

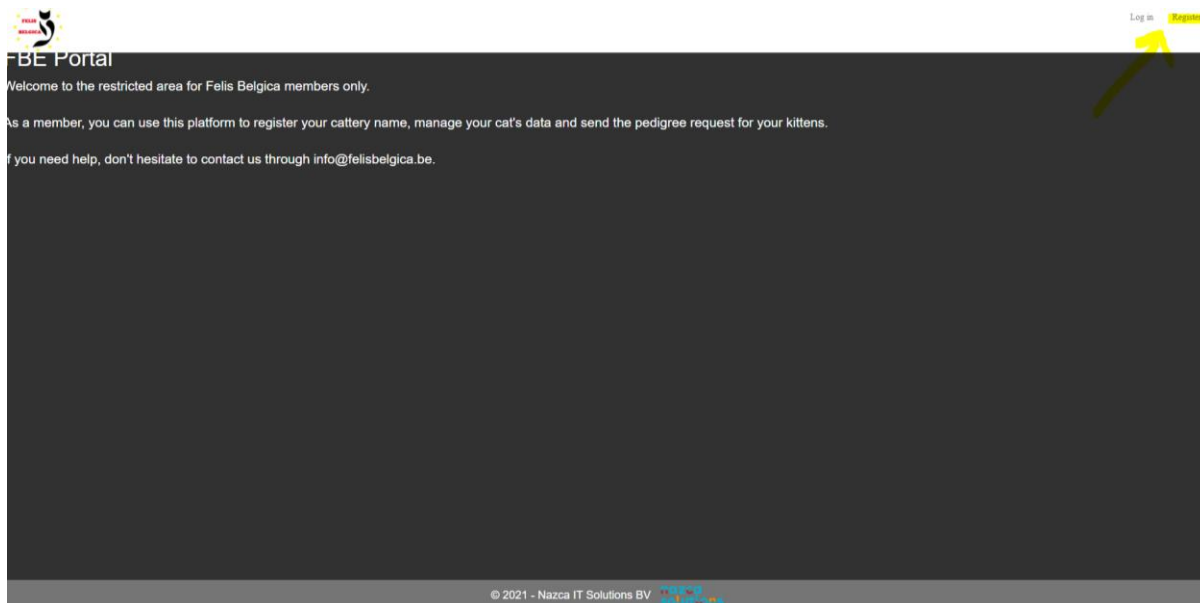
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1. Access the portal

<https://fbeportaal.nazca4u.nl/>

The language of the portal is the one of your browser by default.

Portal exists in EN, FR, NL, DE and IT. To change its language, change your browser settings.



To **create** your account, click on “Register” on the upper right corner.

Log in [Register](#)

The follow form will appear

A screenshot of the Register form. The form has a dark background with white text. At the top left is the Felis Belgica logo. Below it, the text reads: "Register". There are two input fields: "Member no." and "ZIP Code". Below the input fields is a red button with the text "send".

Enter your **Member no., with format Year (4 digits)+ Number (4 digits)** , example: 20130150 and enter your ZIP code.

If the registration is valid, an email will be automatically sent to your registered email address with FBE with a random generated password. Use this password to login.

If you (already) have a registered account, login through the “log in” (upper right corner).

[Log in](#) [Register](#)



Log in

Member no.

Password

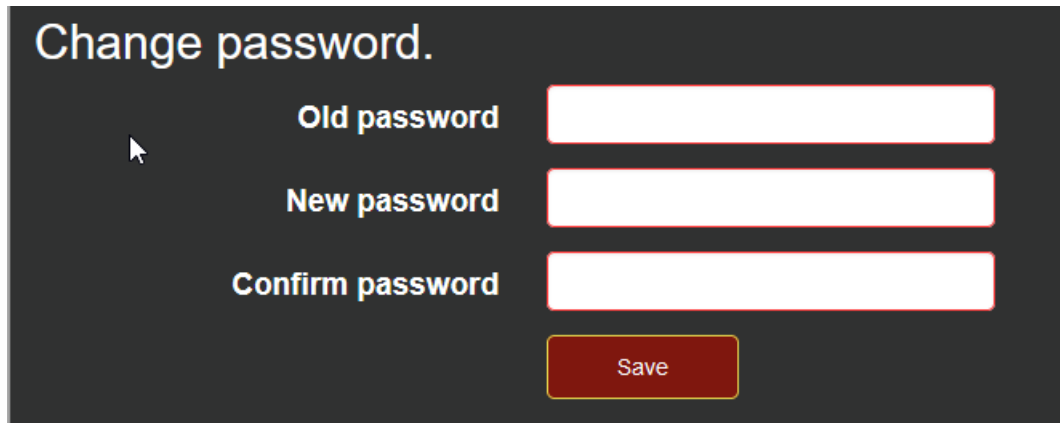
[Forgot your password?](#)

Fill in your FBE membership number and password.

2. Changing password

You will be able to change the password after (the first) login:

testaccount, test [Change password](#) [Log off](#)



Change password.

Old password

New password

Confirm password

[Save](#)

Fill in the fields (all mandatory). New password has to be at least **12 characters long with minimal 1 Uppercase, 1 lowercase, 1 digit and 1 punctuation mark character.**

3. Personal data

By clicking your name, **you can edit your address (if you have moved for ex) and other contact data registered with FBE.**

Member no. 20130150

Sex [] Title []

First name Stéphanie Initials []

Insertion [] Last name Dupont

Date of birth []

Telephone [] Mobile []

E-mail (1) info@eden-coonies.be E-mail (2) []

Save

Main address	Attn.	Street	No.	Street addition	ZIP Code	City	Country	Date from	Date till
yes		Rue des déportés	[]		1480	Clabecq	Belgium	24-7-2019	
no		Rue Baudouin Ier	[]		6180	Courcelles	Belgium	1-1-2014	23-7-2019

Add

Back on the homepage, you can :

- manage your cats data through PEDIGREE REGISTRATION
- declare birth of kittens and ask for their pedigree through OUTSIDE MATINGS AND LITTERS
- request the registration of your FIFe cattery name (only once) through CATTERY REGISTRATION

Pedigree registration Outside matings and litters Cattery registration

FBE Portal

Welcome to the restricted area for Felis Belgica members only.

As a member, you can use this platform to register your cattery name, manage your cat's data and send the pedigree.

If you need help, don't hesitate to contact us through info@felisbelgica.be.

4. Pedigree registration

On this screen you see the list of all your cats imported in FBE database. Here **you can declare your cat as neutered or deceased**.

Pedigree registration

Below are the chats registered in your name. You can

- using declare your cat as neutered and/or deceased
- using register the change of owner of your cat (if this one is a member of Felis Belgica) or mention that you are no longer the owner.

Name	Pedigree number	Import number	Chip number	Breed	Sex	Date of birth	
Smile the Perfect Cat	(AT)VKA-18018/O	(BE)FBE-LO	070000010054038	MCO-103	Female	18-7-2020	

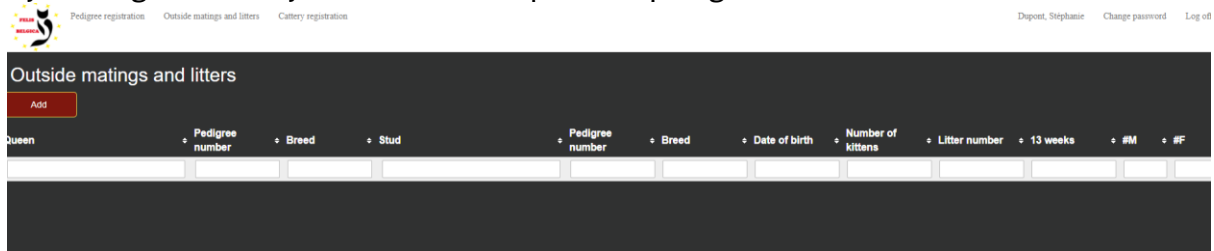
You can also **register the change of owner of your cat** (kitten).

Click on the 2 arrows behind the cat, as it is explained on the portal:

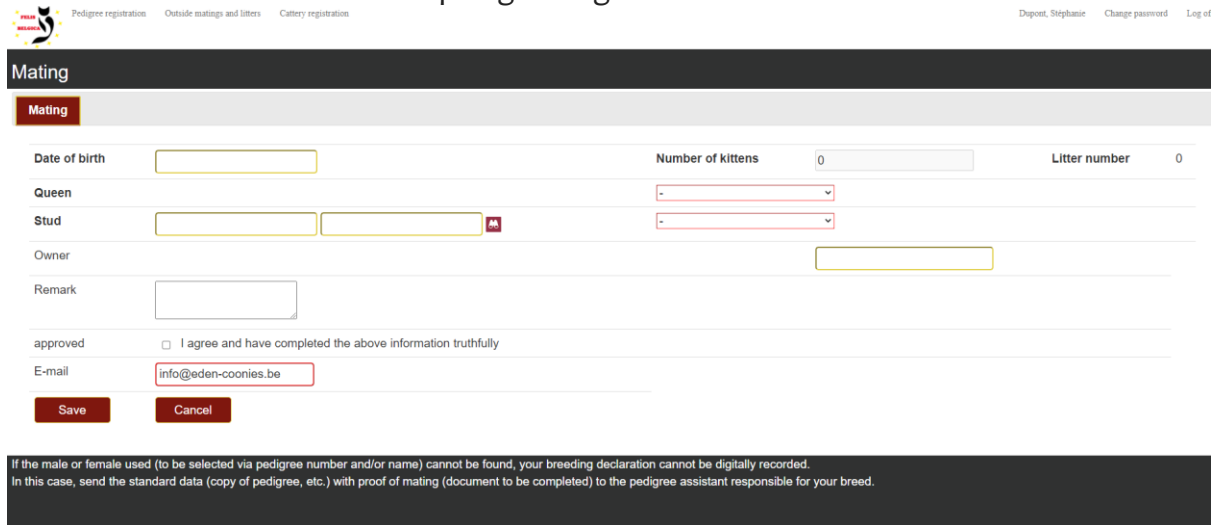
- **The new owner is an FBe member:** then, fill out the membership number with the 8 numbers (eg: 20100072), in the field “membership n°”
- **If the kitten/ cat moves as a household pet:** the breeder just fills out the date when the kitten moved in the field “Date from”.
- **Only when the kitten moves to a new breeder who is not an FBe member,** the breeder will have to send in the information and club of the new owner, using the [transfer document](#) or just via mail (pedigree@felisbelgica.be).

5. Outside matings and litters

By clicking on “add” you can start a request for pedigrees/declare a birth.

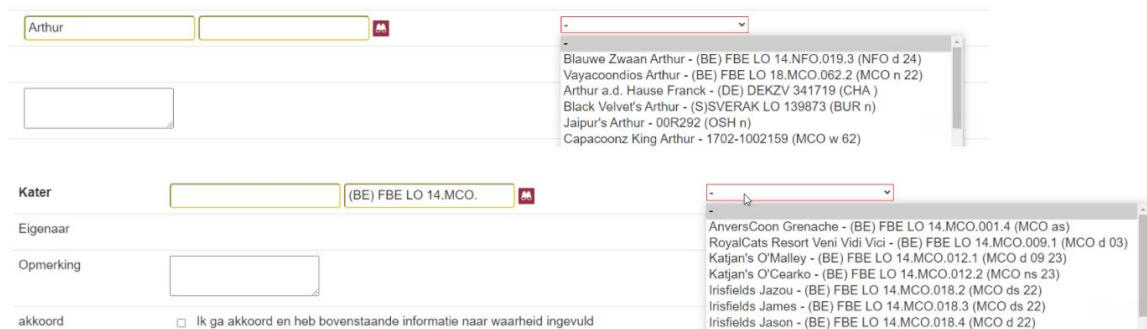


This works same as the website pedigree registration.



Fields in yellow are to be filled manually, where fields in red are drop-down menu where you can choose from the list of your cats (for the queens).

For the stud: Fill in (part) of the name of the stud **OR** (part of) pedigree nr and then you can get to choose from the drop-down menu. Examples:



If the male or female used (to be selected via pedigree number and/or name) cannot be found, your breeding declaration cannot be digitally recorded.

In this case, send the standard data (copy of pedigree, etc.) with proof of mating ([document to be completed](#)) to the pedigree assistant responsible for your breed. (imports@felisbelgica.be)

6. Cattery registration

If you already have a cattery registered the form shows you the choice(s) you've made and the registered Fife name is shown as yellow line.



Pedigree registration

Outside matings and litters

Cattery registration

Registration no. FBE-C-2013-0076
Request date 27-8-2013

Cattery name, affix/suffix and position in the name of the cat

<i>Eden Coonie</i>	Affix d'	after Name
	Affix -	in front of Name
	Affix -	in front of Name

For new registration the form will look as follows:

Cattery name, affix/suffix and position in the name of the cat

Option 1	<input type="text"/>	<input checked="" type="radio"/> Affix <input type="radio"/> Suffix	<input type="text"/>	<input checked="" type="radio"/> in front of <input type="radio"/> after
Option 2	<input type="text"/>	<input type="radio"/> Affix <input checked="" type="radio"/> Suffix	<input type="text"/>	<input type="radio"/> in front of <input checked="" type="radio"/> after
Option 3	<input type="text"/>	<input type="radio"/> Affix <input checked="" type="radio"/> Suffix	<input type="text"/>	<input type="radio"/> in front of <input checked="" type="radio"/> after

Explanation is given below this form.

To specify your preferences (minimum 3), you must indicate whether you want to use a prefix or a suffix and how to use the name of the cattery in the name of the kittens. For example: your preferences are "... of flowery fields", "Her Majesty ..." and "Sunstar's".

The first preference means that you want the cattery name after a kitten's name, the second and third preferences before the kitten's name.

You then fill in respectively:

For the 1st option fill in "flowery fields", with the AFFIX "of" and the choice "after".

For the 2nd option, fill in "His Majesty", without putting anything in the AFFIX / SUFFIX field with the option "before",

and for the 3rd option fill in "Sunstar", with the SUFFIX "'s" and the option "before".