

User Guide

Registering an account online

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1. General information

1.1. Document purpose

This document is intended for anyone wishing to be entered on the Single Register.

It describes the steps for completing the registration process on the Orias website. This registration will result in the creation of an account on the Orias website for the management of information and entries in the Single Register.

1.2. Document use

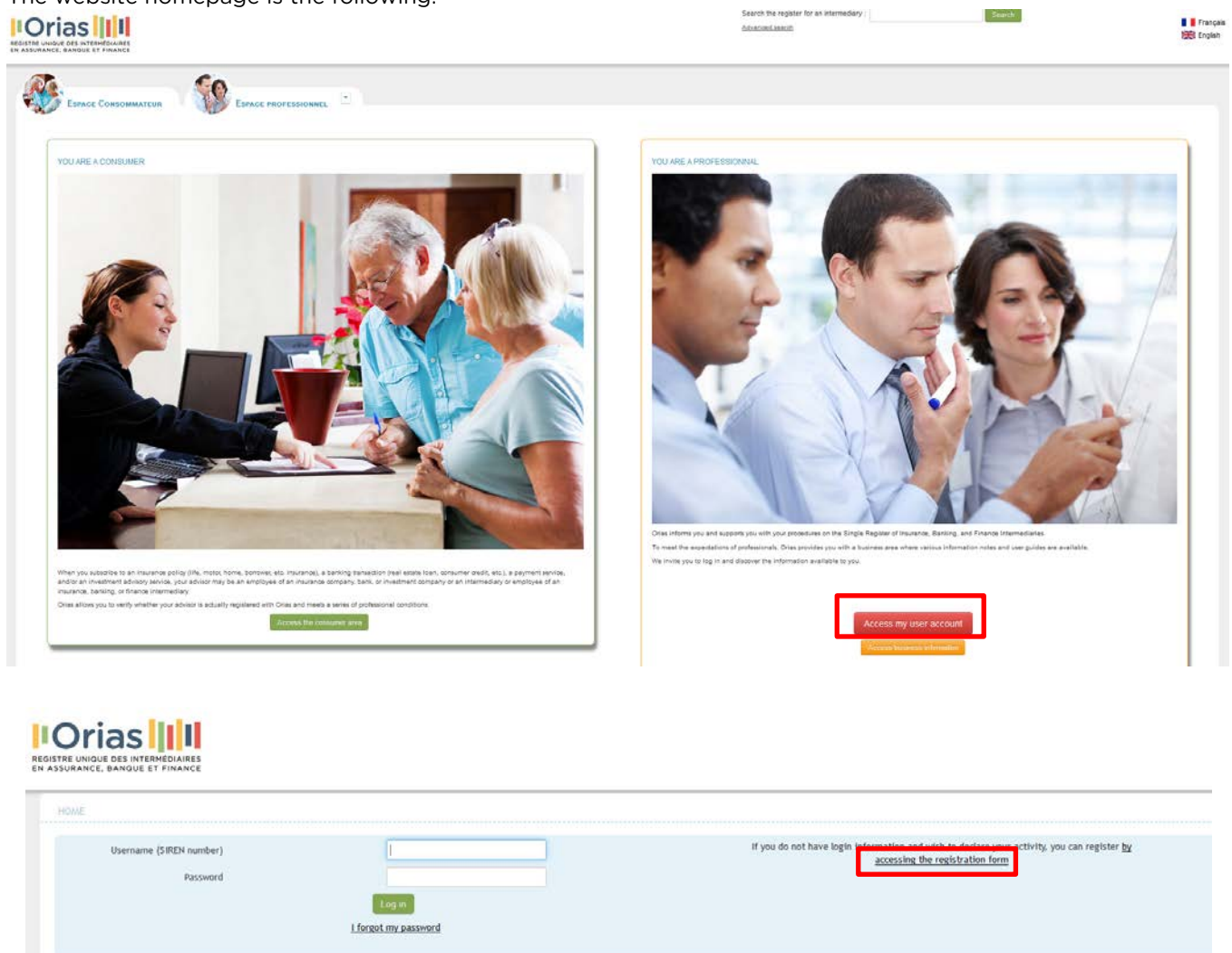
On each screen, required fields are marked with a  *

2. Access to the Orias website

The website can be accessed at www.orias.fr
The recommended browsers for this website are:

- Latest version of Mozilla Firefox
- Latest version of Google Chrome
- Latest version of Internet Explorer

The website homepage is the following:



The "[Registration Form](#)" link starts the account creation procedure described on the following pages.

3. Legal capacity and SIREN number

The first step is to fill in the legal capacity and SIREN number information.

The SIREN number entered will be the login ID for the ORIAS website once the account is created. During this first step, the login password must be chosen.

[HOME](#) > REGISTRATION: OPERATING CAPACITY

CAPACITY CORRESPONDING TO THE REPRESENTATIVE'S BUSINESS ACTIVITY

- * Capacity Natural person
The representative operates in his/her own name
- Legal entity
The representative operates on behalf of a company

SIREN NUMBER

The SIREN number will be your representative's ID

* SIREN number

PASSWORD


This password will allow you to access your intermediary area with your SIREN number.

* Password

* Confirmation

[Next step >>](#)

[Back to home](#)

 The new password must have **at least 8 characters**.

The following steps differ according to the legal capacity (Natural Person or Legal Entity). They are described in the following chapters.

4. Natural Person

This page is used to enter the intermediary's contact details.
The data in the form will be pre-filled with the public data (provided by Ellisphère, formerly COFACE) relating to the SIREN number entered on the previous page.
The additional fields must be filled in by the requester.

[HOME](#) > REGISTRATION: NATURAL PERSON IDENTITY AND CONTACT DETAILS

COMPANY INFORMATION

Trade name	<input type="text"/>
Trade and companies register municipality	<input type="text"/> <input type="button" value="v"/>
<small>If you complete this field, you will need to provide an extract from the trade and companies register (Kbis)</small>	
* NAF code	<input type="text"/>
* Legal form	<input type="text"/> <input type="button" value="v"/>

INTERMEDIARY'S IDENTITY


* Mr/Ms	<input type="radio"/> Mr	<input type="radio"/> Ms
* Surname at birth	<input type="text"/>	
Preferred name	<input type="text"/>	
* First name	<input type="text"/>	
* Date of birth	<input type="text" value="dd/MM/yyyy"/>	<input type="button" value="📅"/>
* Country of birth	<input type="text" value="France"/> <input type="button" value="v"/>	
* Municipality of birth	<input type="text"/>	
INSEE code	<input type="text" value="Obligatoire si né en France"/>	

BUSINESS CONTACT DETAILS

ADDRESS

* Street	<input type="text"/>
Additional address information	<input type="text"/>
* Country	<input type="text" value="France"/> <input type="button" value="v"/>
* Postcode	<input type="text"/>
* City	<input type="text"/>
CEDEX address	<input type="checkbox"/>
Electronic acknowledgement of receipt	<input type="checkbox"/> <input type="button" value="i"/>

OTHER CONTACT DETAILS

* Email	<input type="text"/>
* Confirmation	<input type="text"/>
 Other email	<input type="text"/>
Website	<input type="text"/>
Landline Phone	<input type="text"/>
Mobile phone	<input type="text"/>
Other phone	<input type="text"/>
Fax number	<input type="text"/>

<< Previous step

Next step >>

Back to home

5. Natural Person – Summary

The summary of the data entered is shown on this page.

[HOME](#) - REGISTRATION: SUMMARY

DETAILS

Preferred name	Jodot	Acronym/Trade name	Test
First name	Gérald	Trade and companies register	ABBEVILLE
Date of birth	01/01/1980	SIREN	305391237
Municipality of birth	Liverpool	Status	Natural person
Country of birth	United Kingdom	Legal form	Merchant
		NAF code	6622Z 

CONTACT DETAILS

Address Test 1
Test 2
75009 Paris 9e Arrondissement

Phone number
Mobile phone
Other phone
Fax number

Email test@test.fr
 Other email
Website

The personal data controller is ORIAS (the single register of insurance, banking, and finance intermediaries). This form allows you to enter information that will be processed for the following purpose: Registration in the single register of insurance, banking, and finance intermediaries Les informations seront celles prévues par la loi sont destinées à être rendues publiques sur le registre. Les données transmises au moyen du présent formulaire seront utilisées exclusivement en vue du traitement de votre demande. Vous bénéficiez d'un droit d'accès et de rectification aux informations qui vous concernent. Pour exercer ce droit, vous pouvez contacter le service client d'ORIAS. Par la soumission de ce formulaire, vous consentez au traitement des données personnelles que vous fournissez à l'adresse indiquée ci-dessus.

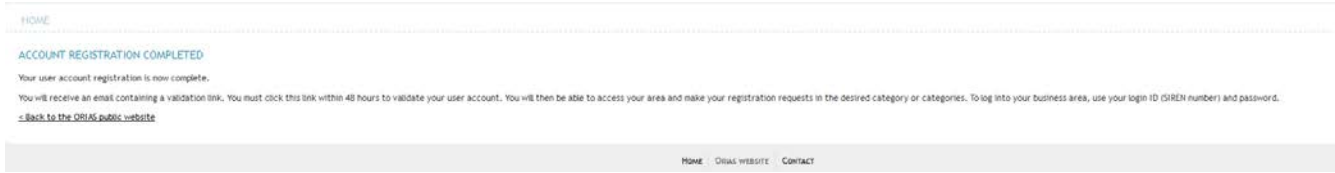
[← Previous step](#) [Validate the registration](#) [Back to home](#)

The “Next Step” button finalises the registration.

The “Previous Step” button goes back to the contact details entry page to make modifications.

6. Natural Person – Registration completed

The registration is now complete.
The steps required to validate the account are shown on the screen.



7. Legal entity

Information about the legal entity must be entered on this page.

The form will be pre-filled with the public data (provided by Ellisphère, formerly COFACE) relating to the SIREN number entered on the previous page.


[HOME](#) > REGISTRATION: LEGAL ENTITY IDENTITY AND CONTACT DETAILS

IDENTITY OF THE LEGAL ENTITY


* Corporate Name	<input type="text"/>	Please fill in the "Corporate Name" field
Acronym/Brand/Trade name	<input type="text"/>	
Trade and companies register municipality	<input type="text"/>	If you complete this field, you will need to provide an extract from the trade and companies register (Kbis)
* NAF code	<input type="text"/>	
* Legal form	<input type="text"/>	

BUSINESS CONTACT DETAILS

ADDRESS

* Street	<input type="text"/>	
Additional address information	<input type="text"/>	
* Country	France	
* Postcode	<input type="text"/>	
* City	<input type="text"/>	
CEDEX address	<input type="checkbox"/>	
Electronic acknowledgement of receipt	<input type="checkbox"/>	

OTHER CONTACT DETAILS

* Email	<input type="text"/>	
* Confirmation	<input type="text"/>	
 Other email	<input type="text"/>	
Website	<input type="text"/>	
Landline Phone	<input type="text"/>	
Mobile phone	<input type="text"/>	
Other phone	<input type="text"/>	
Fax number	<input type="text"/>	

[<< Previous step](#) [Next step >>](#) [Back to home](#)

8. Legal entity – Officers

On this page, the intermediary must provide information about the legal entity’s officers and/or activity delegates.

The form will be pre-filled with the public data (provided by Ellispère, formerly COFACE) relating to the SIREN number entered on the previous page.

[HOME](#) > REGISTRATION: OFFICERS AND PARTNERS

Natural person | [Delete](#)


* Capacity

* Mr/Ms Mr Ms

* Surname at birth

Preferred name

* First name


* Date of birth 

* Country of birth

* Municipality of birth

INSEE code

[Add another officer or partner](#)

[Add a delegate](#) 

[<< Previous step](#) [Next step >>](#) [Back to home](#)

At this point, an additional officer can be added by clicking “[Add another officer or partner](#)”
A new “natural person” block then appears.

[HOME](#) > REGISTRATION: OFFICERS AND PARTNERS

Natural person | [Delete](#)


* Capacity

* Mr/Ms Mr Ms

* Surname at birth

Preferred name

* First name

* Date of birth 

* Country of birth

* Municipality of birth

INSEE code

Natural person | [Delete](#)


* Capacity

* Mr/Ms Mr Ms

* Surname at birth

Preferred name

* First name


* Date of birth 

* Country of birth

* Municipality of birth

INSEE code

[Add another officer or partner](#)

[Add a delegate](#) 

[<< Previous step](#) [Next step >>](#) [Back to home](#)


Once all the data have been entered, the “Next Step” button provides access to the summary.

9. Legal entity – Summary


The information entered during the previous steps is summarised on this page.

[HOME](#) > REGISTRATION: SUMMARY

DETAILS

Corporate name	Isurance Test	Status	Legal entity
Acronym/Trade name		Legal form	Limited liability company
Trade and companies register	ABBEVILLE		
SIREN	439471269		
NAF code	662ZZ 		

CONTACT DETAILS

Address	Test 1
	Test 2
	75009 Paris 9e Arrondissement
Phone number	
Mobile phone	
Other phone	
Fax number	
Email	test@test.fr
 Other email	
Website	

OFFICERS AND PARTNERS

You have declared 2 officers or partners :

- TEST A test :Manager
- TEST B test :Manager

DELEGATES

You have declared 0 delegate :

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[<< Previous step](#) [Validate the registration](#) [Back to home](#)

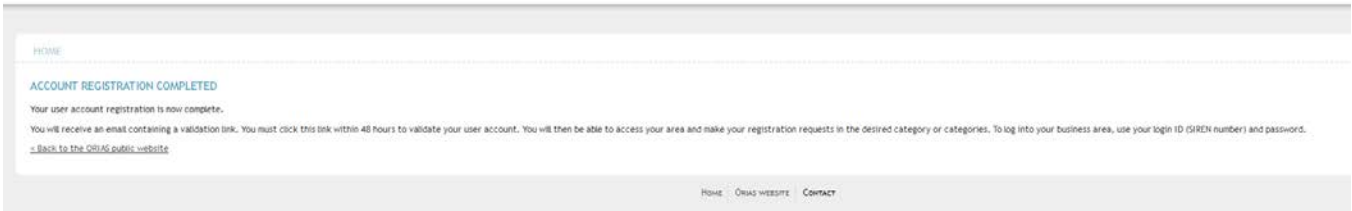
The “Next Step” button finalises the registration.

The “Previous Step” button goes back to the previous pages to make modifications.

10. Legal entity – Registration completed

The registration is now complete.

The steps required to validate the account are shown on the screen.



11. Email confirmation and validation of account creation

At the end of the registration procedure, an email is sent to the requester. The requester must click the activation link provided in the email **within 48 hours to definitively validate the creation of the account.**

Registre unique des intermédiaires en Assurance, Banque et Finance

• Identifiant : 439471269

Madame, Monsieur,

Vous venez de créer un compte utilisateur sur le Registre des intermédiaires en assurance, banque et finance. **La création d'un compte utilisateur ne vaut pas inscription.**

Pour valider votre compte utilisateur, nous vous invitons à [cliquer ici](#).

Sincères salutations.

Le Secrétariat.

Merci de ne pas répondre à ce courrier électronique. [Nous contacter](#)

• ID : 439471269

Dear Sir/Madam,

You created a user account on the Register of Insurance, Banking, and Finance Intermediaries. **Creating a user account does not constitute registration.**

To validate your user account, please [click here](#).

Sincerely,

The Administration Department.

Please do not reply to this message. [Contact us](#)

The requester can then log onto the ORIAS business website homepage using the SIREN number and password. This login information is included in the email confirmation of account creation. The intermediary will then be able to manage the entries in the Single Register.