

Logging in and settings

This quick guide explains how to log in on IDEP, what settings you have to use and how you can change the settings later on.

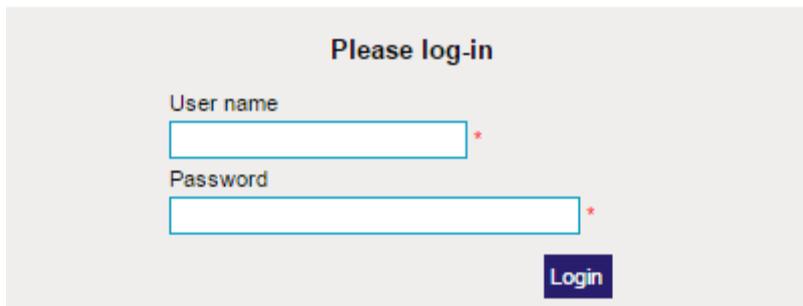
Letter

As you are required to provide statistical information to Statistics Netherlands (CBS), which makes you a PSI, you will receive a letter from Statistics Netherlands specifying for which commodity flows you have to supply data and if you have to do so on a monthly or yearly basis.

The letter also contains the codes with which you can log in on IDEP.

Logging in in IDEP

Go to <https://ihg.cbs.nl> and log in with the codes included in the letter. Choose the English language by clicking on the British flag in the top right corner of the screen. The user name is the VAT number (BTW) without the letters NL.



The screenshot shows a login form titled "Please log-in". It contains two input fields: "User name" and "Password". Both fields have a red asterisk to their right, indicating they are required. Below the "Password" field is a blue "Login" button.

Contact

When you log in for the first time you automatically get the screen *Your company information* where you can see, but not change, your company data. The information about the contact person should also be there. Check if the information is correct and change it if needed. If there is no information about the contact person yet, it is important that you add it. Please enter the name, email address and telephone number. The email address is used to notify the contact when the password has been changed or the declaration has been received.

Declarations	Importing data	Declarant	Tools	Help
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You are here: [Start page](#) > [Declarant](#) > Your company information CBS

Your company information 812483297B24

Company name*

Street and number* Post code* City* Country
 Straat 1111AA Plaats NL

Contact person* E-mail address* Telephone no.*

Select the commodity flows below which are applicable for your company.
 As you are a PSI (Provider of Statistical Information) you have received a letter from CBS specifying the reporting requirements.
 A PSI can authorize a third-party declarant to provide the data.

Commodity flow	Contact person	Telephone no.	E-mail address
<input checked="" type="checkbox"/> Intrastat Arrival (S-ICV)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Intrastat Dispatch (7-ICL)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Extrastat	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save and back](#) [Cancel](#) [Help](#)

Fill in the e-mail address under company information. If you change your password, you will receive confirmation at this e-mail address. Confirmation of receipt of declarations will also be sent to this e-mail address. Tick the flow or flows for which you are declaring. For each flow you then need only to fill in the fields 'Contact person', 'Telephone no.' and 'E-mail address' if they differ from those under company information.

Reporting requirements PSI

Next you have to indicate for which commodity flow or flows you have to make a declaration. You can find this in the letter with the login codes. You can fill in a different contact person for each flow – if you wish. For each flow each email address is used to notify each contact.

When you have entered the required data, you have to save them and return with [Save and back](#).

Changing the password

When you log in for the first time, you will be directed automatically to the 'change password' screen after you have completed your personal data and record selection. You have to change your password.

Changes

The name, telephone number and email address of the contact person can always be changed. If you have received a letter from Statistics Netherlands about a change in the data you are required to supply, you also have to change this in the application by going to [Declarant](#) – [Your company information and reporting requirements](#).

Further information

See our other quick guides on:

- Manual data entry
- Importing data
- Third party declarants: authorisation and reporting

For more detailed instructions and further information go to www.cbsvooruwbedrijf.nl/igt