FILING
Quick Start Guide

Version 0.53.01 (September 2021)

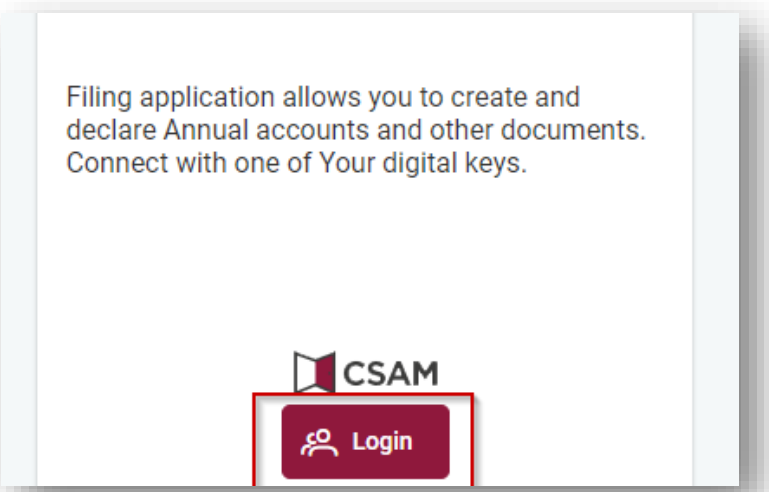
Banque Nationale Bank
DE BELGIQUE VAN BELGIË
Eurosystem

How do I log into Filing ?

1

Connect to

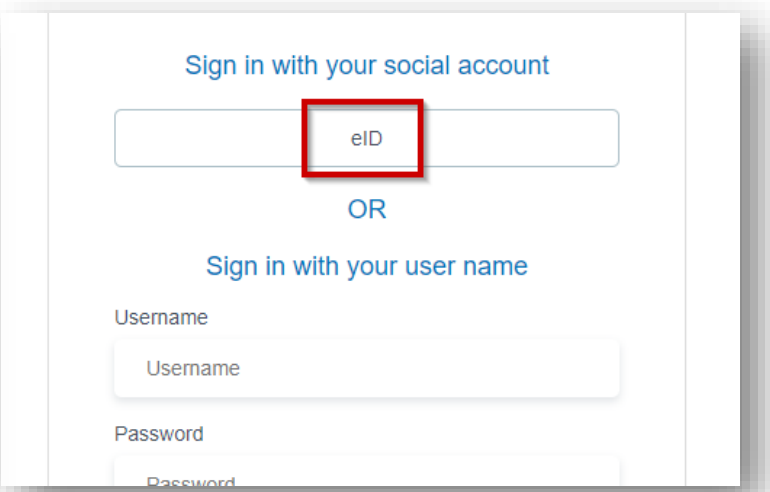
https://filing.uat2.cbso.nbb.be/



2

Select eID as

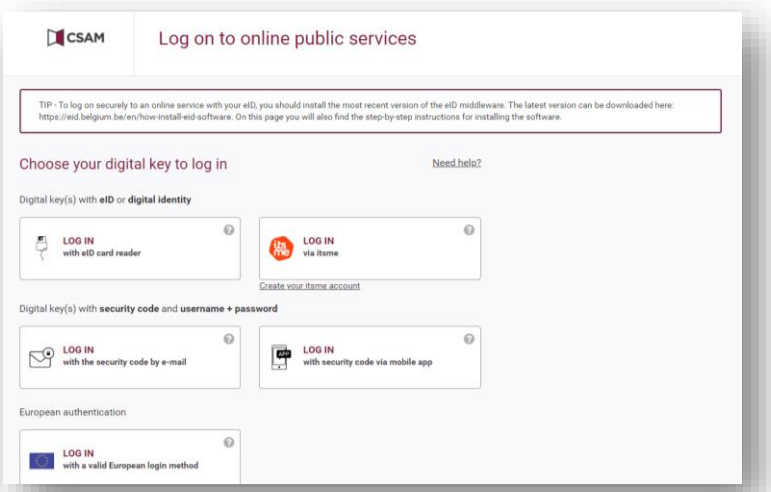
authentication method



3

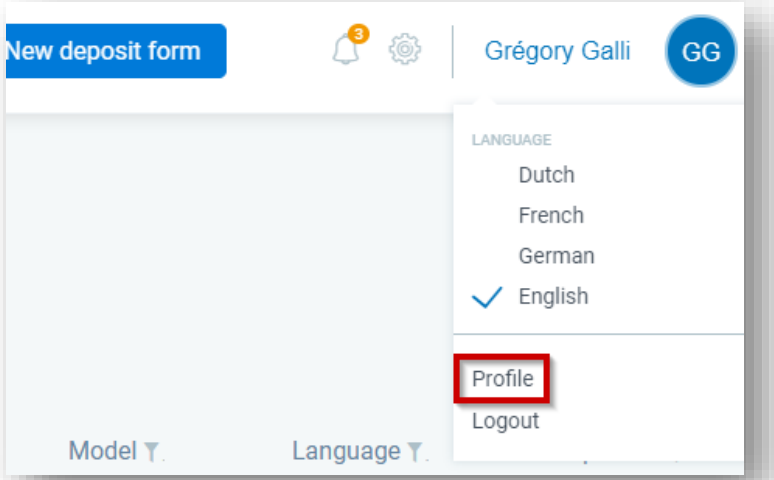
Follow the CSAM standard

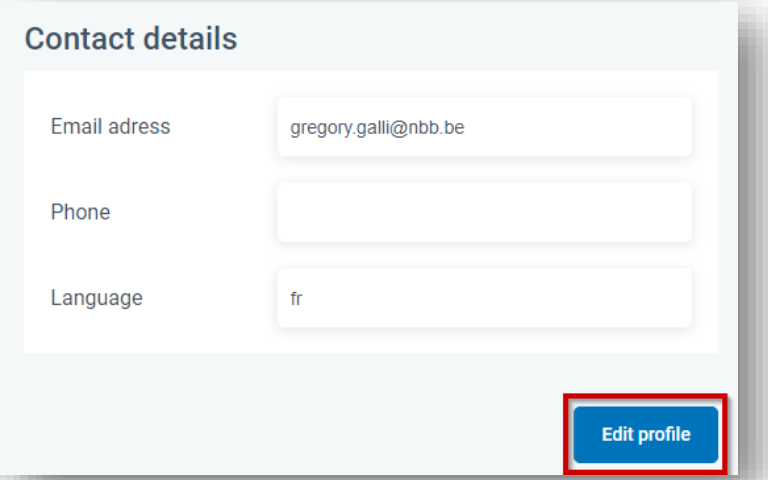
login procedure (eID or itsme)

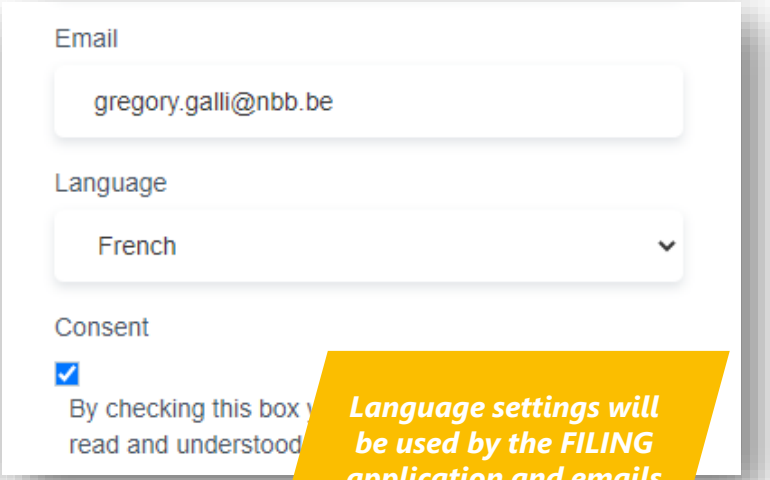


How do I set my profile preferences ?

1. Access to profile settings
2. Start edit profile
3. Set your email, language and phone preferences

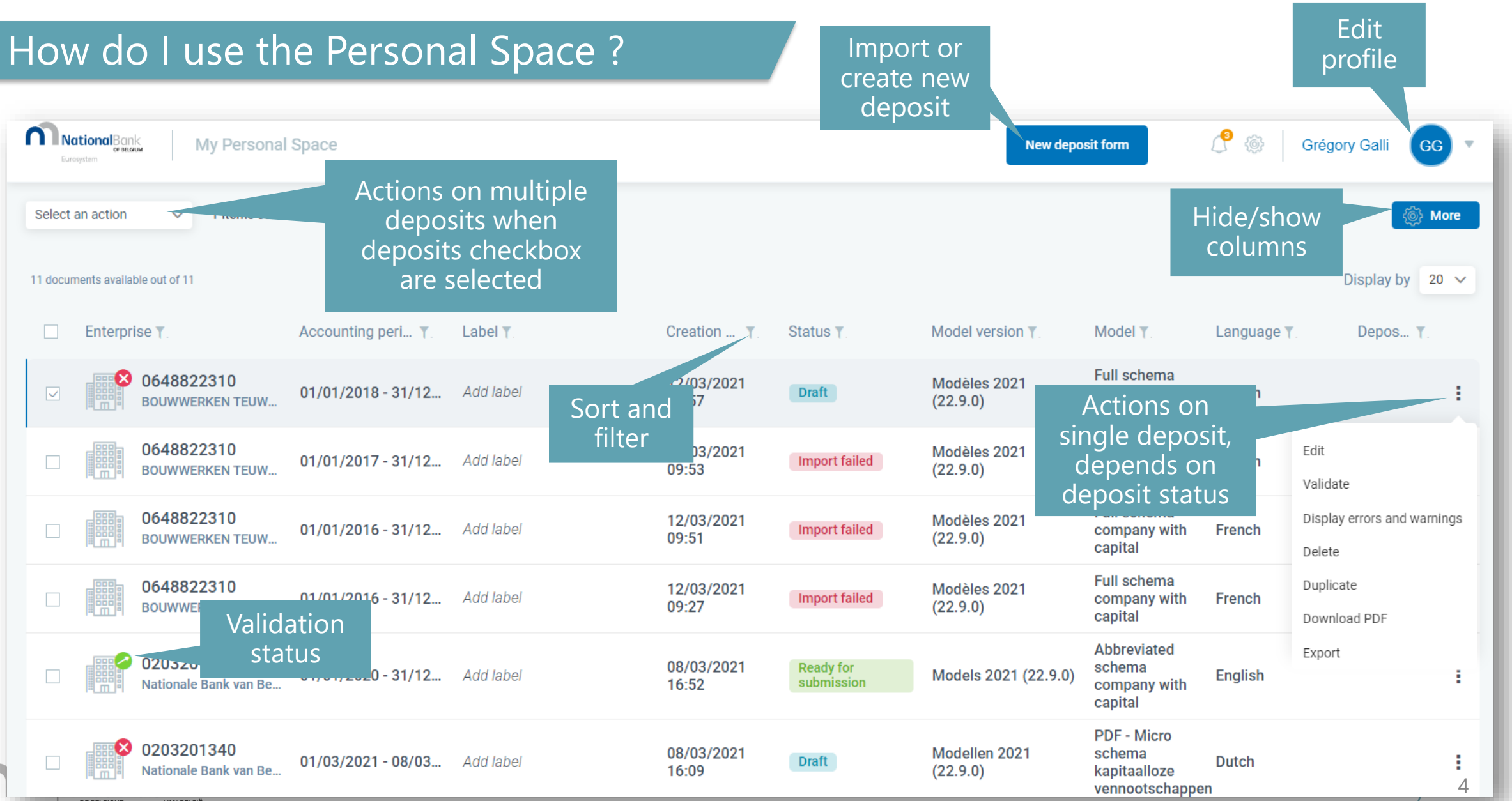






Language settings will be used by the FILING application and emails

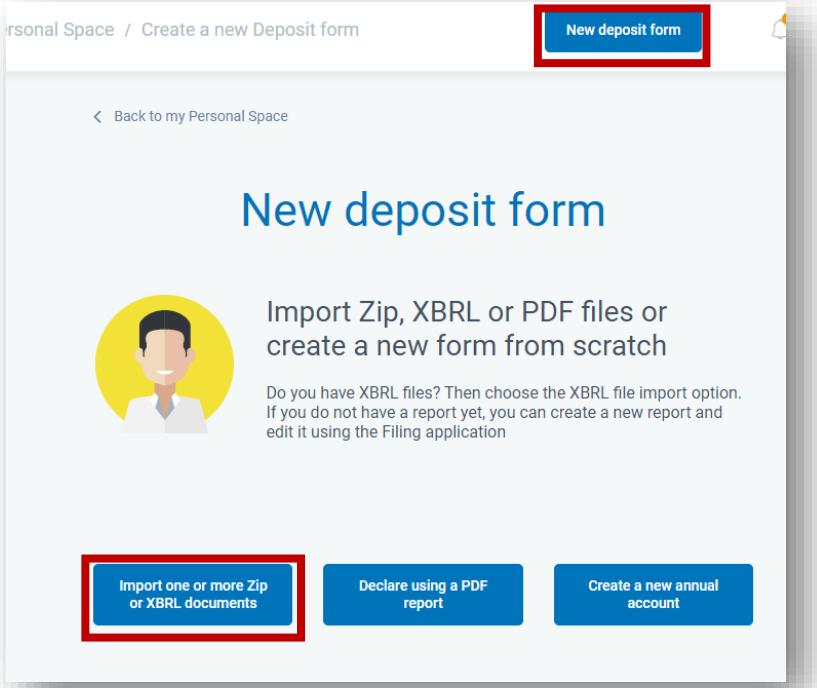
How do I use the Personal Space ?



How do I import existing reports into Filing ?

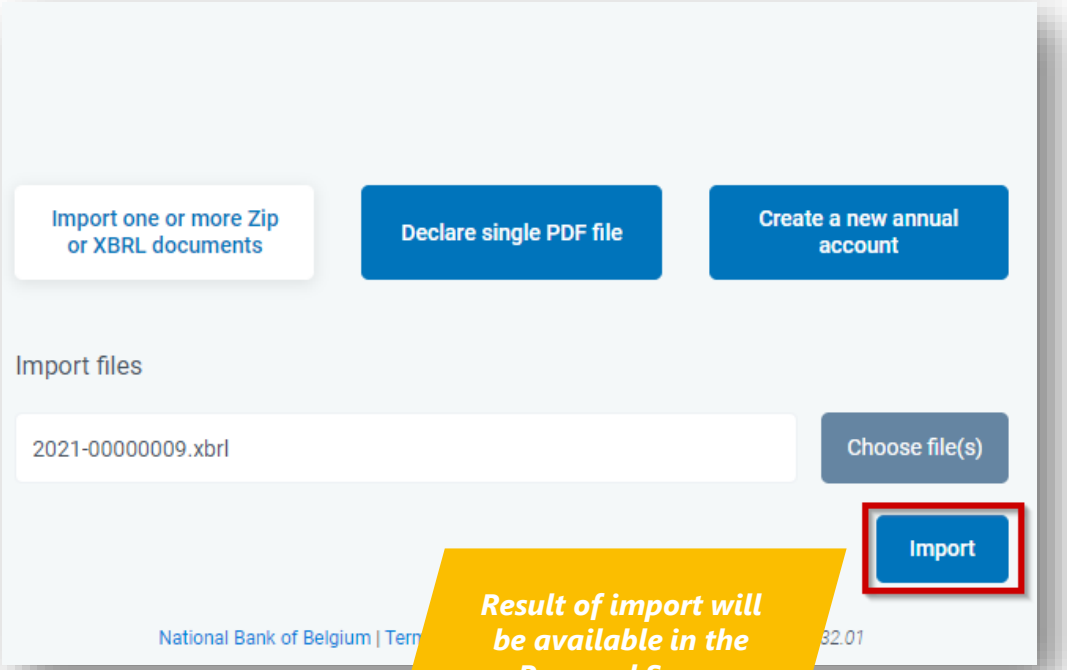
1

Select « New deposit form » and Choose « Import one or more Zip of XBRL documents »



2

Select one or more files (Zip/XBRL) and proceed with « Import »

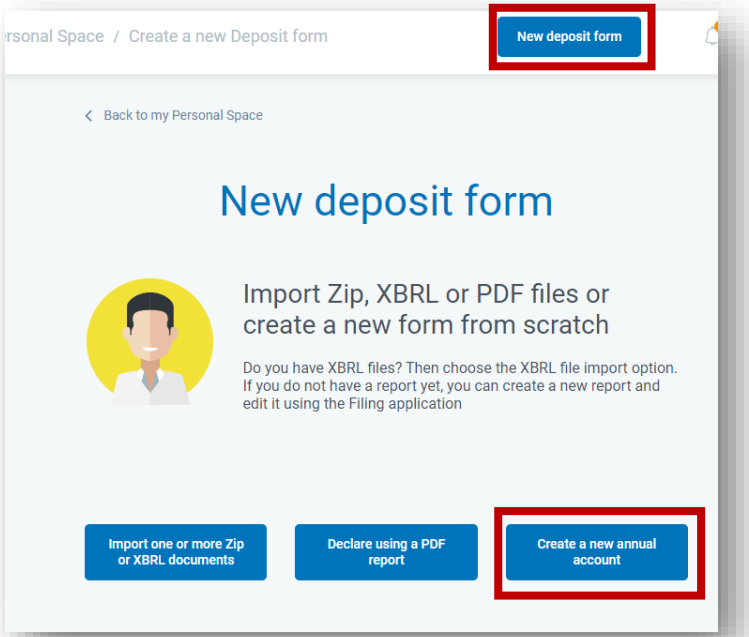


Result of import will be available in the Personal Space

How do I create a new standard report from scratch ?

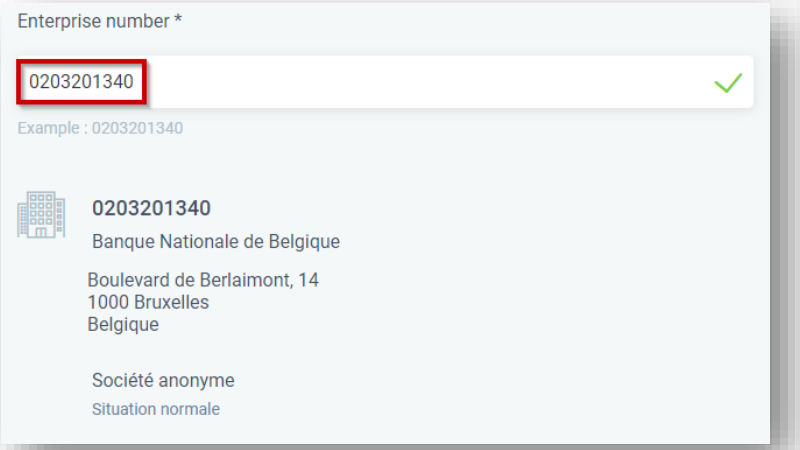
1

Select « New deposit form » and choose « Create a new annual account »



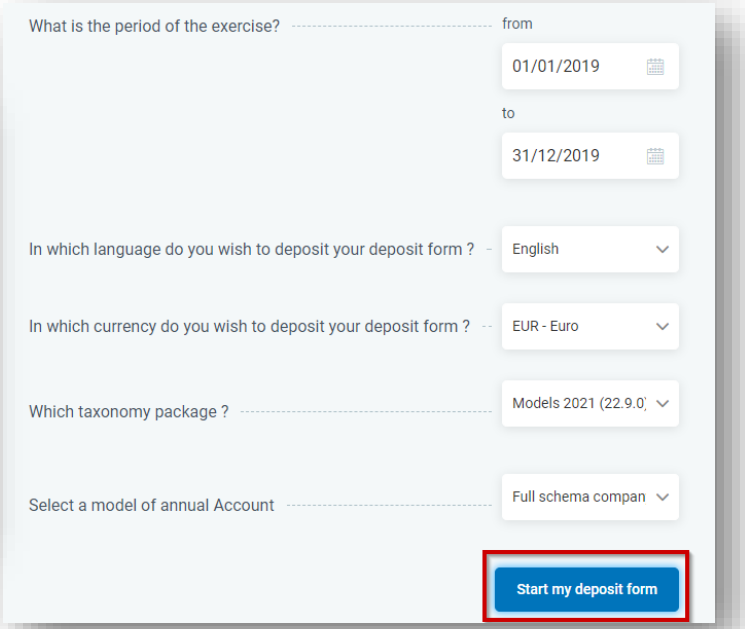
2

Find the legal entity using the entity number



3

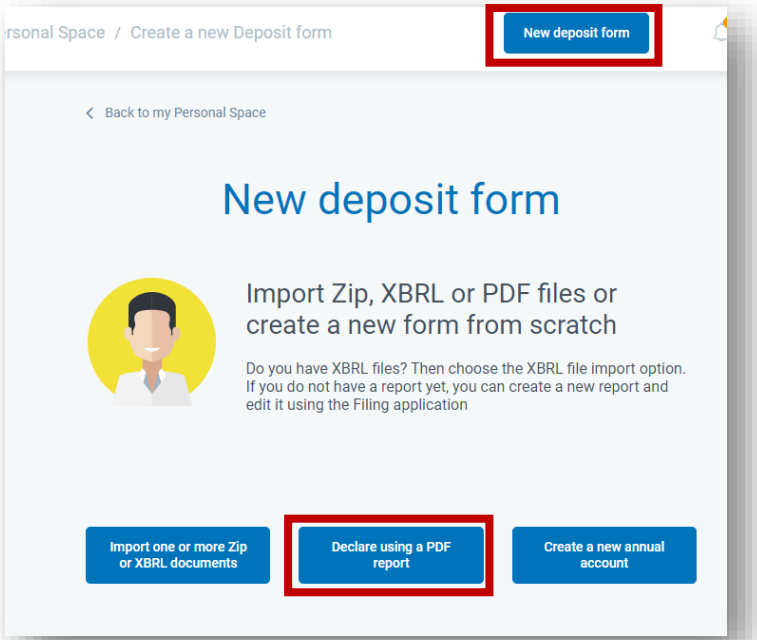
Provide the mandatory data and confirm



How do I create a new report to declare a PDF only ?

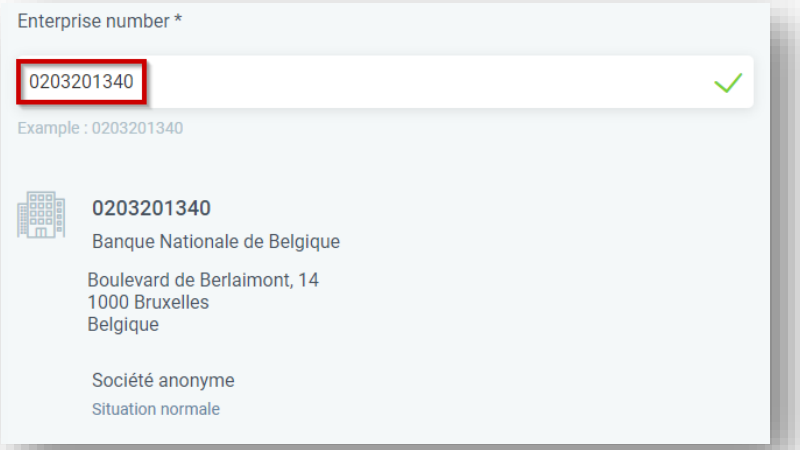
1

Select « New deposit form » and choose « Declare using a PDF report »



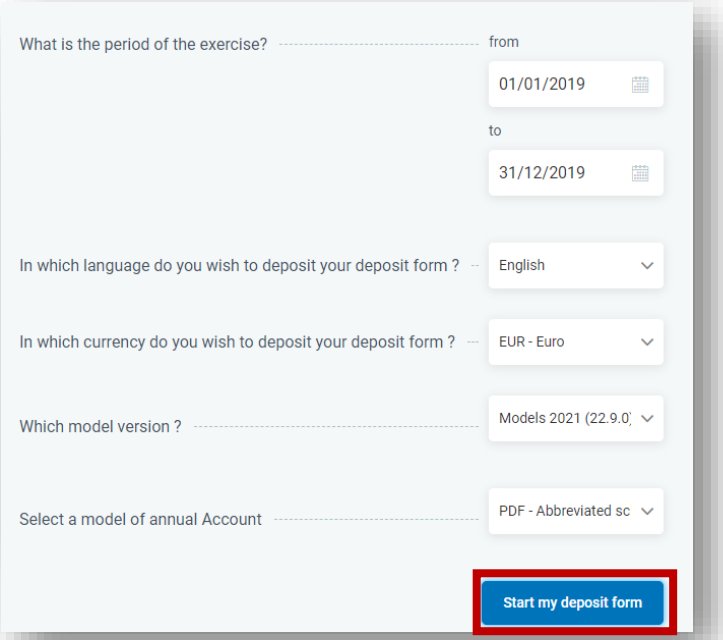
2

Find the legal entity using the entity number

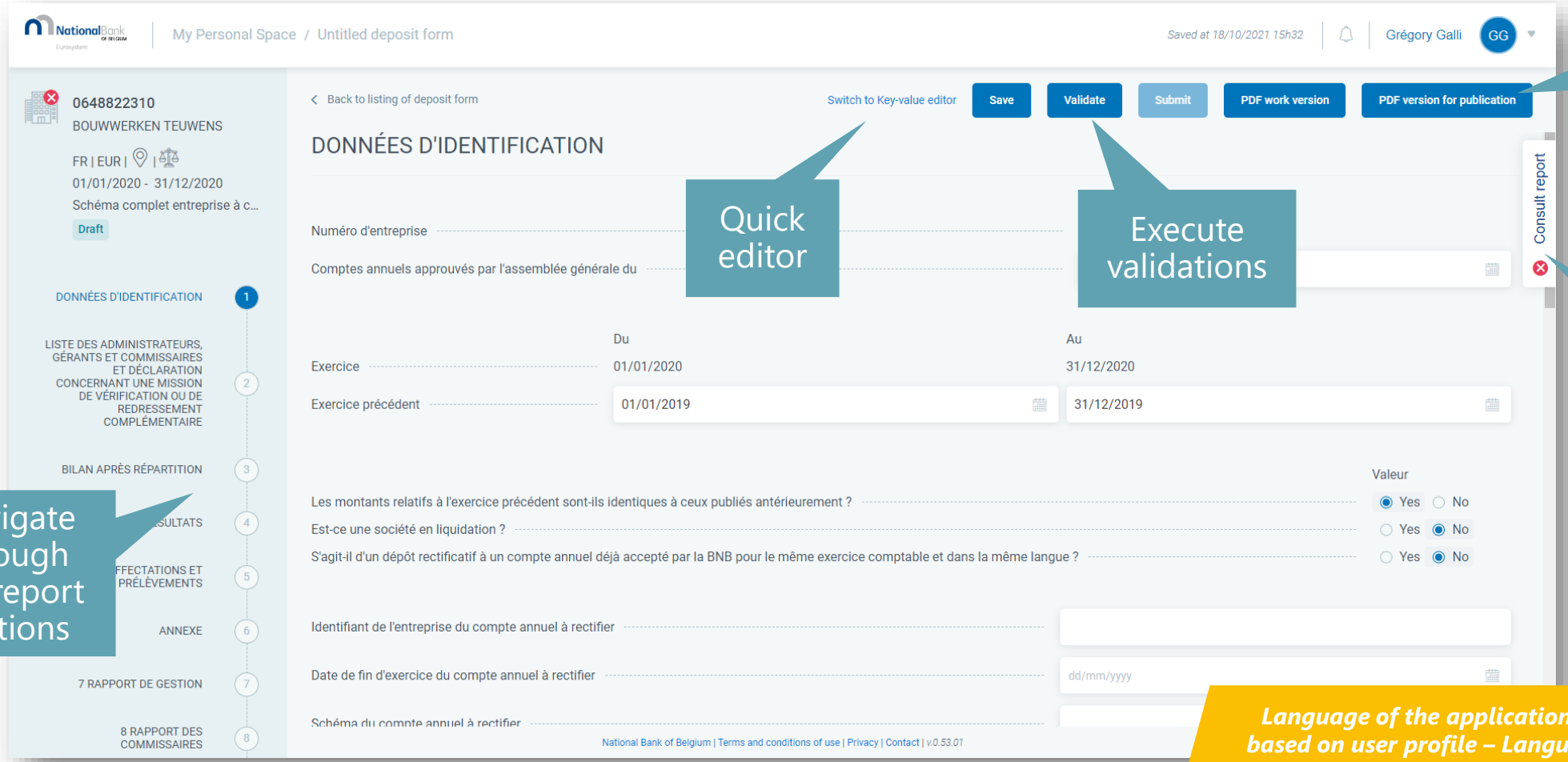


3

Provide the mandatory data and confirm



How do I edit the report content ?

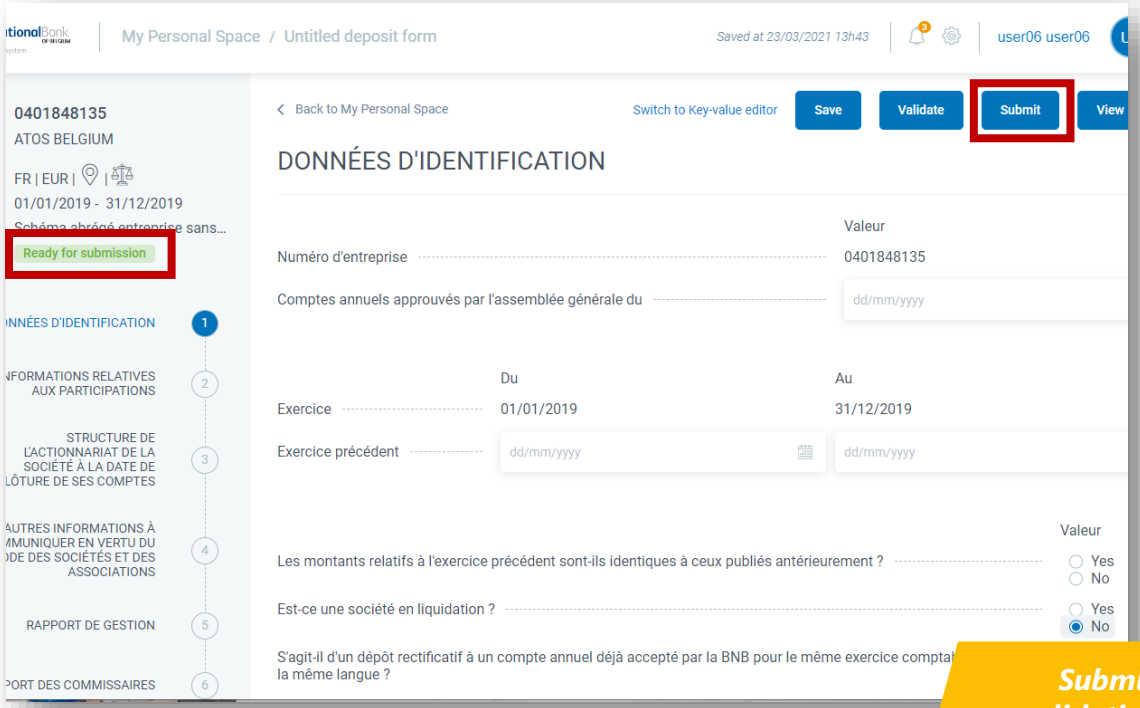


Language of the application is based on user profile – Language of the report is based on the deposit parameters

How do I submit the report to the NBB ?

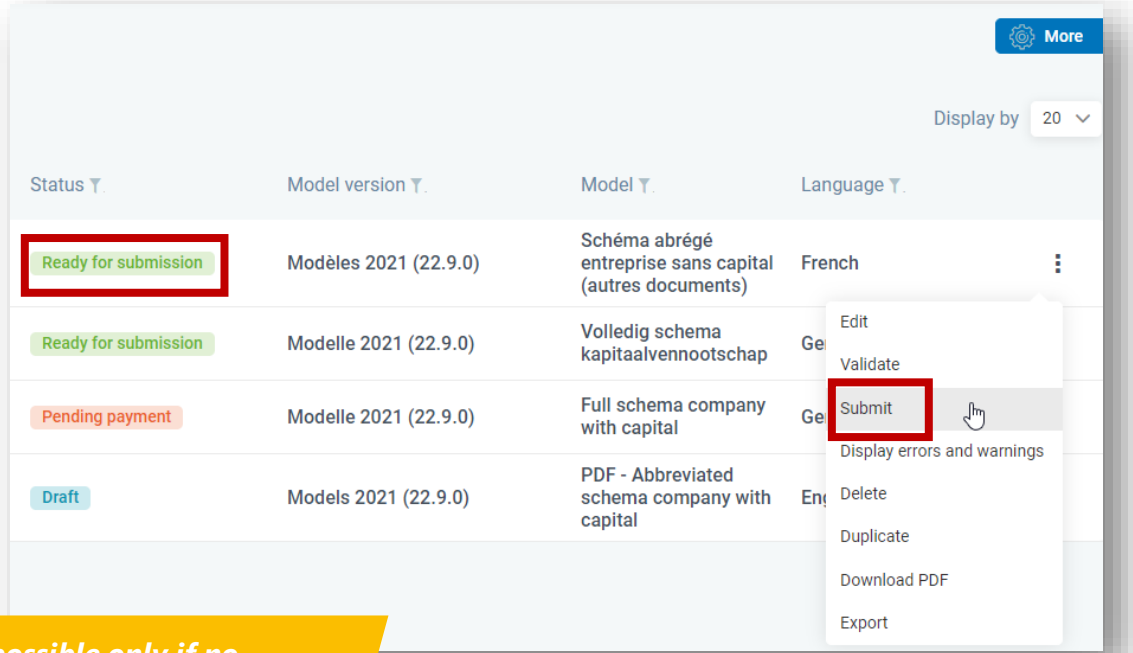
1

From the editor



2

From the personal space



Submit is possible only if no validation errors are found (check the validation report), the report has the status "Ready for submission"

How do I pay the report(s) ?

1

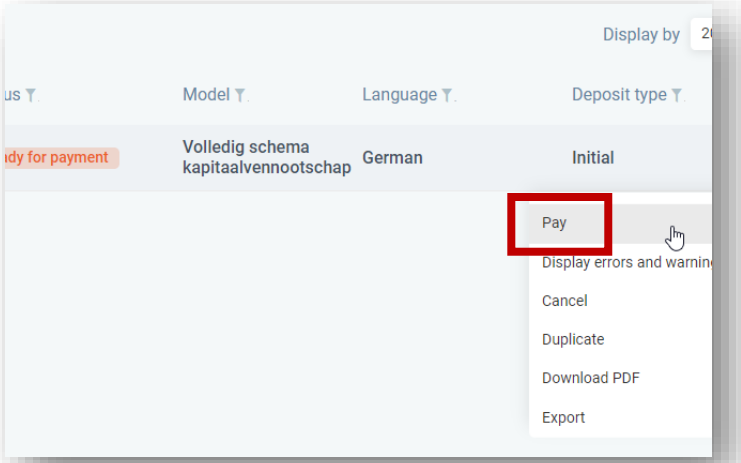
Select the report(s) and action "Pay"

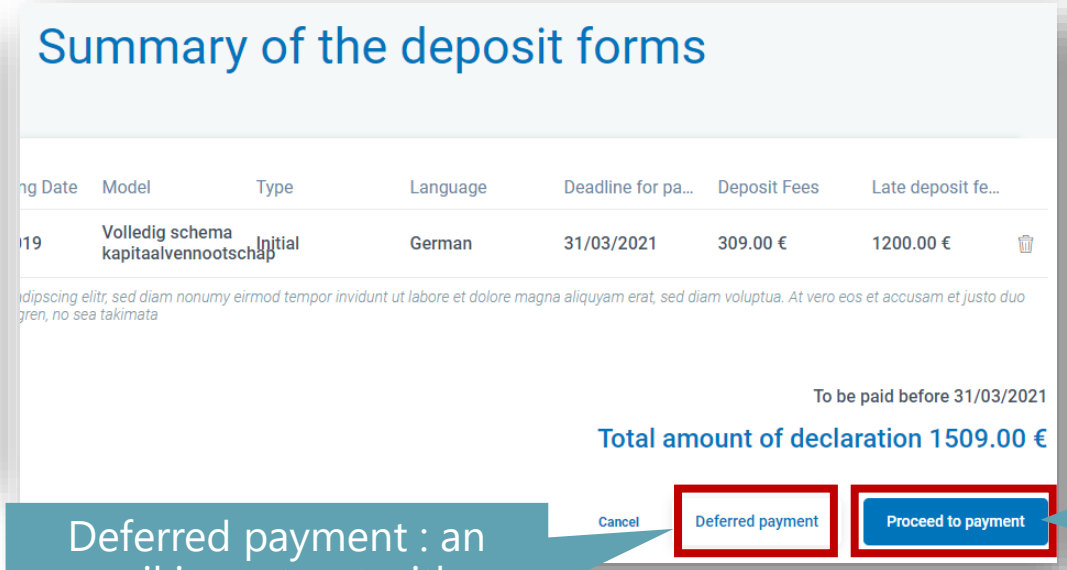
2

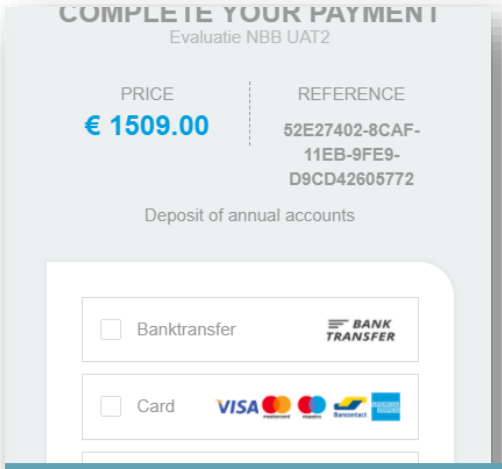
Review amounts, deadline and choose between « Online » or « Deferred »

3

Complete the transaction on the payment platform (CCV)







Deferred payment : an email is sent out with a payment link to the payment platform

Proceed online : you are immediately forwarded to the payment platform

Contact us

info.ba@nbb.be

www.nbb.be/2022