

Submit an application on behalf of a company **with a Belgian CBE company number**

What is Mon Espace?

Mon Espace (<https://monespace.wallonie.be>) is the one-stop shop for citizens, companies* and the non-profit sector to submit requests to the Walloon administration securely.

**Company means any professional such as a non-profit organisation, self-employed, public limited company, private limited company, etc.*

How to submit an application on behalf of a company with a CBE number?

To submit an application, follow the steps below:

1. Search on the [Wallonia website](#) for the procedure concerned by your request and then click on the link to the electronic form.
2. Log in on the secure platform [Mon Espace](#):
 - Either with your electronic identity card and a card reader
 - Or via the app 'It's me'
 - Or via one of the other authentication methods
3. Enter the "**Professional**" area of your company

If your company appears :	If your company does not appear :
You have access to your company's professional area. Then click on the name to start a professional procedure.	You then need to perform the following access procedure: a) Click on the "Add a company" button b) Complete the <i>role request form</i> which will send a delegation request directly to the Chief Access Manager (CAM) of your company c) Log out and wait for your CAM to accept your request by return mail d) Once this is done, repeat the procedure from point 1.  If no CAM has been appointed for your company, one of your legal representatives must do this via the site https://www.csam.be/fr/gestion-gestionnaires-acces.html

4. Then follow the instructions to complete the online form and submit your application

Need assistance?

Consult our **user manuals, videos and FAQs** via the "**Help**" button on Mon Espace (<https://monespace.wallonie.be>)

You can also contact the **Helpdesk**:

- Tel : 078 79 01 02
- Mail: aideenligne@wallonie.be