

Diamond Supervision – access via CSAM

Manual

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1. CSAM, a secure access

A secure access to the [Diamond Supervision portal](#) is through CSAM, the gateway to online government services. The FPS provides secure access via MyGov.be, eID, itsme or an electronic identification means recognised at European level (eIDAS).

If you represent an organisation, you will need an account with CSAM. Check whether your organisation is already registered with CSAM and who in your organisation manages the accesses. If this is the first time your organisation is using CSAM, a legal representative (known at CBE) should assign a chief access manager (himself or a colleague). If these formalities are in order, the access administrator can assign the role "FPS-ECO_DIAMONDSUPERVISION-FO_USER" to employees in the organisation. This will give them access to the Diamond Supervision portal. Within your organisation, a chief access manager should already be appointed. If not, please carry out the procedure below.

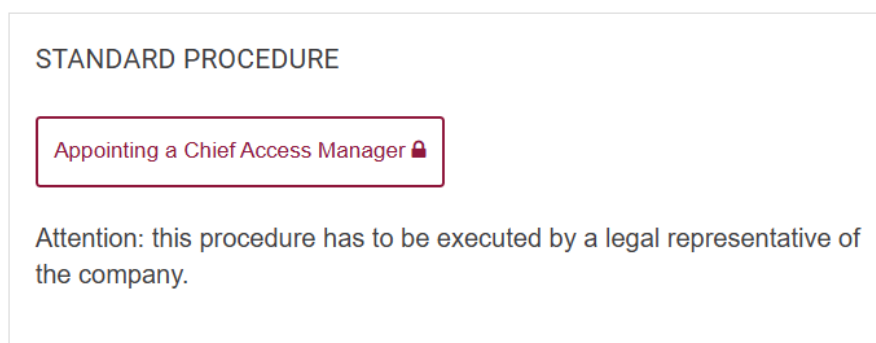
1.1. Assigning a chief access manager

Step 1: Go to <https://www.csam.be/en/management-access-managers.html>

Step 2: Open the 'Appointing a chief access manager' menu by clicking on the gray bar.



Step 3: In the standard procedure, click on 'Appointing a Chief Access Manager'.



Step 4: Log in with MyGov.be, eID, itsme,...

Step 5: Enter the company's CBE number and click on the "Registering my company with CSAM" button.

Enter the company number of a company of which you are a legal representative to:

- register your company within CSAM, and
- appoint yourself or someone else as Chief Access Manager ?

Company number

(10 figures)

Registering my company with CSAM

Step 6: Choose whether you will appoint yourself or a colleague as the chief access manager.

Do you want to appoint someone other than yourself to be the Chief Access Manager? The person you want to appoint needs to be an employee or a legal representative of the company.

Chief Access Manager ☒ XXXXXXXXXXXX
☐ Another person

Step 7: Enter the email address and phone number of the chief access manager (and in the second case also your own email address and phone number) and click 'Next'.

Registering your company with CSAM

Company

Company number

Company name

Address

Company e-mail *

Please note: all contact details are used for CSAM communication campaigns and for **e-Box Enterprise** notifications (e.g. when you receive a new message).

Therefore, make sure that the e-mail address you provide:

- is a **correct** and **existing** email address, and
- is a **general** e-mail address (e.g. management@company.be).

This is important to ensure the company receives and handles CSAM messages even when a specific contact person is not reachable.

Chief Access Manager

The Chief Access Manager is the main responsible for managing all access for your company.
 He or she can:

- **delegate** access management, by appointing Access Managers for specific domains (groups of applications) and
- appoint one or more co-Chief Access Managers for **assistance**.

Do you want to appoint someone other than yourself to be the Chief Access Manager? The person you want to appoint needs to be an employee or a legal representative of the company.

Chief Access Manager ☒ ☐

National register number *

E-mail address of the Chief Access Manager *

Telephone *

Next

Step 8: Check all the details, check the box “Yes, I agree” and click the “Agree” button.

Conditions of activation

I confirm that these details are correct and complete.
Upon creating this account:

- I accept that the company's contact details I have provided will be used by CSAM and e-Box Enterprise, and
- I am aware that e-Box Enterprise is activated and will be used by public institutions to send messages to my company.

Furthermore, I declare to be informed of and to comply with the legislation related to the processing of personal data, in particular the General data protection regulation (GDPR) and the Law of 30 July 2018 (in French) on the protection of natural persons with regard to the processing of personal data. I will immediately notify any change concerning the Chief Access Manager and/or service provider through CSAM Management of Access Managers.

☒ Yes, I agree

Correct

Agree

The chief access manager has now been appointed. This person can log in to <https://iamapps.belgium.be/rma> and assign employees the "FPS_ECO_DIAMONDSUPERVISIONS-FO_USER" role.

1.2. Assigning a role

Step 1: Go to <https://iamapps.belgium.be/rma> and log in with MyGov.be, eID, itsme,...

Step 2: Select the option in the orange block: 'Create a role assignment via National Number'.

The screenshot shows the 'My eGov role management' website. At the top, there are language selection buttons (nl, fr, de, en) and a link to 'Other information and public services www.belgium.be'. The main heading is 'My eGov role management' with the subtitle 'My online roles with the government'. Below this is a colorful horizontal bar. A message states: 'You are not yet logged in for My eGov role management. To gain access to the functionalities below, you must log in first.' with a 'Log in' button. The section 'Working with My eGov role management' explains: 'Manage your role assignments on this site and see the overview of requests and invitations for role assignments.' There are two main panels: 'My outstanding tasks' (blue) and 'Manage role assignments' (orange). The 'Manage role assignments' panel lists 'Top tasks, you wish to:' including 'view the overview of your managed role assignments', 'Create a new role assignment for an existing employee', and 'Create a role assignment via National Number' (which is highlighted with a red box).

nl fr de en Other information and public services www.belgium.be [Frequently Asked Questions](#)

My eGov role management

My online roles with the government

You are not yet logged in for My eGov role management. To gain access to the functionalities below, you must log in first. [Log in](#)

Working with My eGov role management

Manage your role assignments on this site and see the overview of requests and invitations for role assignments.

My outstanding tasks

Overview of all outstanding and completed requests

Top tasks, you wish to:

- view the overview of requests
- request approve or decline
- Adding to requests
- Create a new role assignment for an existing employee

Manage role assignments

Manage all your role assignments

Top tasks, you wish to:

- view the overview of your managed role assignments
- Create a new role assignment for an existing employee
- **Create a role assignment via National Number**

Step 3: Enter one or more national register numbers, clicking "Search" each time to verify the name under "Selected individuals". Then click "Next step."

 [My outstanding tasks](#) [My role assignments](#) [Role assignment management](#) [Invitation management](#) [My Dashboard](#)

Role assignment management: immediately issue a new role assignment

Step 1: Persons

Step 2: Enterprise

Step 3: Roles

Step 4: Properties

Step 5: Details

Step 6: Summary

Step 1: Individuals

Select the individuals to whom you wish to allocate a role assignment.

Selected individuals

You have not added any persons yet. Search below for the persons to whom you wish to assign a role.

Searching for individuals

Run a search for the person to whom you wish to assign a role by way of his National Number

National register number

Search

[Cancel](#) [Next step](#)

 [My outstanding tasks](#) [My role assignments](#) [Role assignment management](#) [Invitation management](#) [My Dashboard](#)

Role assignment management: immediately issue a new role assignment

Step 1: Persons

Step 2: Enterprise

Step 3: Roles

Step 4: Properties

Step 5: Details

Step 6: Summary

Search result

This is the person to whom the National Number has been assigned.

Surname	First name

[Cancel](#) [Add](#)

Searching for individuals

Run a search for the person to whom you wish to assign a role by way of his National Number

National register number

Search

[Cancel](#) [Next step](#)

Step 4: Select the company you want to assign the role to. Click "Next step."

[Home](#) [My outstanding tasks](#) [My role assignments](#) [Role assignment management](#) [Invitation management](#) [My Dashboard](#)

Role assignment management: immediately issue a new role assignment

Step 1: Persons

Step 2: Enterprise

Step 3: Roles

Step 4: Properties

Step 5: Details

Step 6: Summary

Step 2: Select enterprise

Select the enterprise for which you wish to impute role assignments

Select enterprise

☒ [Redacted]

[Previous step](#) [Cancel](#) [Next step](#)

Step 5: In the left-hand box, find the desired role: "SPF ECONOMIE DiamondSupervision Diamantaire Reconnu". Click the top arrow to move the role to the right-hand box. Click "Next step".

[Home](#) [My outstanding tasks](#) [My role assignments](#) [Role assignment management](#) [Invitation management](#) [My Dashboard](#)

Role assignment management: immediately issue a new role assignment

Step 1: Persons

Step 2: Enterprise

Step 3: Roles

Step 4: Properties

Step 5: Details

Step 6: Summary

Step 3: Selecting the roles

Select the roles you wish to assign for each (sub)enterprise selected.

(*) = mandatory field

Roles for enterprise: [Redacted]

Possible values

Q

SPF ECONOMIE BORNES DE RECHARGE

SPF ECONOMIE CSIPME FO ADMINISTRA

SPF ECONOMIE DEBTM FO APPLICANT

SPF ECONOMIE DiamondSupervision Mand

SPF ECONOMIE LICENSES DECLARANT-I

SPF ECONOMIE LICENSES DECLARANT-I

SPF ECONOMIE LICENSES DECLARANT-I

SPF ECONOMIE LICENSES DECLARANT-I

SPF ECONOMIE MAJITAR FO DEMANDEUI

SPF ECONOMIE MAJITAR FO MANDATAIR

Selected values*

Q

SPF ECONOMIE DiamondSupervision Diam

[Previous step](#) [Cancel](#) [Next step](#)

Step 6: Select the validity period for the role assignment. You can choose an expiration date or an unlimited validity period. Click "Next step".

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Role assignment management: immediately issue a new role assignment

Step 1: Persons

Step 2: Enterprise

Step 3: Roles

Step 4: Properties

Step 5: Details

Step 6: Summary

Step 4: Select role properties

Select the relevant properties for each role selected.

(*) = mandatory field

Role properties for SPF ECONOMIE DiamondSupervision Diamantaire reconnu within enterprise

Duration of role assignment

from * 10/03/2026

up to and including or ☒ Unlimited

[Previous step](#) [Cancel](#) [Next step](#)

Step 7: Enter an email address for each person (required). Click "Next step".

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Role assignment management: immediately issue a new role assignment

Step 1: Persons

Step 2: Enterprise

Step 3: Roles

Step 4: Properties

Step 5: Details

Step 6: Summary

Step 5: Enter personal details

Enter the e-mail addresses of the persons selected.

(*) = mandatory field

Personal details

Surname	First name	E-mail address

[Previous step](#) [Cancel](#) [Next step](#)

Step 8: In the final step, verify all information and add a personal message if desired. Click "Complete direct role assignment" to assign the role.

Personal message

☐ Add personal message for the approver(s)

[Previous step](#) [Cancel](#) [Complete direct role assignment](#)