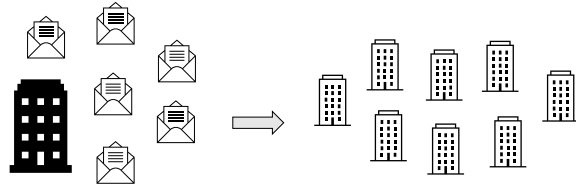


1

Sending by LBR (daily batches) 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



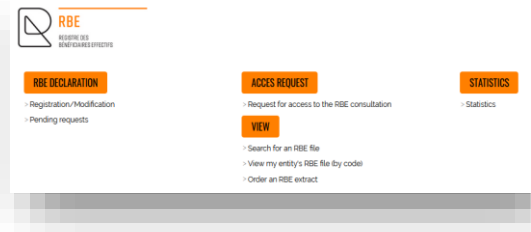
Receipt by the entity of the letter containing its access code

3



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

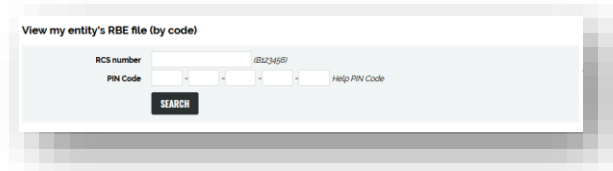
4



To view the entity's data, select "View my entity's RBE file (by code)".

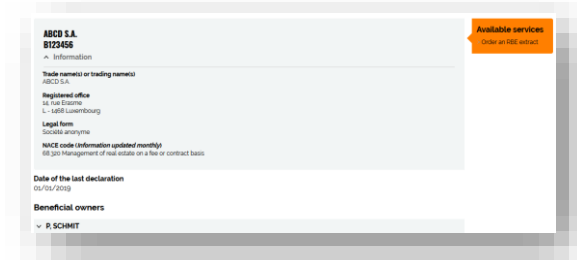
5

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



then click on "Search".

6



Consultation of the entity's data and possibility to order an extract (against payment) via the "Available services" tab

* This code allows you to access the details of your entity and to order an extract of **your entity** and may be used without restriction for 3 years. In the event of loss or theft of the code, a new code can be allocated to you (to do this, please contact the helpdesk by e-mail: helpdesk@lbr.lu).

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