



MANUAL

Road User Portal (RUP)

-

Top up your On Board Unit (OBU)

In case of additional questions, please contact Satellic Customer Support on

00800/72 83 55 42

(Free of charge from Belgium and neighbouring countries)

or

+32 78 15 15 15/+32 2 416 0 416.

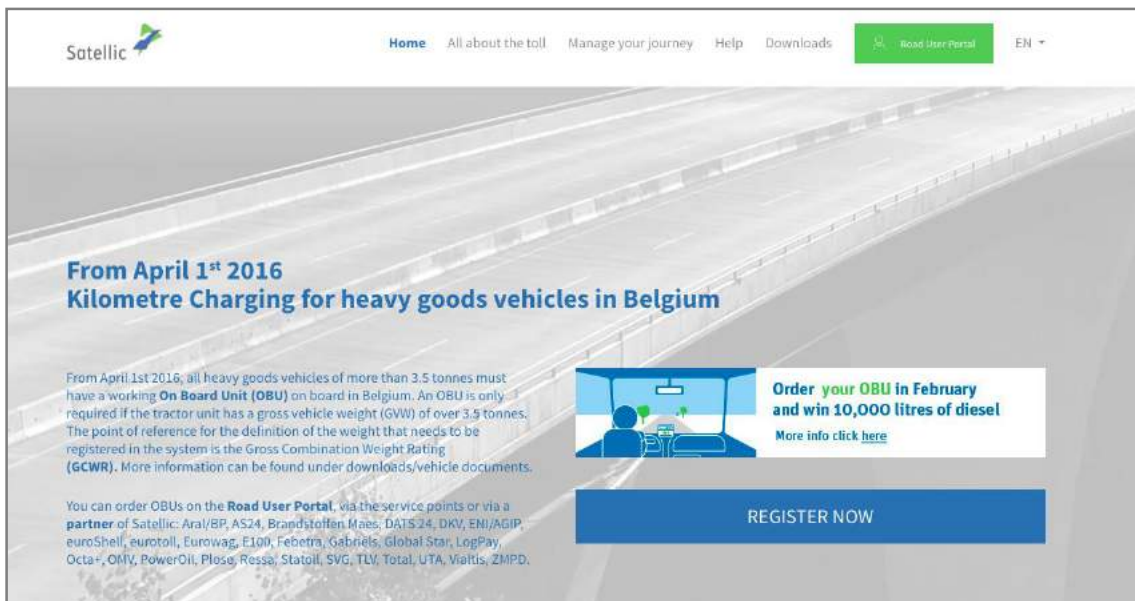
Top up your OBU in the Satellic Road User Portal

In order to top up an On Board Unit, you need to complete the following steps first:

- **Register an account.**
Please check for more information: RUP Manual – Account Registration.
- **Register a vehicle.**
Please check for more information: RUP Manual – Vehicle Registration.
- **Order an On Board Unit.**
Please check for more information: RUP Manual – Order an On Board Unit.
- **Couple an On Board Unit to a vehicle**
Please check for more information: RUP Manual – Couple an On Board Unit.

Please note that, due to privacy reasons, not all the account details in the screen below are shown.

Step 1: Go to www.satellic.be, and select “Road User Portal”.



The screenshot shows the Satellic website interface. At the top, there is a navigation menu with the following items: Home, All about the toll, Manage your journey, Help, Downloads, Road User Portal (highlighted in green), and EN. Below the navigation menu is a large banner with a background image of a highway. The banner contains the following text:

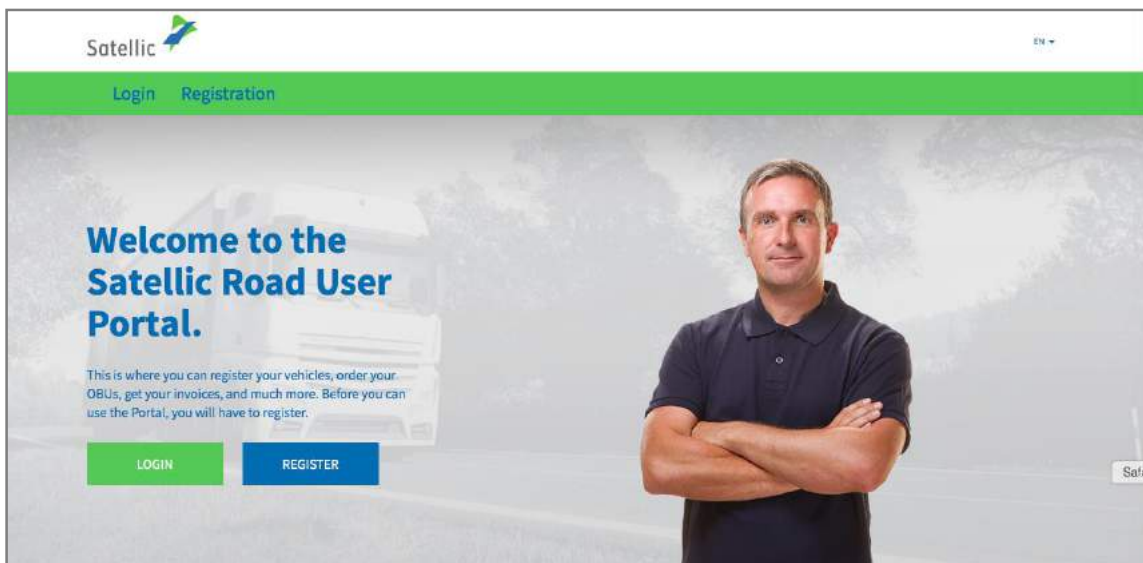
**From April 1st 2016
Kilometre Charging for heavy goods vehicles in Belgium**

From April 1st 2016, all heavy goods vehicles of more than 3.5 tonnes must have a working **On Board Unit (OBU)** on board in Belgium. An OBU is only required if the tractor unit has a gross vehicle weight (GVW) of over 3.5 tonnes. The point of reference for the definition of the weight that needs to be registered in the system is the Gross Combination Weight Rating (**GCWR**). More information can be found under downloads/vehicle documents.

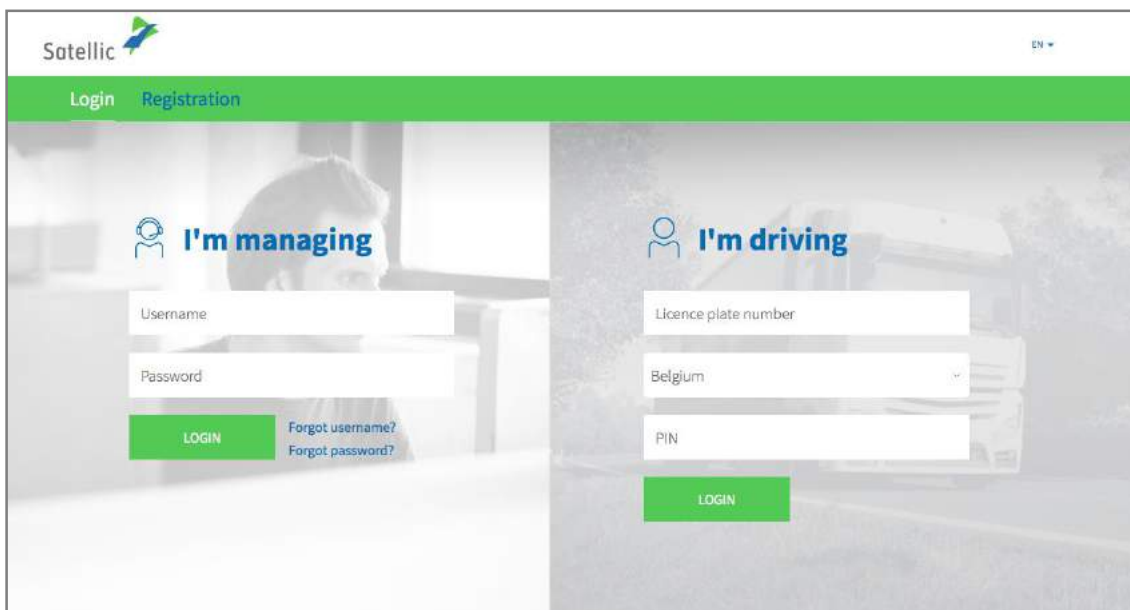
You can order OBUs on the **Road User Portal**, via the service points or via a **partner** of Satellic: Aral/BP, AS24, Brandstoffen Maes, DATS24, DKV, ENI/AGIP, euroShell, euroToll, Eurowag, E100, Febetra, Gabriels, Global Star, LogPay, Octa+, OMV, PowerOil, Plose, Ressa, Statoll, SVG, TLY, Total, UTA, Vialtis, ZMPD.

On the right side of the banner, there is a call to action box with the text: **Order your OBU in February and win 10,000 litres of diesel**. Below this text is a link: [More info click here](#). At the bottom of the banner, there is a large blue button with the text: **REGISTER NOW**.

Step 2: Select "LOGIN".



Step 3: Select "I'M MANAGING" and log in with your Username and Password.



Step 4: Select "TOP UP" under the blue circle "LOW BALANCE".

My Menu My Vehicles & OBUs My Invoices

Welcome to the Satellic Road User Portal

Here you get a quick overview of the status of your account

My Account

6 Vehicles	6 OBUs	0 Decoupled OBUs	1 Low balance
REGISTER VEHICLE	ORDER AN OBU DECOUPLE OBU	COUPLE OBU	TOP UP

Step 5: Select the OBU that you want to top up by clicking its OBU ID.

My Menu My Vehicles & OBUs My Invoices

OBUs to Top-Up (low balance)

Click on a row to top up an OBU.

search by OBU ID (S/N) or vehicle

Licence plate number	OBU ID (S/N)	OBU status	OBU payment scheme	OBU balance
		Activation requested	Pre-paid	EUR 0,00

Step 6: Enter the amount you would like to top up your OBU with.

You can top up in Pre-paid mode with Credit Card, Debit Card and Fuel Card in the Road User Portal.

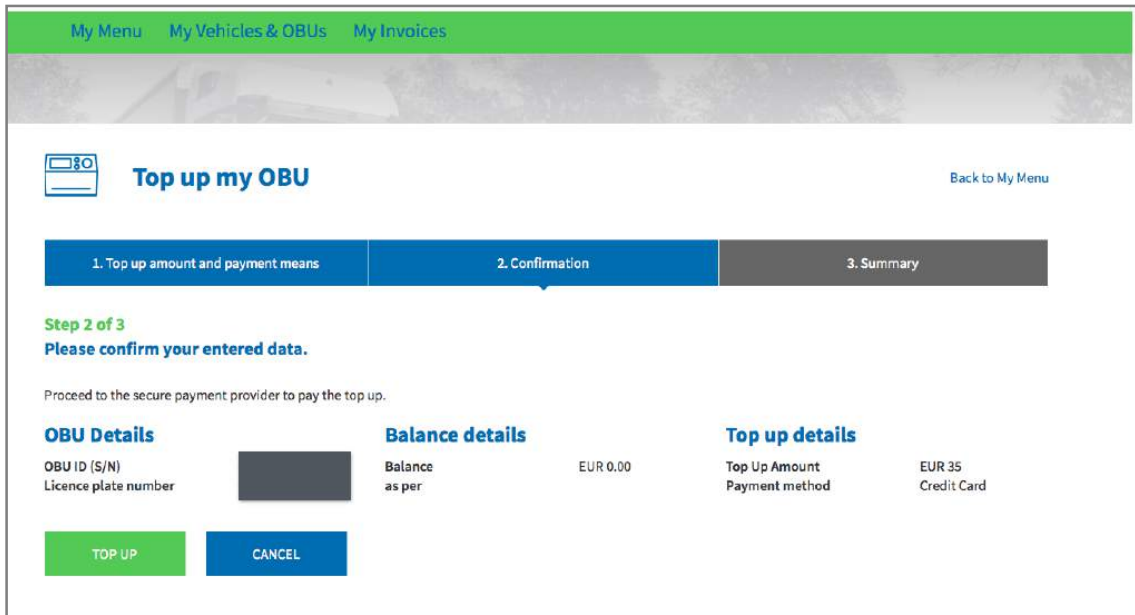
- Follow steps 6a-6c for top up with Credit Card.
- Follow steps 6d-6f for top up with Debit Card.
- Follow steps 6g-6i for top up with Fuel Card.

Top up via Credit Card – pre-paid

6.a. Fill in the Top Up Amount, select “CREDIT CARD” and select “NEXT”.

The screenshot displays the 'Top up my OBU' web interface. At the top, there is a navigation bar with a 'Back to My Menu' link. Below this is a progress indicator with three steps: '1. Top up amount and payment means' (highlighted in blue), '2. Confirmation', and '3. Summary'. The main content area is titled 'Step 1 of 3' and includes the instruction: 'Enter the amount you would like to Top Up your OBU with.' The interface is divided into two columns: 'OBU Details' and 'Balance details'. Under 'OBU Details', there are fields for 'OBU ID (S/N)' and 'Licence plate number', both of which are redacted with black boxes. Below these is a 'Top Up Amount' input field containing the value '35', with a note indicating a 'Minimum EUR 20' and 'Maximum EUR 500'. The 'Payment method' section features three radio button options: 'Credit Card' (selected), 'Debit Card', and 'Fuel Card'. Each option is accompanied by a small icon representing the card type. At the bottom of the form, there are two buttons: a green 'NEXT' button and a blue 'CANCEL' button.

6.b. Please confirm your entered data and select “TOP UP”.



My Menu My Vehicles & OBUs My Invoices

Top up my OBU [Back to My Menu](#)

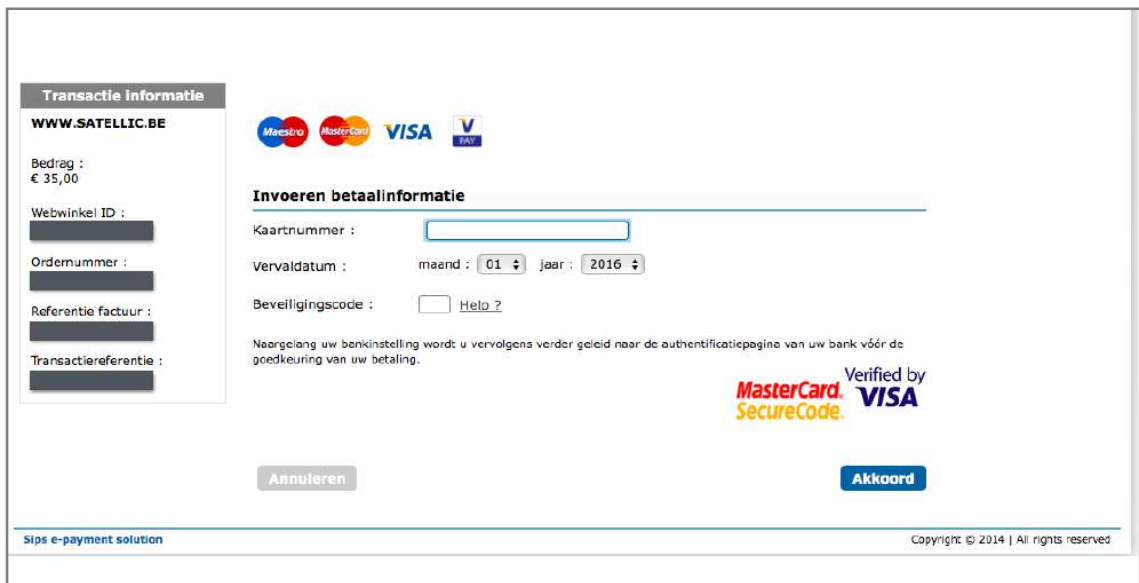
1. Top up amount and payment means 2. Confirmation 3. Summary

Step 2 of 3
Please confirm your entered data.

Proceed to the secure payment provider to pay the top up.

OBU Details		Balance details		Top up details	
OBU ID (S/N)		Balance	EUR 0.00	Top Up Amount	EUR 35
Licence plate number		as per		Payment method	Credit Card

6.c. Follow the instructions on the secured payment provider page and pay the Top Up. Please note that the language of this payment page can be different than your default language on the RUP.



Transactie informatie

WWW.SATELLIC.BE

Bedrag :
€ 35,00

Webwinkel ID :
[redacted]

Ordernummer :
[redacted]

Referentie factuur :
[redacted]

Transactiereferentie :
[redacted]

Maestro MasterCard VISA V PAY

Invoeren betaal informatie

Kaartnummer : [input field]

Vervaldatum : maand : 01 ↓ jaar : 2016 ↓

Beveiligingscode : [Help ?](#)


Naargelang uw bankinstelling wordt u vervolgens verder geleid naar de authenticatiepagina van uw bank vóór de goedkeuring van uw betaling.

MasterCard Verified by VISA
SecureCode

Sips e-payment solution Copyright © 2014 | All rights reserved

Top up via Debit Card – pre-paid

6.d. Fill in the Top up-amount, select “DEBIT CARD” and click “NEXT”.



Top up my OBU

[Back to My Menu](#)

1. Top up amount and payment means 2. Confirmation 3. Summary


Step 1 of 3
Enter the amount you would like to Top Up your OBU with.


OBU Details		Balance details	
OBU ID (S/N)	[REDACTED]	Balance	EUR 0.00
Licence plate number	[REDACTED]		


Top Up Amount

Minimum EUR 20
Maximum EUR 500


Payment method

Credit Card 

Debit Card 

Fuel Card 

6.e. Please confirm your entered data and select “Top Up”.



Top up my OBU

[Back to My Menu](#)

1. Top up amount and payment means 2. Confirmation 3. Summary

Step 2 of 3
Please confirm your entered data.

Proceed to the secure payment provider to pay the top up.

OBU Details		Balance details		Top up details	
OBU ID (S/N)	[REDACTED]	Balance as per	EUR 0.00	Top Up Amount	EUR 35
Licence plate number	[REDACTED]			Payment method	Debit Card

6.f. Follow the instructions on the secured payment provider page and pay the Top Up. Please note that the language of this payment page can be different than your default language on the RUP.

Transactie informatie

WWW.SATELLIC.BE

Bedrag :
€ 35,00

Webwinkel ID :
[REDACTED]

Ordernummer :
[REDACTED]

Referentie factuur :
[REDACTED]

Transactiereferentie :
[REDACTED]

Maestro MasterCard VISA V PAY

Invoeren betaalinformatie

Kaartnummer : [REDACTED]

Vervaldatum : maand : 01 jaar : 2016

Beveiligingscode : Help ?

Naargelang uw bankinstelling wordt u vervolgens verder geleid naar de authenticatiepagina van uw bank vóór de goedkeuring van uw betaling.

MasterCard Verified by
SecureCode VISA

Annuleren Akkoord

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Top up via Fuel Card – pre-paid

6.g. Fill in the Top Up-Amount, select “Fuel Card” and select “NEXT”.

Top up my OBU [Back to My Menu](#)

1. Top up amount and payment means 2. Confirmation 3. Summary

Step 1 of 3
Enter the amount you would like to Top Up your OBU with.

OBU Details

OBU ID (S/N) [REDACTED]
Licence plate number [REDACTED]

Balance details

Balance EUR 0,00

Top Up Amount
35 Minimum EUR 20 Maximum EUR 500

Payment method

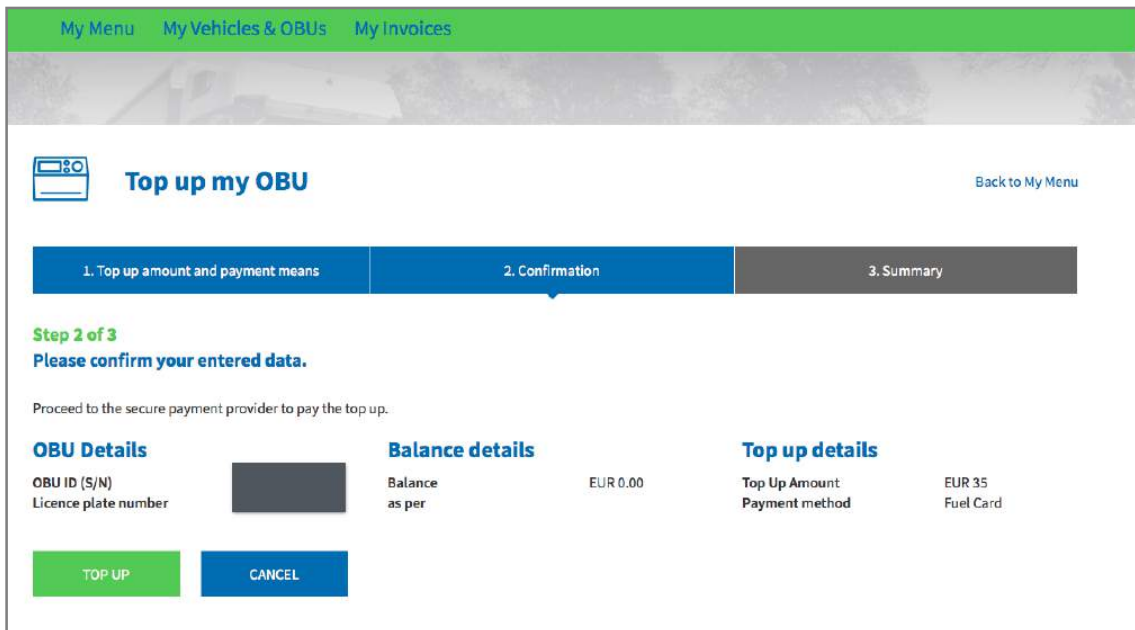
Credit Card

Debit Card

Fuel Card

NEXT CANCEL

6.h. Please confirm your entered data and select “TOP UP”.



My Menu My Vehicles & OBUs My Invoices

Top up my OBU Back to My Menu

1. Top up amount and payment means 2. Confirmation 3. Summary

Step 2 of 3
Please confirm your entered data.

Proceed to the secure payment provider to pay the top up.

OBU Details		Balance details		Top up details	
OBU ID (S/N)		Balance	EUR 0.00	Top Up Amount	EUR 35
Licence plate number		as per		Payment method	Fuel Card

TOP UP CANCEL

6.i. Follow the instructions on the secured page provided by AGES and pay the Top Up. Please note that the language of this payment page can be different than your default language on the RUP.



Betalen AGES

Fuelcard

Kaartnummer

Kaart vervaldatum /

Beveiligingscode

Bedrag

Valuta

*) Beveiligingscode: Informeer bij uw kaartuitgever of voor de online boeking in het Belgische toezienem een internet security code is vereist. Zo niet, dan laat u het veld leeg. Voer hier niet de pincode van uw kaart in! Wordt uw kaart niet geaccepteerd, neem dan contact op met uw kaartgever.

[Impressum](#) [Datenschutz](#)

Afbreken (terug naar webshop) Betalen