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## BELparcel – Time registration

### Before you begin

Does your foreign courier not yet have an SSIN number (BIS number)? Then you can quickly request it for those concerned on the [belgianIDpro website](#).

The subcontractor, principal and courier alike, can perform and amend the mandatory distribution time registration for the courier. It's sufficient to be performed by just one of parties.

These instructions consist of three major parts, according to your role:

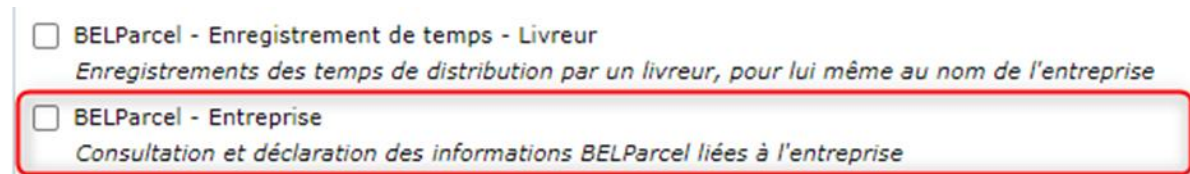
1. for [subcontractors](#)
2. for [principals](#)
3. for [couriers](#)

## I am a subcontractor and I want to register a courier's distribution times

Do I have access to the BELparcel secure online service?

To log in to the “BELparcel” secure online service, the Main Access Manager or an Access Manager of your entity must grant you initial access to “**BELparcel – Company** (Consultation and registration of BELparcel information linked to the company)”. That Access Manager acts in the capacity of “NSSO employer” or “Company without employees”.

The Access Manager does so through the Social Security Administration’s [online service Access Management for Companies \(French web page\)](#).

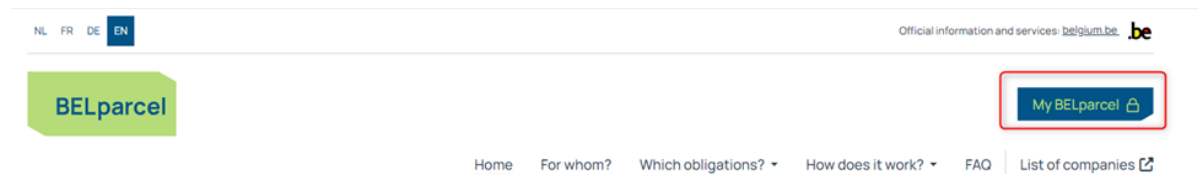


BELParcel - Enregistrement de temps - Livreur  
*Enregistrements des temps de distribution par un livreur, pour lui même au nom de l'entreprise*

BELParcel - Entreprise  
*Consultation et déclaration des informations BELParcel liées à l'entreprise*

I log in to the online service “BELparcel”

You log in to “BELparcel” from the [informative BELparcel website](#). There, click on the “My BELparcel” button at the top right of any of the pages (on the mobile version, first unfold the hamburger menu – that’s the three horizontal bars at the top right).



Choose a way to identify. Ideally, use CSAM.

## Get access to secure services

### CSAM

eID and card reader



itsme app



EIDAS

European electronic identification



Username/password and a code via mobile app or email



Log in via CSAM

### Access codes



Log in

### Belgian ID for foreigner



Log in

Choose one of the digital keys.

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## Log on to online public services

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Choose your digital key to log in

eID or digital keys of recognised partners



**LOG IN**  
with eID card reader

?



**LOG IN**  
via itsme

?

[Create your itsme account](#)

Digital keys with **security code** and **username + password**



**LOG IN**  
with the security code by e-mail

?



**LOG IN**  
with security code via mobile app

?

European authentication



**LOG IN**  
with an electronic identification means  
recognized at European level

?

Select the company and the capacity of “**Employeur ONSS – Utilisateur** or **Employeur PPL – Utilisateur** (NSSO employer or Company without employees)” for which you want to log in.



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Select the company with which you want to be connected to the Social Security portal


ESSA TEST SMALS Enterprise number : 123456749

- Employeur ONSS - Utilisateur**
- Employeur PPL - Utilisateur
- Secrétariat social agréé - Utilisateur

## Time registration

Click on “Go to time registration”.

If the “Go to time registration” button is not visible, **first register your activity as a last-mile courier company**. You do this by clicking on “Start your registration”.



You are registered as a last-mile courier company

Your notification has been successfully completed. Your company is on the [list of registered last-mile carrier companies](#).


**Register your parcel distribution time**

Open the time registration dashboard by clicking the button below

[Go to time registration](#)

In the screen that opens, choose whether to perform the time registration as a “subcontractor” or as a “principal”.

To continue as a subcontractor, in the “Time registration as a subcontractor” block, click the “Add a time registration” button.



## Time registration via BELparcel

**Time registration as subcontractor**

Here you register the parcel distribution time as a subcontractor. In this case, the courier works directly for you.

[Overview](#)

Time registration as subcontractor

Add a time registration

**Time registration as principal**

Here you register the parcel distribution time as a principal. In this case, the courier does not work directly for you, but for the subcontractor who works for you.

[Overview](#)

Time registration as principal

Add a time registration

**i Need more information?**

Go to the website: <https://belparcel.be/en/index.html>

You see a blank form.

### General data

Add details of your time registration

#### Your enterprise number

XXXXXXXXXX

Date \*  
11/09/2024 ✓

National registration number or BIS number delivery worker \*

Start location \*  
255

#### Your enterprise name

XXXXXXXXXX

Status delivery worker \*  
▼

Final destination \*  
255

### Add interruption

Add details on your interruption of the distribution time

■ Add interruption

### Principal(s)

Add time details per principal

□ Add principal

Do you know the Belgian company number of the principal?

Yes

Principal \*

Name of the principal  
/

Start time \*

End time \*



Add/Confirm

Cancel

Enter the following information:

- The date of the parcel distribution (this must not be prior to 1 August 2024, the date the legislation takes effect)
- The courier's SSIN number (i.e. their national registration number or BIS number)
- The courier's status (employee or self-employed)
  - Please note: for a temporary worker, select 'employee'
- The start address of the parcel distribution
- The final address of the parcel distribution
- If necessary, you can enter one or more interruptions of the courier's distribution time. To do so, click the "Add Interruption" button and then enter the start and end time of the interruption. Repeat the operation to enter another interruption.  
To delete an interruption of the distribution time, click on the trash can next to the interruption concerned.



- The details of the principal(s) for whom you deliver parcels:

- If you know the principal’s Belgian company number (CBE – Crossroads Bank for Enterprises), make sure the toggle button is set to “Yes” and enter the number. If you do not know the number, set the button to “No”.
- The start and end time of parcel delivery.
- You can add several principals. To do so, click the “Add principal” button each time.
- To delete a principal, click on the trash can next to that principal.

Please note that a time entry must include at least one principal.

Click “Add/Confirm” to complete your time registration.

Your time registration has been completed correctly if you get the following message: “Your time registration was successful”.

You will notice that the submitted form remains on the screen. If necessary, you can create a similar time entry from there.

To do so, change the desired data, such as the date, and click “Add/Confirm” to complete that next time entry.

Is the “Add/Confirm” button not clickable? This means you have not changed anything in the form yet. The system prevents you from saving identical forms.

### Viewing, changing or deleting time entries

Are you [logged in to the BELparcel online service](#)? Then you can view your time entries by clicking the “BELparcel” button at the top left of the screen, or “Cancel” if you are still in the time registration form. Please note: if you click “Cancel”, your last data entry will not be saved if you had not confirmed it previously.

Add a time registration

Add a time registration

Time registration as subcontractor Time registration as a principal

Time registration reference

Date



National registration number or ...

Company number

Search

Reset

List of time registrations

3



| Date | Time registration reference | Subcontractor company number | Company name | National registration number or BIS number delivery worker | Start time | End time | Actions |
|------|-----------------------------|------------------------------|--------------|--|------------|----------|---------|
|------|-----------------------------|------------------------------|--------------|--|------------|----------|---------|

For time entry, you will see:

- the date (date of parcel distribution)
- the reference of the time entry
- your company number as a subcontractor
- the national registration number or BIS number of the courier
- the start time at the beginning of the parcel distribution and the end time at the end of the parcel distribution for that day
- the actions you can perform (change or delete)

Time entries are **arranged by date**, with the most recent at the top.

You will find ten entries on each page. If you want to see the rest of the list, click on the next page number at the bottom of the list.

To view the **details** of a time entry, click on the arrow to the left of the entry concerned.

Time registration as subcontractor Time registration as a principal

Time registration reference

Date



National registration number or ...

Company number

Search

Reset

List of time registrations

15



| Date       | Time registration reference | Subcontractor company number | Company name | National registration number or BIS number delivery worker | Start time | End time | Actions |
|------------|-----------------------------|------------------------------|--------------|--|------------|----------|---------|
| 01/09/2024 | XXXXXXXXXX                  | XXXXXXXXXX                   | XXXXXXXXXX   | XXXXXXXXXX   | 15:00      | 20:00    |         |
|            | XXXXXXXXXX                  | XXXXXXXXXX                   |              |  | 15:00      | 20:00    |         |
|            |                             |                              |              |  | 18:55      | 19:55    |         |

The **details** include:

- the principal's company number, if known


- the start and end time of each parcel delivery round and interruption
- the type of entry (delivery/interruption).

Please note that the interruptions refer to the entire entry and not specifically to a principal.

You can filter if the list of time registrations is too long.

[Time registration as subcontractor](#)
[Time registration as a principal](#)

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[List of time registrations](#) 3


To do this, fill in one or more fields of the filter:

- the reference of the time registration
- the date
- the national register number or BIS number
- the company number of the principal

Click on 'Search' to start the filter system.

You can make **changes** by clicking on the corresponding pencil icon. A registration form will then appear. You can make the desired changes and then validate the entry with the "Add/Confirm" button.

If you want to **delete an entire time entry**, click on the cross to the right of the entry concerned.

If you want to **delete part of a time entry**, click on the cross next to the part of the entry you want to delete.

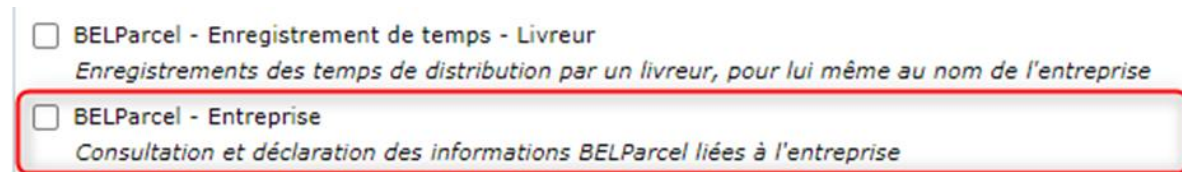
If time entries have also been made for your company as a principal, you will find them under the "Time entries as a principal" tab.

## I am a principal and I want to register a courier's distribution time

Do I have access to the BELparcel secure online service?

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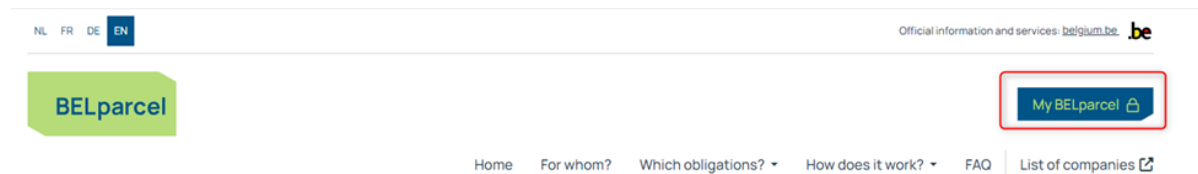


BELParcel - Enregistrement de temps - Livreur  
*Enregistrements des temps de distribution par un livreur, pour lui même au nom de l'entreprise*

BELParcel - Entreprise  
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I log in to the online service “BELparcel”

You log in to “BELparcel” from the [informative BELparcel website](#). There, click on the “My BELparcel” button at the top right of any of the pages (on the mobile version, first unfold the hamburger menu – that’s the three horizontal bars at the top right).



Choose a way to identify. Ideally, use CSAM.

## Get access to secure services

### CSAM

eID and card reader



itsme app



EIDAS

European electronic identification



Username/password and a code via mobile app or email



Log in via CSAM

### Access codes



Log in


### Belgian ID for foreigner



Log in

Choose one of the digital keys.

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## Log on to online public services

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Choose your digital key to log in

**eID or digital keys of recognised partners**



**LOG IN**  
with eID card reader

[?](#)



**LOG IN**  
via itsme

[?](#)

[Create your itsme account](#)

Digital keys with **security code** and **username + password**



**LOG IN**  
with the security code by e-mail

[?](#)



**LOG IN**  
with security code via mobile app

[?](#)

European authentication



**LOG IN**  
with an electronic identification means  
recognized at European level

[?](#)

Select the company and the capacity of “**Employeur ONSS – Utilisateur** or **Employeur PPL – Utilisateur** (NSSO employer or Company without employees)” for which you want to log in.



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Select the company with which you want to be connected to the Social Security portal


ESSA TEST SMALS Enterprise number : 123456749

- Employeur ONSS - Utilisateur**
- Employeur PPL - Utilisateur
- Secrétariat social agréé - Utilisateur

## Time registration

Click on “Go to time registration”.

If the “Go to time registration” button is not visible, **first register your activity as a last-mile courier company**. You do this by clicking on “Start your registration”.



You are registered as a last-mile courier company

Your notification has been successfully completed. Your company is on the [list of registered last-mile carrier companies](#).

**Register your parcel distribution time**

Open the time registration dashboard by clicking the button below

[Go to time registration](#)

In the screen that opens, choose whether to perform the time registration as a **principal** or as a **subcontractor**.

To continue as a principal, in the “Time registration as a principal” block, click the “Add a time entry” button.

## Time registration via BELparcel

### Time registration as subcontractor

Here you register the parcel distribution time as a subcontractor. In this case, the courier works directly for you.

[Overview](#)

Time registration as subcontractor

Add a time registration

### Time registration as principal

Here you register the parcel distribution time as a principal. In this case, the courier does not work directly for you, but for the subcontractor who works for you.

[Overview](#)

Time registration as principal

Add a time registration

**i** **Need more information?**  
Go to the website: <https://belparcel.be/en/index.html>



You see a blank form.

**General data**  
Add details of your time registration

Your enterprise number  
XXXXXXXXXX

Your enterprise name  
XXXXXXXXXX

Date \*  
11/09/2024 ✓

**Add subcontractor**  
Overview of previously registered parcel distribution times

Subcontractor \*

Name of the subcontractor  
/

Add courier

National registration number or BIS number delivery worker \*

Status delivery worker \*

Start time \*

End time \*

Start location \*

Final destination \*

**Add interruption**  
Add details on your interruption of the distribution time

Add/Confirm Cancel

Add interruption

Enter the following information:

- The date of the parcel distribution (this must not be prior to 1 August 2024, the date the legislation takes effect)
- The Belgian company number (CBE – Crossroads Bank for Enterprises) of the subcontractor in charge of the distribution of the parcels
- The courier’s SSIN number (i.e. their national registration number or BIS number)
- The courier’s status (employee or self-employed).
  - ⊖ Please note: for a temporary worker, select ‘employee’
- The start and end time of parcel delivery
- The start address of the parcel distribution
- The final address of the parcel distribution
- If necessary, you can enter one or more interruptions of the courier’s distribution time. To do so, click the “Add Interruption” button and then enter the start and end time of the interruption. Repeat the operation to enter another interruption.

Click “**Add/Confirm**” to complete your time registration.

Your time registration has been completed correctly if you get the following message: “Your time registration was successful”.

You will notice that the submitted form remains on the screen. If necessary, you can create a similar time entry from there.

To do so, change the desired data, such as the date, and click “Add/Confirm” to complete that next time entry.

Is the “Add/Confirm” button not clickable? This means you have not changed anything in the form yet. The system prevents you from saving identical forms.

## Viewing, changing or deleting time entries

Are you [logged in to the BELparcel online service](#)? Then you can view your time entries by clicking the “BELparcel” button at the top left of the screen, or “Cancel” if you are still in the time registration form. Please note: if you click “Cancel”, your last data entry will not be saved if you had not confirmed it previously.

The screenshot displays the BELparcel online service interface. At the top, there are two green buttons labeled "Add a time registration". Below this, there are two tabs: "Time registration as subcontractor" and "Time registration as a principal", with the latter being selected. A search bar contains four input fields: "Time registration reference", "Date" (with a calendar icon), "National registration number or ...", and "Subcontractor company number". To the right of the search bar are "Search" and "Reset" buttons. Below the search bar, there is a section titled "List of time registrations" with a green badge showing "14" and a refresh icon. A table with the following columns is visible: "Date", "Time registration reference", "Subcontractor company number", "Company name", "National registration number or BIS number delivery worker", "Start time", and "End time".

For time entry as employer, you will see:


- the date (date of parcel distribution)
- the reference of the time entry
- the subcontractor’s company number
- the company name
- the national registration number or BIS number
- the start time at the beginning of the parcel distribution and the end time at the end of the parcel distribution for that day


Time entries are **arranged by date**, with the most recent at the top.

You will find ten entries on each page. If you want to see the rest of the list, click on the next page number at the bottom of the list.

To view the **details** of a time entry, click on the arrow to the left of the entry concerned.

Time registration as subcontractor Time registration as a principal

Time registration reference    Date     National registration number or ...    Subcontractor company number    **Search**    Reset

List of time registrations **7** 

| Date       | Time registration reference | Subcontractor company number | Company name          | National registration number or BIS number delivery worker | Start time        | End time        |                             |                |
|------------|-----------------------------|------------------------------|-----------------------|--|-------------------|-----------------|-----------------------------|----------------|
| 25/08/2024 | XXXXXXXXXX                  | XXXXXXXXXX                   | XXXXXXXXXX            | XXXXXXXXXX   | 04:57             | 07:08           |                             |                |
|            |                             |                              | <b>Company number</b> | <b>Company name</b>  | <b>Start time</b> | <b>End time</b> | <b>Type of registration</b> | <b>Actions</b> |
|            |                             |                              | XXXXXXXXXX            | XXXXXXXXXX   | 04:57             | 07:08           | Delivery                    | ×              |
|            |                             |                              |                       |  | 05:02             | 06:08           | Interruption                |                |
| 13/08/2024 | XXXXXXXXXX                  | XXXXXXXXXX                   | XXXXXXXXXX            | XXXXXXXXXX   | 01:25             | 18:12           |                             |                |


The **details** include:


- your Belgian company number (CBE) and company name as a principal
- the start and end time of each parcel distribution and interruption
- the type of entry (delivery/interruption).
- the actions you can perform

Please note that the interruptions refer to the entire entry and not specifically to a principal.

You can filter if the list of time registrations is too long.

Time registration as subcontractor Time registration as a principal

Time registration reference    Date     National registration number or ...    Subcontractor company number    **Search**    Reset

List of time registrations **14** 

To do this, fill in one or more fields of the filter:

- the reference of the time registration
- the date
- the national register number or BIS number
- the company number of the principal

Click on 'Search' to start the filter system.

If you want to **delete a time entry of the type "Delivery"**, click on the cross to the right of the entry concerned.

Please note that as a principal, you can only delete time entries that concern you and that are of the type “Delivery”.

If time entries have also been made for your company as a subcontractor, you will find them under the “Time entries as a subcontractor” tab.

## I am a courier and I want to register my distribution times

Do I have access to the BELparcel secure online service?

To log in to the “BELparcel” secure online service, the Main Access Manager or an Access Manager of your entity must grant you initial access to “**BELparcel – Company** (Consultation and registration of BELparcel information linked to the company)”. That Access Manager acts in the capacity of “NSSO employer” or “Company without employees”.

The Access Manager does so through the Social Security Administration’s [online service Access Management for Companies \(French web page\)](#).

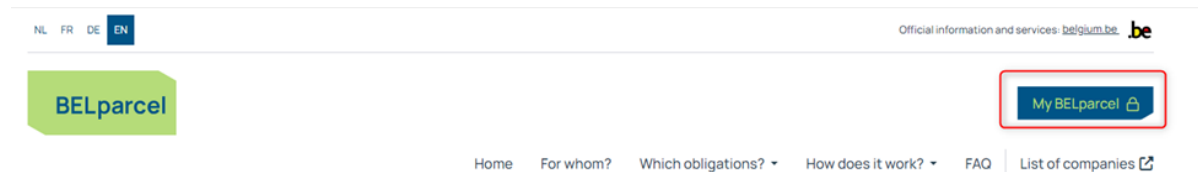


BELParcel - Enregistrement de temps - Livreur  
*Enregistrements des temps de distribution par un livreur, pour lui même au nom de l'entreprise*

BELParcel - Entreprise  
*Consultation et déclaration des informations BELParcel liées à l'entreprise*

I log in to the online service “BELparcel”

You log in to “BELparcel” from the [informative BELparcel website](#). There, click on the “MyBELparcel” button at the top right of any of the pages (on the mobile version, first unfold the hamburger menu – that’s the three horizontal bars at the top right).



Choose a way to identify. Ideally, use CSAM.

## Get access to secure services

### CSAM

eID and card reader



itsme app



EIDAS

European electronic identification



Username/password and a code via mobile app or email



Log in via CSAM

### Access codes



Log in


### Belgian ID for foreigner



Log in

Choose one of the digital keys.

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## Log on to online public services

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Choose your digital key to log in

eID or digital keys of recognised partners



**LOG IN**  
with eID card reader

[?](#)



**LOG IN**  
via itsme

[?](#)

[Create your itsme account](#)

Digital keys with **security code** and **username + password**



**LOG IN**  
with the security code by e-mail

[?](#)



**LOG IN**  
with security code via mobile app

[?](#)

European authentication



**LOG IN**  
with an electronic identification means  
recognized at European level

[?](#)

Select the company and the capacity of “**Employeur ONSS – Utilisateur** or **Employeur PPL – Utilisateur** (NSSO employer or Company without employees)” for which you want to log in.

If you need to make time entries for several companies (employers), repeat this action for each company (employer).



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Select the company with which you want to be connected to the Social Security portal

ESSA TEST SMALS Enterprise number : 123456749

- Employeur ONSS - Utilisateur**
- Employeur PPL - Utilisateur
- [Secrétariat social agréé - Utilisateur](#)

## Time registration

Add a time registration

### Time registrations as a delivery worker

Time registration reference      Date       Company number      **Search**      Reset

### List of time registrations 4



| Date | Time registration reference | Subcontractor company number | Company name | National registration number or BIS number delivery worker | Start time | End time | Actions |
|------|-----------------------------|------------------------------|--------------|--|------------|----------|---------|
|------|-----------------------------|------------------------------|--------------|--|------------|----------|---------|

To add a new time entry, click “Add a time entry”.

You see a blank form.

### General data

Add details of your time registration

Your enterprise number

XXXXXXXXXX

Date \*  
11/09/2024 

National registration number or BIS number delivery worker \*

Start location \*  
  
255

Your enterprise name

XXXXXXXXXX

Status delivery worker \*

Final destination \*  
  
255

### Add interruption

Add details on your interruption of the distribution time

**Add interruption**

### Principal(s)

Add time details per principal

**Add principal**

Do you know the Belgian company number of the principal?

Yes

Principal \*

Name of the principal  
/

Start time \*

End time \*



Add/Confirm

Cancel

Enter the following information:

- The Belgian company number (CBE – Crossroads Bank for Enterprises) and the name of the company for which you are making a time entry are automatically filled in.

If you want to make a time entry for another company, log out of the BELparcel online service and log in again for that company (see previous chapter [I log in to the online service “BELparcel”](#)).

- The date of the parcel distribution (this must not be prior to 1 August 2024, the date the legislation takes effect)
- Your SSIN number (i.e. your national registration number or BIS number) is automatically filled in
- Your status (employee or self-employed).
  - Please note: for a temporary worker, select ‘employee’
- The start address of the parcel distribution
- The final address of the parcel distribution
- If necessary, you can enter one or more interruptions of your distribution time. To do so, click the “Add Interruption” button and then enter the start and end time of the interruption. Repeat the operation to enter another interruption.  
To delete an interruption of the distribution time, click on the trash can next to the interruption concerned.
- The details of the principal(s) for whom you deliver parcels:

**Principal(s)**  
Add time details per principal

Do you know the Belgian company number of the principal?  Yes

Principal \* / Name of the principal

Start time \* End time \*

- If you know the principal’s Belgian company number (CBE – Crossroads Bank for Enterprises), make sure the toggle button is set to “Yes” and enter the number. If you do not know the number, set the button to “No”.
- The start and end time of parcel distribution.
- You can add several principals. To do so, click the “Add principal” button each time.
- To delete a principal, click on the trash can next to that principal.

Please note that a time entry must include at least one principal.

Click “Add/Confirm” to complete your time registration.

Your time registration has been completed correctly if you get the following message: “Your time registration was successful”.

You will notice that the submitted form remains on the screen. If necessary, you can create a similar time entry from there.

To do so, change the desired data, such as the date, and click “Add/Confirm” to complete that next time entry.





Is the “Add/Confirm” button not clickable? This means you have not changed anything in the form yet. The system prevents you from saving identical forms.




## Viewing, changing or deleting time entries

Are you [logged in to the BELparcel online service](#)? Then you can view your time entries by clicking the “BELparcel” button at the top left of the screen, or “Cancel” if you are still in the time registration form. Please note: if you click “Cancel”, your last data entry will not be saved if you had not confirmed it previously.

**Time registrations as a delivery worker**

Time registration reference  Date   Company number

**List of time registrations** 4 

| Date   | Time registration reference | Subcontractor company number | Company name | National registration number or BIS number delivery worker | Start time | End time | Actions  |
|--|-----------------------------|------------------------------|--------------|--|------------|----------|--|
|  01/10/2024 | 824100113355                | XXXXXXXXXXXX                 | XXXXXXXXXXXX | XXXXXXXXXXXX   | 08:00      | 17:00    | <br> |

The overview contains all time entries associated with:

- your SSIN number (national registration number or BIS number)  
**AND**
- with the Belgian company number (CBE) with which you logged in to the online service.

For time entry as courier, you will see:

- the date (date of parcel distribution)
- the reference of the time entry
- the subcontractor’s company number
- the national registration number or BIS number for couriers
- the start time at the beginning of the parcel distribution and the end time at the end of the parcel distribution for that day
- the actions you can perform (change or delete)

Time entries are **arranged by date**, with the most recent at the top.






You will find ten entries on each page. If you want to see the rest of the list, click on the next page number at the bottom of the list.

To view the **details** of a time entry, click on the arrow to the left of the entry concerned.

### Time registrations as a delivery worker

Time registration reference  Date  Company number  Search Reset

### List of time registrations 3

| Date       | Time registration reference | Subcontractor company number | Company name | National registration number or BIS number delivery worker | Start time | End time | Actions   |   |
|------------|-----------------------------|------------------------------|--------------|--|------------|----------|---|---|
| 08/08/2024 | XXXXXXXXXX                  | XXXXXXXXXX                   | XXXXXXXXXX   | XXXXXXXXXX   | 12:00      | 13:00    |   |   |
|            |                             | Company number               |              | Company name   | Start time | End time | Type of registration  | Actions   |
|            |                             |                              |              |  | 12:00      | 13:00    | Delivery  |  |
| 07/08/2024 | XXXXXXXXXX                  | XXXXXXXXXX                   | XXXXXXXXXX   | XXXXXXXXXX   | 17:00      | 18:00    |   |   |

The **details** include:

- the principal's company number, if known
- the start and end time of each parcel distribution and interruption
- the type of entry (delivery/interruption).

Please note that the interruptions refer to the entire entry and not specifically to a principal.

You can filter if the list of time registrations is too long.

Time registrations as a delivery worker

Time registration reference  Date  Company number  Search Reset

To do this, fill in one or more fields of the filter:

- the reference of the time registration
- the date
- the company number

Click on 'Search' to start the filter system.

You can make **changes** by clicking on the pencil icon. A registration form will then appear. You can make the desired changes and then validate the entry with the "Add/Confirm" button.

If you want to **delete an entire time entry**, click on the cross to the right of the entry concerned.

If you want to **delete part of a time entry**, click on the cross next to the part of the entry you want to delete.