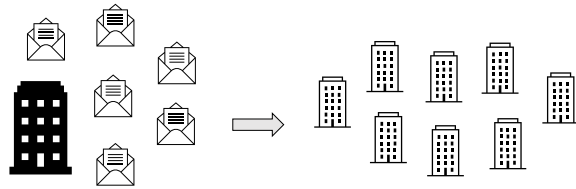


1

Sending by LBR of a postal letter containing a **personal** and **confidential** access code*, valid for 3 years, to the head office of the entities registered with the RCS having made a RBE declaration



2



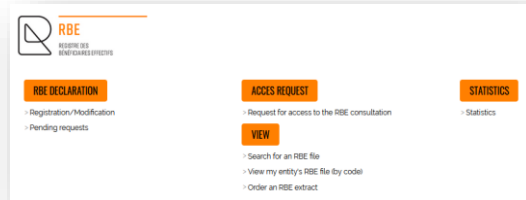
Receipt of the letter containing the access code by the entity

3



Connection to the LBR website, RBE portal, (*Luxtrust or eIDAS certificate required*) to access the "View" or "RBE Declaration" menu

4



To view the entity's data, select "View my entity's RBE file (by code)". To modify them, select "Registration/Modification"

5

Enter, in the appropriate fields, the entity's RCS number and the **PIN**** code indicated in the letter received



then click on "Search" or "Continue" depending on the service selected

6



Consultation of the entity's data and possibility to order an extract (against payment) via the "Available services" tab or access to the RBE declaration for modification purposes

* This code allowing access to consultation, ordering an extract and modifying the information registered in the RBE concerning **your own entity** can be used without restriction for 3 years. In the event of loss or theft of the code, a new code can be assigned to you (to do this, please contact the helpdesk by e-mail: helpdesk@lbr.lu).

** Please enter this code carefully, as after 9 input errors, access to the RBE portal ("View" or "RBE Declaration" menu) will be blocked.