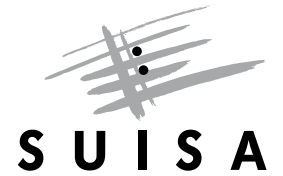


MY ACCOUNT



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

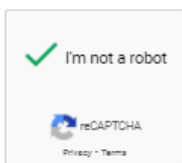
.....

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.

Mobile Authenticator 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 SMS (secure)

Enter your mobile number and enter the SMS authentication code when logging in.

Enable two-factor authentication with SMS

3 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

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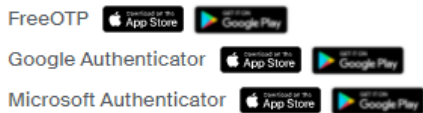
Once you have verified your email, you will be automatically directed to the "multiple authentication" function.

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

Mobile Authenticator Setup

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

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



- 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

[« Back to Login](#)

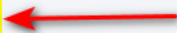
Submit

Mobile Authenticator Setup

A mobile number is required for sending SMS. This mobile number is only used for registration.

Please enter your mobile number

+411231212



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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**”.

Two-factor authentication with SMS (step 1)

If you have opted for the two-factor authentication with SMS, enter your **mobile number** and press “**Submit**”.

For international phone numbers, you must enter the international dialing code. Numbers from Switzerland can be entered with or without “+41”.

Mobile Authenticator Setup

An SMS with an authentication code has been sent to you

Enter the sent code

[« Back to Login](#)

Sign In

Didn't you get an SMS? [Send SMS again](#)

Two-factor authentication with SMS (step 2)

SUISA will send an SMS with a **code** to your cell-phone. Enter this code in the relevant field and press "**Sign in**".

Add profile

Add Profile

To add a profile to your account, please enter your IPI no., as well as the registration details received sep

You do not have registration details? [Request here](#)

IPI number * ⓘ

Registration ID * ⓘ

Registration password * ⓘ

*Mandatory field

Add Profile

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, SUISA will send you your registration data by post.

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 SUISA 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