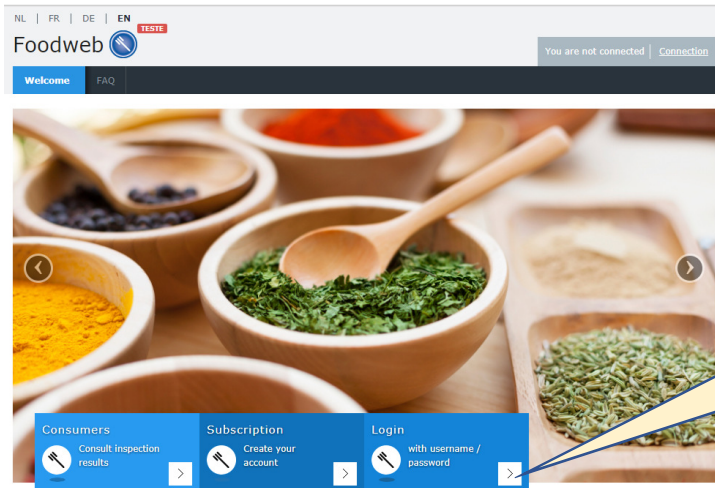


QUICK START GUIDE USERMANAGEMENT

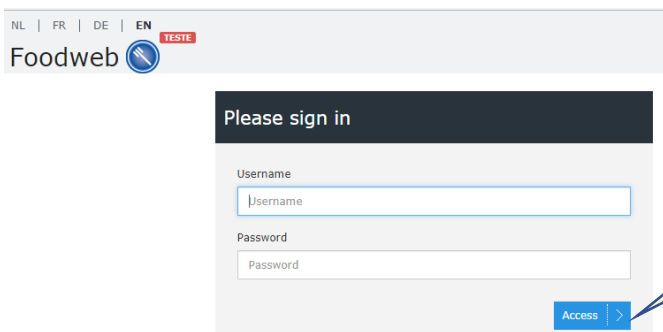
Please find below the steps you have to follow to activate the requested user log-in and the secured access to our foodweb portal (www.foodweb.be)

1



Click on "Login with username/ password".

2



Enter the username/password you received and click on 'Access'.

3

Enter your preferred username (i.e. an existing email address) and password, as well as your last name, first name and, if necessary, your national register number or international register number, and then click on "Save". The password must meet the following requirements :

- It must be at least 8 characters long.
- It must contain at least one number ('0'- '9').
- It must contain at least one lower-case letter ('a'- 'z')
- It must contain at least one upper-case letter ('A'- 'Z')
- It must contain at least one special character (which is neither a letter nor a number)

NL | FR | DE | EN **TESTE**

Foodweb You are not connected | [Login](#)

Welcome | [FAQ](#)

Create an account

An account will be created for the operator

Do you already have an account (login/password) for another operator? Yes No

Username *

Confirm the username *

Password *

Confirm the password *

Name *

First name *

National registration number

International number

All fields marked with an asterisk (*) are mandatory.

[Register](#)

The operator for whom you want to create an account

The email address you want to use to sign into your account

4

- You will receive a notice that your account has been created and that a confirmation email has been sent to your email address.
- Click on the link to confirm your account. If the link does not work, you can also copy/paste it into your browser.
- You will receive a confirmation that your account has been activated and you can sign in by clicking on "Login".

NL | FR | DE | EN **TESTE**

Foodweb You are not connected | [Login](#)

Welcome | [FAQ](#)

Account activation

Successful activation

Your account has been activated. You can now [login yourself](#).

You can access your account by clicking on 'login'

YOU DID NOT RECEIVE THE CONFIRMATION EMAIL

Verify whether the confirmation email is not in the SPAM folder of your mailbox.

YOU RECEIVE A NOTICE THAT THE ACTIVATION HAS FAILED.

In that case, the validity of the link has either expired or the activation link has already been used.

If the validity of the link has expired:

- Click on "Sign in with your username/password"
- Click on "Resend the confirmation mail" for the "accounts to be confirmed".
- Enter your email address and click on "Send".

If the activation link has already been used:

- Click on "Sign in with your username/password".
- Log in with the "username/password" of your choice