environment is similar, the addresses of the web pages differ.

1. Create a EU Login Account

In order to access the Road Transport Economic Operator Portal, all users must have their own personal EU Login account.

While the creation of the EU Login account can be performed as part of the Company Account creation, it is recommended to perform it separately and as an initial step.

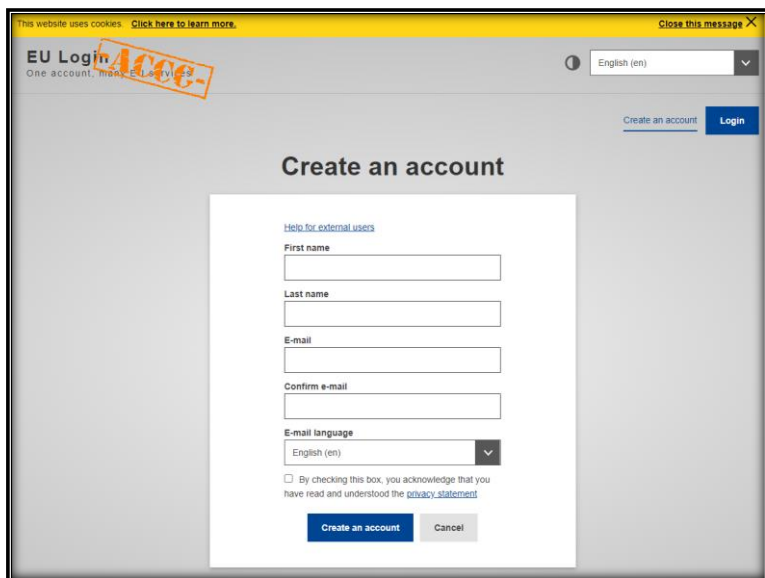
Please follow the below instructions. In case of issues, please refer to the EU Login [Help page](#).

a. Navigate to the EU Login registration page

From your web browser, navigate to:

<https://ecas.acceptance.ec.europa.eu/cas/eim/external/register.cgi>

The following page is displayed



b. Complete your profile

Fill in your name, last name, enter and confirm your email address and choose a preferred language to receive instructions by email.

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language

▼

☒ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

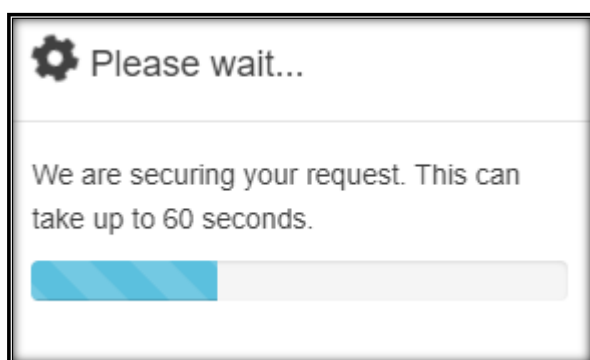
c. [Accept the privacy statement](#)

Read the privacy statement and tick the box to confirm your acceptance with the terms of use of EU Login.

d. [Finalise the creation of your EU Login account](#)

Click on **Create an account** to complete the creation of your profile.

Wait a few seconds.



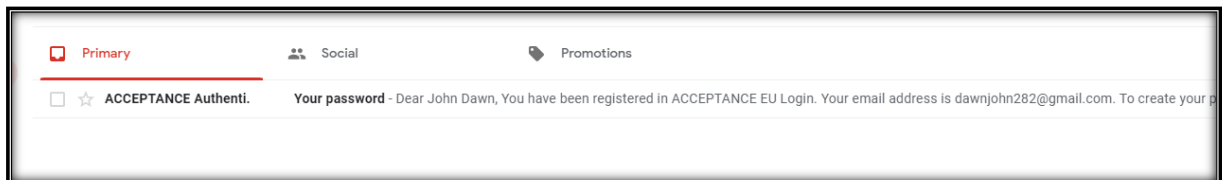
The creation of the account will be confirmed by a notification on the screen – do not leave the page until the following notification is displayed.

Create an account

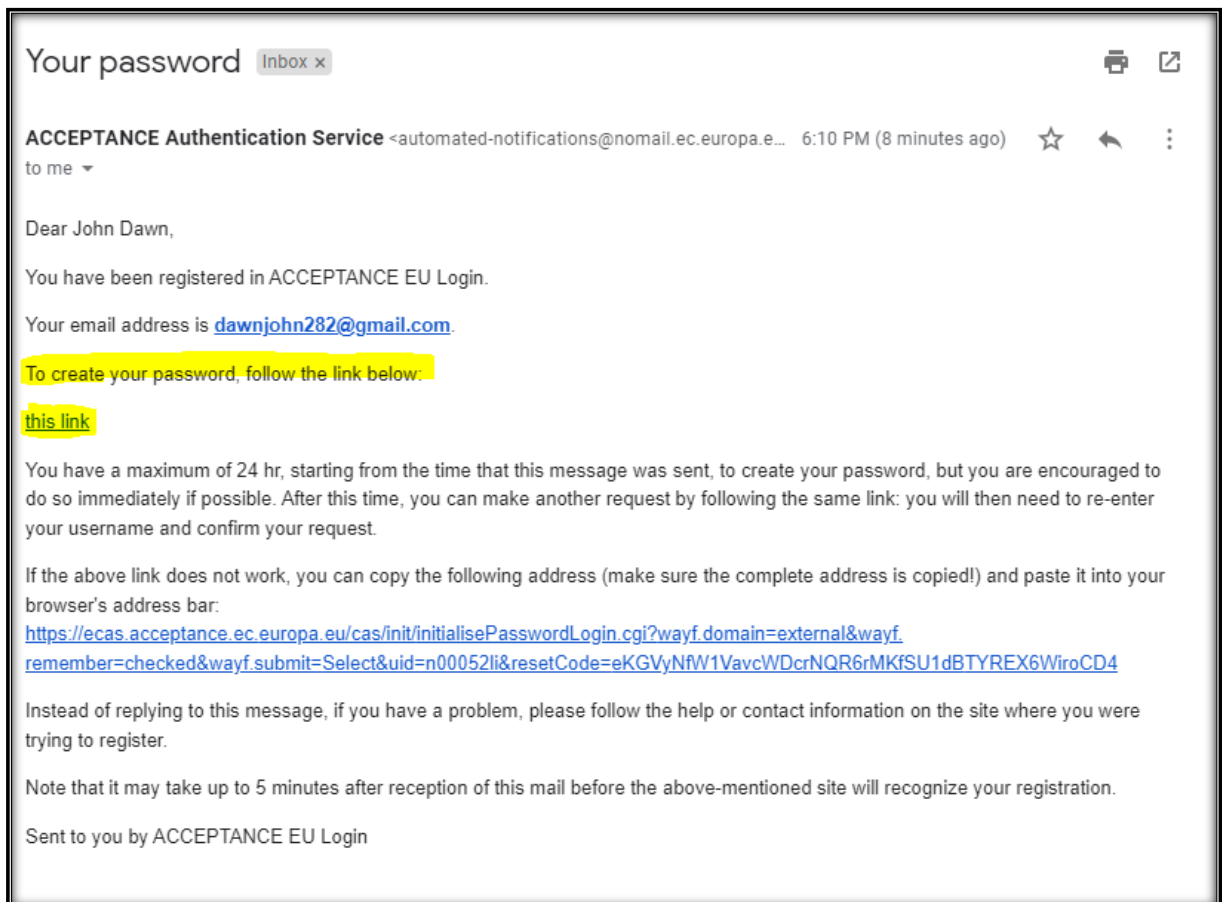
Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

- e. Wait for the reception of the email containing the instructions to set your password

Please check your mailbox and wait for an email containing the instructions to set your password for your EU Login Account. This step can take several minutes.

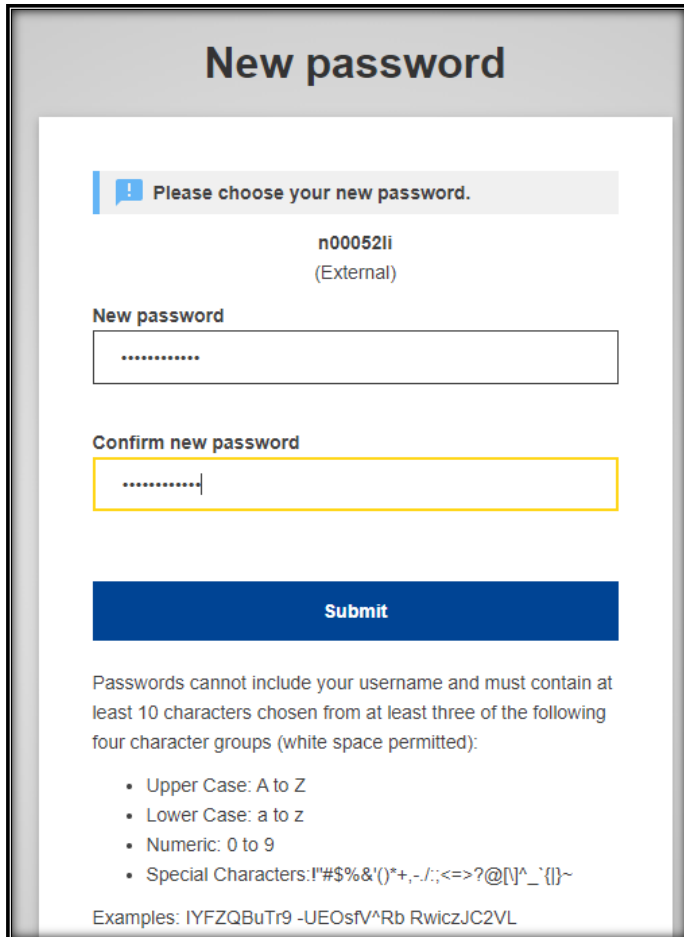


Upon reception of the email from EU Login Acceptance, open it



f. Set your password

Click on the link contained in the instructions email to set your password.



New password

Please choose your new password.

n00052li
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

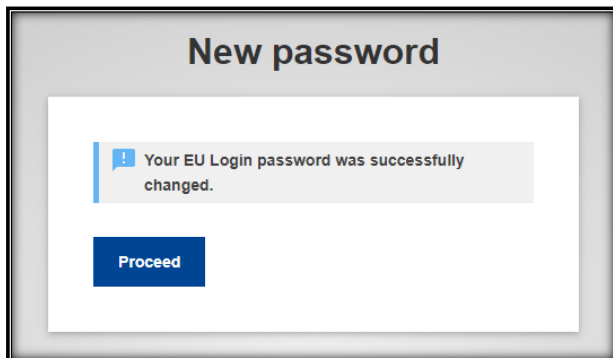
- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>?@[\\]^_`{|}~

Examples: IYFZQBUTr9 -UEOsfV^Rb RwiczJC2VL

Respect the rules described at the bottom of the page.

Click on **“Submit”**

A confirmation message will be displayed. Your EU Login account is fully registered.



New password

Your EU Login password was successfully changed.

Proceed

Click **“Proceed”** to continue.

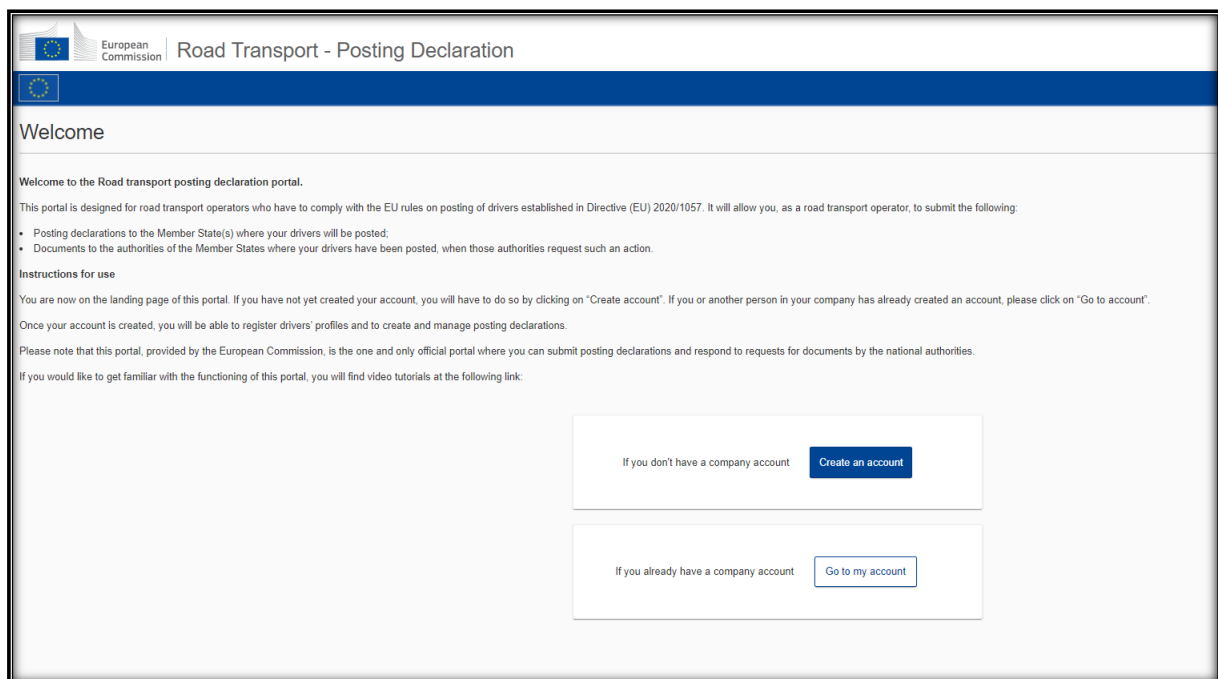
2. Create a company account on the Road Transport Posting Declaration portal

a. Navigate to the Road Transport Posting Declaration portal (Training)

From your web browser, navigate to:

<https://www.postingdeclaration-training.eu/landing>

The portal's landing page will be displayed.



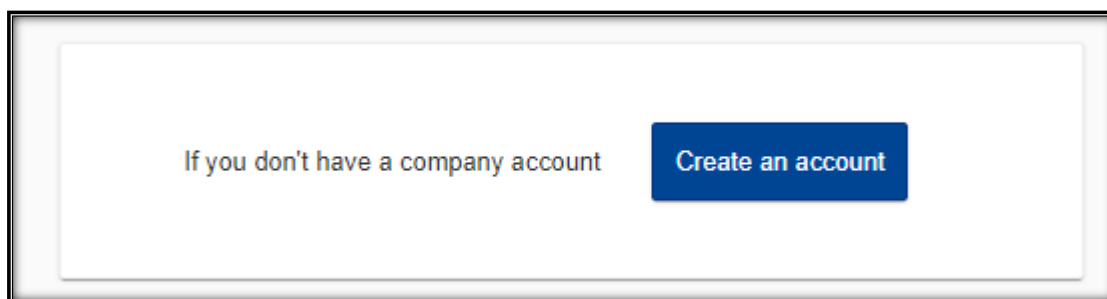
b. Create a company account

Important : only one account per company must be created. If one of your colleagues has already created your company account, please contact that person to be invited to the account. Invitations are managed via the User Management section of the portal.

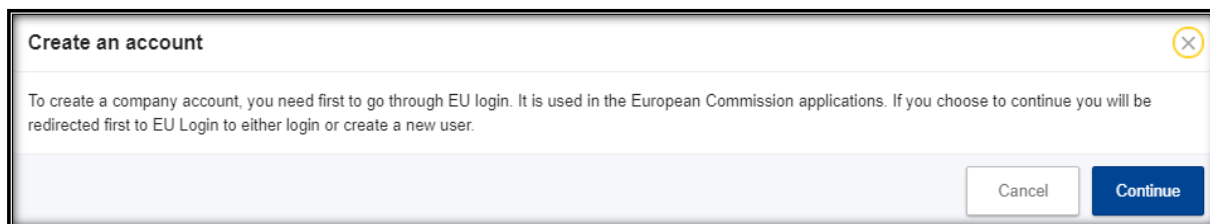
Once invited you will receive an email from the Road Transport Posting Declaration portal with instructions.

If no company account has been created for your company yet, you can proceed with the below instructions.

Click on the Blue button “**Create an account**”



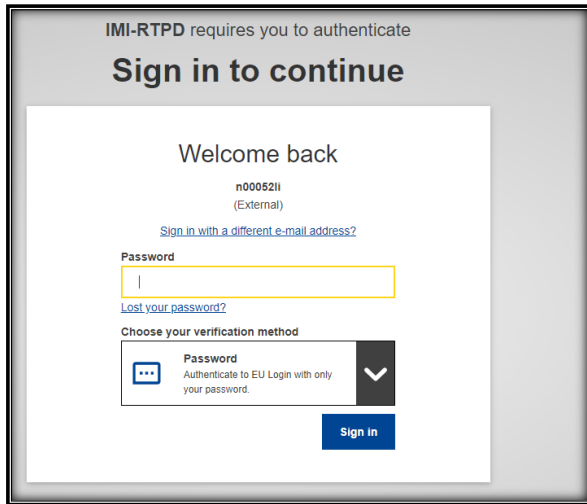
A disclaimer reminding you that an EU Login account is needed is displayed.



Click “**Continue**”

c. Sign-in using your EU Login account

If you are already signed-in, this step will be skipped automatically. If you are not yet signed-in, please follow the instructions.



IMI-RTPD requires you to authenticate

Sign in to continue

Welcome back

n00052li
(External)

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

☒ Password
Authenticate to EU Login with only your password.

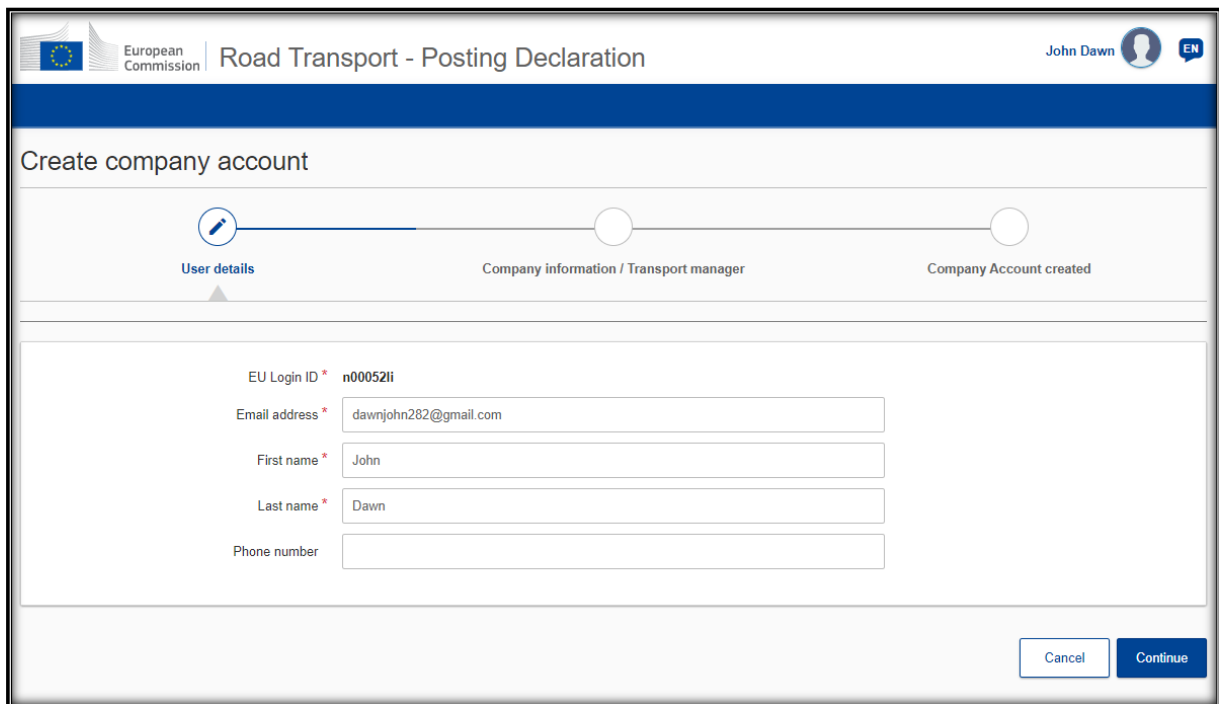
☐ Other methods (not visible)

Sign in

Enter your password and click on **“Sign in”**

d. Complete your user profile in the Road Transport Posting Declaration portal

All your user details are retrieved from your EU Login profile. You can enter a phone number (optional).



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John Dawn  EN

Create company account

Progress bar: User details (active), Company information / Transport manager, Company Account created

EU Login ID * n00052li

Email address *

First name *

Last name *

Phone number

Cancel **Continue**

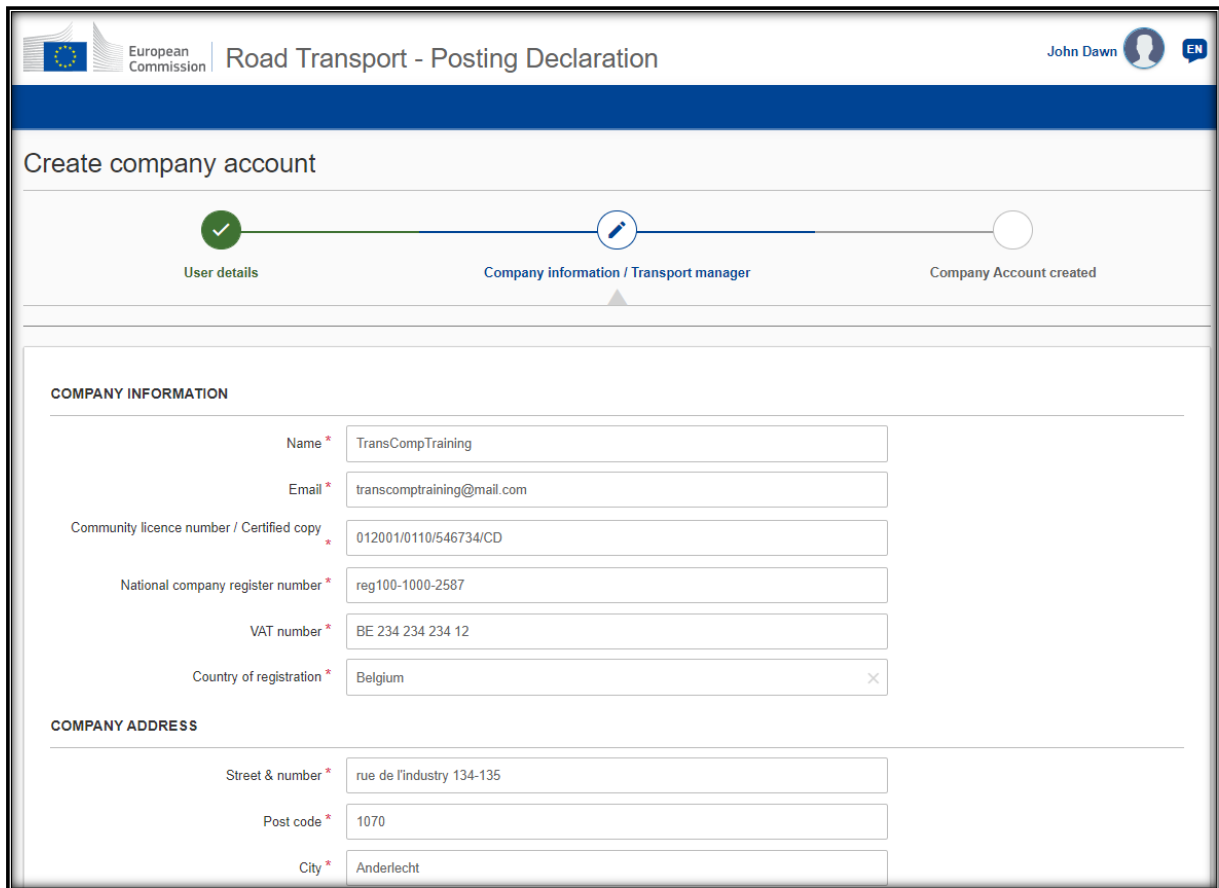
Click on **“Continue”**

e. Complete your Company Information

Fill in all mandatory fields marked with a red star.

Remark: The National Company Register Number and its country of registration uniquely identify a company. On the production portal, the Community License Number as well as the VAT number will be optional. If you do not have a Community License Number or a VAT number, enter your National Company Number in those fields in order to continue.

Remark: On the production portal, the Certificate of Competence for the Transport Manager will be optional. If your transport manager does not have a certificate of competence, enter any value in the field to continue.



Create company account

Progress: User details (✓) | **Company information / Transport manager** (✎) | Company Account created (○)

COMPANY INFORMATION

Name * TransCompTraining

Email * transcomptraining@mail.com

Community licence number / Certified copy * 012001/0110/546734/CD

National company register number * reg100-1000-2587

VAT number * BE 234 234 234 12

Country of registration * Belgium

COMPANY ADDRESS

Street & number * rue de l'industrie 134-135

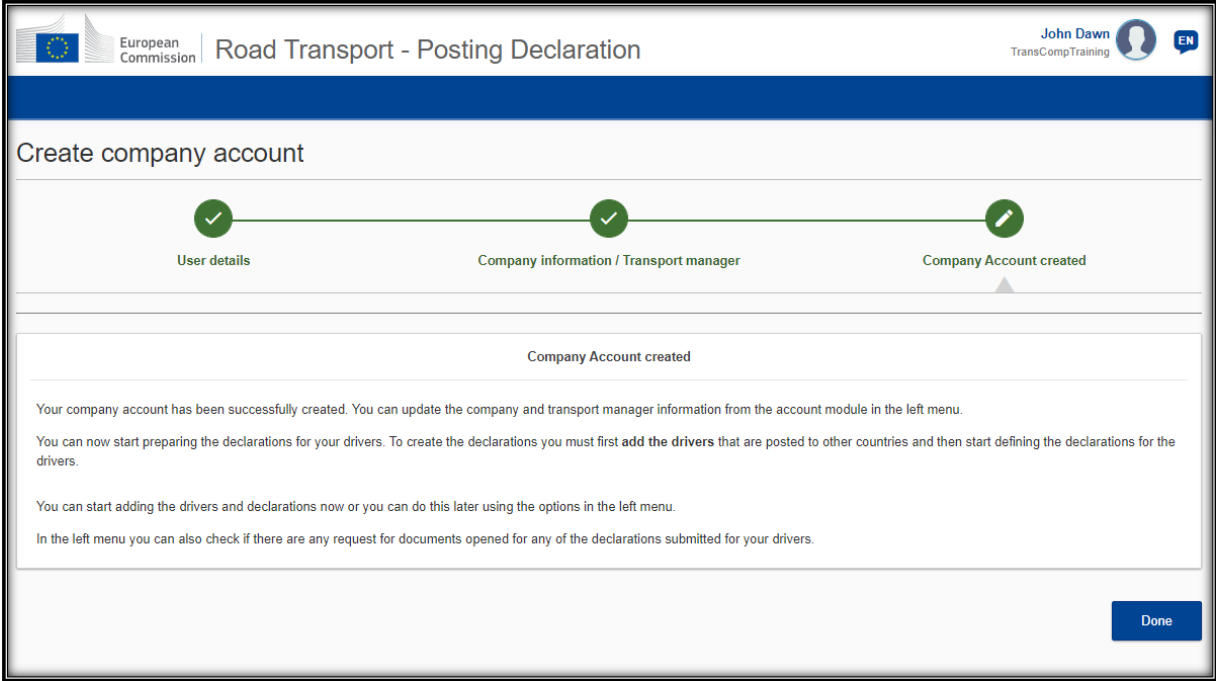
Post code * 1070

City * Anderlecht

Once you have completed your company profile, click on **“Continue”**

Buttons: Cancel, Back, Continue

f. Access your new company account



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TransCompTraining

Create company account

Progress bar:

- User details (Completed)
- Company information / Transport manager (Completed)
- Company Account created (Active)

Company Account created

Your company account has been successfully created. You can update the company and transport manager information from the account module in the left menu.

You can now start preparing the declarations for your drivers. To create the declarations you must first **add the drivers** that are posted to other countries and then start defining the declarations for the drivers.

You can start adding the drivers and declarations now or you can do this later using the options in the left menu.

In the left menu you can also check if there are any request for documents opened for any of the declarations submitted for your drivers.

Done

Your company account is created. Click on **“Done”** to access your account and invite your colleagues to join the portal.