



**constructiv**

## **Manual: order a replacement ConstruBadge**

Below you will find the necessary steps to take to order a replacement ConstruBadge.

### **Step 1: click on „dispatched“**

Log in on the page <https://secure.constructiv.be/construbadge/> with your username and password.



Then proceed to „Dispatched“.

### **Step 2: click on „Order replacement ConstruBadge“**

Click on the yellow “Order replacement ConstruBadge”.

Status	Handlung
Ontleend	Bestellen
Ontleend	Bestellen
Ontleend	Bestellen
Ontleend	Bestellen
Ontleend	Bestellen
Ontleend	Bestellen
Ontleend	Bestellen

If you have just ordered a replacement ConstruBadge for an employee of a Belgian company, the badge will be produced and dispatched automatically. You will also have the chance to print a certificate.

If you are a foreign employer, you will still have the opportunity to change the delivery address or the picture of the employee concerned. Go back to “Pending”, and click the employee you have just requested a replacement badge for. When you are ready you may proceed to „Pay“, and pay the badge. Afterwards you will be given the possibility to print a certificate.

### **Step 3: the badge will appear in “In production”**

You may print the certificate again from this location if you wish to. Click “Print” to do so.

#### **Constructiv**

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