# Manual: activation and first login for new companies

## Step 0 – Check whether this manual applies to you

This manual is intended for companies that will report financial relationships for the first time in the Healthcare Transparency Register and did not have an account in the old system (MijnRGS).

Did your company have an account in the old system and have you previously reported financial relationships in the Healthcare Transparency Register? In that case, you likely received an activation email in February. Please consult the manual "*Activation and first login for known companies*" for more information.

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## Step 1 – Complete the registration form

Go to the registration form available at https://www.transparantieregister.nl/voor-bedrijven/

1. Complete all required fields
2. Submit the form
3. You will receive a confirmation email
4. The secretariat of the Healthcare Transparency Register Foundation will review your registration

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## Step 2 – Activation email

After review by the secretariat, you will receive an email from Transparantieregister@transparantieregister.nl at the email address you provided.

## Step 3 – Open the activation link

The email contains an activation link. When you click on this link, a new tab will open in which you enter your first and last name.

Then click on ‘’Verzenden’’.

## Step 4 – Account activated

Your account has now been activated. You will receive a confirmation email containing a login link. You can also log in via our website: https://www.transparantieregister.nl/voor-bedrijven/

## Step 5 – Login page

Click the login link in the email or log in via our website. You will be directed to the login page, where you enter the email address with which you activated your account.

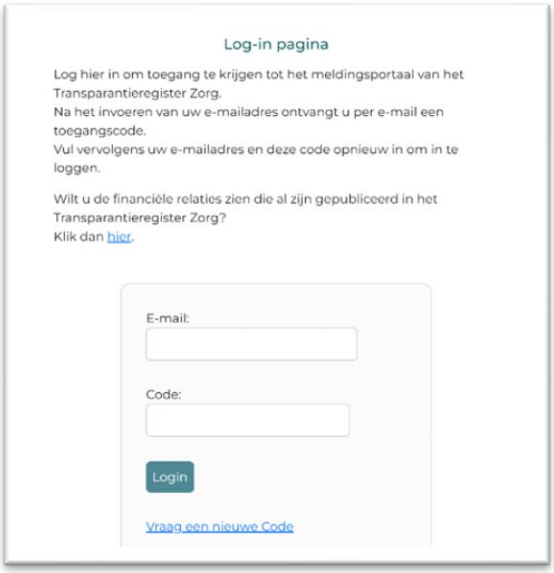
Then click on ‘’Code’’.

## Step 6 – Log in with a one-time code

You will receive a one-time code by email.

- The code is valid for 5 minutes
- On the next page, enter:
  - your email address again
  - the received code

- Then click on ‘’Login’’




## Step 7 – Review and complete company details

After logging in, you will see an overview of the company details known to us.

- Check your details
- Complete any missing information
  - It may be advisable to change the notification email address (*in Dutch: E-mailadres voor notificatie*)*

  - Then click on ‘’Verzenden’’

*At the bottom of this manual, under “What is the notification email address?”, you can read what the notification email address entails.

You can always view and, if necessary, update your details later in the user portal via ‘’Bedrijf’’, under ‘’Wijzig bedrijfsgegevens’’.

## Step 8 – Completion

You have activated, reviewed, and completed your details.

Would you like to know how to create additional portal users (for example, for your colleagues)? Then consult the manual "*Creating additional portal users*" for more information.

# What is the notification email address?

The notification email address functions as the central email address of a company. All communication sent by the Healthcare Transparency Register Foundation to companies is sent to the notification email address. This includes annual reminders to report financial relationships and other important communications from the Healthcare Transparency Register Foundation.

**Tip:** Link the notification email address to a non-personal email address, such as a shared mailbox, so that relevant communication remains accessible within the company.

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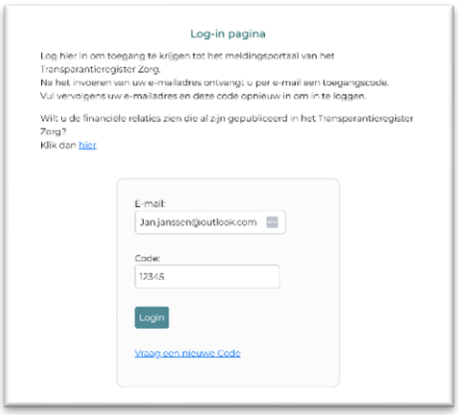
## How do I change the notification email address?




### Step 1 – Log in

Log in via our website:
https://www.transparantieregister.nl/voor-bedrijven/

Use your email address and the one-time code you receive by email.

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### Step 2 – View company details

After logging in, click ‘’Wijzig bedrijfsgegevens’’ under the section ‘’Bedrijf’’

## Step 3 – Change the notification email address

You will then see an overview of your company details. At the top, you can change the notification email address. If necessary, you can also update other company details.

Then click on ‘’Verzenden’’.

## Step 4 – Completion

You have changed your notification email address.