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DigiSkiPasS – Digital Skills Passport for Senior

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MY MINFIN





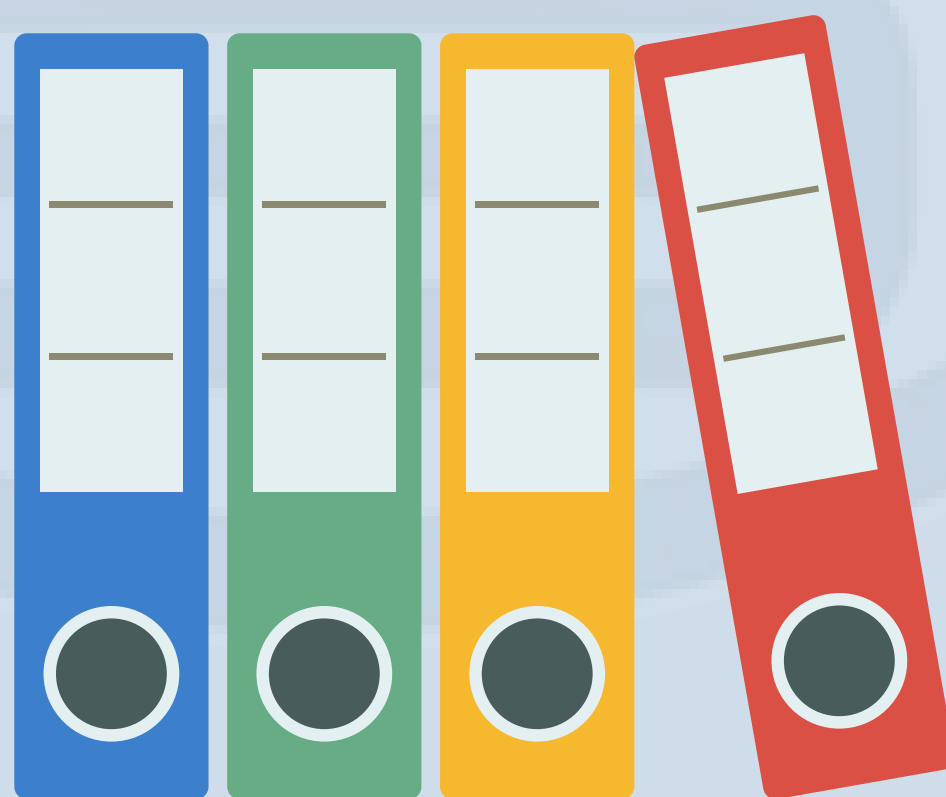
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MY MINFIN

INTRODUCTION

The logo for My Minfin, featuring the word "my" in a light blue, lowercase, cursive font, followed by "MINFIN" in a bold, dark blue, uppercase, sans-serif font.

Welcome to our guide on My Minfin. My Minfin is an online platform of the SPF Finances designed to simplify and centralize manage your fiscal dossier, consult your personal documents and utilize the online services of the Minister. .





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WHAT IS MY MINFIN?

My Minfin is an **online platform of the SPF Finances** designed to simplify and centralize manage your fiscal dossier, consult your personal documents and utilize the online services of the Minister. It provides a secure and convenient way for you to manage your financial affairs from the comfort of your home. My Minfin allows you to access various services and information related to your personal finances, ensuring that you have easy and efficient control over your interactions with the government.

HOW DOES MY EBOX WORK?

My Minfin works by providing a secure digital gateway to your personal financial information and interactions with Belgian authorities. Through this platform, you can view and manage your tax returns, check your tax assessment, request tax refunds, and update your personal details. It also facilitates communication with other government agencies concerning pensions and social security benefits. In particular, you can consult your calculation notes, your fiscal record, your cadastral income, your acts, your rental contract and your dormant assets.





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You can also communicate or change the coordinates of your bank account for reimbursements and of personal information such as phone number or address. You can also request a payment plan, cadastral extract, make a reclamation for the tax calculation.

HOW CAN YOU USE IT?

To begin using My Minfin, you need to create a personal account on the platform. This involves a straightforward registration process where you will be required to provide your identification details and create login credentials. Once your account is set up, you can log in securely using your username and password.

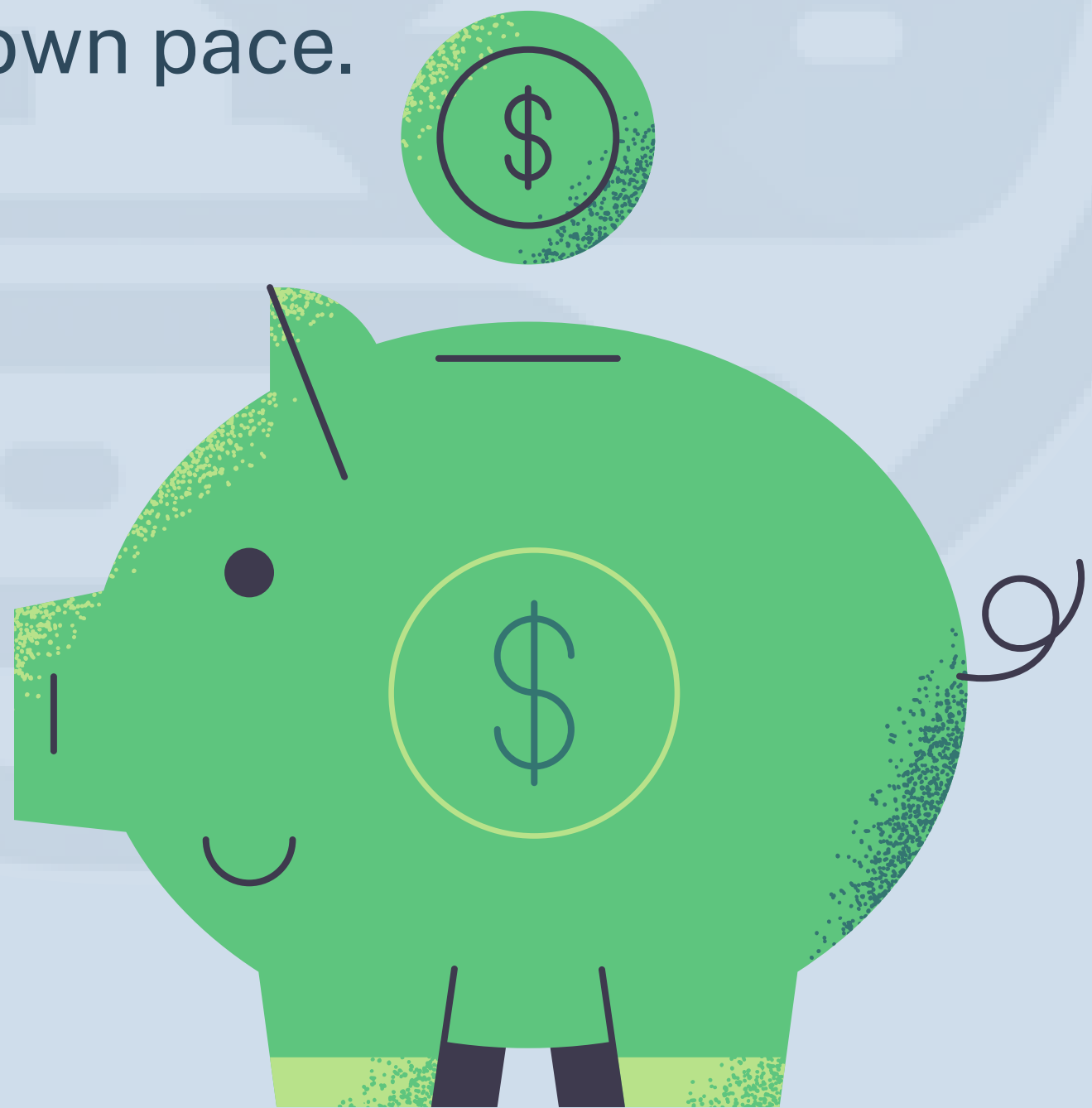




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Inside My Minfin, you can navigate through various sections tailored to different financial services. You can view your tax history, submit documents electronically, and receive notifications about important updates or deadlines. Additionally, My Minfin offers guides and tutorials to help you navigate the platform effectively, ensuring that you can utilize its features confidently and independently.

In conclusion, My Minfin offers a user-friendly platform to **manage taxes, pensions, and social security benefits online**. With its secure access and comprehensive range of services, My Minfin provides convenience and control, ensuring that seniors can easily handle their financial affairs from home at their own pace.





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MY MINFIN

MANAGE YOUR TAXFILE



ADVANTAGES OF USING MY MIINFIN

The main advantages of using this platform are that you don't need anymore to move or to make phone calls, it is available everyday and 24h and you always get new functions.



Convenience: You can manage your taxes, pensions, and social security benefits from anywhere with internet access, avoiding the need to visit physical offices.



Accessibility: The platform is available 24/7, allowing you to handle your financial affairs at any time that suits you, without being restricted by office hours.



Control: You have direct access to view and manage your tax returns, check assessments, request refunds, and update personal details, putting you in charge of your financial information.





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MY EBOX

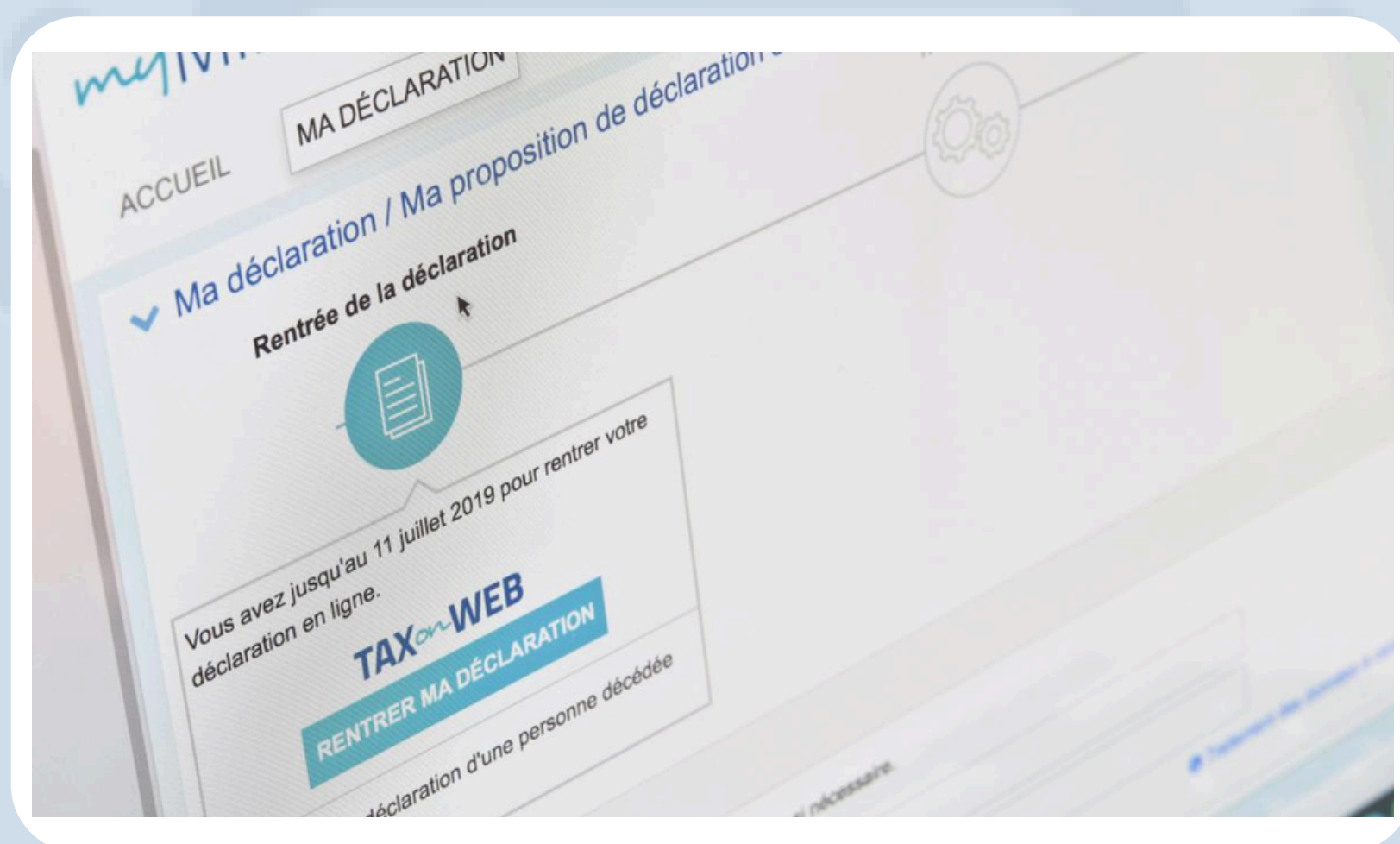
ACTIVATION PROCEDURE

HOW TO ACCESS MY MINFIN ACCOUNT

To access this platform you have the same methods as myebox, that are:

- via ITSME;
- via eID;
- via security code by email;
- via security code via mobile app;
- via an electronic identification means recognized at European level.

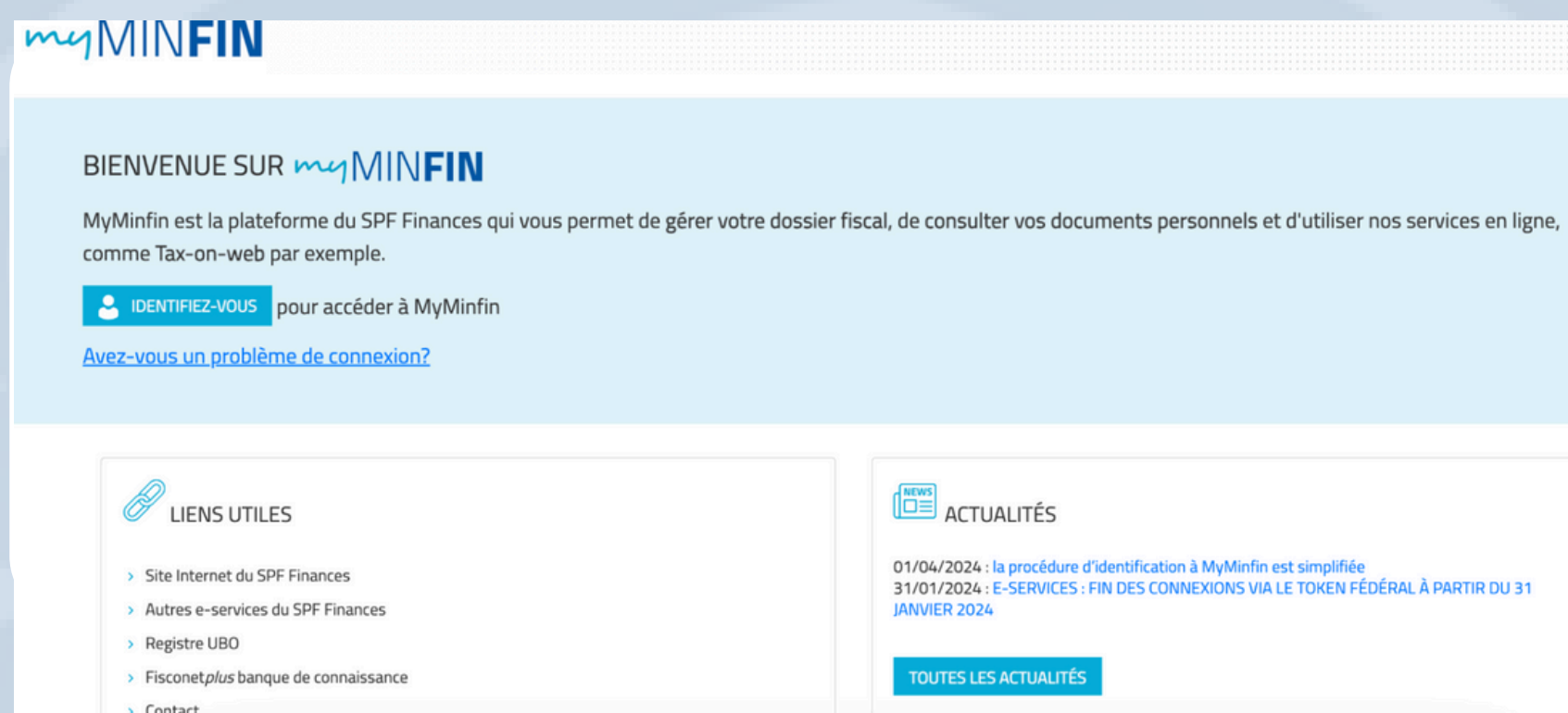
Step 1: Prepare Your Documents. Before you start, ensure you have your electronic ID card (eID) and PIN code ready. These are necessary for secure access to MyMinfin.



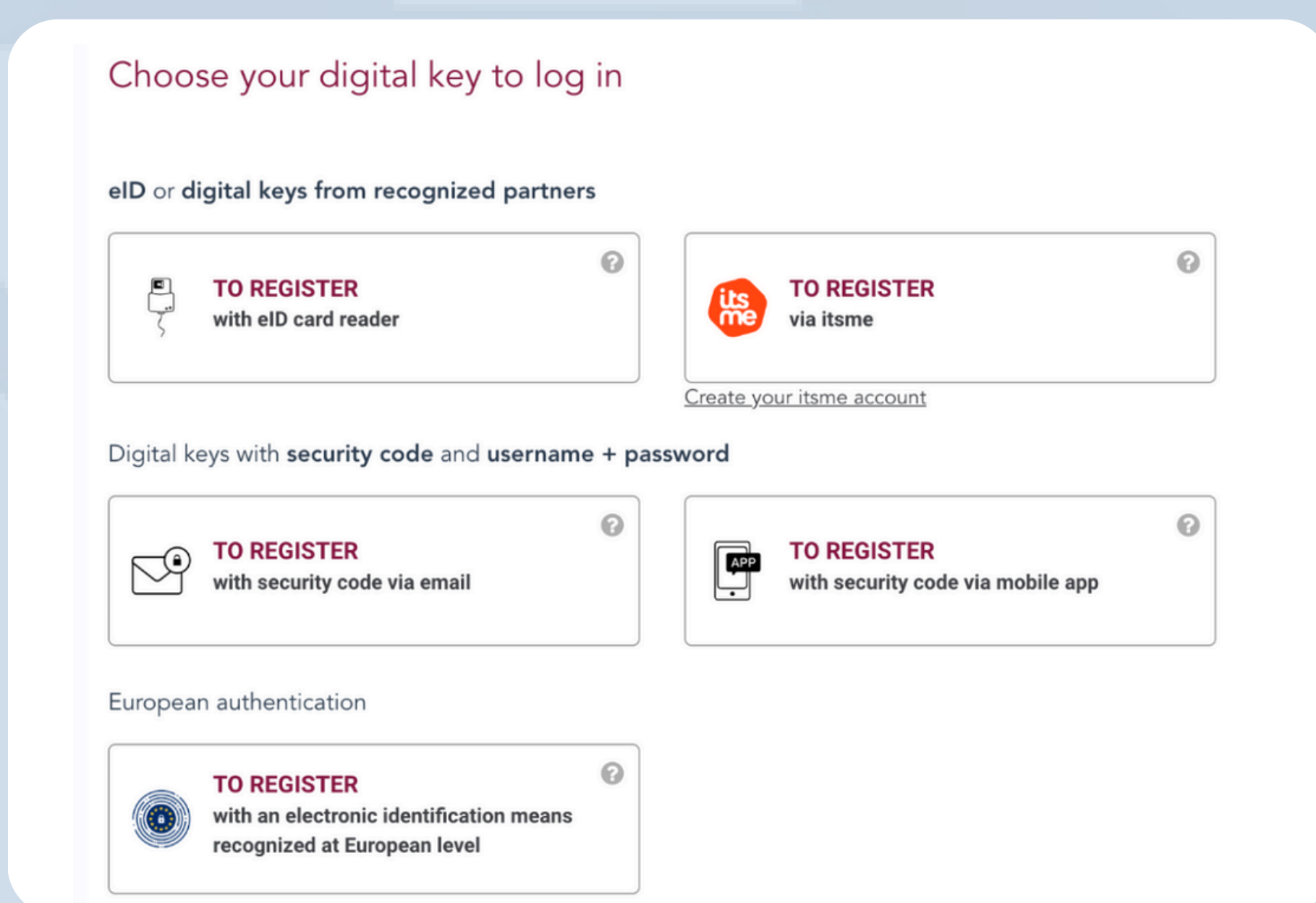


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Step 2: Access the MyMinfin Website. Open your internet browser (preferably Google Chrome) and navigate to the MyMinfin website: <https://www.myminfin.be>.



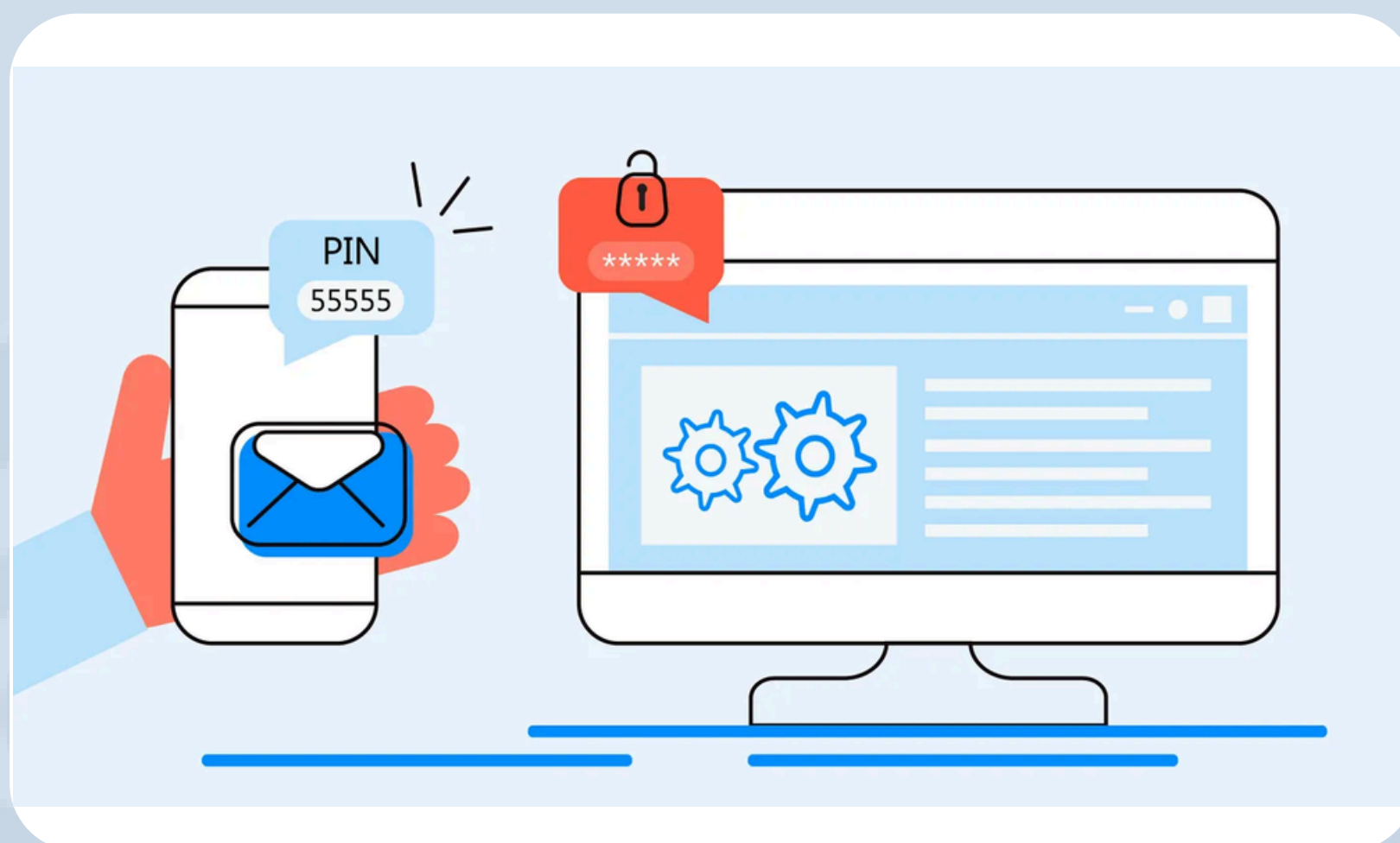
Step 3: Choose Your Identification Method. On the MyMinfin homepage, select how you want to identify yourself. Typically, this will be through your electronic ID card (eID). Insert your eID into the card reader connected to your computer.



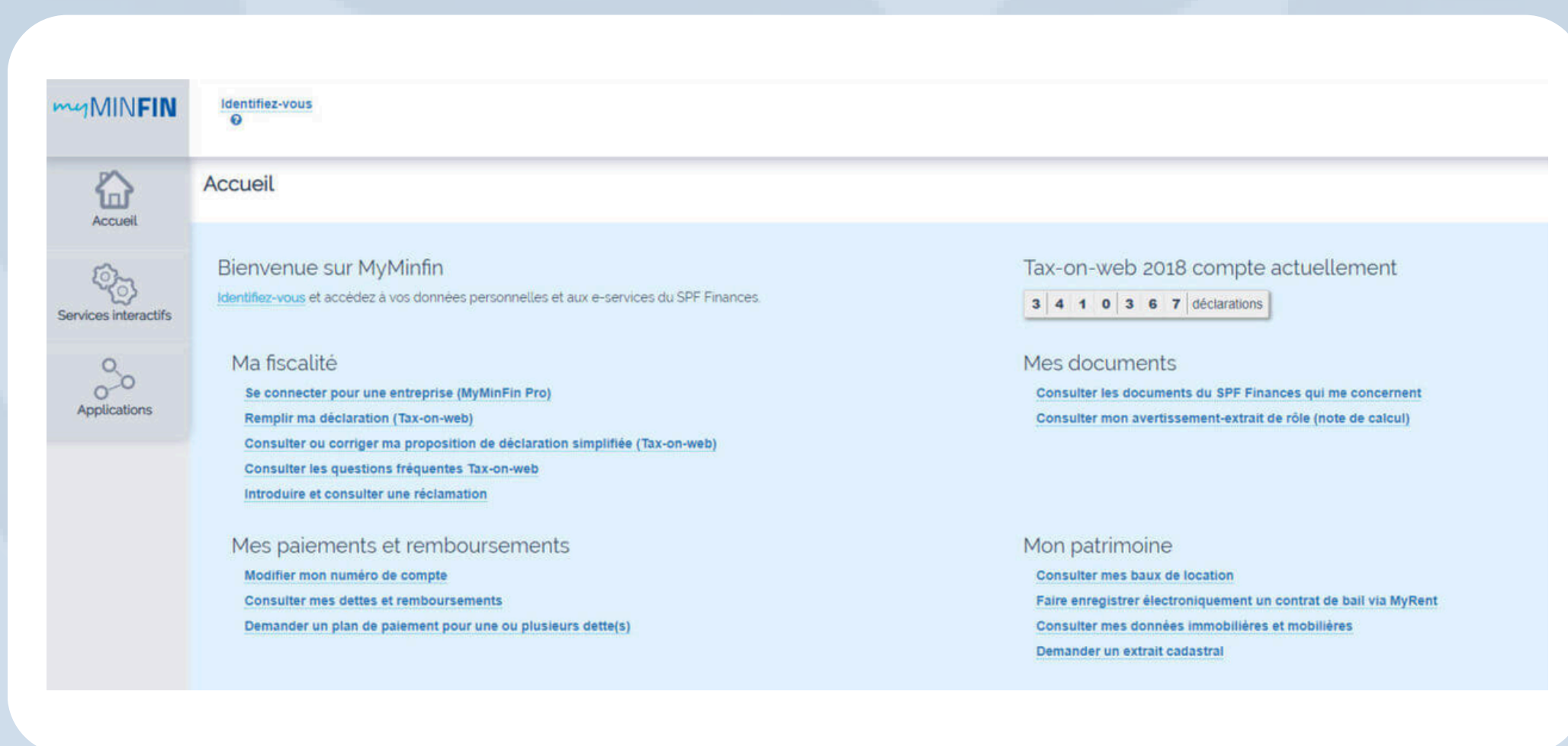


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Step 4: Enter Your PIN Code. Follow the on-screen instructions to enter your PIN code when prompted. This step verifies your identity securely.



Step 5: Access Your Personal Dashboard. Once successfully authenticated, you will be directed to your personal MyMinfin dashboard. Here, you can see an overview of your tax situation, pension details, and other relevant information.

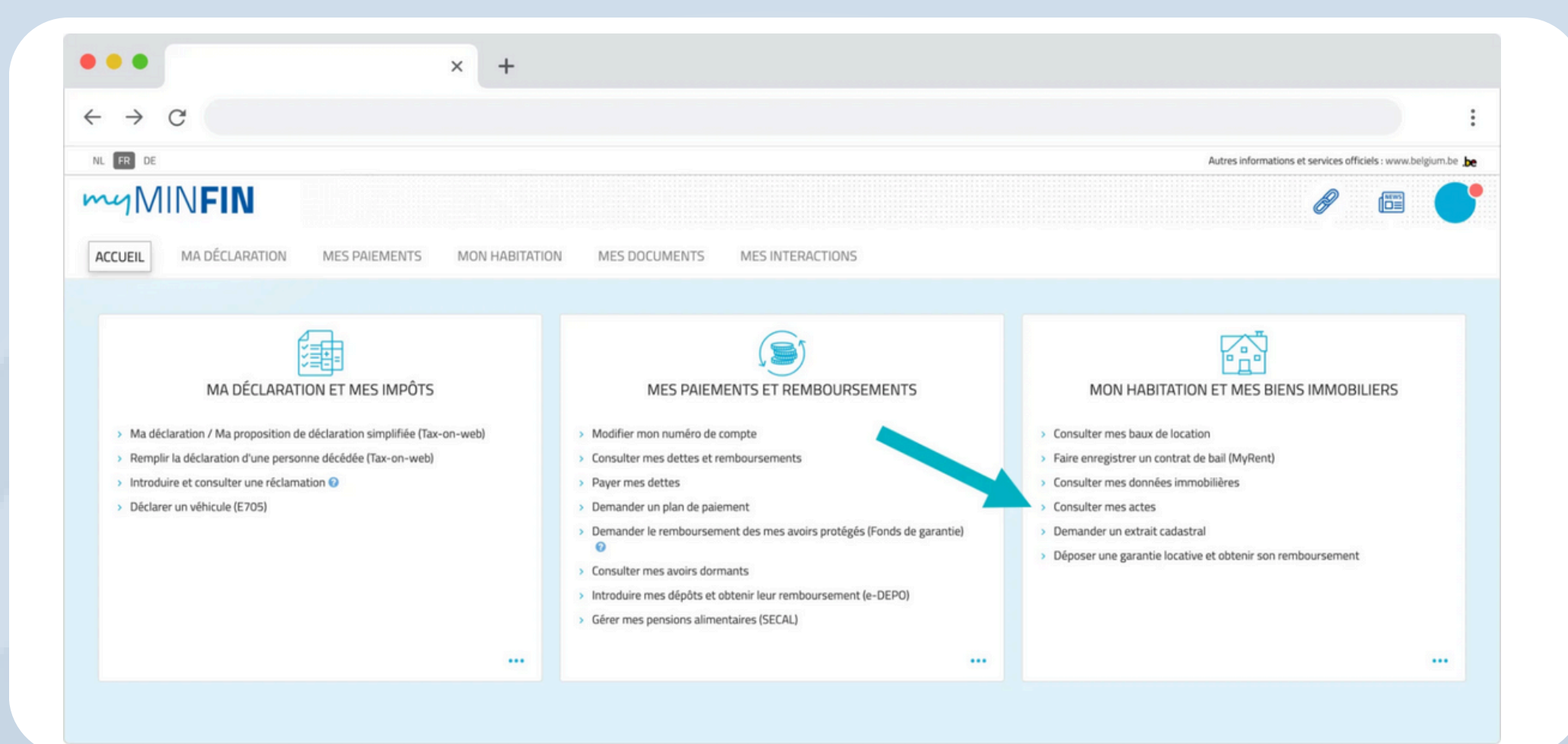




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Step 6: Navigate Through MyMinfin Services.

Explore the different sections of MyMinfin to find specific services you may need, such as viewing your tax assessment, submitting documents, or updating personal information. Use the menu or search function to locate these services easily.



Step 7: Manage Your Account Settings. If necessary, you can manage your account settings from the dashboard. This includes updating your contact details or preferences for receiving notifications from MyMinfin.

Tips: Use Google Chrome or Firefox for the best experience with MyMinfin and a greater browser compatibility.

Support and Help: If you encounter any issues or need assistance, consult the help section on the MyMinfin website or contact their customer support.





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REGISTERING WITHOUT ELECTRONIC BELGIAN IDENTIFICATION

Here you also get an option for people that don't have an electronic Belgian system of identification, which is a registration in a registration office in person.

Such offices can be found in a number of Belgian municipalities and at the Federal Public Service Policy and Support (FPS BOSA). After their registration, they will receive an activation code and link which they can use to activate a digital key. They can then use that digital key to access certain applications including those of the FPS Finance.

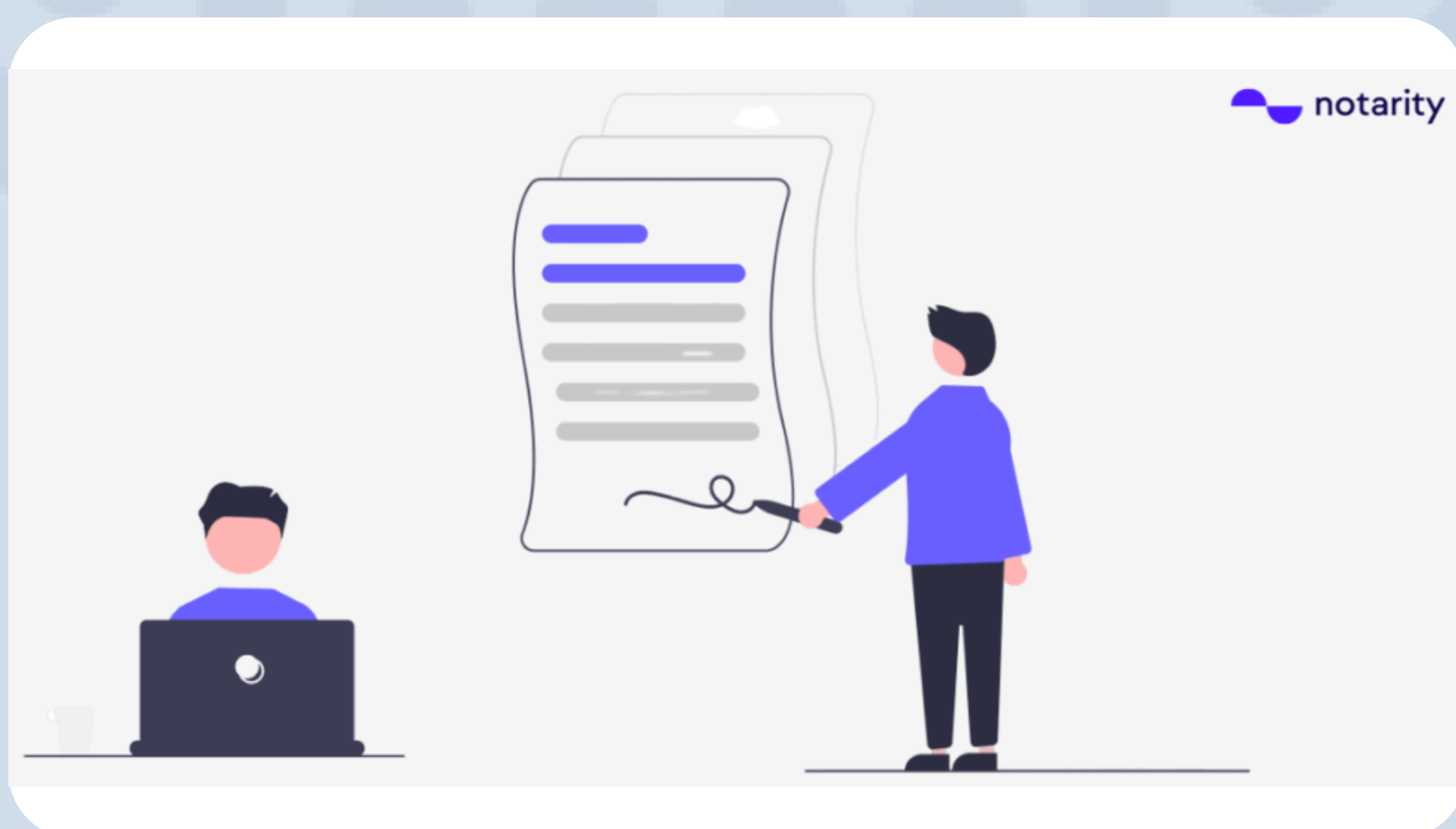




IDENTIFICATION ACCESSING NOTARIAL DEEDS AND MANAGING ROLES

To access documents addressed to the notary on behalf of a company via MyMinfin, users need to have the "SPF FIN notarial formalities" role assigned in "My eGov Roles Management." If the role is not assigned, users can manage roles through the administration role. However, only a principal access administrator can assign roles to themselves and others. It's essential to consult the SPF Economy for a list of authorized functions for representing the registered entity.

- Ensure the "SPF FIN notarial formalities" role is assigned in "My eGov Roles Management."
- Use the administration role if the specific role is not initially assigned.
- Contact a principal access administrator for role assignments.





IDENTIFICATION AUTOMATIC ROLE ASSIGNMENT FOR LEGAL REPRESENTATIVES



Legal representatives registered in the BCE automatically assume the role of 'Principal Access Manager.' If another person needs to be designated as the principal access manager, contacting social security is necessary. If the principal access manager's name is unknown, users should also contact social security for clarification.

1. Legal representatives in the BCE automatically have the role of 'Principal Access Manager.'
2. Contact social security to designate a different principal access manager.
3. Contact social security if unsure about the designated manager's identity.





IDENTIFICATION MANAGING ROLES AND MAKING CHANGES



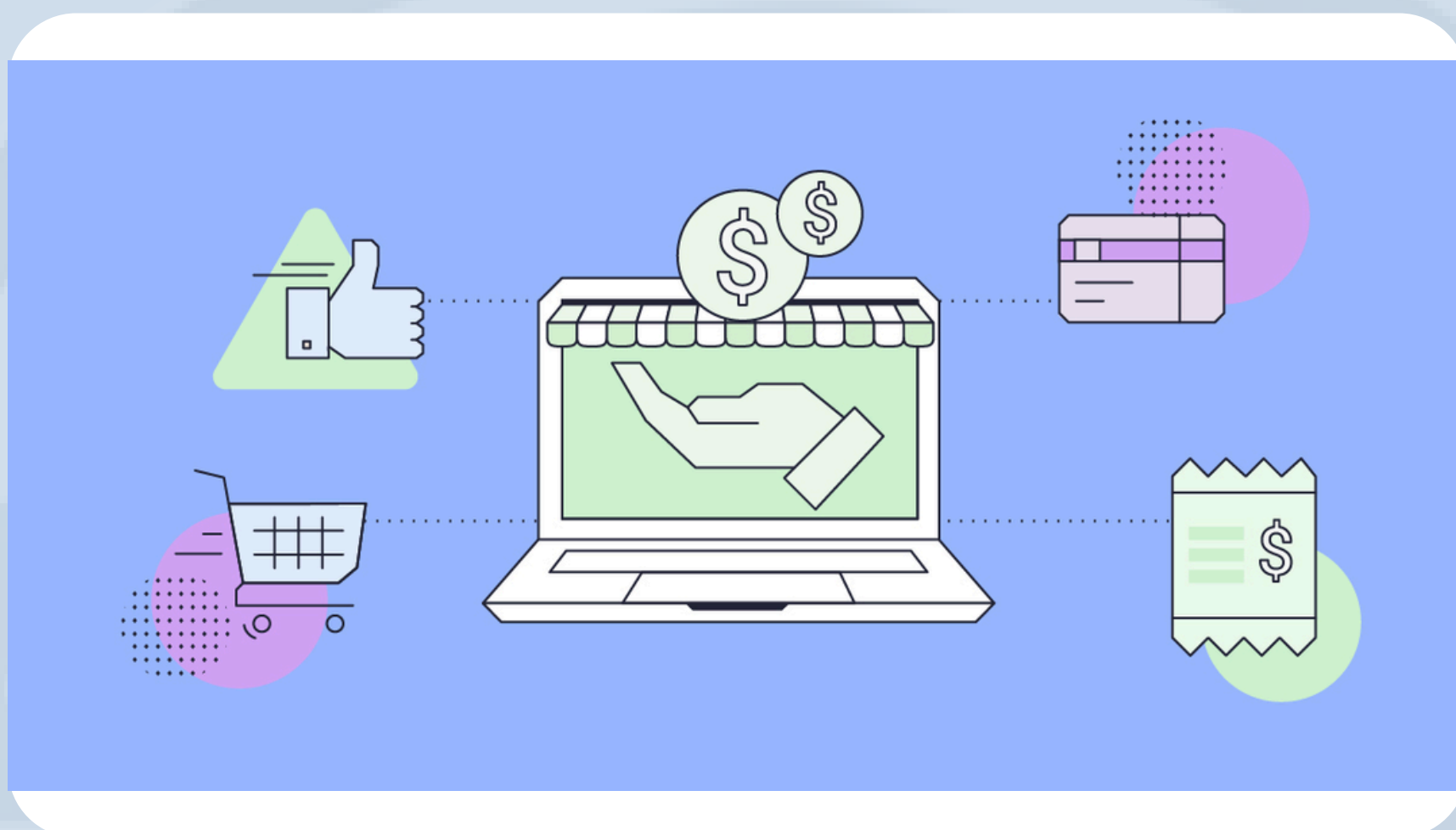
To manage roles, users can log in to the site <https://iamapps.belgium.be/rma/> and assign roles using a national registry number. Follow the steps provided on the page for role assignment. Alternatively, roles can be assigned via an invitation process detailed on a separate dedicated page. Users can choose ad-hoc roles based on specific needs.

- Log in to <https://iamapps.belgium.be/rma/> for role management.
- Assign roles using a national registry number and follow the specified steps.
- Use the invitation process on the dedicated page for role assignments.





ADMINISTRATION TASKS AND ONLINE PAYMENTS



For administrative tasks such as changing email addresses, detailed instructions are available at <https://iamapps.belgium.be/sma/generalinfo?language=en>.

Users can access video instructions for online payments at <https://youtu.be/ZBS5jC-mSec>, or find specific instructions for companies through a dedicated link.

- Change email addresses with detailed instructions at <https://iamapps.belgium.be/sma/generalinfo?language=en>.
- Access video instructions for online payments at <https://youtu.be/ZBS5jC-mSec>.
- Follow a dedicated link for specific instructions tailored for companies.



EMAIL COMMUNICATION AND DOCUMENT ACCESS

Personal email addresses are not stored within the MyMinFin profile. Users wanting to receive messages from SPF Finances via email should use the centralized federal service, Myebox, accessible at <https://myebox.be/en>.

It's recommended to maintain a valid email address on the national identification profile at <https://csam.be/en/profile-egov.html>.

- Use Myebox for receiving messages from SPF Finances via email at <https://myebox.be/en>.
- Maintain a valid email address on the national identification profile at <https://csam.be/en/profile-egov.html>.

OPTIMIZING DOCUMENT ACCESS

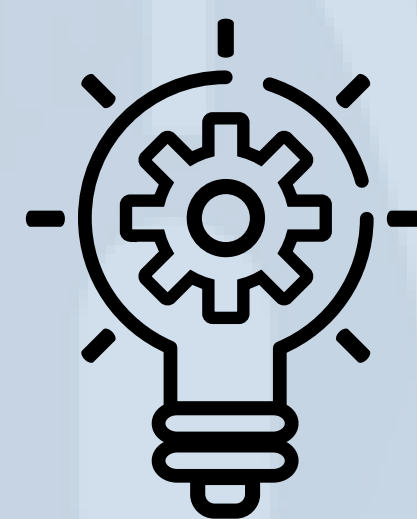
Documents accessed through MyMinfin may not open on iPhone or iPad devices unless the pop-up blocker is disabled. For optimal performance, users are advised to utilize the Chrome browser and set it as the default when using itsme. Unlike Safari, Google Chrome requires a confirmation for downloads.





Once downloaded, users can open documents in various applications, print them, or send them via email in PDF format for viewing on a computer.

- Disable the pop-up blocker for document access on iPhone or iPad devices.
- Use Google Chrome as the preferred browser for optimal MyMinfin performance.
- Follow the download confirmation process and manage documents accordingly for efficient use.



SUPPORT SYSTEMS FOR DIFFERENT NEEDS

Separate support systems cater to specific needs:

1. My e-box for citizens: Access at <https://mycitizenebox.belgium.be/myebox/> with FAQs available <https://myebox.be/en>
2. e-Box Enterprise for businesses: Supported exclusively by social security, details available at <https://www.eboxenterprise.be/en/index.html> with additional FAQs at <https://www.eboxenterprise.be/en/faq.html>.

