

Manual

Validation Book online service

17/10/2024

Contents

- General information 2
 - Log in to the social security website 2
- Using the app 3
 - Log in 3
 - Employer identification 3
 - Overview of the current month 5
 - Introduction of a new form number 5
 - Individual encoding 5
 - Bulk encoding 7
 - Confirmation POP-UP 7
 - Acknowledgment of receipt 8
 - Consultation 8
- Questions? 8

General information

The employer is **obliged to keep a validation book** in the event of temporary unemployment due to bad weather and economic reasons.

The validation book is intended to **provide the National Employment Office (NEO) with an overview of all numbered C3.2A control forms, issued as certificates of temporary unemployment** due to bad weather or economic reasons. Employers in the construction sector are not required to keep a validation book.

At the beginning of a period of temporary unemployment, the employer has to give the employee a copy of control form C3.2A. Before issuing this form, the employer should mention the number on the form in the validation book.

The data has to be entered in the validation book on the **same day** as the employer issues the forms.

The employer only has to enter control forms in the validation book C3.2A relating to temporary unemployment due to bad weather or economic reasons. He does not have to enter C3.2A control forms relating to other types of temporary unemployment.

Warning: If the employer expects that there will be bad weather or a lack of work due to economic reasons later in the month, it is recommended to still enter these forms in the validation book. In this way, he won't have to complete them later in the month.

Only the forms that are actually issued should be entered in the validation book. The employer is allowed to enter the forms he has drawn up, but not issued (e.g. because the employees have been kept at work) in the validation book, but this is not required.

By using the **online service Validation Book**, the employer is no longer required to keep a validation book in paper format, which is numbered continuously and stamped by the unemployment office.

You can find more information in the [ONEM Validation book \(in French\)](#) .

Log in to the social security website

The online service Validation Book aims at employers and their agents having access to the secure environment of the portal website of social security .

Do you have a problem or a question about your registration? You can reach the Social Security Contact Centre by using the [contact form](#) .

All technical information about the validation book is gathered in [TechLib](#) .

Using the app

Log in

The screenshot shows the 'Livres de validation' page on the 'Sécurité sociale Entreprise' website. The page features a navigation bar with 'ENTREPRISE', 'FRANÇAIS', and 'À PROPOS DE LA SÉCURITÉ SOCIALE' on the left, and 'Se connecter', 'e-Box Entreprise', and 'be' on the right. The main content area is titled 'Livres de validation' and includes an 'INFO' section dated 31/05/2023 about the renewal of online services. Below this, there is a paragraph explaining the electronic validation book and a button labeled 'Compléter livre de validation'. A search bar for glossaries is also present. On the right side, there are links for 'INFOS GÉNÉRALES', 'INTRODUIRE', and 'BIBLIOTHÈQUE TECHNIQUE'.

Click on 'Compléter livre de validation' ('fill in validation book').

The screenshot shows the 'Kies uw digitale sleutel om aan te melden' (Choose your digital key to log in) screen. It offers several options for digital keys: 'eID of digitale sleutels van erkende partners' (eID or digital keys from recognized partners) with options for 'AANMELDEN met eID kaartlezer' and 'AANMELDEN via itsme'; 'Digitale sleutels met beveiligingscode en gebruikersnaam + wachtwoord' (Digital keys with security code and username + password) with options for 'AANMELDEN met beveiligingscode via e-mail', 'AANMELDEN met beveiligingscode via mobiele app', and 'AANMELDEN met beveiligingscode via token'; and 'Europese authenticatie' (European authentication) with 'AANMELDEN met een elektronische identificatiemiddel erkend op Europees niveau'. A 'Hulp nodig?' link is in the top right corner.

Choose the means of identification.

Employer identification

Before entering the number on the control form C3.2A in the validation book, please complete the fields related to employer identification.

Identification de l'employeur

Adresse du siège d'exploitation

L'adresse du siège d'exploitation correspond-elle à l'adresse du siège social ? Oui Non

Nom : * ONEM - RVA

Rue et numéro : * Rue du test 4 Boîte : Commune / ville : * Liege 1

Code postal : * 4000

ONSS : 127792067

Numéro d'entreprise : 0852093431

Personne de contact

Nom et prénom : * Test_Nom Test_Prénom

Téléphone : *

Gsm : * 0497/11.22.33

Fax :

E-mail : test@rvaonem.be

* Champs obligatoires

[Retour à la situation d'origine](#)

There are two answers to the question 'l'adresse du siège d'exploitation correspond-t-elle à l'adresse du siège social?' ('Does the address of the establishment unit correspond to the head office address?'):

- If 'Oui' ('yes'), the following fields are automatically completed: 'Nom' ('name'), 'Rue et numéro' ('street and number'), 'Code postal' ('postcode'), 'ONSS' ('NSSO'), 'Numéro entreprise' ('enterprise number');
- If 'Non' ('no'): complete these different fields.

Please complete the fields related to the **contact person**: 'Nom et prénom' ('surname and first name'), 'telephone'/'GSM' (phone number), 'E-mail' ('email').

If all mandatory fields are completed, click on 'suivant' ('next').

Overview of the current month



Mois de référence	Date de création	NISS	Nom du travailleur	Numéro du formulaire de contrôle	Ticket	Remarques
01/2024	19/01/2024			FB4589652	0A8-0020UQS-CE-Z	
01/2024	30/01/2024		FIRSTNAME00051808521 LASTNAME00051808521	NF7896523	0A8-0022BLV-WJ-Z	

The form numbers entered for the current month are displayed in the field 'numéro du formulaire de contrôle' ('number of control form').

Introduction of a new form number

Via the button '**nouveau formulaire**' ('new form'), which is used for employers who employ fewer than 100 employees, the list of his employees is displayed on the basis of his Dimona declarations. An employer employing more than 100 employees has to enter the Social Security Identification Number of the employee concerned in the field '**NISS**' ('SSIN').



Mois de référence	Date de création	NISS	Nom du travailleur	Numéro du formulaire de contrôle	Ticket	Remarques
01/2024	19/01/2024			FB4589652	0A8-0020UQS-CE-Z	
01/2024	30/01/2024		FIRSTNAME00051808521 LASTNAME00051808521	NF7896523	0A8-0022BLV-WJ-Z	

Click on '**Nouveau formulaire**' ('new form') to enter a new declaration.

Individual encoding

The individual registration allows you to select an employee from the Dimona list. This list is only displayed if less than 100 employees are registered in the Dimona.



ONEM - RVA
Rue du test 4
6000 Charleroi
127792067
0852093431
BC : CHARLEROI

Nouveau formulaire de contrôle

Encodage groupé

Créer une inscription groupée

Inscription individuelle (liste des travailleurs)

Nom du travailleur	NISS
Blaszcyk, FICTIF	
OROLUS FICTIF, FICTIF	

If there are more than 100 employees registered in Dimona, the search will be performed based on the Social Security Identification Number of the employee concerned in the field 'NISS' ('SSIN').



Encode the Social Security Identification Number of the employee in the field 'NISS' ('SSIN'). After that, click on 'OK' ('ok').



Select the correct month for this form in the field 'Mois de référence' ('reference month') and encode the reference into the form in the field 'Numéro de formulaire de contrôle' ('control form number').

Click on 'Envoyer' ('send').

Bulk encoding

The screenshot shows the 'LIVRE DE VALIDATION' web application interface. At the top, there is a navigation menu with 'Menu principal', 'Nouveau formulaire', 'Consultation', and 'Se déconnecter'. The main content area is titled 'Nouveau formulaire de contrôle'. It contains several input fields: 'NISS', 'Nom' (with 'test' entered), 'Prénom' (with 'test' entered), 'N° Formulaire Contrôle' (with 'NE4412698' entered), 'Mois de référence' (with 'janvier' selected), and 'Année de référence' (with '2024' selected). Below these fields is a large text area containing three lines of encoded data: '#test#test#NE4521155#01/2024', '#test#test#NE4525698#01/2024', and '#test#test#NE4412698#01/2024'. At the bottom left, there is a 'Remarques:' field and a '255 caractères restants' indicator. A red box highlights the 'Envoyer' button at the bottom left.

The grouped encoding allows you to enter several form numbers in a row for several employers.

Encode the relevant data in 'NISS' ('SSIN'), 'Nom' ('surname'), 'Prénom' ('first name'), 'N° Formulaire contrôle' ('control form number'), 'Mois de référence' ('reference month') and 'Année de référence' ('reference year'). Click on the arrow in the square next to the year to confirm and on 'Envoyer' ('send').

Confirmation POP-UP

The screenshot shows the 'LIVRE DE VALIDATION' web application interface. A confirmation pop-up window is displayed in the foreground. The pop-up has a title bar that reads 'Confirmation - [InPrivate] - Microsoft Edge' and a URL bar that reads 'about:blank'. The main content of the pop-up is: 'Confirmation', 'Veuillez confirmer ces données. ATTENTION, vous ne pouvez plus modifier ce message après confirmation !', and two buttons: '[Confirmer]' and '[Fermer]'. The background shows the 'Nouveau formulaire de contrôle' form with the 'Envoyer' button highlighted.

After having entered the form number and having clicked on 'Envoyer' ('send'), you should see a **confirmation pop-up**.

Without this pop-up, the submission of the control form number is not validated, and consequently, you will not receive a ticket number.

If this pop-up does not appear, please make sure you have allowed pop-ups for this website in your browser settings.

Acknowledgment of receipt

Accusé de réception
L'Office National de l'Emploi a reçu les données suivantes :

Entreprise
Nom: Coeme Jacques
Adresse: rue du test, 1 - 6000 Charleroi

Travailleurs traités avec succès

Mois de référence	Date de création	NISS	Nom du travailleur	Numéro du formulaire de contrôle	Ticket	Remarques
01/2024	30/01/2024		FIRSTNAME00051808521 LASTNAME00051808521	NF7896523	0A8-0022BLV-WJ-Z	

Suivant

After the confirmation, you will receive an acknowledgment of receipt with a ticket number.

Consultation

It is possible to perform a search via the consultation button in the validation book.

Consultation

Recherche par mois de référence
Mois de référence: janvier | 2024 | OK

Recherche par NISS
NISS: | (9999999999) OK

Recherche par numéro du formulaire de contrôle
Numéro du formulaire de contrôle: | (XX9999999-X9999999-9999999) OK

You can carry out a consultation in the following 3 different ways:

- by 'Mois de référence' ('reference month');
- by 'NISS' ('SSIN');
- by 'Numéro de formulaire de contrôle' ('control form number').

Questions?

If you have questions, check our [Contact us | Settling in Belgium](#) and get in touch.



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