

Manual

Online service Dimona (non-secured version)

17/10/2024



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Online service Dimona (non-secured version)

Before you start

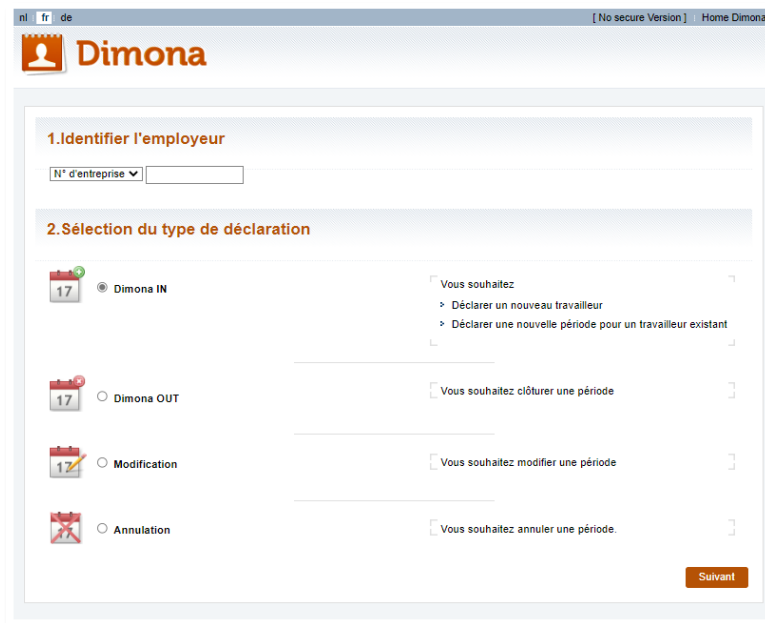
What is Dimona?

Dimona (derived from 'Déclaration Immédiate/Onmiddellijke Aangifte', meaning 'Immediate Declaration') is an online service for employers to notify the NSSO (National Social Security Office) about **every entry** and **leaving** of an **employee**. This 'Immediate Declaration' is mandatory for all employers in the public and private sector.

When to use the non-secured version of Dimona?

There are 2 versions of Dimona, a secured and a non-secured version. As an employer, you should use the **secured version of Dimona** in first instance. Only if this is not possible, for example due to technical reasons or if you haven't yet received a username and password, you can use the non-secured version as described in this manual.

How to connect to the non-secured version of Dimona?

The screenshot shows the web interface of the Dimona non-secured version. At the top, there is a navigation bar with language options (nl, fr, de) and a status indicator '[No secure Version]'. The main header features the Dimona logo. The interface is divided into two main sections. The first section, '1. Identifier l'employeur', contains a dropdown menu for 'N° d'entreprise' and an adjacent input field. The second section, '2. Sélection du type de déclaration', lists four declaration types: 'Dimona IN' (selected), 'Dimona OUT', 'Modification', and 'Annulation'. Each type has a corresponding icon and a description of the action. For 'Dimona IN', the actions are 'Déclarer un nouveau travailleur' and 'Déclarer une nouvelle période pour un travailleur existant'. For 'Dimona OUT', the action is 'Vous souhaitez clôturer une période'. For 'Modification', the action is 'Vous souhaitez modifier une période'. For 'Annulation', the action is 'Vous souhaitez annuler une période'. A 'Suivant' button is located at the bottom right of the form.

On the [Dimona page of the Social security enterprise portal \(in French\)](#), click the button labelled **Dimona: declare** ('Dimona: déclarer' in French). It gives access to the non-secured version of the online service Dimona.

Types of Dimona declarations

There are 4 types of declarations in Dimona:

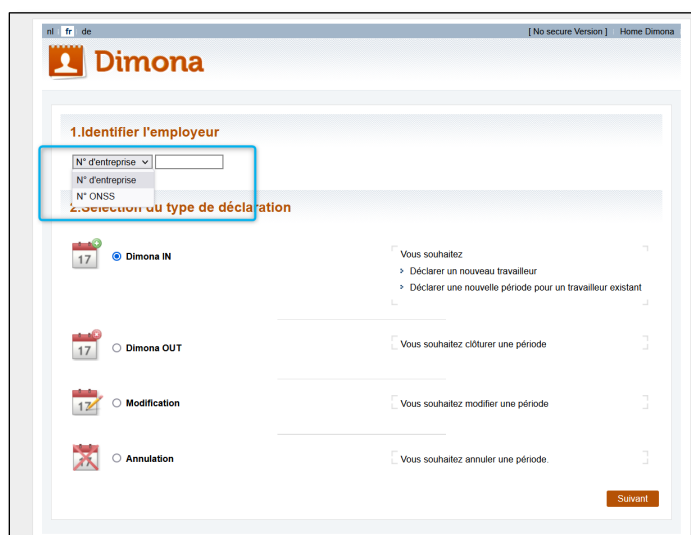
1. **Dimona IN:** use this to declare a **new employee** or to declare a **new period of work** for an **existing employee**;
2. **Dimona OUT:** use this to report the **end of a period** of employment for an employee;
3. **Modification:** use this to **modify a period of** employment for an employee;
4. **Cancellation** ('Annulation' in French): use this to **cancel a period** of employment for an employee.

Declaration type Dimona IN: declaring a new employee or period for an existing employee

Use the declaration type **Dimona IN** if you want to declare a new employee or a new period for an existing employee. Following steps apply and are explained furtherly:

1. Identify the employer.
2. Select the type of declaration (Dimona IN).
3. Confirmation of the employer's identification.
4. Identify the employee.
5. Specify the working period.
6. Enter start and ending of the working period.
7. Check the overview of the declaration.
8. Get a confirmation of receipt for the declaration.

Identify the employer ('Identifier l'employeur')



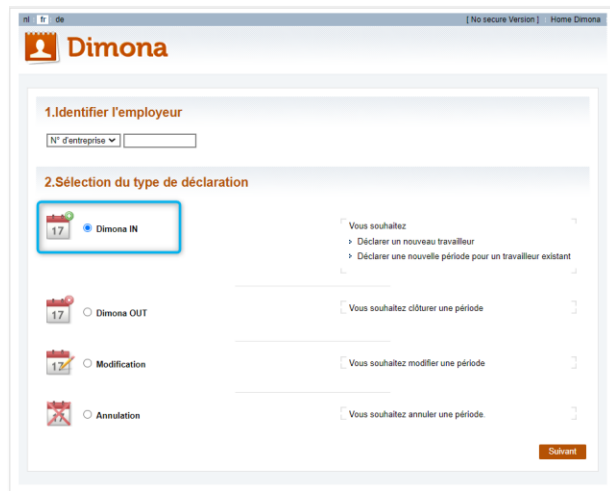
Click on the drop-down menu under **Identify the employer** ('1. Identifier l'employeur' in the screenshot). Select one of two options:

- **Enterprise number** ('N° d'entreprise' in the screenshot)
- **NSSO identification number** ('N° ONSS' in the screenshot)

An employer's **enterprise number** is the number listed by the Crossroads Bank for Enterprises (CBE). The **NSSO identification number** is the number a company obtains after registering as an employer in the online service WIDE.

Fill out the enterprise number or the NSSO identification number in the adjacent field, without dots, dashes or spaces.

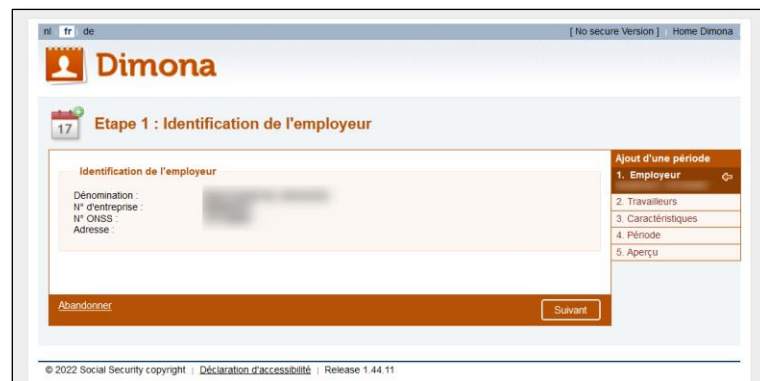
Select the type of declaration ('Sélection du type de déclaration')



Click the **Dimona IN** radio button under **Selection of the type of declaration** ('2. Sélection du type de déclaration' in the screenshot).

Click on **Next** ('Suivant' in the screenshot) to continue.

Confirmation of identification of the employer ('Identification de l'employeur')



After having filled out the **Enterprise number** or **NSSO identification number** following fields are automatically completed, to the extent they are known:

- the employer's **company name** ('Denomination' in the screenshot);
- the **enterprise number** ('N° d'entreprise' in the screenshot);
- the **NSSO identification number** ('N° ONSS' in the screenshot);
- the employer's **address** (if available) ('Adresse' in the screenshot).

Click on **Next** ('Suivant' in the screenshot) to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration.

Identifying the employee ('Identification du travailleur')

Where to find the required SSIN number

All workers in Belgium can be uniquely identified by their **SSIN (Social Security Identification Number)** ('NISS' in the screenshot). You need it for the Dimona declaration and you can find your employee's SSIN on the following official documents :

- the electronic identity card (eID);
- the electronic card issued to EU nationals staying in Belgium;
- the residence permit issued to nationals of non-EU countries staying in Belgium;
- the isi+ card (issued by a healthcare fund) for all persons who don't have an electronic identity document but enjoy Belgian social security coverage.

Identifying the employee when you know the SSIN

The screenshot shows the 'Étape 2 : Identification du travailleur' form in the Dimona system. The form is in French and includes a progress bar on the right with 5 steps: 1. Employeur, 2. Travailleurs, 3. Caractéristiques, 4. Période, and 5. Aperçu. The 'Je connais le' radio button is selected, and the 'NISS' field is highlighted with a blue box. Other fields include Nom, Prénom, Sexe, Date de naissance, Lieu de naissance, Pays de naissance, Nationalité, Adresse, N°, Code postal, and Commune. The form is in French and includes a 'Précédent' button and a 'Suivant' button at the bottom.

Click the radio button **I know the SSIN** ('Je connais le NISS' in the screenshot) and fill out the SSIN in the adjacent field.

Click on **Next** ('Suivant' in the screenshot) to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration. Click on **Previous** ('Précédent' in the screenshot) to return to the previous screen.

Identifying the employee when you don't know the SSIN

nl fr de [No secure Version] Home Dimona

Dimona

17 **Étape 2 : Identification du travailleur**

☒ Je connais le NISS : *

☐ Je ne connais pas le NISS

Nom : * Prénom : *

Initiale du second prénom : Sexe : H

Date de naissance : * (jj/mm/aaaa)

Lieu de naissance : *

Pays de naissance : Belgique

Nationalité : Belge

Adresse : * N° : *

Boîte :

Code postal : * Commune : *

Pays : Belgique

* Champs requis

Précédent Abandonner Suivant

Ajout d'une période

1. Employeur	852093431 / 127792067	✓
2. Travailleurs		➡
3. Caractéristiques		
4. Période		
5. Aperçu		

Click the radio button **I don't know the SSIN** ('Je ne connais pas le NISS' in the screenshot) and fill out the following fields (fields marked with an asterisk (*) are mandatory):

- **Family name** ('Nom' in the screenshot);
- **Given name** ('Prénom' in the screenshot);
- **Initial of the middle name** ('Initiale du second prénom' in the screenshot);
- **Gender** ('Sexe' in the screenshot);
- **Birth date** ('Date de naissance' in the screenshot);
- **Place of birth** ('Lieu de naissance' in the screenshot);
- **Country of birth** ('Pays de naissance' in the screenshot);
- **Nationality** ('Nationalité' in the screenshot);
- **Address** ('Adresse' in the screenshot);
- **House number** ('N°' in the screenshot);
- **Mailbox** ('Boîte' in the screenshot);
- **Postal code** ('Code postal' in the screenshot);
- **City** ('Commune' in the screenshot);
- **Country** ('Pays' in the screenshot).

Click on **Next** ('Suivant' in the screenshot) to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration. Click on **Previous** ('Précédent' in the screenshot) to return to the previous screen.

Specify the working period ('Caractéristiques de la période')

In this step you must select:

- the **Joint committee** to which the employee belongs ('Commission Paritaire' in the screenshot)
- the **Type of worker** ('Type de travailleur' in the screenshot)

Selecting the joint committee

The screenshot shows the Dimona online service interface. The main heading is 'Étape 3 : Caractéristiques de la période'. On the left, there is a form with a 'Commission paritaire' dropdown menu that is open, showing a list of options: 'Sélectionner', 'Autre - xxx', 'Construction - 124', 'Transport - 140', 'Agriculture - 144', 'Horticulture - 145', 'Electricien - 149', 'Horeca - 302', 'Pompes funèbres - 320', and 'Intérim - 322'. Below this, there is a 'Type' dropdown menu. On the right, there is a sidebar with a progress bar showing five steps: 1. Employeur, 2. Travailleurs, 3. Caractéristiques (highlighted with a double arrow), 4. Période, and 5. Aperçu. At the bottom of the form, there are three buttons: 'Précédent', 'Abandonner', and 'Suivant'.

Choose the relevant **Joint committee** ('Commission Paritaire' in the screenshot) by clicking on the **CP** drop-down menu. Select one of the options presented in the drop-down:

- **Other - XXX**
- **Construction - 124**
- **Transport - 140**
- **Agriculture - 144**
- **Horticulture - 145**
- **Electricity - 149** ('Electricien - 149' in the screenshot)
- **Hospitality - 302** ('Horeca - 302' in the screenshot)
- **Funeral business - 320** ('Pompes funèbres - 320' in the screenshot)
- **Temporary staffing - 322** ('Intérim - 322' in the screenshot)

Click on **Next** ('Suivant' in the screenshot) to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration. Click on **Previous** ('Précédent' in the screenshot) to return to the previous screen.

Table giving the complete list of possible joint committees, their short and full description:

Joint Committee	Description	Full description
XXX	Other	Other sectors.
124	Construction	For workers and apprentices in the construction sector.
140	Transport	For workers and apprentices in the transport sector .
144	Agriculture	For occasional workers in the agricultural sector.
145	Horticulture	For occasional workers in the horticultural sector.
149	Electricity	For workers covered by the joint sub-committee for electricians (installation and distribution - SCP 149.01).
302	Hospitality	For occasional workers in hospitality.
320	Funeral business	For occasional workers in the funeral industry.
322	Temporary staffing	For workers and employees in the temporary sector.

Consult more detailed information on joint committees in the [Dimona key data page in the Administrative Instructions section of the Social security enterprise portal \(in French\)](#).

Selecting the type of worker

The screenshot shows the Dimona web application interface. At the top, there are language options (nl, fr, de) and a version notice '[No secure Version]'. The main header features the Dimona logo. Below the header, a calendar icon shows the date '17', followed by the title 'Étape 3 : Caractéristiques de la période'. The main content area is divided into two sections. The left section, titled 'Commission paritaire', contains a dropdown menu for 'CP' with the selected value 'Autre - xxx'. Below this, the 'Type de travailleur' section has a dropdown menu currently set to 'Sélectionner'. This dropdown is open, showing a list of options: 'Article 17 (avant 2022) - A17', 'Apprenti - formation en alternance - ALT', 'Travailleur non soumis aux cotisations - DWD', 'Flexi-Job - FLX', 'Formation professionnelle individuelle - IVT', 'Article 17 Secteur socio-culturel et autres - O17', 'Autre - OTH', 'Mandat parlementaire - PMP', 'Article 17 Secteur du sport - S17', 'Stagiaire régime accidents du travail - STG', 'Etudiant - STU', and 'Stage de transition - TRI'. The right section, titled 'Ajout d'une période', contains a list of steps: '1. Employeur', '2. Travailleurs', '3. Caractéristiques' (highlighted with a double arrow), '4. Période', and '5. Aperçu'. At the bottom of the main content area, there are buttons for 'Précédent', 'Abandonner', and 'Suivant'.

Choose the **Type of worker** ('Type de travailleur' in the screenshot) by clicking on the drop-down menu. Select one of the presented options, their availability depends on the joint committee you selected in the previous step.

The following table lists all possible type of workers, listed in English, in French, as well as with a short and full description. Beware! A specific joint committee only shows a selection of these type of workers.

Type of worker (English)	Type of worker (French)	Description	Full description
Apprentice - recognised or similar	Apprenti agréé ou assimilé	RTA	Trainees working in construction.
Apprentice – alternated learning	Apprenti en formation en alternance	ALT	Trainees – alternated learning (from 1 September 2023 onwards)
Article 17	Article 17	A17	Those working in socio-cultural work before 2022.
Article 17 – sports sector	Article 17 Secteur du sport	O17	Those working in sports working in accordance with Article 17.
Article 17 – socio-cultural and other sectors	Article 17 – secteur socio-culturel et autres	S17	Others working in accordance with Article 17.
Article 17 – public TV	Article 17 – TV publique	T17	Those working for radio/TV in accordance with Article 17.
Other	Autre	OTH	Others, students included, not represented in any other category of Type of worker.
Student	Etudiant	STU	Students only: workers having a specific student contract, enjoying reduced social contributions .
Flexi-job	Flexi-job	FLX	Flexi-job workers.
Individual vocational training	Formation professionnelle individuelle	IVT	Persons bound by an individual vocational training called 'Plan Formation Insertion' / 'Contrat Formation Insertion', 'Formation Professionnelle Individuelle' or 'Individuele beroepsopleiding'.
Parliamentary mandate	Mandat parlementaire	PMP	Members of parliament and 'protected' local mandataries.
Transitional apprenticeship	Stage de transition	TRI	People who are doing a transitional internship at an employer but still have unemployment status.
Internship under accident at work scheme	Stage régime accidents du travail	STG	Non-subjected interns, when they are doing training for remunerative employment, except when to be declared as coded IVT (Individual vocational training) or TRI (Transitional apprenticeship).
Construction worker	Travailleur du secteur de la construction	BCW	Construction workers.
Worker not submitted to contributions	Travailleur non soumis aux cotisations	DWD	'Dimona without Dmfa': a worker who needs to be included in Dimona but not in Dmfa.
Occasional worker	Travailleur occasionnel	EXT	Occasional workers.

Consult more detailed information on type of worker in the [Dimona key data page in the Administrative Instructions section of the Social security enterprise portal \(in French\)](#).

Click on **Next** ('Suivant' in the screenshot) to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration. Click on **Previous** ('Précédent' in the screenshot) to return to the previous screen.

Enter start and ending dates of the working period ('Détails de la période')

The screenshot shows the 'Dimona' web application interface. At the top, there's a language selector (nl, fr, de) and a version notice '[No secure Version]'. The main header features the 'Dimona' logo. Below it, a progress indicator shows 'Étape 4 : Détails de la période'. The main form area contains two input fields: 'Date de début : *' and 'Date de fin :', each with a calendar icon. A note below the fields states '* Champs requis'. On the right, a sidebar titled 'Ajout d'une période' lists five steps: 1. Employeur, 2. Travailleurs, 3. Caractéristiques, 4. Période (highlighted with a double arrow), and 5. Aperçu. At the bottom of the page, there are three buttons: 'Précédent', 'Abandonner', and 'Suivant'.

Provide the starting and ending date of the working period, i.e. the period during which the employee has an employment relationship with the employer:

- Fill out the start of the working period in the field adjacent to **Starting date** ('Date de début' in the screenshot) in format 'dd/mm/yyyy' or click on the calendar icon to select a starting date.
- Fill out the end date in the field adjacent to **Ending date** ('Date de fin' in the screenshot) in format 'dd/mm/yyyy' or click on the calendar icon to select an ending date.

Beware!

- For some types of workers the end date is mandatory. In that case the field **Ending Date** has an asterisk (*).
- For occasional workers (EXT) you also need to submit a **start and end time**, according to the type of contract.
- For students (STU) you also need to submit a **start and end time**.

Click on **Next** ('Suivant' in the screenshot) to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration. Click on **Previous** ('Précédent' in the screenshot) to return to the previous screen.

Consult more detailed information on the different type of workers via the [Dimona content page of the Administrative Instructions section of the Social security enterprise portal \(in French\)](#).

Overview of the Dimona IN declaration ('Aperçu de la déclaration')

nl tr de [No secure Version] Home Dimona

Dimona

17 Étape 5 : Aperçu de la déclaration

Employeur

N° d'entreprise: [redacted] N° ONSS: [redacted]

Votre référence pour l'employeur: [input field]

Données du travailleur

NISS: 004102-195-32

Votre référence pour le travailleur: [input field]

Détails de la déclaration

Commission partaire: Autre - xxx Type de travailleur: Autre - OTH

Type de déclaration	Date de début	Date de fin	Votre référence pour la déclaration
Dimona IN	12-09-2022	12-09-2022	[input field]

Précédent Abandonner Confirmer

Ajout d'une période

- 1. Employeur ✓
- 2. Travailleurs ✓
- 3. Caractéristiques xxx - - OTH ✓
- 4. Période ✓
- 5. Aperçu **Co**

In this step you get an overview of all information concerning your declaration:

- Information on the **Employer** ('Employeur' in the screenshot):
 - Check the **Enterprise number** ('N° d'entreprise' in the screenshot);
 - Check the **NSSO identification number** ('N° ONSS' in the screenshot);
 - Add if needed **your company's reference** in the adjacent field ('Votre référence pour l'employeur in the screenshot).
- Information on the **Employee** ('Données du travailleur' in the screenshot):
 - Add if needed **your reference for the employee** in the adjacent field ('Votre référence pour le travailleur in the screenshot).
- Information on the **Declaration details** ('Détails de la déclaration' in the screenshot):
 - Check the **Type of declaration** ('Type de déclaration' in the screenshot);
 - Check the **Period number** ('Numéro de période' in the screenshot);
 - Check the **Starting date** ('Date de début' in the screenshot);
 - Check the **Ending date** ('Date de fin' in the screenshot);
 - Add if needed **your reference for the declaration** in the adjacent field ('Votre référence pour la déclaration' in the screenshot).

Click on **Confirm** ('Confirmer' in the screenshot) - if all information is correct - to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration. Click on **Previous** ('Précédent' in the screenshot) to return to the previous screen, for example to make corrections.

Confirmation of receipt for Dimona IN

The screenshot shows a web browser window with the Dimona online service interface. The page title is "Confirmation de réception". It features a message icon and a confirmation message in French. Below this, there are three sections: "Déclarations", "Employeur", and "Travailleurs", each containing specific details about the declaration and the parties involved. The "Déclarations" section shows a "Dimona IN" declaration that is "Acceptée" (Accepted) with a date of "12-08-2022". The "Employeur" section shows the employer's name and ONSS number. The "Travailleurs" section shows the worker's NISS and first name. There are links for "Imprimer" (Print) and "Home Dimona" (Home Dimona) on the page.

nl fr de [No secure Version] Home Dimona

Dimona

Confirmation de réception Imprimer

Nous vous confirmons la réception de votre déclaration dont le détail est repris ci-dessous.
La notification correspondante sera envoyée via votre canal officiel.

Déclarations

Type de déclaration :	Dimona IN	N° de déclaration :	
Statut de la déclaration :	Acceptée	Date / Heure d'envoi :	12-08-2022 10:22
Date/Heure de début :	12-08-2022	Date/heure de fin :	12-08-2022
Votre référence pour l'employeur :	-	Votre référence pour le travailleur :	-
Votre référence pour la déclaration :	-		

Employeur

Dénomination :		N° d'entreprise :	
N° ONSS :			

Travailleurs

NISS :		Nom :	
Prénom :			

[Home Dimona](#)

This screen contains a summary overview of your Dimona IN declaration. Your declaration has been completed. Click on **Home Dimona** to return to the homepage of the Dimona online service.

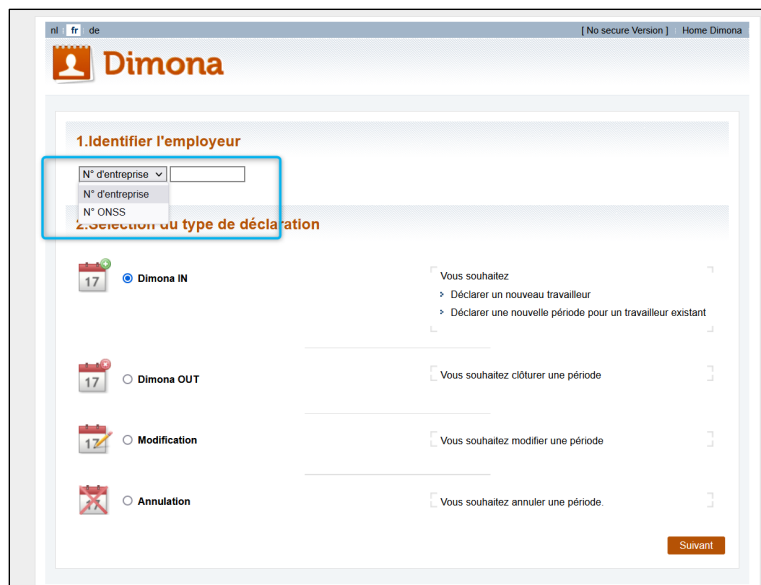
Declaration type Dimona OUT for the ending of a period of work

Use the declaration type **Dimona OUT** if you want to declare the ending of a period of work for an employee previously declared via Dimona IN.

Following steps apply and are explained furtherly:

1. Identify the employer.
2. Select the type of declaration (Dimona OUT).
3. Enter the ending date for your employee.
4. Check the overview of your Dimona OUT declaration.
5. Get a confirmation of your Dimona OUT declaration.

Identify the employer ('Identifier l'employeur')

The screenshot shows the Dimona web application interface. At the top, there is a navigation bar with language options (nl, fr, de), a security notice "[No secure Version]", and a "Home Dimona" link. The main heading is "1. Identifier l'employeur". Below this, there is a form with two input fields: "N° d'entreprise" and "N° ONSS". A blue box highlights the "N° d'entreprise" field, which has a drop-down arrow. Below the input fields, there is a section titled "Sélection du type de déclaration" (Selection of the type of declaration). This section contains four radio button options: "Dimona IN", "Dimona OUT", "Modification", and "Annulation". To the right of these options, there are four checkboxes with corresponding text: "Vous souhaitez Déclarer un nouveau travailleur", "Déclarer une nouvelle période pour un travailleur existant", "Vous souhaitez clôturer une période", "Vous souhaitez modifier une période", and "Vous souhaitez annuler une période". At the bottom right, there is a "Suivant" (Next) button.

Click on the drop-down menu under **Identify the employer** ('1. Identifier l'employeur' in the screenshot). Select one of two options:

- **Enterprise number** ('N° d'entreprise' in the screenshot)
- **NSSO identification number** ('N° ONSS' in the screenshot)

An employer's **enterprise number** is the number listed by the Crossroads Bank for Enterprises (CBE). The **NSSO identification number** is the number a company obtains after registering as an employer in the online service WIDE.

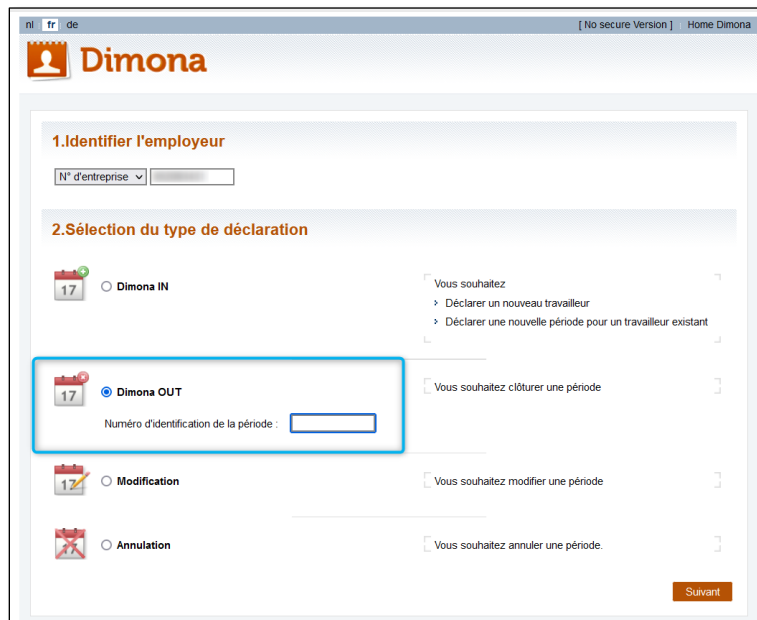
Fill out the enterprise number or the NSSO identification number in the adjacent field, without dots, dashes or spaces.

Select the type of declaration ('Sélection du type de déclaration')

Click the **Dimona OUT** radio button under **Selection of the type of declaration** ('2. Sélection du type de déclaration' in the screenshot) and an extra field appears. Fill out the **Identification number for the period** ('Numéro d'identification de la période' in the screenshot) you received after submitting the Dimona IN.

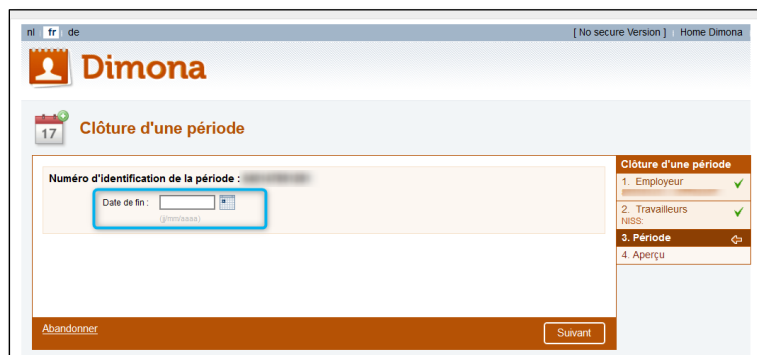
Click on **Next** ('Suivant' in the screenshot) to continue.

Enter the ending date of a period ('Clôture d'une période')



The screenshot shows the Dimona web interface. At the top, there's a navigation bar with 'nl', 'fr', 'de' and a '[No secure Version]' indicator. The main header features the Dimona logo. Below it, the section '1. Identifier l'employeur' has a dropdown for 'N° d'entreprise'. The main section is '2. Sélection du type de déclaration'. It contains four radio buttons: 'Dimona IN', 'Dimona OUT' (selected), 'Modification', and 'Annulation'. To the right of each radio button are checkboxes for further actions. For 'Dimona OUT', a text field for 'Numéro d'identification de la période' is visible. At the bottom right, there is a 'Suivant' button.

To end a period of work for an employee, fill out the **Ending date** ('Date de fin' in the screenshot) in format 'dd/mm/yyyy' or click on the calendar icon to select an ending date.



The screenshot shows the Dimona web interface at the 'Clôture d'une période' step. The 'Numéro d'identification de la période' field is filled. Below it, the 'Date de fin' field is highlighted with a blue box. To the right, a sidebar shows a progress bar with four steps: '1. Employeur' (checked), '2. Travailleurs' (checked), '3. Période' (current step, highlighted in orange), and '4. Aperçu'. At the bottom, there are 'Abandonner' and 'Suivant' buttons.

Click on **Next** ('Suivant' in the screenshot) to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration.

Overview of the Dimona OUT declaration ('Aperçu de la déclaration')

The screenshot shows the 'Étape 5 : Aperçu de la déclaration' screen. It contains three main sections: 'Employeur', 'Données du travailleur', and 'Détails de la déclaration'. The 'Employeur' section includes fields for 'N° d'entreprise' and 'N° ONSS', and a field for 'Votre référence pour l'employeur'. The 'Données du travailleur' section includes a field for 'Votre référence pour le travailleur'. The 'Détails de la déclaration' section includes a table with columns for 'Type de déclaration', 'N° de période', 'Date de début', 'Date de fin', and 'Votre référence pour la déclaration'. The table shows 'Dimona OUT' as the type of declaration, with a period number, start date, and end date of 17-08-2022. At the bottom, there are buttons for 'Précédent', 'Abandonner', and 'Confirmer'. On the right side, there is a 'Clôture d'une période' section with a list of steps: 1. Employeur, 2. Travailleurs, 3. Caractéristiques, 4. Période, and 5. Aperçu (current step).


In this step you get an overview of all information concerning your declaration:



- Information on the **Employer** ('Employeur' in the screenshot):
 - Check the **Enterprise number** ('N° d'entreprise' in the screenshot);
 - Check the **NSSO identification number** ('N° ONSS' in the screenshot);
 - Add if needed **your company's reference** in the adjacent field ('Votre référence pour l'employeur' in the screenshot).
- Information on the **Employee** ('Données du travailleur' in the screenshot):
 - Add if needed **your reference for the employee** in the adjacent field ('Votre référence pour le travailleur' in the screenshot).
- Information on the **Declaration details** ('Détails de la déclaration' in the screenshot):
 - Check the **Type of declaration** ('Type de déclaration' in the screenshot);
 - Check the **Period number** ('Numéro de période' in the screenshot);
 - Check the **Ending date** ('Date de fin' in the screenshot);
 - Add if needed **your reference for the declaration** in the adjacent field ('Votre référence pour la déclaration' in the screenshot).


Click on **Confirm** ('Confirmer' in the screenshot) - if all information is correct - to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration. Click on **Previous** ('Précédent' in the screenshot) to return to the previous screen, for example to make corrections.

Confirmation of receipt for Dimona OUT

nl fr de [No secure Version] Home Dimona

 **Dimona**

 **Confirmation de réception**  [Imprimer](#)

 **Nous vous confirmons la réception de votre déclaration dont le détail est repris ci-dessous.**
La notification correspondante sera envoyée via votre canal officiel.

Déclarations

Type de déclaration :	Dimona OUT	N° de déclaration :	
Statut de la déclaration :	Acceptée	Date / Heure d'envoi :	30-08-2022 15:04
Date/Heure de début :	01-01-2025	Date/heure de fin :	02-01-2025
Votre référence pour l'employeur :	-	Votre référence pour le travailleur :	-
Votre référence pour la déclaration :	-		

Employeur

Dénomination :		N° d'entreprise :	
N° ONSS :			

Travailleurs

NISS :		Nom :	
Prénom :			

[Home Dimona](#)

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This screen contains a summary overview of your Dimona OUT declaration. Your declaration has been completed. Click on **Home Dimona** to return to the homepage of the Dimona online service.

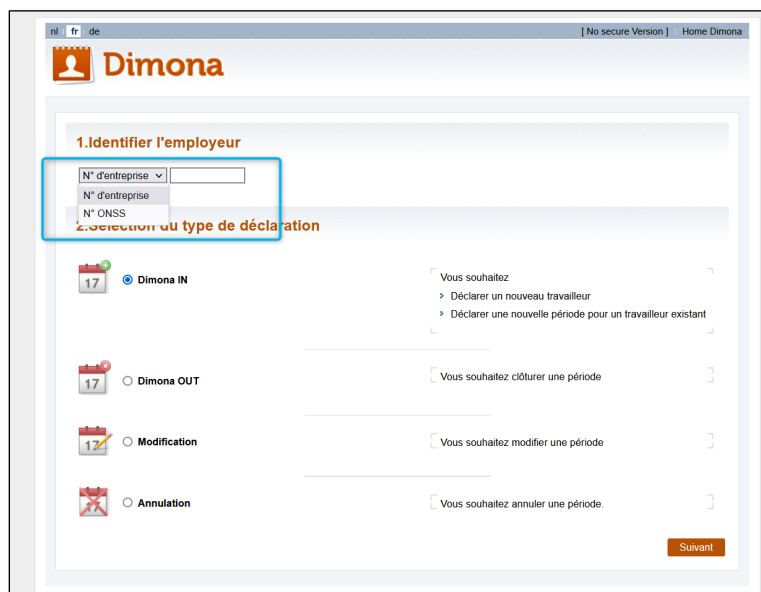
Declaration type Modification to modify a period of employment

Use the declaration type **Modification** if you want to declare the ending of a period of work for an employee previously declared via Dimona IN.

Following steps apply and are explained furtherly:

1. Identify the employer.
2. Select the type of declaration (Modification).
3. Modify the period of employment for an employee.
4. Check the overview of your modified declaration.
5. Get a confirmation of your modified declaration.

Identify the employer ('Identifier l'employeur')



Click on the drop-down menu under **Identify the employer** ('1. Identifier l'employeur' in the screenshot). Select one of two options:

- **Enterprise number** ('N° d'entreprise' in the screenshot)
- **NSSO identification number** ('N° ONSS' in the screenshot)

An employer's **enterprise number** is the number listed by the Crossroads Bank for Enterprises (CBE). The **NSSO identification number** is the number a company obtains after registering as an employer in the online service WIDE. [Read more about WIDE on the Social security enterprise portal \(in French\).](#)

Fill out the enterprise number or the NSSO identification number in the adjacent field, without dots, dashes or spaces.

Select the type of declaration ('Sélection du type de déclaration')

nl fr de [No secure Version] Home Dimona

Dimona

1. Identifier l'employeur

N° ONSS

2. Sélection du type de déclaration

☐ Dimona IN

☐ Vous souhaitez

- > Déclarer un nouveau travailleur
- > Déclarer une nouvelle période pour un travailleur existant

☐ Dimona OUT

☐ Vous souhaitez clôturer une période

☒ **Modification**

☒ Vous souhaitez modifier une période

Caractéristiques de la période :

- ☐ Dimona forfait journalier
- ☐ Etudiant en heures (date de début après 2017)
- ☐ Occasionnel ou Flexi-Job journalier
- ☐ Article 17 avant 2022, Article 17 des TV publique
- ☐ Article 17 du secteur du sport ou socio-culturel et autres
- ☒ **Autre**

Numéro d'identification de la période :

☐ Annulation

☐ Vous souhaitez annuler une période.

Suivant

Click the **Modification** radio button under **Selection of the type of declaration** ('2. Sélection du type de déclaration' in the screenshot) and extra options appear to **Specify the period** ('Caractéristiques de la période' in the screenshot).

Choose one of following options by clicking the relevant radio button:

- **Dimona daily flat rate** ('Dimona forfait journalier' in the screenshot);
- **Student based on hours** (starting date after 2017) ('Etudiant en heures (date de début après 2017)' in the screenshot);
- **Occasional or Flexi-job workers** ('Occasionnel ou Flexi-Job journalier' in the screenshot);
- **Article 17 before 2022, Article 17 Public TV** ('Article 17 avant 2022, Article 17 des TV publiques' in the screenshot);
- **Article 17 sports or socio-cultural sector and others** ('Article 17 du secteur du sport ou socio-culturel et autre's in the screenshot);
- **Other** ('Autre' in the screenshot).

Fill out the **Identification number for the period** ('Numéro d'identification de la période' in the screenshot) you received after submitting the Dimona IN.

Click on **Next** ('Suivant' in the screenshot) to continue.

Modifying a period ('Modification d'une période')

The screenshot shows the Dimona web application interface. At the top, there is a language selector (nl, fr, de) and a version notice "[No secure Version] | Home Dimona". The main header features the Dimona logo. Below the header, a calendar icon with the number 17 is next to the title "Modification d'une période". The main content area is divided into two sections. The left section, titled "Numéro d'identification de la période :", contains a text input field for the period number. Below this, there are two date input fields: "Date de début :" and "Date de fin :", both with a format hint "(j/mm/aaaa)" and a calendar icon. A checkbox labeled "Supprimer la date de fin" is positioned to the right of the "Date de fin" field. The right section, titled "Modification d'une période", contains a list of steps: 1. Employeur (checked), 2. Travailleurs NISS (checked), 3. Période (selected with a left arrow), and 4. Aperçu. At the bottom of the interface, there are two buttons: "Abandonner" (Discard) and "Suivant" (Next).

To modify a period of work for an employee, change the **Starting date** ('Date de début' in the screenshot) and/or the **Ending date** ('Date de fin' in the screenshot) in format 'dd/mm/yyyy' or click on the calendar icon to select a date.

Click on **Next** ('Suivant' in the screenshot) to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration.

Overview of the Modification declaration ('Aperçu de la déclaration')

The screenshot shows the 'Étape 5 : Aperçu de la déclaration' (Step 5: Overview of the declaration) screen in the Dimona online service. The interface is divided into several sections:

- Employeur (Employer):** Fields for 'N° d'entreprise' (Enterprise number), 'N° ONSS' (NSSO identification number), and 'Votre référence pour l'employeur' (Your reference for the employer).
- Données du travailleur (Employee data):** Field for 'Votre référence pour le travailleur' (Your reference for the employee).
- Détails de la déclaration (Declaration details):** A table with columns: 'Type de déclaration' (Type of declaration), 'N° de période' (Period number), 'Date de début' (Starting date), 'Date de fin' (Ending date), and 'Votre référence pour la déclaration' (Your reference for the declaration). The table shows a 'Modification' (Modification) entry with a period number of 12-08-2022 and an ending date of 13-08-2022.
- Progress bar (Modification d'une période):** A vertical bar on the right side showing the progress of the declaration process. It includes steps: 1. Employeur, 2. Travailleurs, 3. Caractéristiques, 4. Période, and 5. Aperçu (highlighted).
- Buttons:** 'Précédent' (Previous), 'Abandonner' (Discard), and 'Confirmer' (Confirm).

In this step you get an overview of all information concerning your declaration:

- Information on the **Employer** ('Employeur' in the screenshot):
 - Check the **Enterprise number** ('N° d'entreprise' in the screenshot);
 - Check the **NSSO identification number** ('N° ONSS' in the screenshot);
 - Add if needed **your company's reference** in the adjacent field ('Votre référence pour l'employeur' in the screenshot).
- Information on the **Employee** ('Données du travailleur' in the screenshot):
 - Add if needed **your reference for the employee** in the adjacent field ('Votre référence pour le travailleur' in the screenshot).
- Information on the **Declaration details** ('Détails de la déclaration' in the screenshot):
 - Check the **Type of declaration** ('Type de déclaration' in the screenshot);
 - Check the **Period number** ('Numéro de période' in the screenshot);
 - Check the **Starting date** ('Date de début' in the screenshot);
 - Check the **Ending date** ('Date de fin' in the screenshot);
 - Add if needed **your reference for the declaration** in the adjacent field ('Votre référence pour la déclaration' in the screenshot).

Click on **Confirm** ('Confirmer' in the screenshot) - if all information is correct - to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration. Click on **Previous** ('Précédent' in the screenshot) to return to the previous screen, for example to make corrections.

Confirmation of receipt for a Modification in Dimona

Confirmation of receipt visible within Dimona

The screenshot shows the Dimona online service interface. At the top, there are language options (nl, fr, de) and a status bar indicating "[No secure Version]" and "Home Dimona". The Dimona logo is prominently displayed. Below the logo, a green checkmark icon precedes the heading "Confirmation de réception". A printer icon and the word "Imprimer" are located to the right. A blue information icon is followed by a confirmation message in French: "Nous vous confirmons la réception de votre déclaration dont le détail est repris ci-dessous. La notification correspondante sera envoyée via votre canal officiel." Below this, the page is divided into three sections: "Déclarations", "Employeur", and "Travailleurs". The "Déclarations" section contains a table with details of the declaration. The "Employeur" section shows the employer's details. The "Travailleurs" section shows the worker's details. At the bottom right, there is a link to "Home Dimona".

Déclarations	
Type de déclaration :	Modification
Statut de la déclaration :	Acceptée
Date/Heure de début :	12-08-2022
Votre référence pour l'employeur :	-
Votre référence pour la déclaration :	-
N° de déclaration :	[REDACTED]
Date / Heure d'envoi :	12-08-2022 12:04
Date/heure de fin :	13-08-2022
Votre référence pour le travailleur :	-

Employeur	
Dénomination :	[REDACTED]
N° ONSS :	[REDACTED]
N° d'entreprise :	[REDACTED]

Travailleurs	
NISS :	[REDACTED]
Prénom :	[REDACTED]
Nom :	[REDACTED]

This screen gives a summary overview of your declaration of **Modification**. Your declaration has been completed. Click on **Home Dimona** to return to the homepage of the Dimona online service.

Declaration type Cancellation to cancel a working period

Use the declaration type **Cancellation** ('Annulation' in French) if you want to cancel a period of work for an employee previously declared via Dimona IN.

Following steps apply and are explained furtherly:

1. Identify the employer.
2. Select the type of declaration (Cancellation).
3. Check the overview of your cancelled declaration.
4. Get a confirmation of your cancelled declaration.

Identify the employer ('Identifier l'employeur')

The screenshot shows the Dimona web application interface. At the top, there is a navigation bar with language options (nl, fr, de), a version status ([No secure Version]), and a home link (Home Dimona). The main heading is '1. Identifier l'employeur'. Below this, there is a form with two input fields: 'N° d'entreprise' (with a dropdown arrow) and 'N° ONSS'. A red box highlights these two fields. Below the form, there is a section titled '2. Sélection du type de déclaration'. It contains four radio button options: 'Dimona IN' (selected), 'Dimona OUT', 'Modification', and 'Annulation'. To the right of each option, there is a description of the action. At the bottom right, there is a 'Suivant' button.

Click on the drop-down menu under **Identify the employer** ('1. Identifier l'employeur' in the screenshot). Select one of two options:

- **Enterprise number** ('N° d'entreprise' in the screenshot)
- **NSSO identification number** ('N° ONSS' in the screenshot)

An employer's **enterprise number** is the number listed by the Crossroads Bank for Enterprises (CBE). The **NSSO identification number** is the number a company obtains after registering as an employer in the online service WIDE.

Fill out the enterprise number or the NSSO identification number in the adjacent field, without dots, dashes or spaces.

Select the type of declaration ('Sélection du type de déclaration')

The screenshot shows the Dimona web application interface. At the top, there is a header with the Dimona logo and the text 'Dimona'. Below the header, the page is divided into two main sections: '1. Identifier l'employeur' and '2. Sélection du type de déclaration'. In the first section, there is a dropdown menu for 'N° d'entreprise' and an empty text box. In the second section, there are four radio buttons: 'Dimona IN', 'Dimona OUT', 'Modification', and 'Annulation'. The 'Annulation' radio button is selected and highlighted with a blue box. To the right of each radio button, there is a list of options in a scrollable area. For 'Annulation', the option is 'Vous souhaitez annuler une période.'. Below the 'Annulation' radio button, there is a text box labeled 'Numéro d'identification de la période :'. At the bottom right of the form, there is a 'Suivant' button.

Click the **Cancellation** ('Annulation' in the screenshot) radio button under **Selection of the type of declaration** ('2. Sélection du type de déclaration' in the screenshot) and enter the **Identification number for the period** ('Numéro d'identification de la période' in the screenshot) you received after submitting the Dimona IN.

Click on **Next** ('Suivant' in the screenshot) to continue.

Overview of the Cancellation declaration ('Aperçu de la déclaration')

In this step you get an overview of all information concerning your declaration:

- Information on the **Employer** ('Employeur' in the screenshot):
 - Check the **Enterprise number** ('N° d'entreprise' in the screenshot);
 - Check the **NSSO identification number** ('N° ONSS' in the screenshot);
 - Add if needed **your company's reference** in the adjacent field ('Votre référence pour l'employeur' in the screenshot).
- Information on the **Employee** ('Données du travailleur' in the screenshot):
 - Add if needed **your reference for the employee** in the adjacent field ('Votre référence pour le travailleur' in the screenshot).
- Information on the **Declaration details** ('Détails de la déclaration' in the screenshot):
 - Check the **Type of declaration** ('Type de déclaration' in the screenshot);
 - Check the **Period number** ('Numéro de période' in the screenshot);
 - Add if needed **your reference for the declaration** in the adjacent field ('Votre référence pour la déclaration' in the screenshot).

Click on **Confirm** ('Confirmer' in the screenshot) - if all information is correct - to continue or **Discard** ('Abandonner' in the screenshot) to cancel the declaration. Click on **Previous** ('Précédent' in the screenshot) to return to the previous screen, for example to make corrections.

Confirmation of receipt of a Cancellation in Dimona

Confirmation of receipt visible within Dimona

The screenshot shows the Dimona online service interface. At the top, there are language options (nl, fr, de) and a status bar indicating "[No secure Version]" and "Home Dimona". The main header features the Dimona logo. Below this, a green checkmark icon precedes the title "Confirmation de réception". A blue information icon is followed by a confirmation message: "Nous vous confirmons la réception de votre déclaration dont le détail est repris ci-dessous. La notification correspondante sera envoyée via votre canal officiel." A "Imprimer" (Print) icon is located to the right. The page is divided into three sections: "Déclarations", "Employeur", and "Travailleurs". The "Déclarations" section contains a table with details of the cancellation declaration. The "Employeur" section shows the employer's details. The "Travailleurs" section shows the worker's details. At the bottom, there is a footer with copyright information and a release date.

Déclarations	
Type de déclaration :	Annulation
Statut de la déclaration :	Acceptée
Date/Heure de début :	12-08-2022
Votre référence pour l'employeur :	-
Votre référence pour la déclaration :	-
N° de déclaration :	
Date / Heure d'envoi :	12-08-2022 12:09
Date/heure de fin :	12-08-2022
Votre référence pour le travailleur :	-

Employeur	
Dénomination :	
N° ONSS :	
N° d'entreprise :	

Travailleurs	
NISS :	Nom :
Prénom :	

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This screen contains a summary overview of the declaration of **Cancellation**. Your declaration has been completed. Click on **Home Dimona** to return to the homepage of the Dimona online service.

Confirmation of receipt via the Official channel

You also receive a confirmation of receipt of the declaration outside of the online service Dimona, via:

- your e-Box Enterprise account (unless you are a batch sender), or
- by post if you haven't appointed an Access Manager to access the secured environment of the Social security portal.

Access Managers are appointed by a company's Chief Access Manager. They can then manage the users and grant them access to the various online services.

This confirmation, which will be written in French, Dutch or German, depending on the language you have chosen, contains the status of your declaration, being either:

- **Accepted** ('Acceptée' in French),
- **Refused** ('Refusée' in French), or
- **Pending** ('En attente' in French).

Beware! Only when your declaration is labeled with an Accepted status, it can be regarded as valid.

The confirmation contains 3 parts.

- 1) The part **Declarations** ('Déclarations' in French) includes all general information related to the declaration:
 - The type of declaration you submitted (Dimona IN; Dimona OUT; Modification or Cancellation);
 - The declaration number ('numéro de déclaration' in French), i.e. the reference given to your submitted declaration by Dimona;
 - The status of the declaration:
 - **Accepted** ('Acceptée' in French): the declaration is valid (complete and correct) and the submitted period has been registered.
 - **Refused** ('Refusée' in French): the declaration is not valid. The reason of refusal is given in the form of a code and a description of the code. Find out more on the meaning of these codes in the [Dimona Glossary of the Social security enterprise portal \(in French\)](#). On the Dimona Glossary homepage, click on **Latest version** ('Dernière version' in French) in the menu and on **Search** ('Recherche' in French) in the drop-down menu. Click on the looking glass and fill out the fields to do a search.
 - **Pending** ('En attente' in French): the declaration awaits validation.
 - The date and time of sending, which corresponds with the reception of your application by the social security office;
 - The starting date and time;
 - The ending date and time;
 - Your employer reference;
 - Your worker reference;
 - Your declaration reference.
- 2) The part **Employer** ('Employeur' in French) includes all information related to the employer:
 - The **employer's company name** ('dénomination' in French);
 - **Enterprise number** ('Numéro d'entreprise' in French)
 - **NSSO identification number** (Numéro d'identification ONSS' in French)
- 3) The part **Employees** ('Travailleurs' in French) includes all information related to the employee:
 - The **Social Security Identification Number** (SSIN) of the employee;
 - The **family name** of the employee;
 - The **given name** of the employee.

Questions

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



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