# *Registering for Valitas Online*

*as an insured person, pensioner,[1] employer or broker*

## 1    Accessing the online portal

The portal can be accessed via the [Login - Valitas Online](#) URL.

The portal can also be accessed via our homepage: [www.valitas.ch](http://www.valitas.ch). To do this, click "Valitas Online" on the menu bar on the homepage.
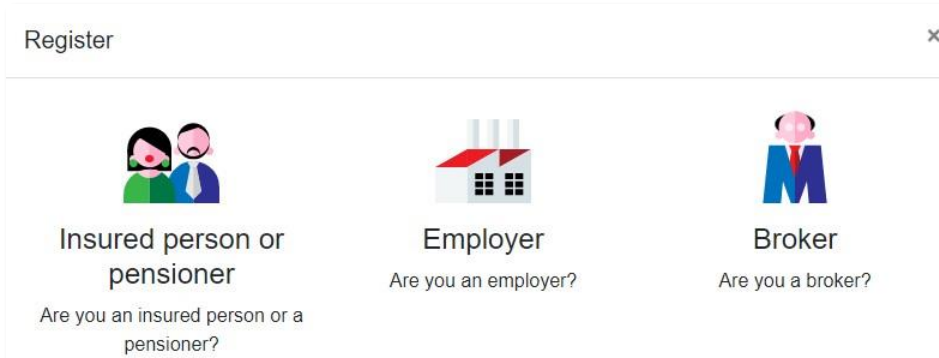


## 2    Registering on first use

1.    On the portal's start page, the language can be changed on the bottom right.

2.    The registration process can be started by clicking "Register".



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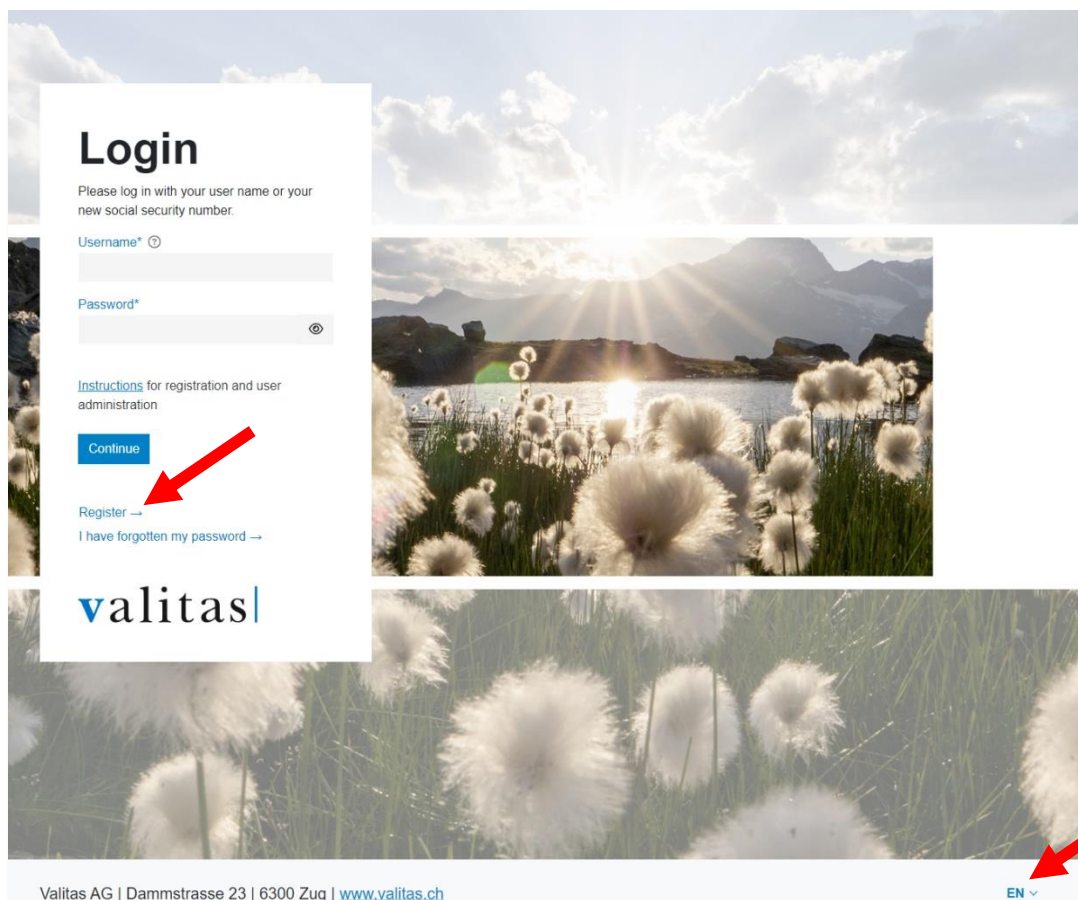
[1]    Gender notice:

Any gendered pronouns used in these instructions refer to all genders unless otherwise stated.

3. Select who the registration is for.



## 2.1 Registering as an insured person or pensioner

To complete the registration process, the five steps shown must be completed in full. You will be led through all five steps automatically.
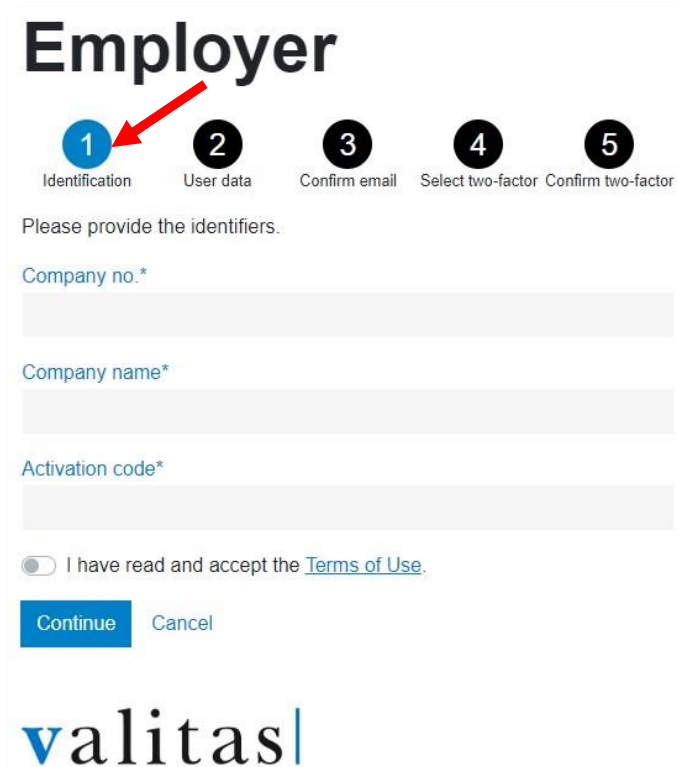
Your social insurance number (SI number), date of birth and a personal activation code are required for registration. You will have received this unique personal code from us in a letter. You can also find this code at the bottom of your pension certificate.
**Important:** the code has 16 characters. If you have a longer, 32-character code, please contact us so that we can send you a new activation code.
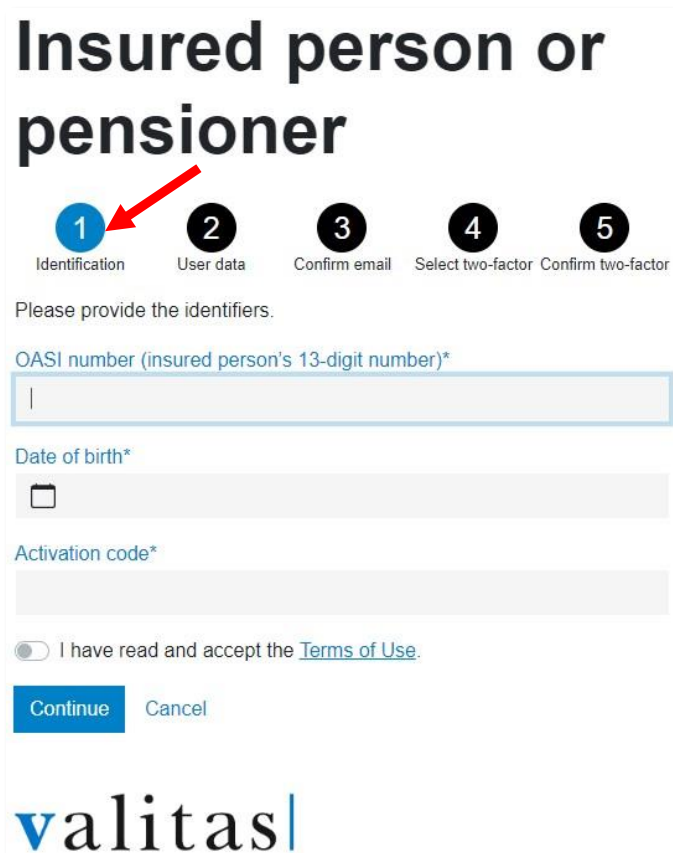


For the other steps involved in the registration process, please see **page four** of these instructions. From step two onwards, the process is identical to registering as an employer.

## 2.2 Registering as an employer



1. **Company no.** – The number labelled "AGID" can be found in our correspondence.

2. **Company name** – Your company name exactly as it is written in our correspondence with you.

3. **Activation code** – A unique personal code which you will have received from us in a letter. **Important:** the code has 16 characters. If you have a longer, 32-character code, please contact us so that we can send you a new activation code.

4. **Terms of use** – Activate by clicking on the slider.

Once you have completed the first step, you need to enter your personal details in the second step.

*   **Important:** an email address can only be used once with Valitas Online. As such, it is not possible to register two different accounts using the same email address.

Once you have entered your personal details, click "Continue" and an email will be sent to the email address you have provided. Enter the confirmation code that it contains into the following field.



To enhance security, the registration process can only be completed once you have set up a method of two-factor authentication for logging into the portal.

There are two options you can choose between for this: authentication via text message or via an authenticator app *(recommended)*.

Please select
Authenticator app (e.g. Microsoft or Google etc.)
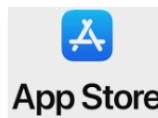Text message for mobile phone number
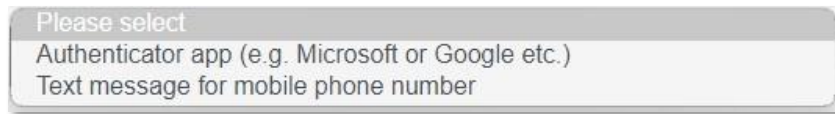
For example, you can download Microsoft's authenticator app in the app store for your device as follows.

**Google Play Store**

Microsoft Authenticator – Apps on Google Play

**Apple Play Store**

Microsoft Authenticator on the App Store (apple.com)

After selecting "Authenticator app", a QR code will appear which needs to be scanned with the app in question. Once the QR code has successfully been read, your account will appear in the authenticator app. It is normally labelled with the email address you have entered. When you click on this account, a code that changes at regular intervals will appear. This can be used as a one-time password for two-factor authentication.

Immediately after you have completed the five registration steps, the Valitas Online start page will launch.

### 2.3   Registering as a broker



1. **Broker no.** – This number (broker ID) can be found in our correspondence.

2. **Broker name** – Your company name exactly as it is written in our correspondence with you.

3. **Activation code** – A unique personal code which you will have received from us in a letter.
   **Important:** the code has 16 characters. If you have a longer, 32-character code, please contact
   us   so that we can send you a new activation code.

4. **Terms of use** – Activate by clicking on the slider.


For the other steps involved in the registration process, please see page four of these instructions.
From step two onwards, the process is identical to registering as an employer.