

MY ACCOUNT



HOW TO CREATE A LOGIN

Do you want to access "My Account"? These instructions show you how to register as a user and then add a link to your profile.

Create a user account

Sign in to your account

Username

Password

[Forgot Password?](#)

Sign In

New user? [Register](#)

First, **create a user account**.

To do so, you must first register as a new user.

Click on "**Register**"

Register

First name

Anouk

Last name

Angelotti-Esempio

Email

anouk@mail.ch

Username

anouk@mail.ch

The username may be freely chosen:

- It must be unique and not already in use
- We recommend to use the e-mail address

Password

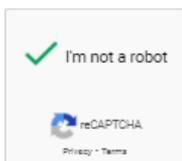
.....

Confirm password

.....

The password must contain:

- 10 characters
- special characters
- upper and lower case letters
- numbers



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The **register window** will pop up.

Complete all the fields, tick the “**I am not a robot**” field, and press “**Register**”.

If you forget to fill in a field, you will have to re-enter your password and tick “I am not a robot” again.

Your password must be at least 10 characters long and contain a special character, an uppercase and a lower-case letter, as well as a number.

Email verification

You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email?
[Click here](#) to re-send the email.

Thank you for your registration. To activate your "SUISA My account" :
[Email Verification Link.](#)

This link will expire in 10 minutes.

Now verify your email address.

To do so open your email programme and click on the corresponding link.

Multi-factor authentication setup

SUISA provides two-factor authentication for login. With two-factor authentication, you lock out hackers. Even if they have cracked your password.

The following options are available:

1 Authenticator (very secure)

Install an Authenticator app (FreeOTP, Google Authenticator, Microsoft Authenticator) on your smartphone and enter the generated authentication code when logging in.

Enable two-factor authentication with Authenticator

2 Do not enable two-factor authentication (less secure)

You do not need to enter any other authentication codes after entering the password.

Do not enable two-factor authentication

Once you have verified your email, you will be automatically directed to the "multiple authentication" function.

To link your user account to your profile, i.e. your personal "My Account", you must activate the two-factor authentication with an by clicking on the corresponding button.

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Mobile Authenticator Setup

You need to set up Mobile Authenticator to activate your account.

- 1 Install one of the following applications on your mobile:

FreeOTP



Google Authenticator



Microsoft Authenticator



- 2 Open the application and scan the barcode:



[Unable to scan?](#)

- 3 Enter the one-time code provided by the application and click Submit to finish the setup.

One-time code

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Submit

Two-factor authentication with an authenticator

If you have opted for the two-factor authentication with an authenticator, follow the instructions and enter the generated code in the “**one-time code**” field, then click “**submit**”.

Add profile

The screenshot shows the 'Add profile' page. At the top right, there are 'Next' and 'Cancel' buttons. Below them is a red 'Activate profile' button. A modal window titled 'Activate profile' is open, with a close button (X) in the top right corner. Below the modal, there is a 'Registration' section with two radio button options: 'Yes, I have my registration details at hand.' and 'No, I don't have any registration information'. At the bottom right of this section is a 'Next' button.

Once you have created your user account, you will find yourself in the “**Add Profile**” area.

Click on the link “**Request here**”.

Enter your IPI number and click on “Request here”. For security reasons, SUIISA will send you your registration data by post.

Need help?

We are at your disposal.

memberportal@suisa.ch

The screenshot shows the 'Add profile' page with the 'Activate profile' modal open. Below the modal, there is a 'Registration information available' section with an information icon. It contains three input fields: 'IPI number', 'Registration ID', and 'Registration password'. Below each field is a short instruction: 'You can find your IPI number on a statement, for example', 'The ID is on the letter with the request to activate your profile.', and 'The password is in the letter with the request to activate your profile.'. At the bottom of this section are 'Cancel' and 'Activate profile' buttons.

Need help?

We are at your disposal.

memberportal@suisa.ch

1. Log in to "My Account" with your chosen username
2. Click on "Add profile" and enter the following regist

Your IPI no.: 00816331457

Registration ID: 30284

Registration password: JQFJSXFNQPBD

This registration information is valid for 30 days and m

When you receive the letter, log into your user account. Then you will be directed to the "Add Profile" area.

Enter the registration data you have received from SUIISA by post and click on "Add Profile".

QUESTIONS?

please check our help area for answers to the most common questions:

<https://www.suisa.ch/my-account/help>

CONTACT

memberportal@suisa.ch