



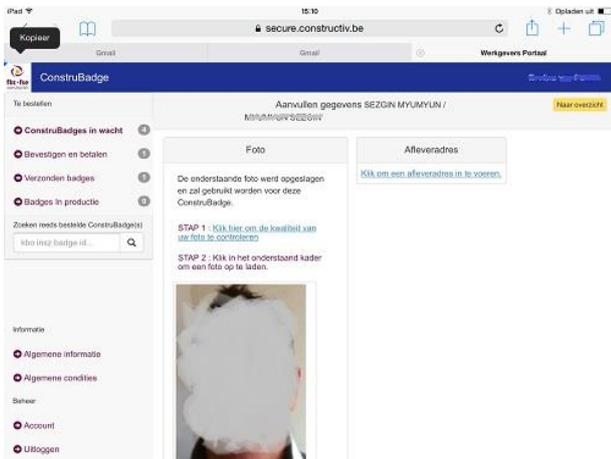
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Manual: delivery address and payment

Below you will find the necessary steps for indicating a delivery address and payment of the badges you wish to order. Do note that it is only possible for foreign construction firms to change the delivery addresses of their personnel's ConstruBadges. Personnel of Belgian firms will receive their ConstruBadges at their home addresses.

Step 1: click on the name of the worker whose data you wish to enter or edit

Log in with your username and password on the page <https://secure.constructiv.be/construbadge/>, and click on the name of the worker whose data you wish to edit.



Next, click on „change delivery address”

Step 2: indicating a delivery address

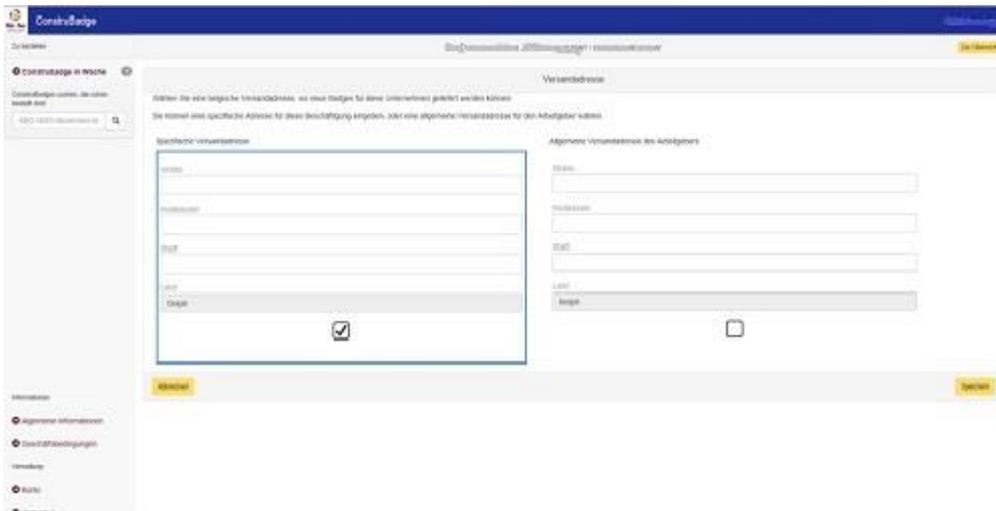
You may choose between a specific, one-off delivery address or a general delivery address not only for this person, but also for the others you wish to order badges for (note: you do still need to indicate for every other worker that the general delivery address may be used).

Do not forget to click “save”. If you go back to the main page without doing so, the address will not have been saved, and you will have to re-enter it. You will see a confirmation message if everything was done properly.

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Fonds voor bestaanszekerheid van de werklieden uit het bouwbedrijf (K.B. 26/10/1960)
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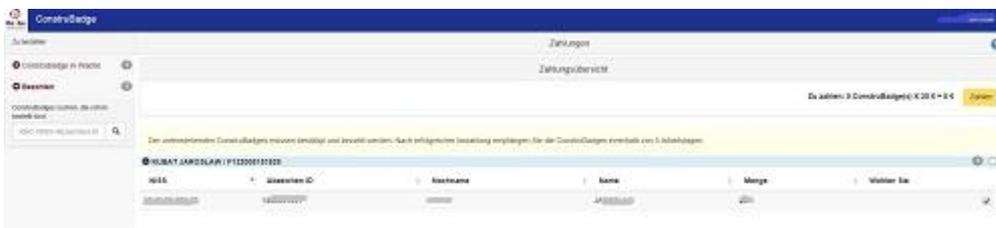




Step 3: Payment

After having entered an address (and if you had already uploaded a picture), you may proceed to payment.

After having clicked “pay” you will see a screen displaying the badges you can pay.



Select the people you wish to order a ConstruBadge for, and click “Pay”. You will then be taken to an external page. Please follow the steps on-screen carefully. Once payment has been successfully made you will be taken back to the ConstruBadge web application.

The paid badges will appear in “In production”. As soon as they are dispatched, they will move to the respective page as well.