CAREERPRO - FEDERAL LEARNING ACCOUNT

Setting up the batch channel

27/03/2024

A service provided by

asbl Sigedis vzw Tour du Midi / Zuidertoren Bruxelles 1060 Brussel T +32 (0)2 791 50 00 M info@sigedis.fgov.be www.sigedis.be

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1. Introduction

1.1. Purpose of the document

The purpose of this document is to describe the necessary steps to configure the social security BATCH channel and thus to allow the exchange of files from the employer's existing information system to the *Federal Learning Account (FLA)* by means of XML files.

This document is part of the documents that are at the disposal of the employer and its authorized representative:

Document	Description
BATCH Channel Manual	Document describing the necessary steps to transmit FLA data by using the BATCH channel.
API Channel Manual	Document describing the necessary steps to transmit FLA data by using the API channel.
Online Application Manual	Document describing the necessary steps to enter the FLA data by using the online application.
Description of the anomalies	List of all anomalies and warnings related to the declaration of FLA data.
Glossary	Technical documentation describing the data blocks and zones of the batch and API.
XSD	Technical scheme defining the BATCH structure.
SWAGGER	Technical scheme defining the API structure.
Setting up the batch channel	Document describing the necessary steps to configure the BATCH channel on the social security portal.
Setting up the API channel	Document describing the necessary steps to configure the web service channel (API) on the social security portal.
Getting access to the online application	Document describing the steps that are necessary for a user to get access to the *CareerPro Federal Learning Account* online application

2. Type of use of the BATCH channel

2.1. General usage

Users (employers or their representatives) who need to transfer a large number of declarations to the *Federal Learning Account* (FLA) can transfer the data via structured messages. These structured messages are XML files that can very easily be split up in several files when they exceed a certain size.

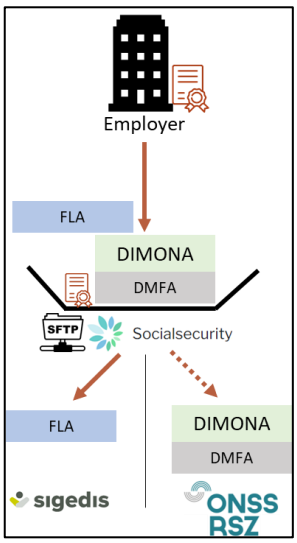
To transfer these files to the *Federal Learning Account* platform you use the Social Security BATCH channel. More specifically, this means that the users put their files (signed[1] by means of a certificate) in a repertory of the transfersystem of the Social Security (SFTP). These files are in turn transferred to Sigedis to be loaded into the *Federal Learning Account* platform.

This BATCH channel is common to all Social Security departments that handle file exhange (DIMONA, DMFA, FLA, …). This means that

- a user, who has already created his BATCH channel for one of his Social Security services, can use it, after configuring it, to transfer the FLA files;
- the user places his files from different services (DIMONA, DMFA, FLA) in the same channel and thus in the same repertory. The BATCH channel then ensures that the different files are transferred to the correct recipient;
- the same certificate is used to sign the files of the different services[1].

[1] See section **Error! Reference source not found. Error! Reference source not found.** for more detail.

Example 1: An employer uses his BATCH channel for three services (FLA, DIMONA et DMFA).



2.2. Specificity of the authorized representatives

An employer can mandate one (or more) company/ies (a service provider or social secretariat) to manage its human resources, fill out declarations and perform other administrative tasks.

For example, an employer can mandate a company to transfer its DMFA, DIMONA and *Federal Learning Account* data on its behalf. This means that the authorized representative (= the service provider or social secretariat) transfers the data with the company number of the mandant (= employer). For the transferred data to be accepted by the system, there must be an official mandate between the authorized representative and the mandant for that type of data.

2.2.1. Create a mandate

In this case, it is necessary to create a mandate for the desired service, in our case « *Federal Learning Account ».* This mandate connects the mandant (the employer) and the authorized representative (service provider/social secretariat). The creation of a mandate can be done through the Social Security MAHIS service. This service is available at:

www.socialSecurity.be → enterprise → online service → MAHIS

Notes:

- Certain conditions must be met before a company can become an authorized representative. You can also find these conditions on the page of the MAHIS service (document « Guidelines for serviceprovicers »).
- The employer may have only one authorized representative for the *Federal Learning Account* service. However, this authorized representative may be one other than the one(s) for the other Social Security services.

2.2.2. Use of the channel

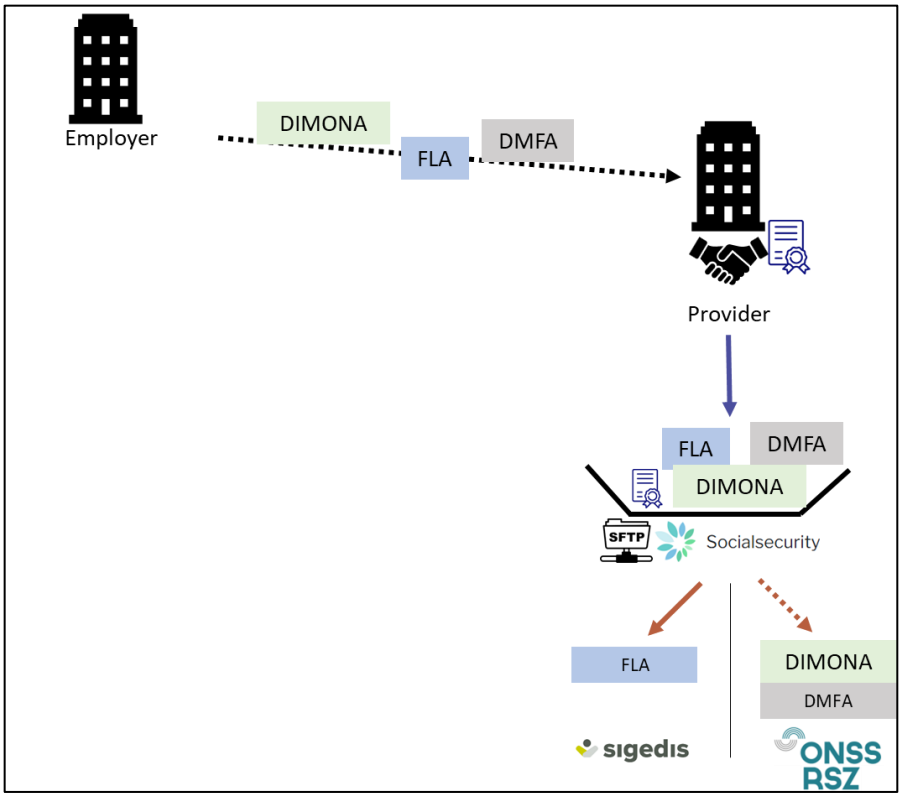
Once the mandate is acticated, the transfer of *Federal Learning Account* data by the authorized representative can begin.

The employer shall provide its authorized representative with all necessary information so that he can transfer the *Federal Learning Account* data. Providing this information can be done in different ways according to what is agreed upon between the authorized representative and the mandant. For example, the employer can enter the data in an application of the authorized representative.

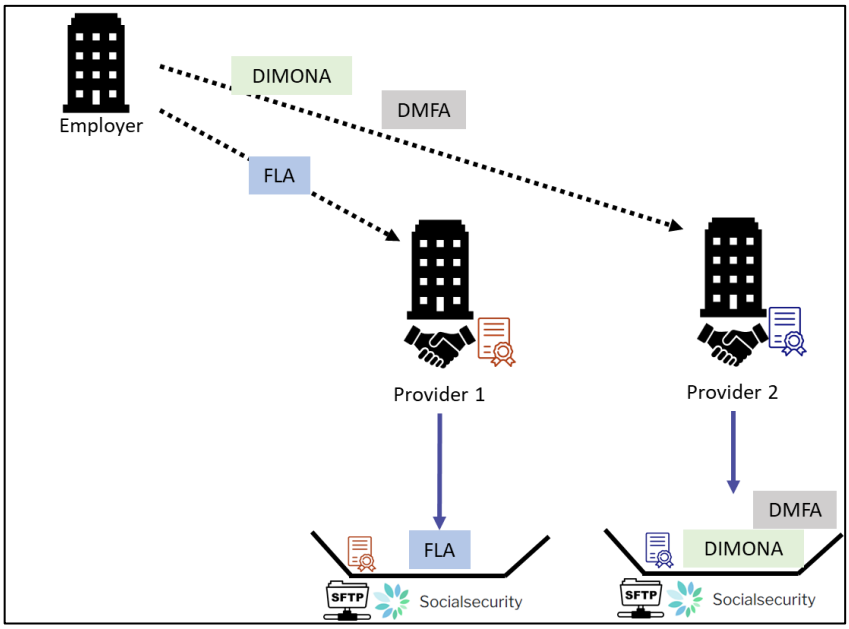
Then the authorized representative transfers the *Federal Learning Account* data of its client (employers) through its BATCH channel (which was preconfigured). This means that:

- the authorized representative puts the files of different services (DIMONA, DMFA, FLA) and of all his clients (employers) in the same channel and therefore in the same repertory;
- the same certificate will be used to sign the files of different services and different clients[1];
- the employers don't need their own channel;
- the employer may have a *Federal Learning Account* authorized representative who is not the same as his authorized representative for the other services (DMFA, ..).

Example 2: the employer has 1 authorized representative (called provider) for all his services (FLA, DIMONA et DMFA).

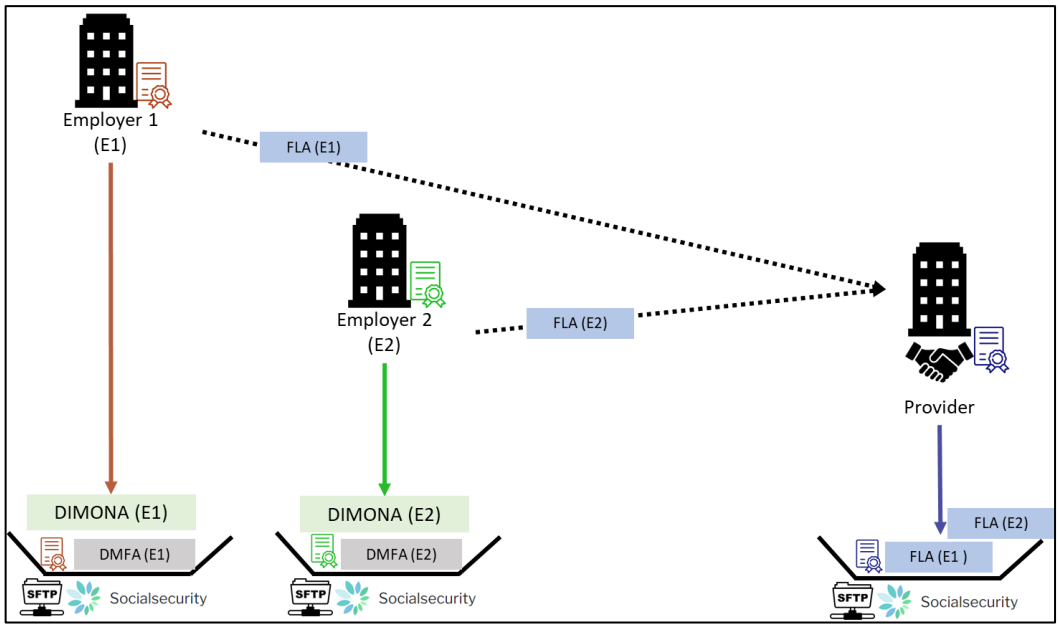

Employer
DIMONA
FLA
DMFA
Provider
FLA
DMFA
DIMONA
SFTP
Socialsecurity
FLA
DIMONA
DMFA
sigedis
ONSS
RSZ

Example 3: the employer has 1 authorized representative (called provider) specifically for the data of the *Federal Learning Account*.



Mixed examples are also possible: Some of an employer's services are done through an authorized representative, then some are not.

Example 4: two employers transfer data themselves from the DIMONA and DMFA services but go through an authorized representative for *Federal Learning Account* data.

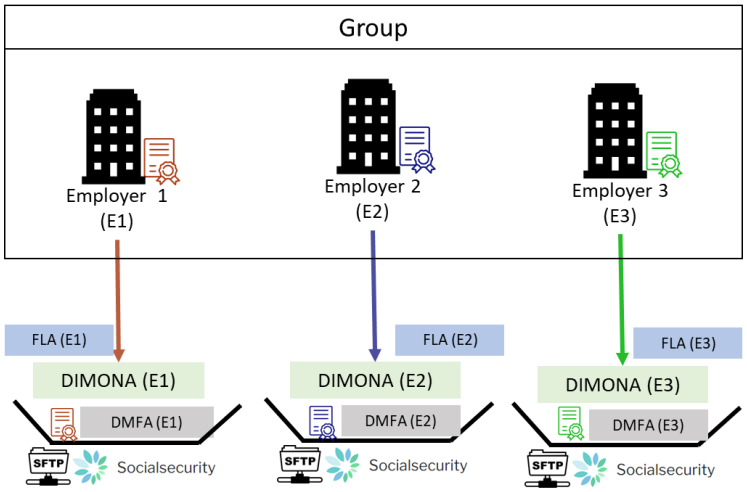


2.3. Specificity of the company's groups

If companies with a corporate number (CBE number) are interrelated (e.g.: holding/branch, group,…) they have two options for transferring *Federal Learning Account* data:

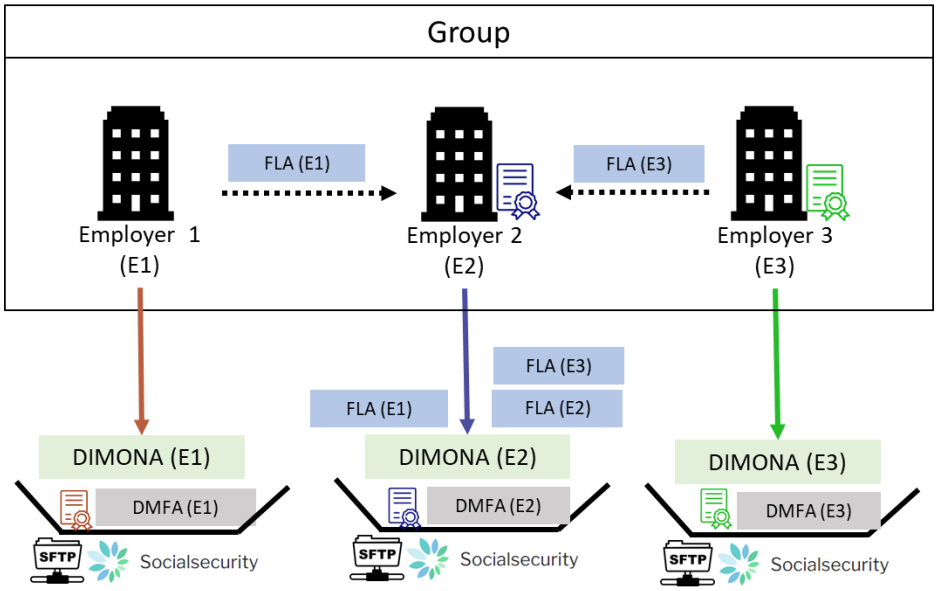
1) Each company transfers the data of its own employees through its own channel. In this case, a channel must be created for each CBE number (and thus a certificate is needed for each CBE number).

Example 5: Take a group composed of three companies. Each of these three companies transfers the data of its own employees.



2) A company, in the context of the data of the *Federal Learning Account*, becomes an authorized representative for all the companies of the group. This solution is identical to the case of authorized representatives.

Example 6: A group of three companies. Company 2 is mandated by the other two to transfer *Federal Learning Account* data for the entire group.



Note:

The transfer of an employee's *Federal Learning Account* data is always done for a CBE number of the enterprise that has to transfer the DIMONA and DmfA data of that same employee. This company may be the entity representing the group of companies.

2.4. Specificity of the software suppliers

If a company provides a software to employers to transfer *Federal Learning Account* data then the use type of the BATCH channel depends on the situation.

1) If the software is centralized at the level of the supplier or the latter has an agreement to transfer the FLA data on behalf of the employer, then the mandate system must be used (cf 2.2 Specificity of the authorized representatives). The supplier then transfers the data files of its employers itself;
2) If the software « runs autonomously » or the supplier has no agreement with the employer, then the general way of working should be used: each employer creates its own channel and deposits its files (with or without the help of the supplier's application).

3. Configuration of the BATCH channel

Before the BATCH channel of the *Federal Learning Account* can be used, it must be configured on the social security portal.

The steps to configure the BATCH channel are described in the following sections. Most of this information is retrieved from the help pages of the social security portal as such.
(https://www.socialsecurity.be/site_nl/general/helpcentre/index.htm and
https://www.socialsecurity.be/site_nl/general/helpcentre/batch/sftp/previewstep.htm)

Note:
Depending on the situation within your company it is possible that certain steps have already been carried out.

3.1. Step 1: Identifying and registering as an RSZ company on the social security portal

You can skip this step if you are already known as an employer within the social security.

In order to be able to use the social security online services your company must be registered on the portal as an RSZ employer.

The steps to register a company are as follows:

- "*Step 1: Identify yourself as an employer"*
- *"Step 2: Register yourself on the portal"*

These steps are described on https://www.socialsecurity.be/site_nl/general/first_time.htm

3.2. Stap 2: Obtain access to the online service 'CHAMAN'

The configuration of a technical channel (BATCH or API) can only be done by a user who has access to the Social Security 'Chaman' application.

The persons who have access to Chaman are:

- The "Local Manager" under the quality 'RSZ employer' (or in case of an authorized representative: service provider or social secretariat). This was defined during the registration of the enterprise on the portal;
- Any user who received access through the 'Local Manager'. The local access manager under the quality of RSZ employer (or in case of an authorized representative: service provider or social secretariat) can provide access to the online service 'Chaman' using the online service 'Access management'of the Social Security (socialsecurity.be) .
  If you don't have access to Chaman, you must ask to your local access manager to grant you 'Technical channel management' in the 'Access management' online service with the right quality.

3.3. Step 3a: Activating a new BATCH channel

Steps to be followed if your company does not yet use the social security BATCH channel for other applications (DmfA, Dimona, ...). Otherwise, you can pass on to step 3b.

Requirements

In order to activate a BATCH channel, you need the following elements:

- A **qualified digital certificate** that will be used to generate the signature files (FS) of your transmissions.
  More information can be found in the following annex:
  https://www.socialsecurity.be/site_nl/general/helpcentre/batch/document/pdf/step1_sftp_N.pdf

- The **public key** for a pair of **SSH keys** created by yourself. The second part of the SSH key pair, i.e. the private key, will be used for the configuration of your sFTP client in order to establish the connection with the sFTP server.
  More information can be found in the following annex:

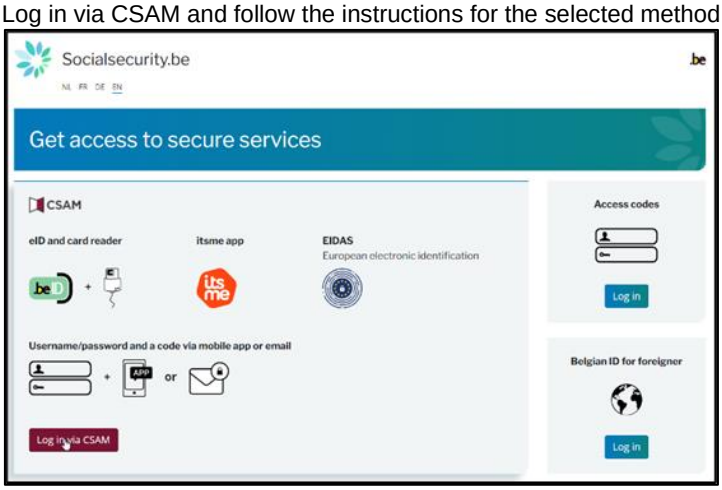
https://www.socialsecurity.be/site_nl/general/helpcentre/batch/document/pdf/step4_sftp_N.pdf

Steps

1. The user (who has access to Chaman) logs in to the "Chaman" application www.socialSecurity.be → onderneming → Naar alle onlinediensten → ChaMan → Beheer uw technische kanalen

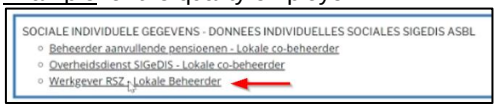
2. Choose the target audience 'Enterprise'

3. Log in via CSAM and follow the instructions for the selected method (eID, itsme, ...)



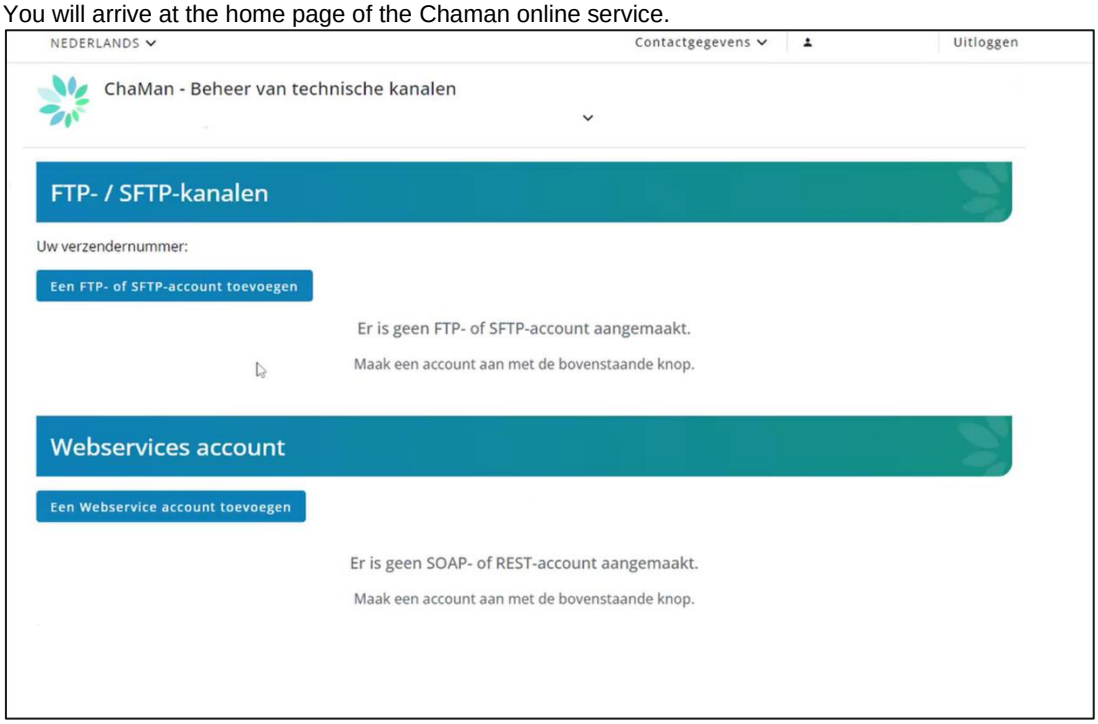
4. If your enterprise has several qualities, you must choose the quality
   - « NOSS Employer » in case the BATCH channel is used by an employer without an authorized representative.
   - « Social secretariat » or « service provider » in case of use of the BATCH channel by an authorized representative.

Example for the quality employer



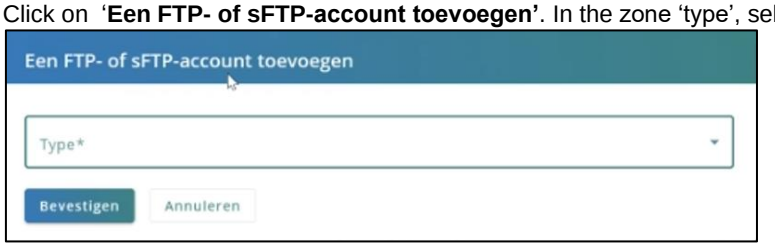
Note :
If the quality wanted is not available your access manager should create it in the « access management » tool. The other qualities don't allow you to create a BATCH channel for the Federal Learning Account.

5. You will arrive at the home page of the Chaman online service.

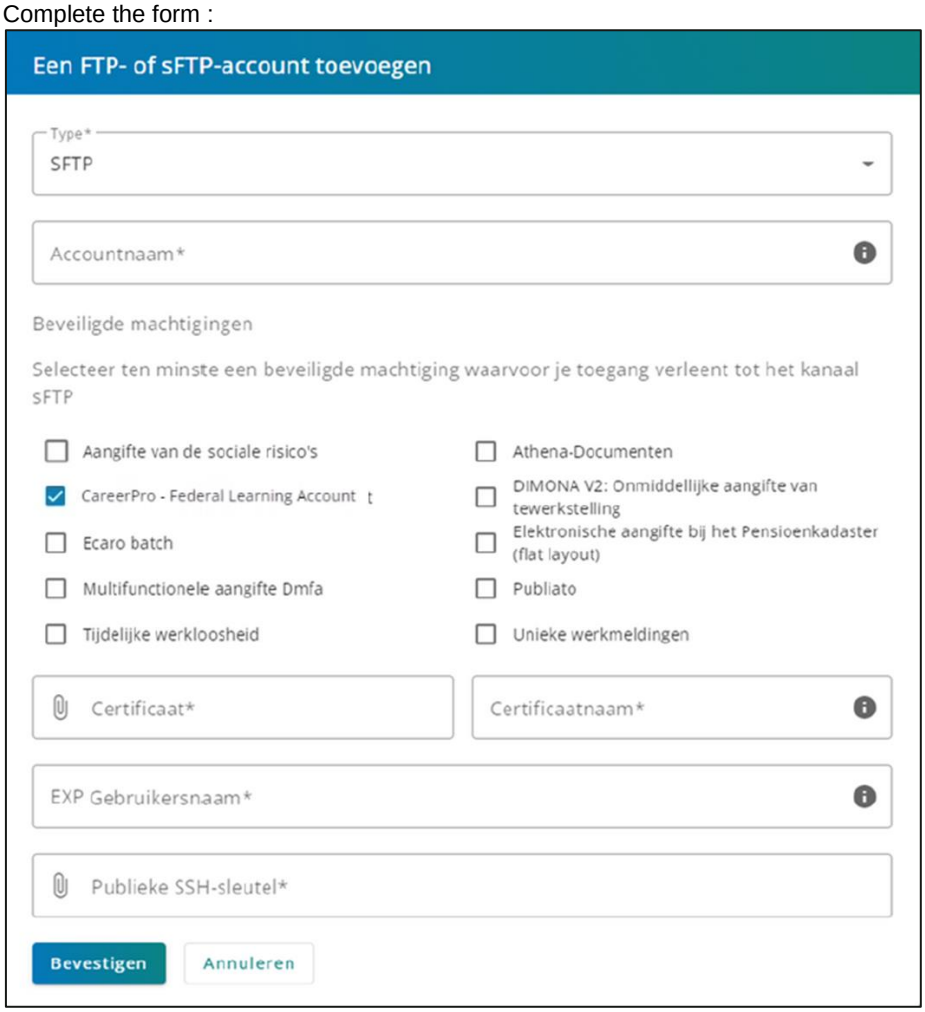


Note:
If you see "no access" message, the local manager still needs to give you access to Chaman.

6. Click on '**Een FTP- of sFTP-account toevoegen'**. In the zone 'type', select '**SFTP'**



7. Complete the form :



- Accountnaam: Free choice (internal choice)
- Beveiligde machtigingen: check 'CareerPro – Federal Learning Account – aangifte'.
- Certificaat: upload the public key (.cer file) of your certificate (see requirements).
- Certificaatnaam: Free choice (internal choice)
- Gebruikersnaam: Specify a **technical username**. This will be used to establish the sFTP connection from your application. It is recommended to keep it close at hand because you will need this information later.
- Publieke SSH-sleutel: upload the public key from your SSH key pair (see requirements).

8. Select 'Bevestigen'
9. You will be redirected to Chaman's home page: your **sender's number** will be shown. It is recommended to keep it close at hand because you will need this information later.

Note: Only one FTP batch channel and only one sFTP batch channel per quality can be created. So, it is not possible to set up one sFTP batch channel for DIMONA, and a second one (separately) for CareerPro Federal Learning Account.

3.4. Step 3b: Activating an existing BATCH channel

Step to be followed if your company <u>already uses</u> the social security batch channel for other applications (Dmfa, Dimona, ...).

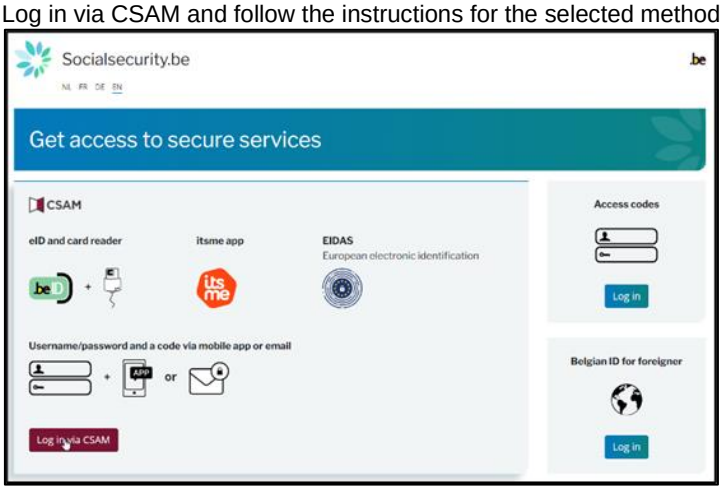
If you already have an active BATCH SFTP channel, you don't need a new certificate nor a public key from a new SSH key pair . The existing ones will be used.

<u>Steps</u>

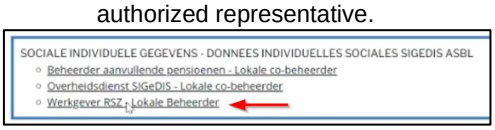
1. The user (who has access to Chaman) login to the "Chaman" application www.socialSecurity.be → onderneming → Naar alle onlinediensten → ChaMan → Beheer uw technische kanalen

2. Choose the target audience 'Enterprise'

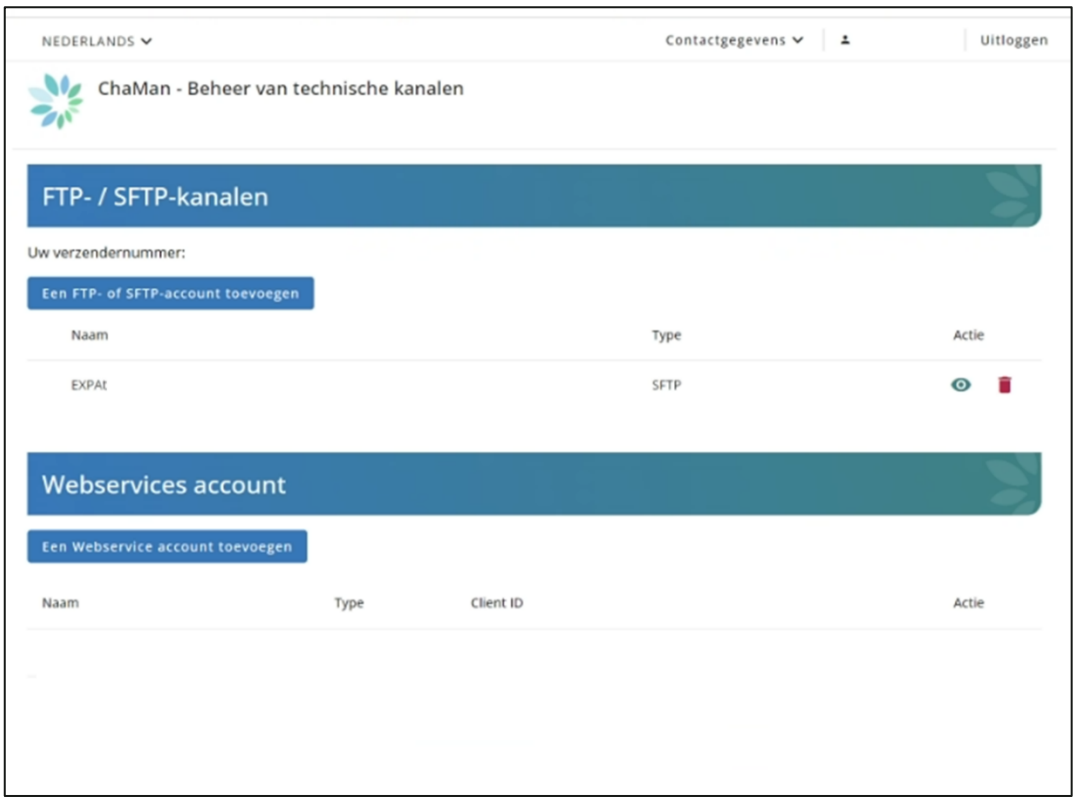
3. Log in via CSAM and follow the instructions for the selected method (eID, itsme, ...)



4. If your enterprise has several qualities, you must choose the quality
   a. « NOSS Employer » in case the BATCH channel is used by an employer without an authorized representative.
   b. « Social secretariat » or « service provider » in case of use of the BATCH channel by an authorized representative.

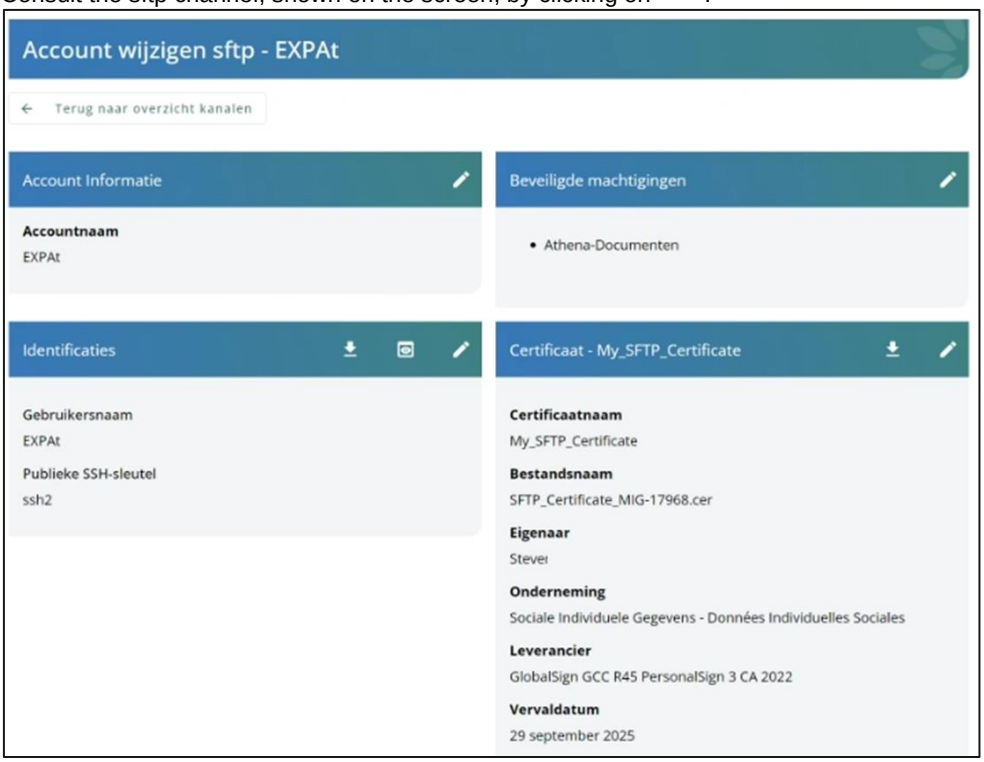


5. You will arrive at the home page of the Chaman online service.

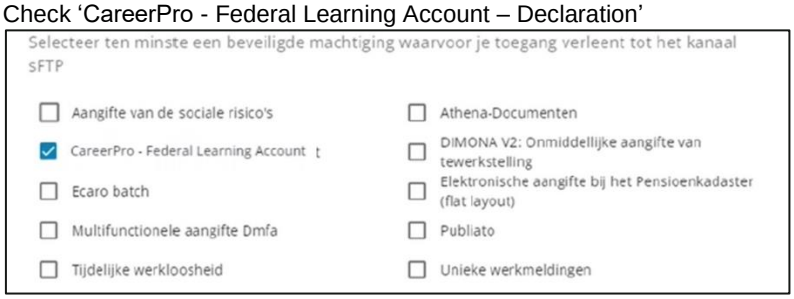


Your **sender number** is shown on this page. It is recommended to keep it close at hand because you will need this information later.

6. Consult the sftp channel, shown on the screen, by clicking on .



7. Click on ‘Secured permissions’ to modify them
8. Check ‘CareerPro - Federal Learning Account – Declaration’



9. Select ‘Confirm’.

4. Technical information on the use of the batch channel

4.1. Connection

In order to establish the connection between your SFTP client and the social security server SFTP, a number of parameters are to be completed:

Host	sftp.socialsecurity.be
Port	8022
User's name	Defined upon channel configuration (cf. previous paragraph)
Private key	2nd part of the SSH key pair used in channel configuration (cf. previous paragraph)

More details can be found in the annex below:

https://www.socialsecurity.be/site_nl/general/helpcentre/batch/document/pdf/step6_sftp_N.pdf

4.2. Creating the files

In order to transmit FLA data, it is necessary to create 3 files:

- a FI file containing the FLA data
- a FS file containing the signature
- an empty GO file

The three files must have a specified file name and the content of the data file (FI) must follow a specified format. Details thereof can be found in the "**BATCH channel manual**" document.

Details of the signature file

The signature file (FS) must contain the signature of the data file (FI) using the certificate that was provided upon channel configuration.

In the annexes below you will find more details on how to create a signature file:

https://www.socialsecurity.be/site_nl/general/helpcentre/batch/document/pdf/step7_sftp_N.pdf

https://www.socialsecurity.be/site_nl/general/helpcentre/batch/document/pdf/annexe_sftp_N.pdf

Note

On the sFTP server you will find several directories.

- IN and OUT are the directories to use when transferring files in production.
- INTEST and OUTTEST are the directories to use when sending testfiles in the simulation environment. **Transferring testfiles does not require FS signature files.**

5. Annex

5.1. Identifying your local access manager

For companies which have already been registered on the social security portal, it is not always obvious to know who was appointed "**local manager**". If you already use a portal application, it is possible to retrieve that information by logging into the "**access management**" application of the portal.

www.socialSecurity.be → onderneming → Alle online diensten → Toegangsbeheer → Toegangsbeheer.

The name of the "**local access manager**" can be found on the "**Uw verantwoordelijken "** page under quality "Employer"