



**Befimmo**

## The Extranet

The Extranet is a digital space dedicated to you, offering secure access to a number of documents and news relevant to your lease and building (including documents relating to its environmental impact and technical management). It will offer easy access to the digital version of your rental documents at all times.

## Documents relevant to you

You will find the following documents on the Extranet:

- The lease and any amendments to it
- The inventory when you entered the premises
- The rental guarantee
- The plans of the building
- The BREEAM and ISO 14001 certificates
- Energy performance certificates
- The telemonitoring user manual
- Waste production statistics
- Reporting on the consumption of common and private areas
- The building's internal rules
- Etc.

### How do I connect?

Go to this page: <http://www.befimmo.be/en/tenant-center/extranet>.

## General options

### How do I manage email alerts?

By default, you receive email alerts when Befimmo posts a news item or a document relevant to you. You can turn off these alerts using the relevant option.

Please note that, even if you turn off alerts, you will always receive alerts for documents that Befimmo regards as essential.

### How do I change my password?

You can change your password at any time using the relevant option.

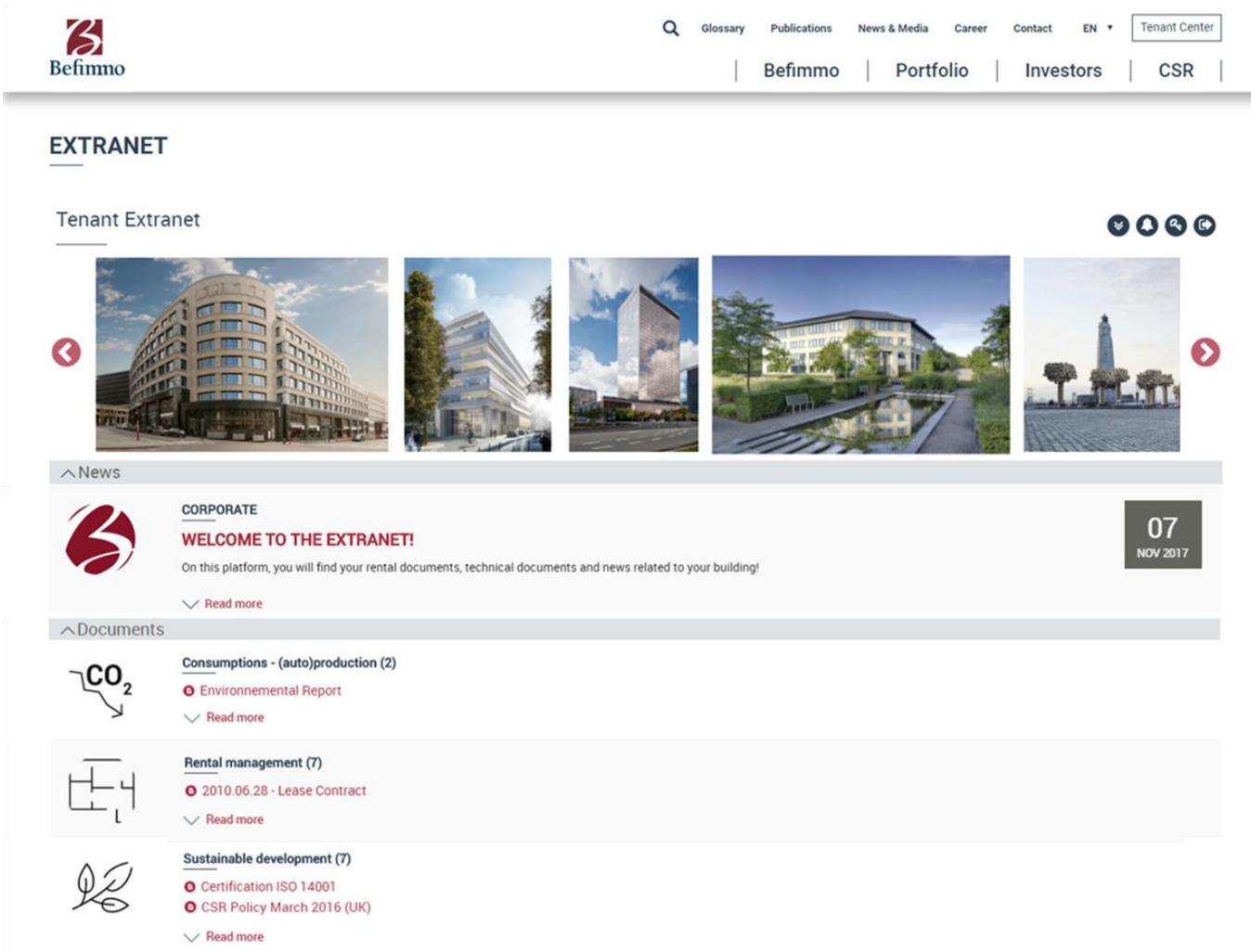
Please change your password when you first connect to the Extranet, and make sure it is changed when a new user takes charge of the access.

## Any questions?

If you have any questions, requests or concerns, please write to:

[extranet@befimmo.be](mailto:extranet@befimmo.be)

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The screenshot shows the main interface of the Befimmo Extranet. At the top, there is a navigation bar with the Befimmo logo, a search icon, and links for Glossary, Publications, News & Media, Career, Contact, EN, and Tenant Center. Below this is a secondary navigation bar with links for Befimmo, Portfolio, Investors, and CSR. The main content area is titled 'EXTRANET' and features a 'Tenant Extranet' section with a carousel of building images. Below the carousel, there are sections for 'News' (with a 'CORPORATE WELCOME TO THE EXTRANET!' message and a date of 07 NOV 2017), 'Documents' (with categories like 'Consumptions - (auto)production (2)', 'Rental management (7)', and 'Sustainable development (7)'), and a 'Go to documents' button.

## AUTHENTICATION

Please enter your login credentials

User:

Password:

[I FORGOT MY PASSWORD](#) [VALIDATE](#)

## SETTINGS

