

## 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 <u>Help page</u>.

#### 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 be displayed

This website uses cookies. Click here to learn more.			Close this m	<u>nessage</u> ×
EU Login		0	English (en)	~
			Create an account	Login
	Create an account			
	Help for external users First name			
	Last name			
	E-mail			
	Confirm e-mail			
	E-mail language	- 1		
	English (en)	- 1		
	Dy checking this box, you acknowledge that you have read and understood the <u>privacy statement</u> Create an account Cancel			

#### 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   John   Last name   Dawn   E-mail   dawnjohn282@gmail.com   dawnjohn282@gmail.com
E-mail language English (en)  By checking this box, you acknowledge that you have read and understood the privacy statement
Create an account Cancel

#### 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.

Please wait
We are securing your request. This can take up to 60 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.





# 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.

Primary	😩 Social	Promotions	
🗌 📩 ACCEPTANCE Auth	Your password - Dear Jo	hn Dawn, You have been registered in ACCEPTANCE EU Login. Your email addre	ss is dawnjohn282@gmail.com. To create your p

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

Your password Inbox ×	ē	Ø
ACCEPTANCE Authentication Service <automated-notifications@nomail.ec.europa.e (8="" 6:10="" ago)<="" minutes="" pm="" td=""><td>*</td><td>:</td></automated-notifications@nomail.ec.europa.e>	*	:
Dear John Dawn,		
You have been registered in ACCEPTANCE EU Login.		
Your email address is <u>dawnjohn282@gmail.com</u> .		
To create your password, follow the link below:		
t <mark>this link</mark>		
You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encourd or so immediately if possible. After this time, you can make another request by following the same link: you will then need to your username and confirm your request.	uraged re-ente	to er
If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it browser's address bar:	into yo	bur
<u>https://ecas.acceptance.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&amp;wayf.</u> remember=checked&wayf.submit=Select&uid=n00052li&resetCode=eKGVyNfW1VavcWDcrNQR6rMKfSU1dBTYREX6Wiro	<u>CD4</u>	
Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where yo trying to register.	u were	
Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registrat	ion.	
Sent to you by ACCEPTANCE EU Login		



#### 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)
1	New password
	Submit
F I f	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):
	<ul> <li>Upper Case: A to Z</li> <li>Lower Case: a to z</li> <li>Numeric: 0 to 9</li> <li>Special Characters:!!'#\$%&amp;'()*+,/:;&lt;=&gt;?@[\]^_`{[}~</li> </ul>

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.

European Commission Road Transport - Posting Declaration					
Velcome					
Welcome to the Road transport posting declaration portal.					
This portal is designed for road transport operators who have to comply with the EU rules on posting of drivers established	in Directive (EU) 2020/1057. It will allow you, as a road transport operator, to submit the following:				
Posting declarations to the Member State(s) where your drivers will be posted;     Documents to the authorities of the Member States where your drivers have been posted, when those authorities requered.	st such an action.				
Instructions for use					
You are now on the landing page of this portal. If you have not yet created your account, you will have to do so by clicking of	on "Create account". If you or another person in your company has already created an account, please click on "Go to account".				
Once your account is created, you will be able to register drivers' profiles and to create and manage posting declarations.					
Please note that this portal, provided by the European Commission, is the one and only official portal where you can submit	t posting declarations and respond to requests for documents by the national authorities.				
If you would like to get familiar with the functioning of this portal, you will find video tutorials at the following link:					
	If you don't have a company account Create an account				
If you already have a company account Go to my account					



#### 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	
Authenticate to EU Login with only your password.	
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).

European Commission Road Tran	sport - Posting Declaration	John Dawn 🚺 🛤
Create company account		
User details	Company information / Transport manager	Company Account created
EU Login ID *	n00052li	
Email address *	dawnjohn282@gmail.com	
First name *	John	
Last name *	Dawn	
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 is 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.

European Commission Road Tran	sport - Posting Declaration	John Dawn 🚺 🍯
Create company account		
<b>Ø</b> ——		
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'industry 134-135	
Post code *	1070	
City *	Anderlecht	

Once you have completed your company profile, click on "Continue"





#### f. Access your new company account

European Commission Road Transport	- Posting Declaration	John Dawn  🕟 EN
Create company account		
Ø	<b>⊘</b>	<b>0</b>
User details	Company information / Transport manager	Company Account created
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.