

Manual

‘Checkinetwork’ Online Service



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How to log in?

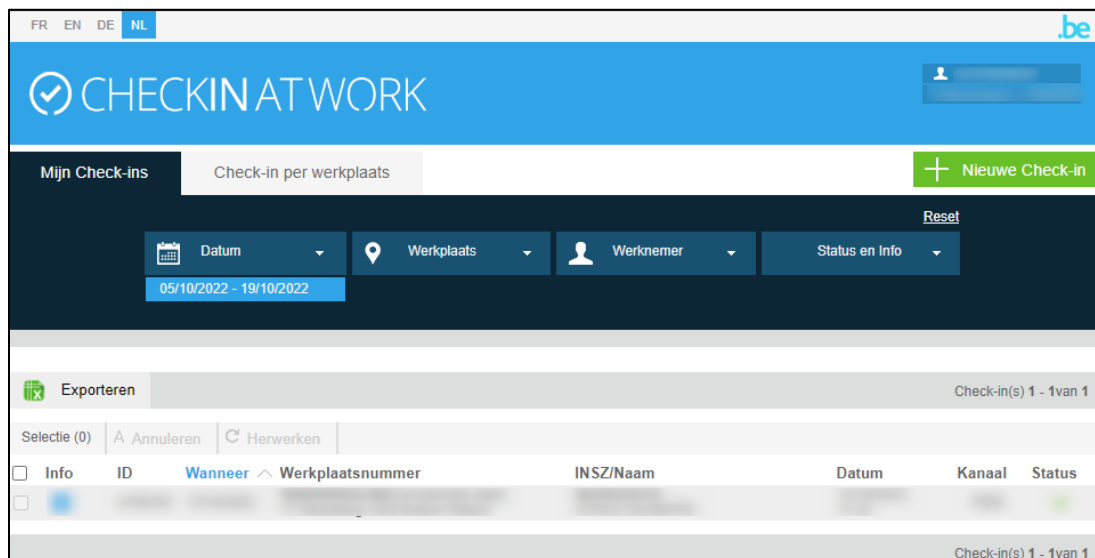
To use the online service Checkinatownk, go to the following website: https://www.socialsecurity.be/site_nl/employer/applics/checkinatownk/index.htm.

Click on '**Checkinatownk – registreren**' ('Checkinatownk – register'). Next, you can log in with your company profile.

This service is only available in secured mode. If you don't have a company profile yet, please request the necessary access. Therefore, please consult the manual <https://csam.be/en/documents/pdf/step-by-step-guide.pdf>.



Next, you're in the online service 'Checkinatownk'.



At the top left, you can **choose between four languages** to proceed: French, English, German and Dutch.

You can choose multiple actions in this online service: You can **enter, consult and export registrations**. You can consult registrations in various ways via the tabs '**Mijn check-ins**' ('My check-ins') or '**Check-in per werkplaats**' ('Check-in per workplace').

How do I enter a registration?

Click 'Nieuwe Check-in' ('New Check-in') at the top right.

FR EN DE NL Aangemeld als: .be

CHECKIN AT WORK

Mijn Check-ins + Nieuwe Check-in

Datum 19/09/2022 - 19/10/2022 Werkplaats Werkgever Status en Info Reset

Exporteren Check-in(s) 0 - 0 van 0

Selectie (0) A Annuleren

Info ID Wanneer ^ Werkplaatsnummer Ondernemingsnummer Datum Kanaal Identiteit van de aangever Status

Check-in(s) 0 - 0 van 0

A new page opens.

Please choose for which **days** you wish to register the **relevant persons**, at which **workplace** and the **persons** who are **concerned**. Please confirm the registration to complete it.

As soon as the NSSO has received your registration correctly, you will see a green tick (see red box on the screenshot below).

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CHECKIN AT WORK

Nieuwe Check-in(s)

Selectie dagen/periodes (4)
20 okt 2022 - 23 okt 2022

Selectie werkplaats
1Y102AY74EEFZ

Selectie werknemers (2)

Check-in voltooien >

Goed ontvangen Check-ins

#	Datum Check-in	Werkplaatsnummer	Werknemer	Ondernemingsnummer	Status
4108814	20/10/2022				✓
4108815	20/10/2022				✓
4108816	21/10/2022				✓
4108817	21/10/2022				✓
4108818	22/10/2022				✓
4108819	22/10/2022				✓
4108820	23/10/2022				✓
4108821	23/10/2022				✓

Terug naar het consultatiescherm + Nieuwe Check-in

How to consult attendance records?

As a company, you can consult **attendance records**. Please use the filters in the 'Mijn check-ins' ('My check-ins') and 'Check-in per werkplaats' ('Check-in per workplace') tabs.

In 'Mijn check-ins' ('My check-ins'), you will find all the registrations for employees of your company. You can **filter** by **date**, **workplace**, **employee** or **status**.

In 'Check-in per werkplaats' ('Check-in per workplace'), you will see the **attendance records per workplace**. You can use the filters to find exactly what you are looking for.

Questions?

If you have questions, check our [Contact page](#) and get in touch.



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