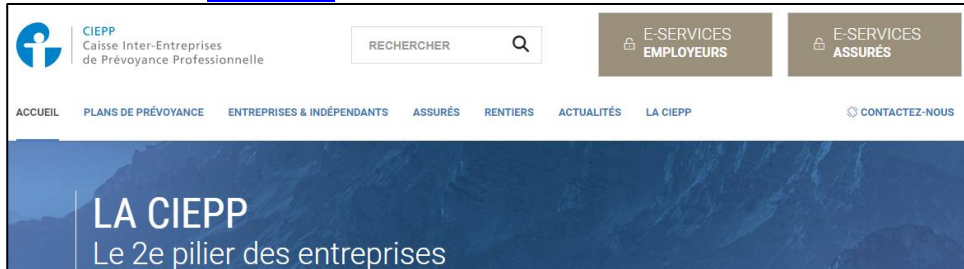


Online services for CIEPP insured persons – Instructions for initial login

STAGE 1 – ACCESS ONLINE SERVICES FOR CIEPP INSURED PERSONS

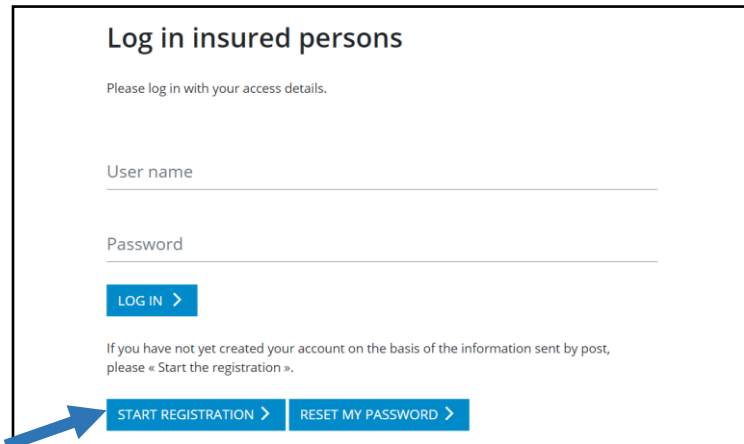
From CIFA website www.cifa.ch, click on > **E-SERVICES ASSURÉS CIEPP**



For the insured persons concerned, the link is mentioned when sending the log-in codes.

STAGE 2 – START REGISTRATION

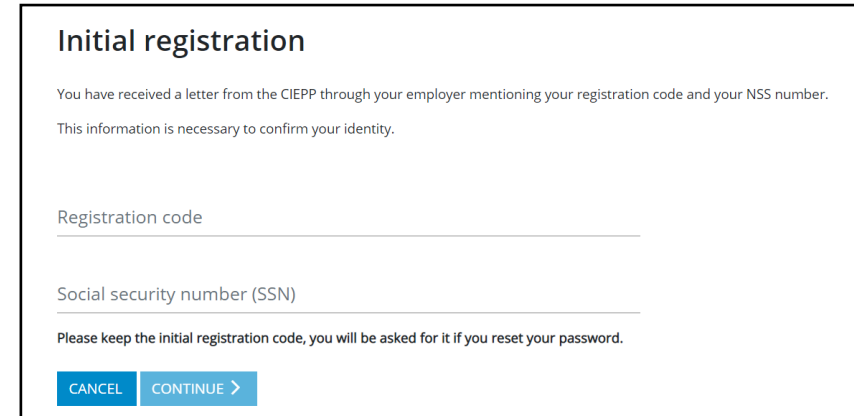
You are now in the environment of the online services for CIEPP insured persons. At top left you can choose the language: FR, DE or EN. When logging in for the first time, click on > **Start registration**



The screenshot shows a login form titled 'Log in insured persons'. It includes fields for 'User name' and 'Password', a 'LOG IN >' button, and a 'START REGISTRATION >' button. A blue arrow points to the 'START REGISTRATION >' button. Below the form, there is a note: 'If you have not yet created your account on the basis of the information sent by post, please « Start the registration ».' and a 'RESET MY PASSWORD >' button.

STAGE 3 – INSERT YOUR REGISTRATION CODE AND NSS NUMBER

Please complete the fields with your registration code and NSS number. These have been sent to you by separate post. Click on > **Continue**



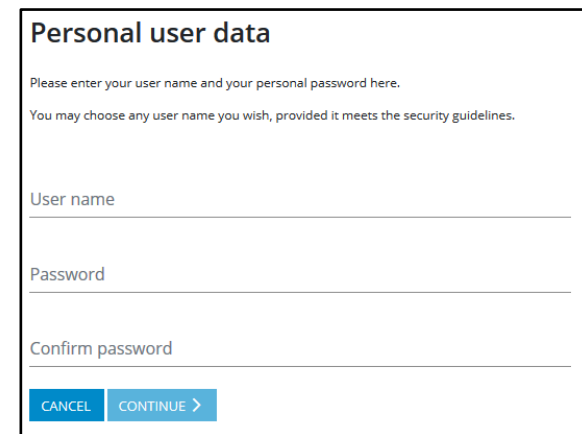
The screenshot shows a form titled 'Initial registration'. It contains the following text: 'You have received a letter from the CIEPP through your employer mentioning your registration code and your NSS number. This information is necessary to confirm your identity.' Below this are two input fields: 'Registration code' and 'Social security number (SSN)'. A note states: 'Please keep the initial registration code, you will be asked for it if you reset your password.' At the bottom are 'CANCEL' and 'CONTINUE >' buttons.

STAGE 4 – INSERT YOUR PERSONAL DETAILS

Insert a user name and password of your choice. Click on > **Continue**

The username must be between 8 and 50 characters long, without spaces and without the « : » character

*The password must contain between 8 and 20 characters maximum, upper and lower case letters, 1 number and 1 special character _ + * % / () { } @ # ? \$! = < > &.*



The screenshot shows a form titled 'Personal user data'. It contains the following text: 'Please enter your user name and your personal password here. You may choose any user name you wish, provided it meets the security guidelines.' Below this are three input fields: 'User name', 'Password', and 'Confirm password'. At the bottom are 'CANCEL' and 'CONTINUE >' buttons.

Online services for CIEPP insured persons – Instructions for initial login

STAGE 5 – SELECT THE METHOD OF TWO-FACTOR AUTHENTICATION

Select the method of two-factor authentication desired to receive your access code, by e-mail or SMS (only one option possible). Click on > **Continue**

Two-factor authentication

Two-factor authentication (verification in two stages) is a strong authentication method through which you access your data after presenting two distinct proofs or identity.

Send access code via e-mail

Send access code via SMS on mobile phone

+41

CANCEL **CONTINUE >**

STAGE 7 – ACCEPT THE GENERAL CONDITIONS OF USE

After taking note of the general conditions of use, click on > **Accept**

Terms and conditions of use of the CIEPP online services for insured persons

Please read our terms and conditions of use carefully.

GENERAL CONDITIONS OF USE OF THE ONLINE SERVICES FOR CIEPP INSURED PERSONS

1. Purpose

1.1 The present general conditions of use govern the access rights and use of the online services for CIEPP insured persons.

1.2 The rights conferred on the persons insured are non-transferable.

1.3 The use of the online services for CIEPP insured persons and the attribution of access rights are free of charge.

...

11. Final provisions

11.1 The present general conditions of use of the online services for CIEPP insured persons are governed by Swiss law.

11.2 In the event of discrepancy with a translated version of the present general conditions of use, the French version takes precedence.

11.3 The courts of the Canton of Geneva are competent for all disputes relating to these conditions. However, the CIEPP is authorised to take action against the User before the courts of his domicile.

11.4 By clicking on the button « accept » when registering online, the User has expressly declared that he has read, understood and accepted unreservedly the present general conditions of use of the online services for CIEPP insured persons.

REFUSE **ACCEPT**

STAGE 6 – ENTER THE ACCESS CODE

Insert the access code received by e-mail or SMS.
Click on > **Log in**

For security reasons, we have sent an access code via e-mail to your registered e-mail address.
Please enter the code received by e-mail. The code will only be valid for several minutes.

Access code

LOG IN

CANCEL **BACK**

STAGE 8 – COMPLETE THE REGISTRATION

Once registration is completed, you can log in.
Click on > **Continue to login**

Registration completed

Thank you. Your registration was successful and you can now log in with your access details.

CONTINUE TO LOGIN

ÉTAPE 9 – LOG IN

Insert your user name and password defined in stage 4.
Click on > **Log in**

Online services for CIEPP insured persons – Instructions for initial login