

CAREERPRO - FEDERAL LEARNING ACCOUNT

Setting up the batch channel

28/11/2024

A service provided by



Document history		
Date	Description	Page concerned
01/04/2024	First publication of the document	
17/09/2024	Clarification on the uniqueness of the SFTP channel by quality Addition of the "training provider" quality	9.10
16/10/2024	Activate a new quality	17

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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 <i>CareerPro Federal Learning Account</i> online application

2. Type of use of the BATCH channel

2.1. General usage

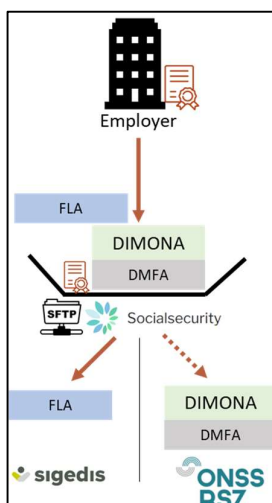
Users (employers or their representatives) who need to transfer a large number of declarations to the *Federal Learning Account* (FLA) can transfer the data via structured messages. These structured messages are XML files that can very easily be split up in several files when they exceed a certain size.

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 (signed¹ 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.

For a given quality (employer, service provider, social secretariat, training provider) this BATCH channel is common to all Social Security departments that handle file exchange (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 services¹.

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 serviceproviders »).
- 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.

¹ See section **Fout! Verwijzingsbron niet gevonden. Fout! Verwijzingsbron niet gevonden.** for more detail.

2.2.2. Use of the channel

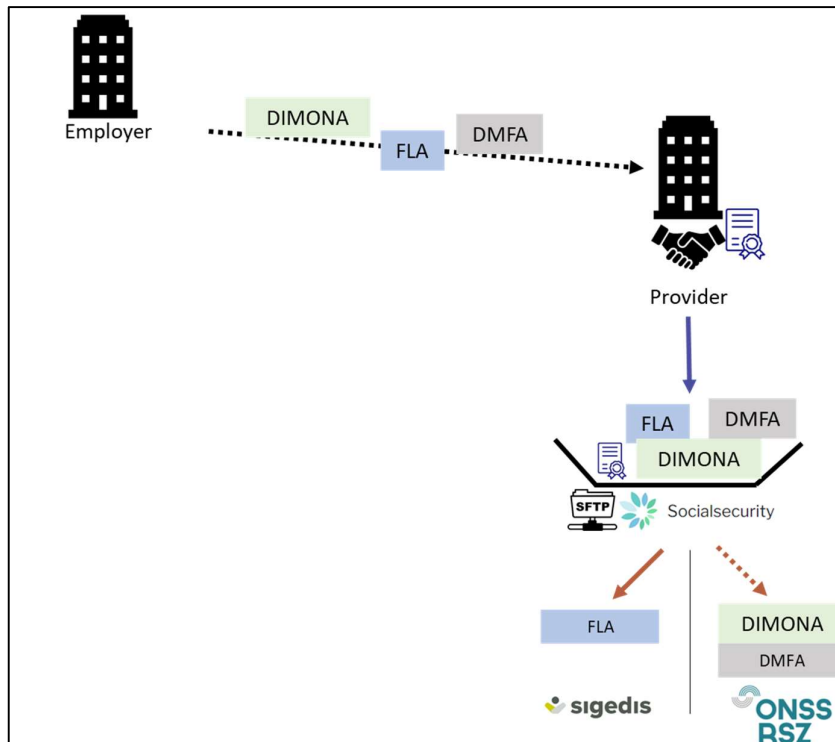
Once the mandate is activated, the transfer of *Federal Learning Account* data by the authorized representative can begin.

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.

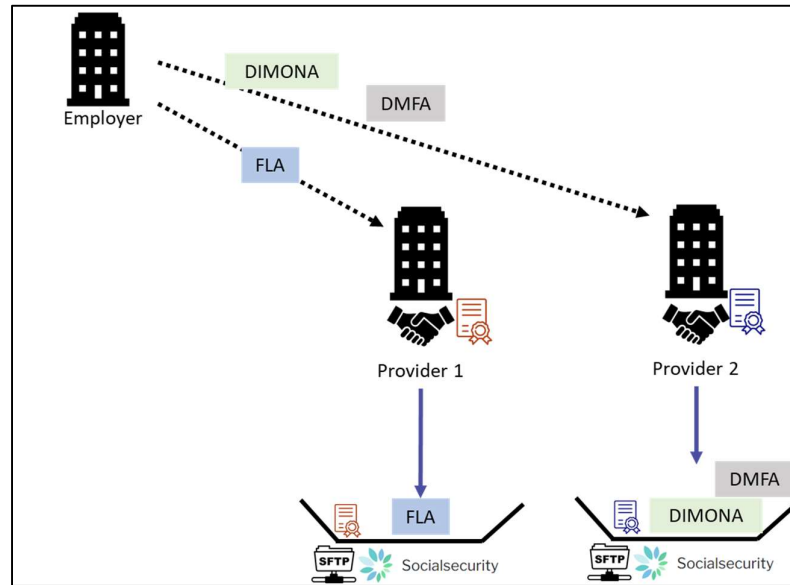
Then the authorized representative transfers the *Federal Learning Account* data of its client (employers) through its BATCH channel (which was preconfigured). This means that:

- 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 clients¹;
- 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).

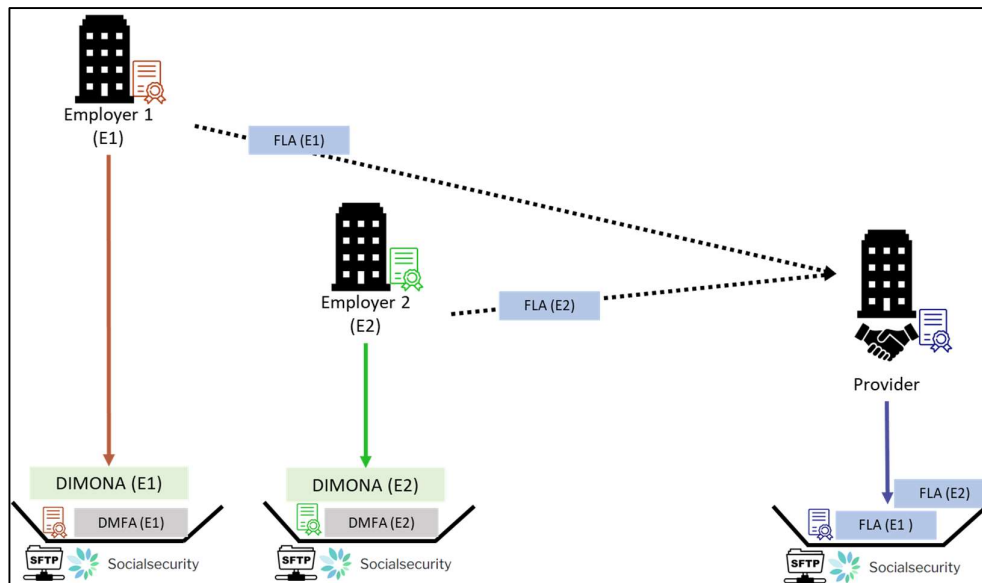


Example 3: the employer has 1 authorized representative (called provider) specifically for the data of the *Federal Learning Account*.



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.

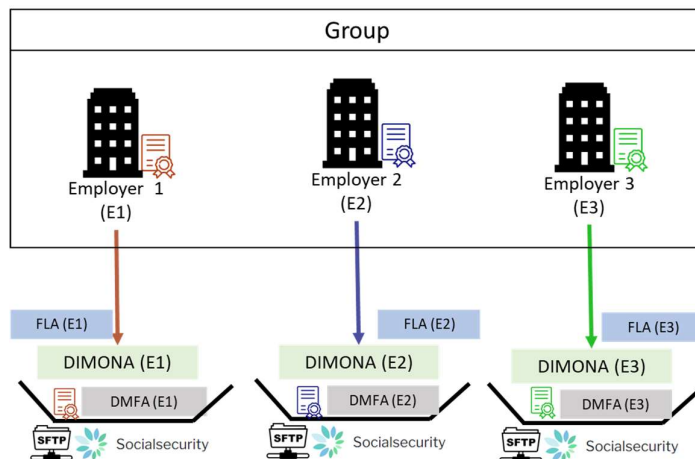


2.3. Specificity of the company's groups

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:

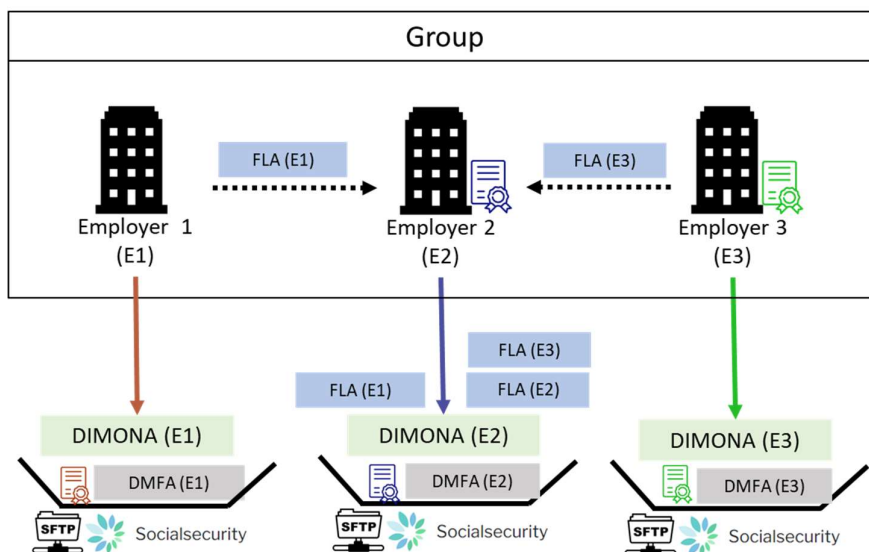
- 1) Each company transfers the data of its own employees through its own channel. In this case, a channel must be created for each CBE number (and thus a certificate is needed for each CBE number).

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).

2.5. Specificity of the training providers

A company with the quality "training provider" is a company that offers training services to employers. These companies organize and deliver training sessions to participants.

In order to facilitate the registering task of the employers, a "training provider" company can provide the FLA platform with data on the trainings it has organized. In this context, the company uses the BATCH/API technical channel with the "training provider" quality.

The training provider sends the training data in its own name, i.e. with its own CBE number. The data provided by a training provider may, if necessary, provide information to a participant's employer. Even if a participant's employer is specified in the data, no mandate between the training provider and this employer is necessary.

To create a technical channel in this quality, it is first necessary to create the quality.

Cf "4. Activate a new quality (e.g. training provider)"

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. Step 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 wanted quality ('NOSS employer', service provider, social secretariat or training provider). This was defined during the registration of the enterprise on the portal or during the activation of a new quality (Cf "4. Activate a new quality (e.g. training provider)";
- Any user who received access through the 'Local Manager'. The local access manager under the wanted quality (NOSS employer, service provider, social secretariat or training provider) 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 3 : activate the BATCH channel

It is important to note that only one SFTP channel can be created per quality.

If your company has already created an SFTP channel for the quality that concerns you (employer quality, social secretariat, service provider or training provider) within the framework of another social security application (DmfA, Dimona, etc.), then it will be necessary to use it for the FLA framework. In this case, please follow "Step 3b: Activating an existing BATCH channel".

Dans le cas contraire, veuillez suivre «Step 3a: Activating a new BATCH channel ».

Note

For certain companies it is possible that the FLA platform is used with two different qualities:

- the employer quality to allow the company to send the data of its own workers;
- the authorized representative quality (service provider or social secretariat) to allow the company to send the data of its clients' workers
- the quality of training provider to enable the company to send the training data it has organized for employers

In this case, it will be necessary to create two SFTP channels: one per quality.

3.3.1. 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.

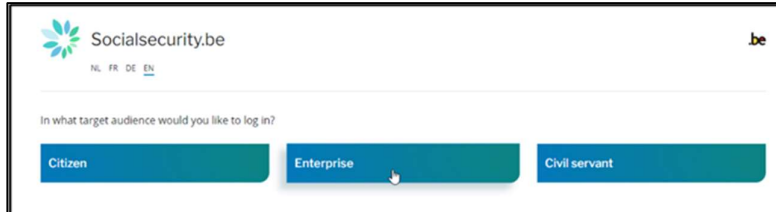
More information can be found in the following annex:

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

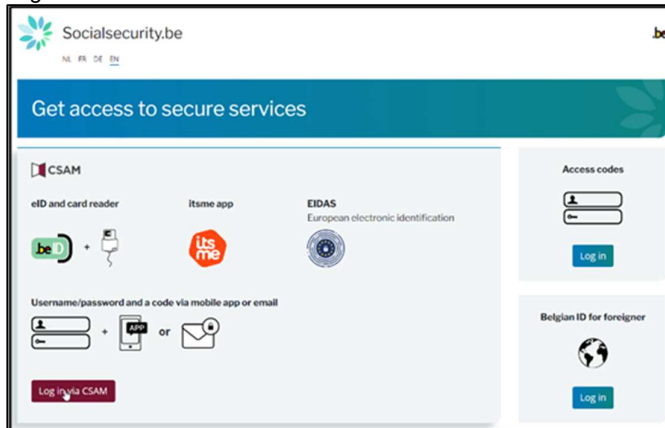
Steps

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'

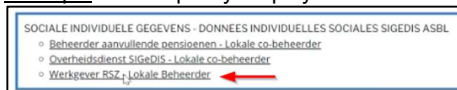


3. Log in via CSAM and follow the instructions for the selected method (eID, itsme, ...)



4. If your enterprise has several qualities, you must choose the quality
 - o « NOSS Employer » in case the BATCH channel is used by an employer without an authorized representative.
 - o « Social secretariat » or « service provider » in case of use of the BATCH channel by an authorized representative.
 - o « Training Provider » in the case of using the BATCH channel for sending training data that the company has organized for employers

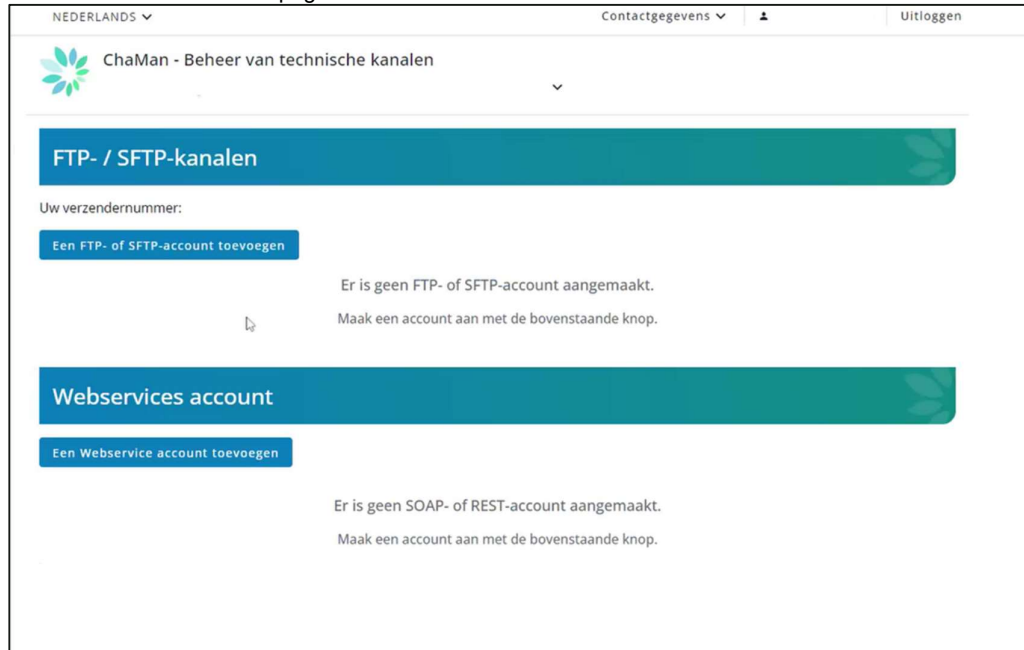
Example for the quality employer



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.

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



ChaMan - Beheer van technische kanalen

Uw verzendernummer:

Een FTP- of SFTP-account toevoegen

Er is geen FTP- of SFTP-account aangemaakt.
Maak een account aan met de bovenstaande knop.

Webservices account

Een Webservice account toevoegen

Er is geen SOAP- of REST-account aangemaakt.
Maak een account aan met de bovenstaande knop.

Note:

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

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



Een FTP- of sFTP-account toevoegen

Type*

Bevestigen **Annuleren**

7. Complete the form :

Een FTP- of sFTP-account toevoegen

Type*

SFTP

Accountnaam*

Beveiligde machtigingen

Selecteer ten minste een beveiligde machtiging waarvoor je toegang verleent tot het kanaal sFTP

☐ Aangifte van de sociale risico's
 ☐ Athena-Documenten

☒ CareerPro - Federal Learning Account t
 ☐ DIMONA V2: Onmiddellijke aangifte van tewerkstelling

☐ Ecaro batch
 ☐ Elektronische aangifte bij het Pensioenkadaster (flat layout)

☐ Multifunctionele aangifte Dmfa
 ☐ Publiato

☐ Tijdelijke werkloosheid
 ☐ Unieke werkmeldingen

Certificaat*

Certificaatnaam*

EXP Gebruikersnaam*

Publieke SSH-sleutel*

Bevestigen

Annuleren

- 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.

3.3.2. Step 3b: Activating an existing BATCH channel

Step to be followed if your company already uses 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.

Steps

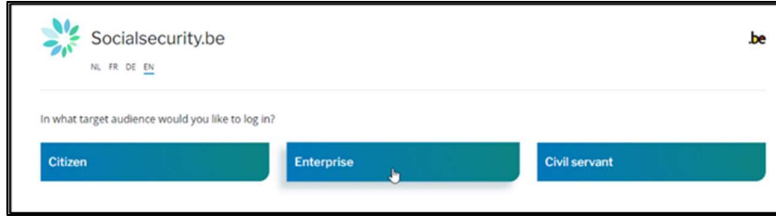
1. The user (who has access to Chaman) login to the "Chaman" application
www.socialSecurity.be → onderneming → Naar alle onlinediensten → ChaMan → Beheer uw technische kanalen

Version 28/11/2024

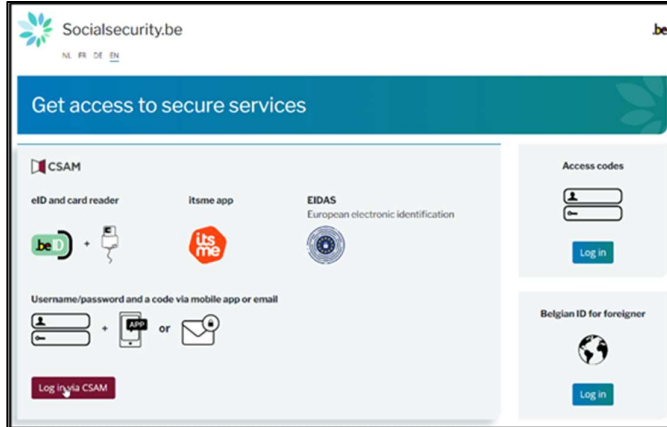
CareerPro Federal Learning Account – Setting up the batch channel

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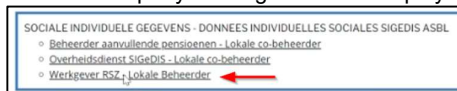
2. Choose the target audience 'Enterprise'



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.
 - c. "Training provider" in the case of using the BATCH channel for sending training data that the company has organized for employers.



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

ChaMan - Beheer van technische kanalen

FTP- / SFTP-kanalen

Uw verzendernummer:

[Een FTP- of SFTP-account toevoegen](#)

Naam	Type	Actie
EXPAT	SFTP	

Webservices account

[Een Webservice account toevoegen](#)

Naam	Type	Client ID	Actie
------	------	-----------	-------

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 .

Account wijzigen sftp - EXPAT

[← Terug naar overzicht kanalen](#)

Account Informatie

Accountnaam
EXPAT

Beveiligde machtigingen

- Athena-Documenten

Identificaties

Gebruikersnaam
EXPAT

Publieke SSH-sleutel
ssh2

Certificaat - My_SFTP_Certificate

Certificaatnaam
My_SFTP_Certificate

Bestandsnaam
SFTP_Certificate_MIG-17968.cer

Eigenaar
Steve

Onderneming
Sociale Individuele Gegevens - Données Individuelles Sociales

Leverancier
GlobalSign GCC R45 PersonalSign 3 CA 2022

Vervaldatum
29 september 2025

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

Selecteer ten minste een beveiligde machtiging waarvoor je toegang verleent tot het kanaal sFTP

<input type="checkbox"/> Aangifte van de sociale risico's	<input type="checkbox"/> Athena-Documenten
<input checked="" type="checkbox"/> CareerPro - Federal Learning Account t	<input type="checkbox"/> DIMONA V2: Onmiddellijke aangifte van tewerkstelling
<input type="checkbox"/> Ecaro batch	<input type="checkbox"/> Elektronische aangifte bij het Pensioenkadaster (flat layout)
<input type="checkbox"/> Multifunctionele aangifte Dmfa	<input type="checkbox"/> Publiato
<input type="checkbox"/> Tijdelijke werkloosheid	<input type="checkbox"/> Unieke werkmeldingen

9. Select 'Confirm'.

4. Activate a new quality (e.g. training provider)

When a company wants to activate a new quality, the entity's access manager must activate this quality and designate a local manager in this quality. These steps take place in the social security access management application (UMAN).

This section takes the example of an employer who wishes to activate his "training provider" quality in order to create a technical channel in this quality.

- 1) The **entity's access manager** must log in to the "access management" application with the "employer" quality.

www.socialSecurity.be → onderneming → ONLINEDIENSTEN → Toegangsbeheer → Toegangsbeheer

- 2) Click on the company name

Welkom XXXXXXXXXXXX, u bevindt zich op de onthaalpagina van de toepassing Toegangsbeheer voor Ondernemingen en Organisaties.

In de afrollijst hieronder bevinden zich alle entiteiten waarvoor u geregistreerd bent.

Wanneer u een onderneming of organisatie selecteert in deze lijst, verschijnen hieronder de verschillende rollen die u voor de onderneming of organisatie werden toegekend, in de vorm van een hyperlink. Klik dan op de gewenste link.

U kunt op elk moment terugkeren naar deze pagina door te klikken op de link [Home](#) in de hoek bovenaan rechts van het venster.

Indien nodig is de gebruikershandleiding toegankelijk via de link [Help](#).

Kies de onderneming of de organisatie waarvoor u wenst te werken in deze toepassing.

XXXXXXXXXXXXX V, Ondernemingsnummer 999.999.999

Klik de gewenste link

Benaming: XXXXXXXXX ; Ondernemingsnummer: 999.999.999 (Verantwoordelijke Toegangen Entiteit)
 -- Hoedanigheid: Werkgever RSZ; RSZ Stamnummer: 9999999-99 (Lokale Beheerder)

- 3) In the "De hoedanigheid activeren" drop-down list, choose "Opleidingsverstrekker" and click "**volgende**"

Toegangsbeheer voor Ondernemingen en Organisaties

NL | FR | DE Home Uw verantwoordelijken Help Quit

Benaming: : Ondernemingsnummer:

Welkom De heer: u krijgt toegang tot de portaal van de Sociale Zekerheid

Benaming: Ondernemingsnummer: Creatiedatum: 19/06/2009

Denk eraan om uw gegevens betreffende uw beroepsactiviteit regelmatig te verifiëren en uw eigen

Het beheer van de domeinen bevindt zich nu volledig in de toepassing Beheer der Toegangsbeheer

Lijst van de hoedanigheden

Naam	DIBISS-nummer	RSZ Stamnummer
Werkgever PPL	031500-72	
Werkgever RSZ		0429795-35

De hoedanigheid activeren

Functionaliteiten

Ondernemingbeheer

- Beginpagina of Startpagina - Lijst van de hoedanigheden
- De details van de onderneming raadplegen of wijzigen
- Co-Verantwoordelijke voor de Toegangen
- Gebruikers zoeken

Persoonlijke gegevens

- Mijn persoonlijke gegevens wijzigen
- Mijn wachtwoord wijzigen
- Beheer van het certificaat te gebruiken om het portaal van de sociale zekerheid

© 2007 Sociale zekerheid

- 4) Complete the activation screen, click on "**volgende**" and then "**bevestigen**" The local managers defined in this screen will automatically have CHAMAN access to create a technical channel in this new quality.

After confirming, the message “De hoedanigheid is succesvol geactiveerd” will be displayed.

⇒ Now, the person listed as local manager in step 4 can connect to CHAMAN with the quality “training provider” and create a technical channel (BATCH/API)

5. Technical information on the use of the batch channel

5.1. 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	2 nd 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

5.2. 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.

6. Annex

6.1. Identifying your local access manager or the entity's 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"** or the « entity's access 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"



Example

In this example

- Danny and Mery are local (co-)managers of the quality "employer". They can give access to a user on CHAMAN for the quality "employer".
- Steven and Barbara are (co-)access administrators: they can activate a new quality and appoint local administrators.