

# Q&A problem on contributions

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# 1. How to fill in my declaration?

On the web portal, click on "Login"

- 1. For Belgian companies, via your identity card
- 2. For foreign companies, via the TOTP system

Federal Agency for Medicines and Health Products

famhp

**GENERIC PORTAL PRESENTATION**

The portal is host to a number of applications allowing for the exchange of information and/or documents with the competent services of the FAMHP.

[+ More information](#)

**INFO AND DOCUMENTATION**

- [You represent a Belgian company](#)
- [You represent a company from the European Economic Area or from the European Union Customs Union](#)
- [View the guides](#)
- [Search for registered companies](#)

**You represent a Belgian company**

If you are already registered with the FAMHP, please login using your identity card (Belgian eID). Your data will be recovered from the Crossroads Bank for Enterprises. If not, you must first register your business and configure your access details with the Management System Management Service ([user manual](#)).

[Configure my access](#) [Login](#)

**You represent a company from the European Economic Area or from the European Union Customs Union**

If you are already registered with the FAMHP, please login using your username and password. If not, you must first register.

[Register](#) [Login](#)

You are a member of the FAMHP [Login](#)

Once logged in, click on "Manage my contributions":

Federal Agency for Medicines and Health Products

famhp

**My company**

[Manage my company details](#)

**My activities**

[Manage my activities](#)

**My controls**

**Manufacturer**

[Fill in my form](#)

[My dossier](#)

**Distributor**

[Fill in my form](#)

[My dossier](#)

[Download guideline\(s\)](#)

**My medical devices**

[Manage my medical devices](#)

[My manufacturers](#)

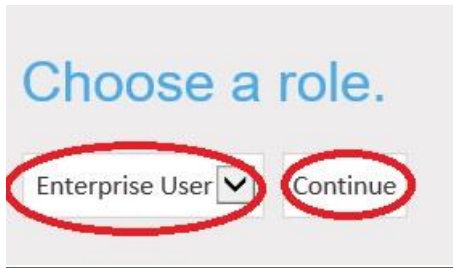
[Search criteria](#)

[My transferts](#)

**My Contributions**

[Manage my Contributions](#)

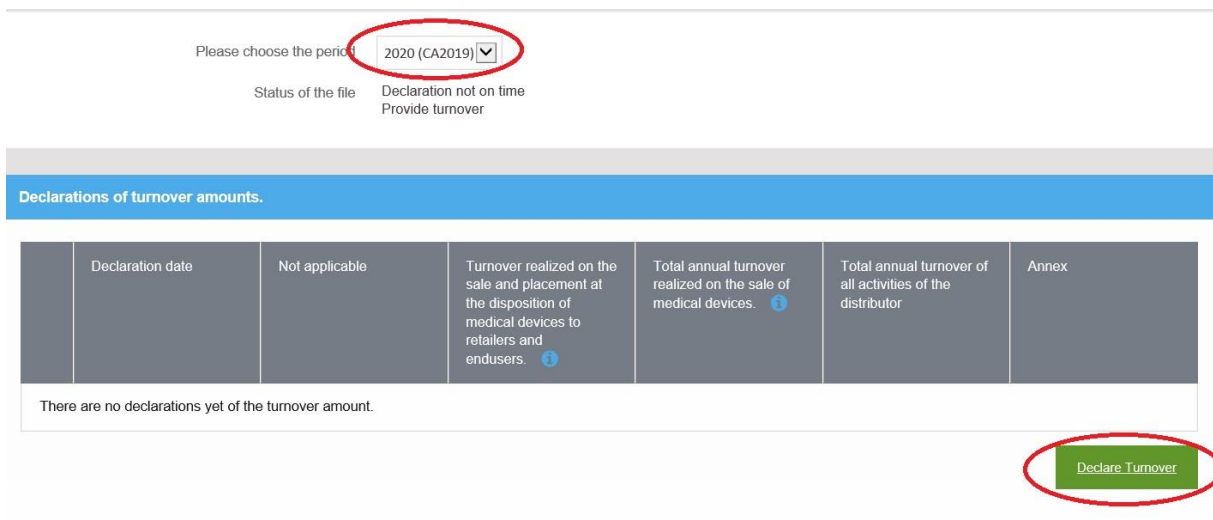
Choose "Enterprise user" and click on "Continue":



Choose a role.

Enterprise User  Continue

Choose the period (by default, last year considered) and click on "Declare turnover":



Please choose the period  2020 (CA2019)

Status of the file Declaration not on time  
Provide turnover

**Declarations of turnover amounts.**

Declaration date	Not applicable	Turnover realized on the sale and placement at the disposition of medical devices to retailers and endusers. <a href="#">i</a>	Total annual turnover realized on the sale of medical devices. <a href="#">i</a>	Total annual turnover of all activities of the distributor	Annex
There are no declarations yet of the turnover amount.					

Declare Turnover

Once the electronic form opens, you have 2 possibilities depending on your case:

1: if you are not concerned by the contribution, tick the box "I do not distribute medical devices..." and then click on "Save".

2: if you are concerned by the contribution, enter the 3 amounts, click on "add a file" to upload the declaration and then click on "Save".

I do not distribute medical devices or their accessories to retailers or end-users. Therefore, I am not concerned by the contribution.

**1. Turnover numbers**

**2** Total turnover for all activities of the distributor \* € \* Required fields

Total turnover realized on sales of medical devices \* € ⓘ

Turnover amount on sales or placed at the disposition of medical devices to retailers and endusers \* € ⓘ

**2. Certificate**

Certificate file \* Add a file **2**

Cancel **1&2** Save

## 2. I have access to the portals but not to contributions, what should I do?

Each application requires a specific access, which means that the user who needs to access the contribution application must have the "Contribution" specific access.

To access it, the chief access manager must log in to the [social security website](#) (see chapter 4 of the [manual](#))

He must then check whether access to "Contributions" has been ticked for the user in question.

### Applications sécurisées

- Autocontrôle (AFMPS)  
*Autocontrôle permet aux inspecteurs de l'AFMPS d'établir un score de risque pour les acteurs des soins de santé.*
- Contributions**  
*Le projet Contributions permet de déclarer, dans une application web, les chiffres d'affaires d'une distribution des dispositifs médicaux sur le marché belge.*
- eHealth API portal  
*Cette application est un portail permettant aux techniciens des différents partenaires (qui veulent intégrer un des services eHealth) d'obtenir des informations sur les APIs services.*
- EMMA  
*Cette application permet aux bandagistes de communiquer électroniquement avec Vlaamse Sociale Bescherming (VSB) et Zorgkassen dans le cadre du système de tiers payant.*
- Source authentique des Représentants Autorisés  
*L'application SARA est une application web mise à disposition des entreprises belges afin qu'elles puissent y gérer leur répertoire de fabricants ou de fournisseurs de produits médicaux pour lesquels elles vont faire des demandes de mise sur le marché belge ou d'obtention de certificats à l'exportation. Les sites de production des fabricants sont également gérés dans SARA.*
- Portail MEDSEIP  
*Portail d'accueil et de communication des acteurs en collaboration avec l'Agence Fédérale des Médicaments et des Produits de Santé*
- Source authentique des acteurs (AFMPS)  
*L'application SAA permet aux entreprises d'enregistrer les coordonnées de leur entreprise à l'afmps. C'est une application web qui est mise à disposition des entreprises afin qu'elles puissent se connaître à l'AFMPS.*
- Source Authentique des Activités et Classes  
*La Source Authentique des Activités et Classes, SANAC, est une application qui permet aux entreprises d'enregistrer leurs activités (distribution, fabrication, importation, services) et classes d'activités électroniquement à l'Agence Fédérale des Médicaments et Produits de Santé (AFMPS).*
- Source authentique des certificats à l'exportation  
*L'application SACEX est une application web mise à disposition des entreprises belges afin qu'elles puissent y faire leur demande de certificats à l'exportation.*
- Source Authentique des Dispositifs Médicaux  
*La Source Authentique des dispositifs médicaux, SADM, est une application qui permet aux entreprises (distributeurs et fabricants) d'enregistrer leurs dispositifs médicaux électroniquement à l'Agence Fédérale des Médicaments et Produits de Santé (AFMPS).*
- Tableau de bord de monitoring eHealth  
*Tableau de bord de monitoring eHealth pour le contrôle des SLA des divers services eHealth et des services présents sur l'eHealth bus.*

## 3. I get an error message when logging in.

- It could be a problem with the web browser. Try to log in using another browser: Mozilla, Google Chrome, Internet Explorer...
- Your profile could not be valid for access to Contributions, please refer to [point 2](#).

## 4. How do I create a profile and access the portals?

### 4.1 Registration procedure for Belgian companies:

Link to the portal: <https://www.vas.ehealth.fgov.be/webmedseip/en/>

The screenshot shows the homepage of the Federal Agency for Medicines and Health Products (FAMHP). The header includes the agency's name and logo. The main content area is divided into several sections:

- GENERIC PORTAL PRESENTATION:** A section with a video player and a link to '+ More information'.
- Registration for Belgian companies:** A blue box with the heading 'You represent a Belgian company'. It contains text about logging in with a Belgian eID or registering first. A link 'Configure my access' is circled in red, along with a 'Login' link.
- Registration for EEA/EEU companies:** A blue box with the heading 'You represent a company from the European Economic Area or from the European Union Customs Union'. It contains text about logging in with a username and password or registering first. Links 'Register' and 'Login' are present.
- Member of FAMHP:** A blue box with the heading 'You are a member of the FAMHP'.
- INFO AND DOCUMENTATION:** A section with the FAMHP logo and contact information, and a list of links: 'You represent a Belgian company', 'You represent a company from the European Economic Area or from the European Union Customs Union'.

You must log in using your ID card.

**Before logging in, you will need to configure your accesses via the manual.**

Step 1: appointment of a chief file manager: <https://www.csam.be/>

Step 2: activation of quality "institution linked to the healthcare sector", link: <https://www.socialsecurity.be/>

**Your FAMHP number will be activated as soon as you enter at least one activity.**

To do so, please log back on the portal and click on "manage my activities":

The screenshot shows a user dashboard with three main columns:

- My company:** Contains a link 'Manage my company details'.
- My controls:** Contains sections for 'Manufacturer' and 'Distributor'. Each section has links for 'Fill in my form', 'My dossier', and 'Download guideline(s)'. There are yellow warning icons next to the 'Fill in my form' links.
- My medical devices:** Contains links for 'Manage my medical devices', 'My manufacturers', 'Search criteria', and 'My transferts'.
- My Contributions:** Contains a link 'Manage my Contributions'.
- My activities:** A blue header with a link 'Manage my activities' circled in red.

## 4.2 Registration procedure for Belgian companies:

Link to the portal: <https://www.vas.ehealth.fgov.be/webmedseip/en/>

You must first "register" and enter the company data:

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[+ More information](#)

**famhp**  
Federal Agency for Medicines and Health Products  
Bâtiment EUROSTATION, Bloc 2  
Place Victor Horta, 40/ 40  
1060 Brussels  
[support\\_portal@afmps.be](mailto:support_portal@afmps.be)

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- [Search for registered companies](#)
- [Search medical devices](#)
- [List of medical devices](#)

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[Configure my access](#) [Login](#)

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[Register](#) [Login](#)

**You are a member of the FAMHP**

[Login](#)

For registering company data in the web portal:

- Upload the company statutes, which must contain in particular
  - o company name and address
  - o name of legal persons
  - o VAT number

**otherwise** the notification will not be accepted.

The first step of your registration is completed. You must click on "**Login**" with the login and password received by e-mail in order to log in.



To do so, you need to configure your access via CSAM and Socialsecurity as explained in the email received after registering.

If you have any questions regarding access problems, please contact the Eranova centre:

- By phone 02 511 51 51
- By e-mail : [centredecontact@eranova.fgov.be](mailto:centredecontact@eranova.fgov.be)

**Your FAMHP number will be activated as soon as you enter at least one activity.**

To do so, please log back on the [portal](#) and click on "Manage my activities":

<p><b>My company</b></p> <p><a href="#">Manage my company details</a></p>	<p><b>My controls</b></p> <p><b>Manufacturer</b></p> <p><a href="#">Fill in my form</a>  <a href="#">My dossier</a></p> <p><b>Distributor</b></p> <p><a href="#">Fill in my form</a>  <a href="#">My dossier</a> <a href="#">Download guideline(s)</a></p>	<p><b>My medical devices</b></p> <p><a href="#">Manage my medical devices</a> <a href="#">My manufacturers</a> <a href="#">Search criteria</a> <a href="#">My transferts</a></p> <p><b>My Contributions</b></p> <p><a href="#">Manage my Contributions</a></p>
<p><b>My activities</b></p> <p><a href="#">Manage my activities</a></p>		