

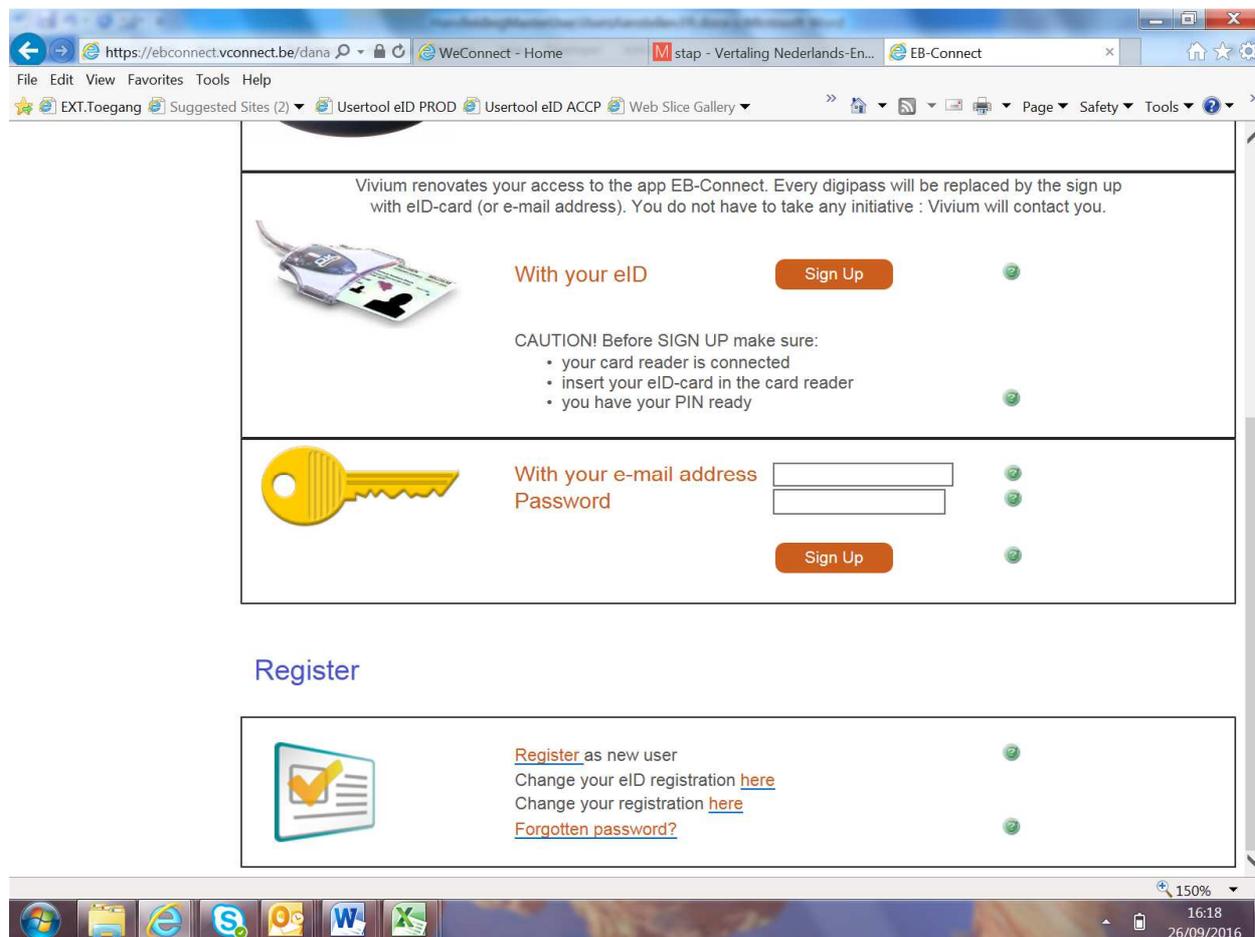
Manual for the MasterUser EB-Connect

- 1. How to appoint a User p1
- 2. How to transfer MasterUsership to another User p4

1. How to appoint a User

The MasterUser wants to appoint a (internal/external) User in EB-Connect, as an additional User, as a substitute for registration and consultation in EB-Connect, as a temporary (external) employee, payroll processing service provider, ...

Step 1 : the [new User](#) has to [register himself](#)



Vivium renovates your access to the app EB-Connect. Every digipass will be replaced by the sign up with eID-card (or e-mail address). You do not have to take any initiative : Vivium will contact you.

With your eID [Sign Up](#)

CAUTION! Before SIGN UP make sure:

- your card reader is connected
- insert your eID-card in the card reader
- you have your PIN ready

With your e-mail address [Sign Up](#)

Password

[Register as new user](#)

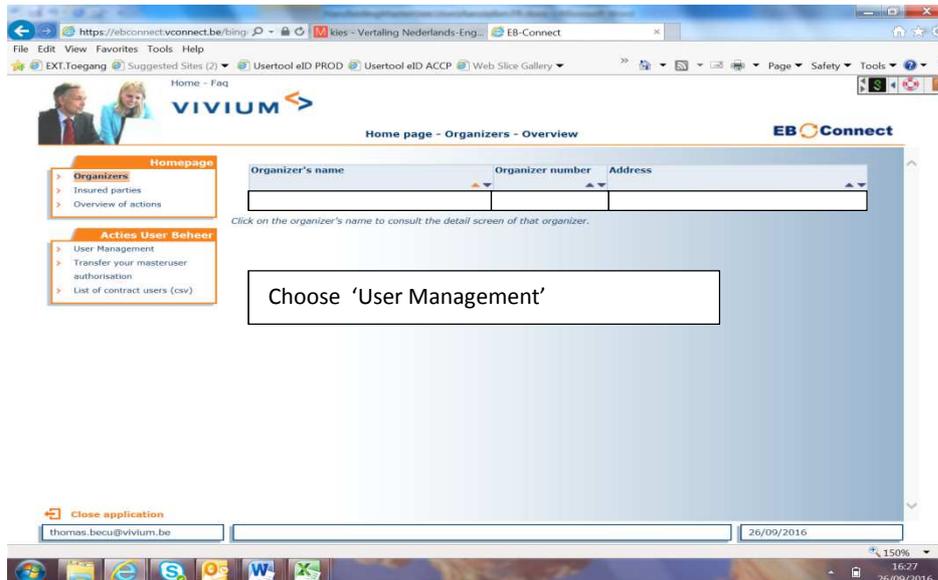
[Change your eID registration here](#)

[Change your registration here](#)

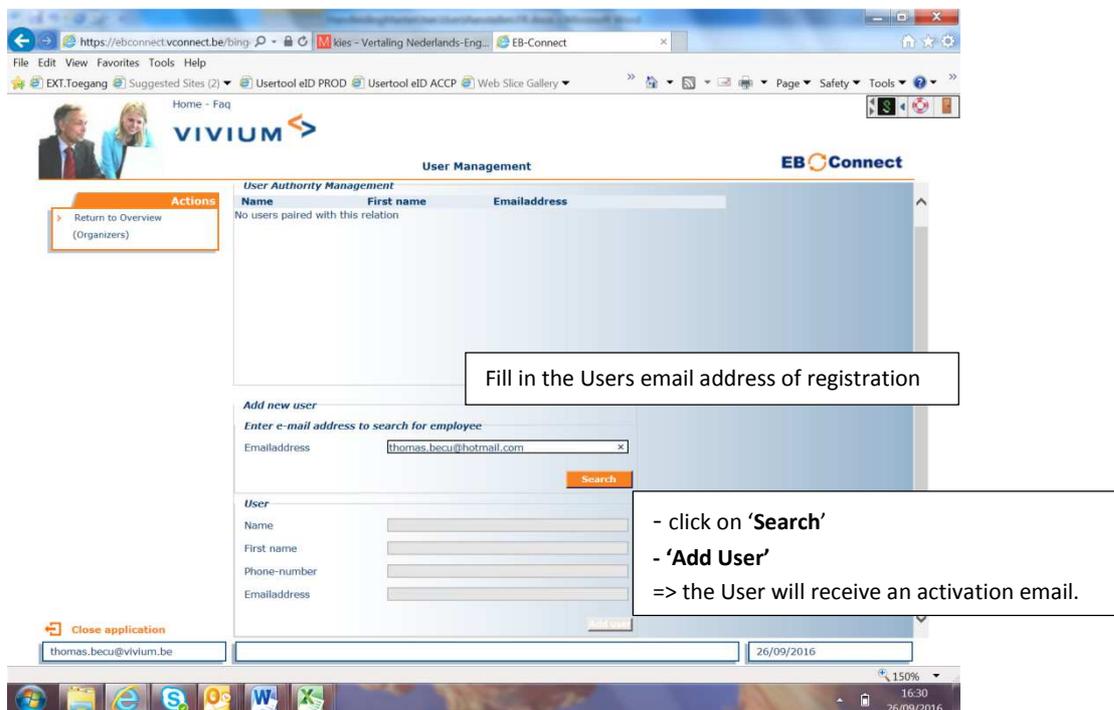
[Forgotten password?](#)

Step 2 : the MasterUser gives access to the User.

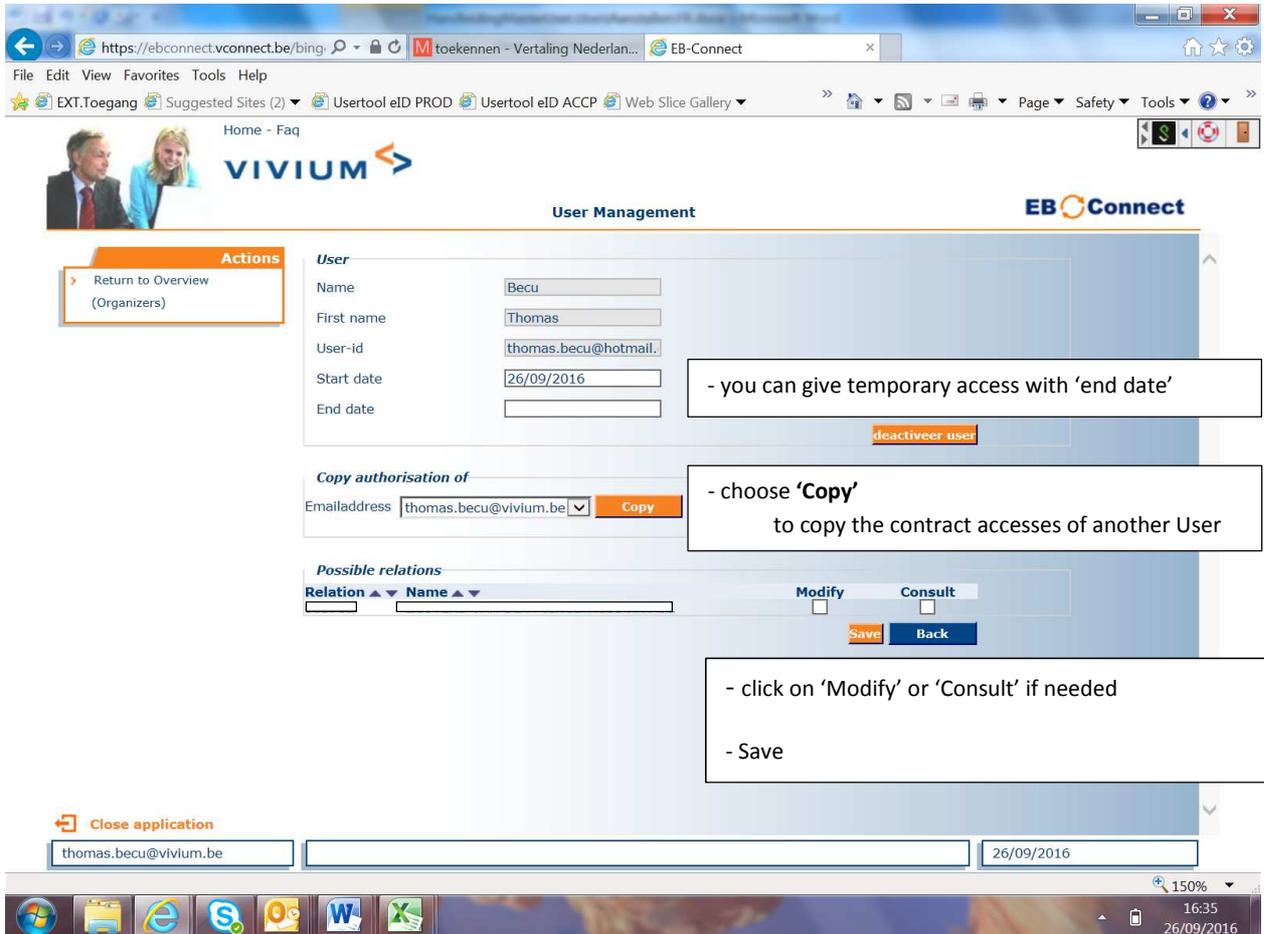
Step 2.1 MasterUser : choose 'User Management'.



Step 2.2 : MasterUser : fill in the e-mail address of the User



Step 2.3 MasterUser : assign contract access



The screenshot shows the EB-Connect User Management interface. The browser address bar is <https://ebconnect.vconnect.be/bing>. The page title is "User Management" and the logo "EB Connect" is visible in the top right.

Actions: Return to Overview (Organizers)

User details:

- Name: Becu
- First name: Thomas
- User-id: thomas.becu@hotmail.
- Start date: 26/09/2016
- End date: (empty)

Copy authorisation of: Emailaddress: thomas.becu@vivium.be **Copy**

Possible relations:

Relation	Name	Modify	Consult
		<input type="checkbox"/>	<input type="checkbox"/>

Buttons: deactivateer user, Save, Back

Callouts:

- you can give temporary access with 'end date'
- choose 'Copy' to copy the contract accesses of another User
- click on 'Modify' or 'Consult' if needed
- Save

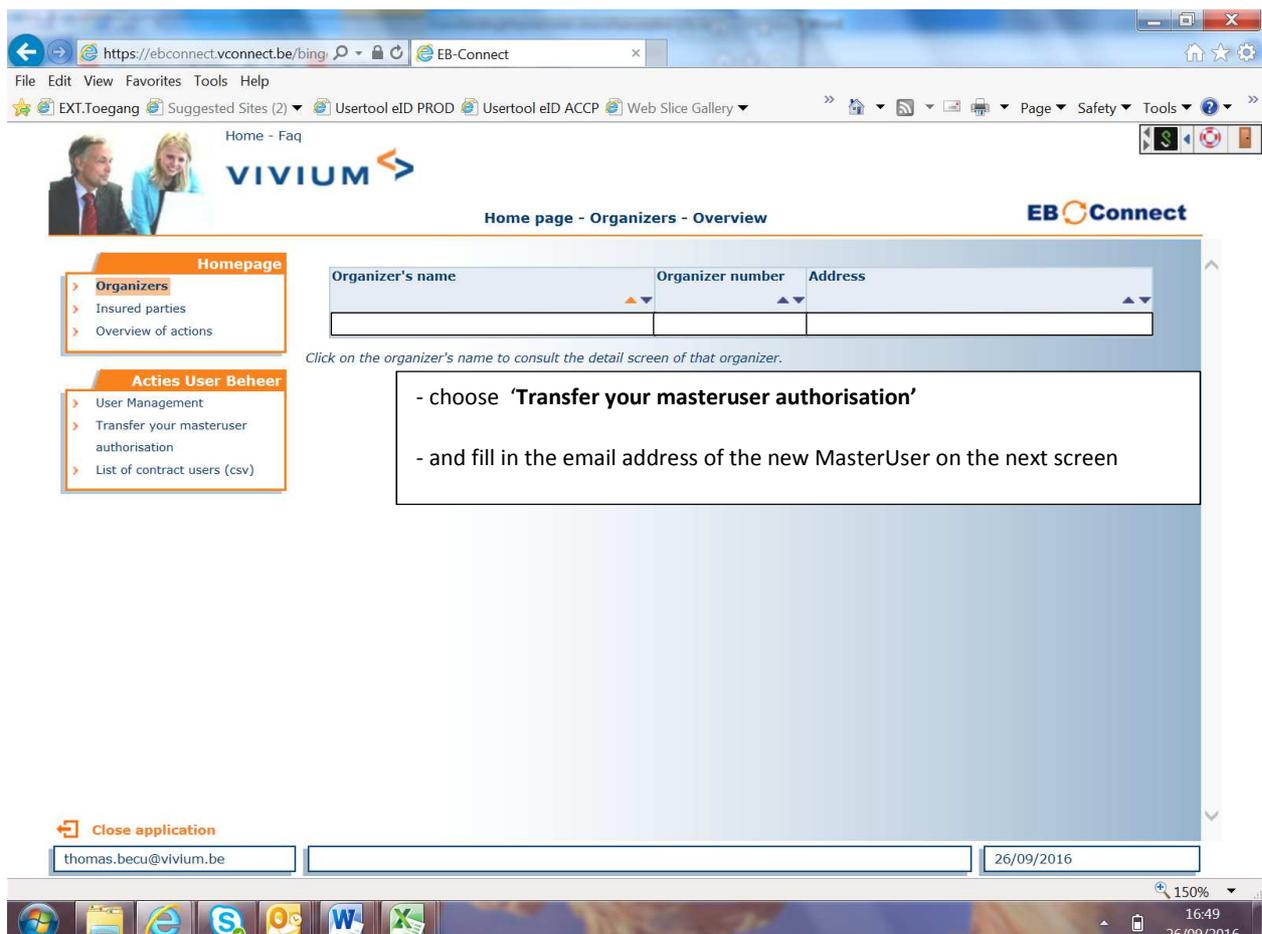
Footer: Close application, thomas.becu@vivium.be, 26/09/2016

2. How to transfer your MasterUsership to another User

Step 1 : the *new MasterUser* has to be [registered](#)

This means : the MasterUser registered himself on the 'Sign Up'-page of EB-Connect. **Attention : if the new MasterUser exists already as a MasterUser (in another contract) => please contact your file manager at Vivium!**

Step 2 : the *actual MasterUser* transfers his authorisation.



Home page - Organizers - Overview

EB Connect

Homepage

- Organizers
- Insured parties
- Overview of actions

Acties User Beheer

- User Management
- Transfer your masteruser authorisation
- List of contract users (csv)

Organizer's name	Organizer number	Address

Click on the organizer's name to consult the detail screen of that organizer.

- choose 'Transfer your masteruser authorisation'

- and fill in the email address of the new MasterUser on the next screen

Close application

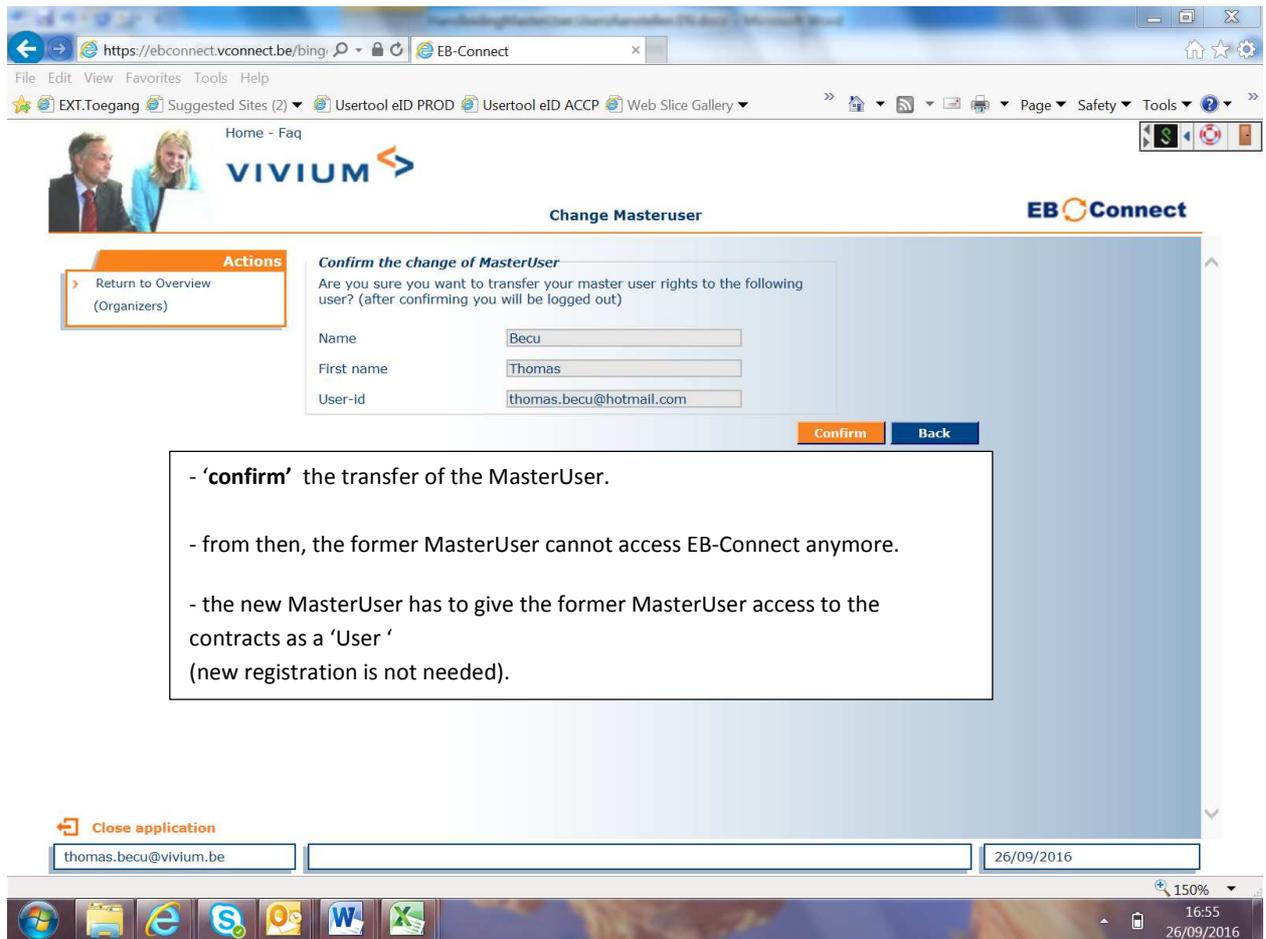
thomas.becu@vivium.be

26/09/2016

150%

16:49

26/09/2016



The screenshot shows a web browser window with the URL <https://ebconnect.vconnect.be/bing>. The page title is "Change Masteruser" and the logo "EB Connect" is visible in the top right. The main content area is titled "Confirm the change of MasterUser" and contains the following text: "Are you sure you want to transfer your master user rights to the following user? (after confirming you will be logged out)". Below this text are three input fields: "Name" with the value "Becu", "First name" with the value "Thomas", and "User-id" with the value "thomas.becu@hotmail.com". There are two buttons at the bottom right: "Confirm" (orange) and "Back" (blue). On the left side, there is an "Actions" menu with a link to "Return to Overview (Organizers)". At the bottom of the page, there is a "Close application" button and a user profile section showing the email "thomas.becu@vivium.be" and the date "26/09/2016". The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, Skype, Outlook, Word, Excel), and the system tray with the date "26/09/2016" and time "16:55".

- 'confirm' the transfer of the MasterUser.
- from then, the former MasterUser cannot access EB-Connect anymore.
- the new MasterUser has to give the former MasterUser access to the contracts as a 'User '
(new registration is not needed).