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Federal Department of Home Affairs (FDHA)
Federal Social Insurance Office (FSIO)
International Affairs

ALPS user manual for companies

Release 6.1

(Version 1 April 2018)



ALPS

ALPS
Applicable Legislation Portal
Switzerland

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1 Introduction

ALPS (Applicable Legislation Platform Switzerland) is a web application that allows companies, self-employed people, Swiss Old Age and Survivors' Insurance compensation funds (CF) and the Federal Social Insurance Office (FSIO) to process expatriation requests (short- and long-term postings and posting extensions) and continued insurance coverage requests for EU and EFTA member States. This shared electronic platform also lets users process requests for continued insurance coverage in non-contracting States and pluriactivity cases within the EU / EFTA.

ALPS was introduced to the compensation funds on a staged basis in an 18-month pilot phase, and subsequently to selected companies as well. The experience gathered during this phase enabled the system to be fine-tuned. ALPS participants during the pilot phase include:

- Employees at pilot companies or their representatives (e.g. trustees) who prepare posting and pluriactivity requests.
- Employees at CFs who handle the requests
- FSIO employees who handle the requests.

As of 1 January 2018 the old paper-based data exchange between companies, compensation funds and the Federal Social Insurance Office (FSIO) had been increasingly replaced by ALPS in the following situations:

- *Requests for posting/posting extension/insurance coverage extension:* The company enters posting/posting extension/extended insurance coverage requests directly in ALPS and no longer needs to send the FSIO a request on paper by post.
- *Request (announcement) for pluriactivity:* The company verifies with the CF that the assured person exercises multiples activities and is subject to the Swiss legislation. It then submits the request including all necessary data in ALPS, thus eliminating the need for information exchange base on post and paper.
- *Insurance coverage for family members* (in addition to a posting/posting extension/extended insurance coverage request): accompanying family members (spouse, children) who are not in gainful employment and are no longer covered by the compulsory OASI/IV/(LOE) insurance schemes are advised to ask the competent compensation fund for information on the insurance options open to them and for the relevant application forms. It is important to remember that family members bear sole responsibility for submitting their request on time.
- *Certificate of Coverage:* The company is no longer notified by post of an approval/refusal. Instead, the approval (certificate of coverage/certificate of continued coverage) or refusal is documented directly in ALPS, the company is notified of postings and special agreements by e-mail and can download and print the resulting documents (e.g. PDA1). E-mail notification of pluriactivity will be optimised in an upcoming release.
- *Exchanging information about the request:* If the FSIO requires additional information about a request, communication takes place directly through ALPS.
- *Checking the intermediate status:* The company can view the current status of a (open) case and the documents exchanged between Switzerland and the country abroad at any time directly in ALPS.

ALPS can be accessed at: <https://www.alps.bsv.admin.ch/alps> for companies that do not use "Identity Propagation" and through the web portal of their compensation found ("PartnerWeb" or "ahv easy") for companies that use "Identity Propagation". ALPS can be used with an up-to-date Internet browser (e.g. Internet Explorer: version 9 or later, Firefox) without installing any software.

Warning (for companies that do not use “Identity Propagation”): When selecting the link above, the user is automatically redirected to another page. It is important to save the original link above in the bookmarks and not the page to which the user is redirected. All technical and specialist questions and applications for the opening of user accounts should be addressed to the responsible AHV compensation fund.

Trustees and consultancy firms who process posting requests on behalf of more than one client have the option of setting up special accounts, henceforth referred to as Trustee Accounts. Please contact the FSIO:

- E-mail: alps@bsv.admin.ch
- Tel. +41 58 460 8311

If a consultancy firm represents a client only in an individual case, an employee account can be set up directly by the client until the mandate is concluded.

-

1.1 Logging in and changing passwords

To use ALPS, a *personal* (non-transferable) user account is required for each user. This is set up by the compensation fund once a user agreement has been signed.

Figure 1 shows the login screen:

- The user logs in using a user ID and password.
- If the user has forgotten the password or the password is locked, a password reset can be triggered by clicking on the link shown.

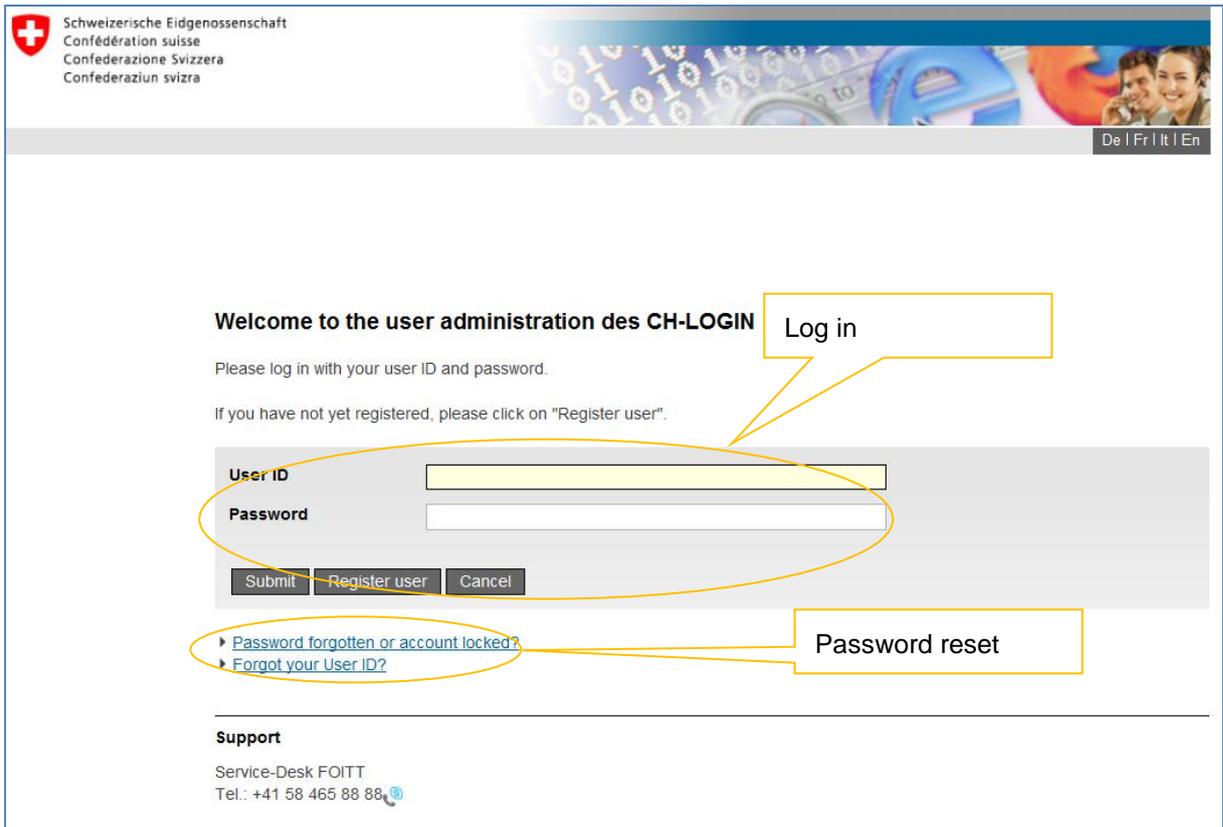


Figure 1 Login screen

1.2 Homepage

Having logged in successfully, the user sees the “Homepage” screen (Figure 2) described below:

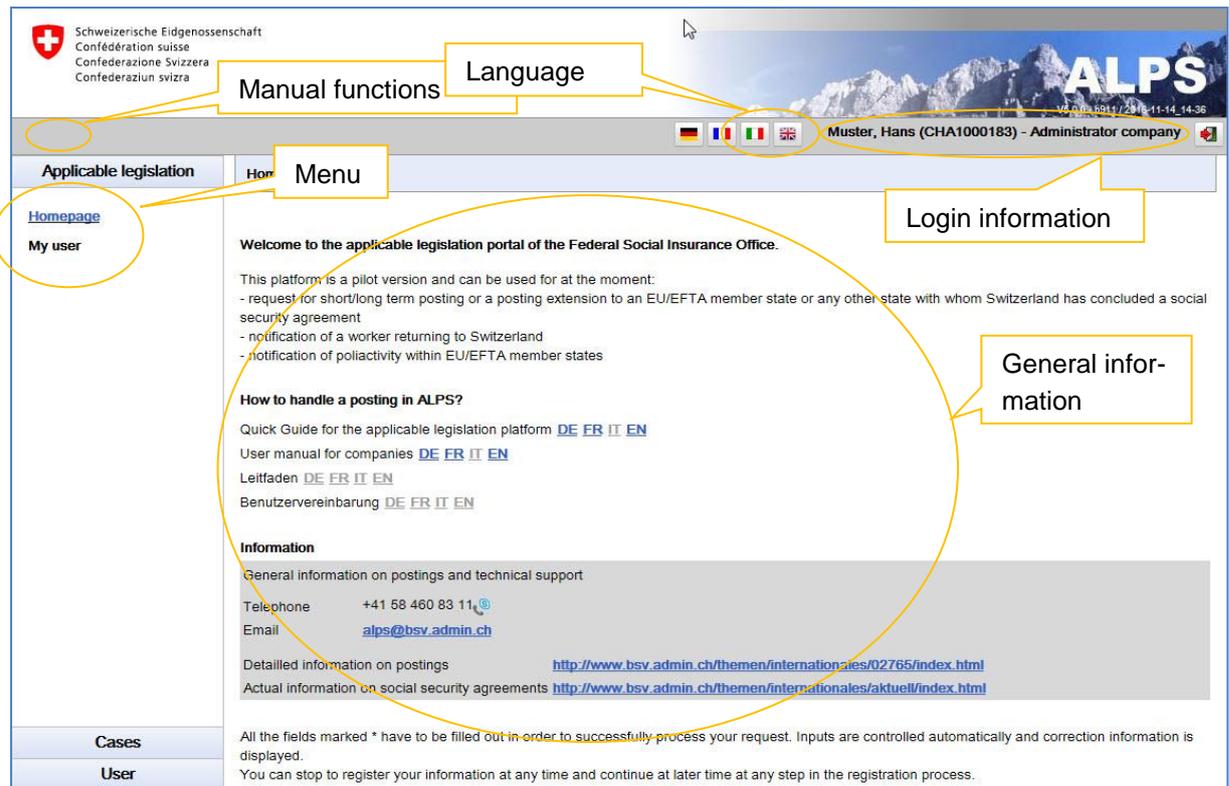


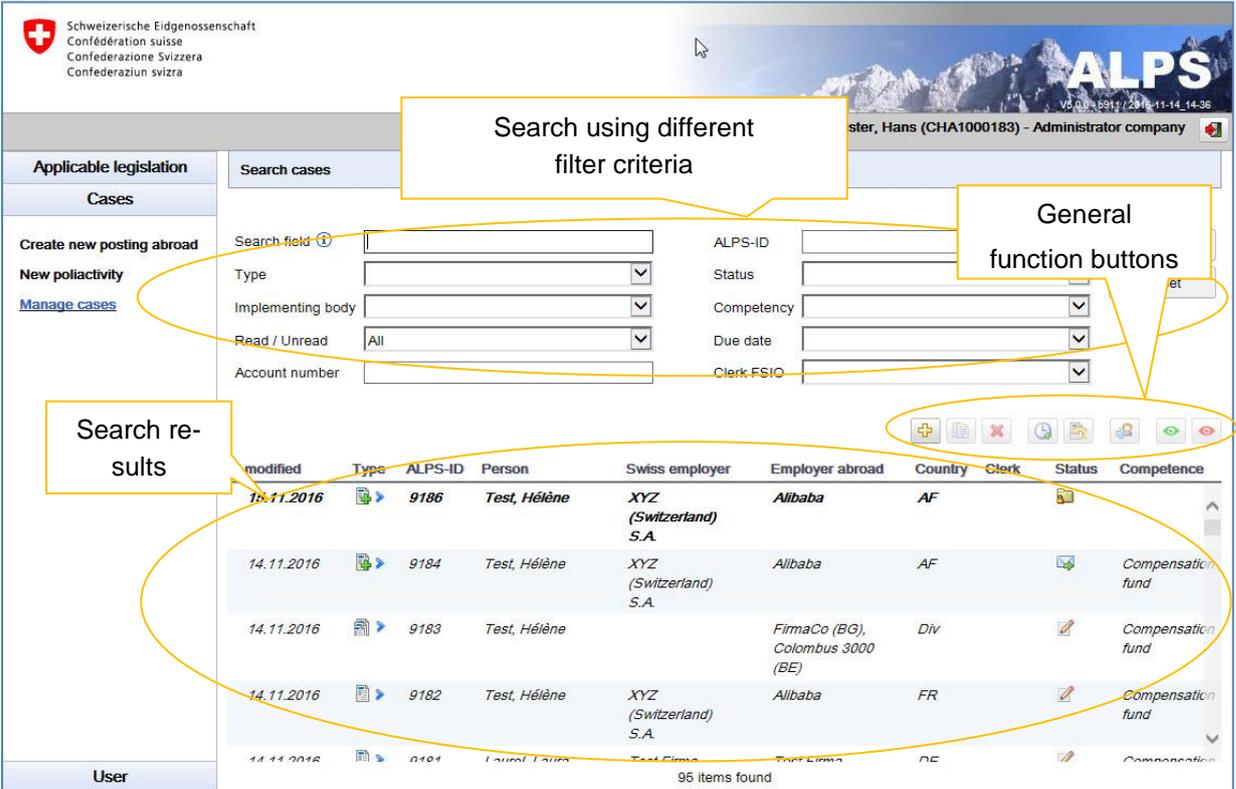
Figure 2 Homepage screen

- Manual functions (usage is optional)
 -  **Save button:** This can be used to manually save the content of a screen (ALPS saves automatically when the user switches from a *completed screen to the next screen*).
 -  **Refresh button:** This can be used to manually refresh the current screen.
- Language selection
 -  The ALPS menu and forms are **available in four languages** and the users can change the language they wish to use at any time.
- Menu: Allows the user to move to the main functions
 - **New expatriation abroad:** This link can be used to enter a new expatriation request.
 - **New pluriactivity:** This link can be used to enter a new request for pluriactivity.
 - **Manage cases:** This link can be used to search and edit / view current or closed posting cases.
- Login information
 - The contact details of the user currently logged in is displayed on the left.
 -  The logout button can be used to actively log out of ALPS.
- General information
- Current
 - **Quick Guide:** Links to the quick start guide on working with ALPS.

- **User manual:** Links to the user manual (current document).
- *Guideline:* information on postings, pluriactivity and continued insurance coverage
- Various forms

1.3 Managing cases (postings, pluriactivity)

When the user clicks on the **Manage cases** link (see section above) on the menu on the left, the “Manage cases” screen (see Figure 3) described below appears:



The screenshot shows the ALPS web application interface. At the top left, there is a logo for the Swiss Confederation (Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, Confederaziun svizra). The main header area displays the ALPS logo and the user's name and role: 'ster, Hans (CHA1000183) - Administrator company'. Below the header, there is a sidebar on the left with navigation options: 'Applicable legislation', 'Cases', 'Create new posting abroad', 'New poliactivity', and 'Manage cases'. The main content area is titled 'Search cases' and contains a search form with various filter criteria: 'Search field', 'ALPS-ID', 'Type', 'Status', 'Implementing body', 'Competency', 'Read / Unread', 'Due date', 'Account number', and 'Clerk FSIO'. Below the search form is a table of search results with columns: 'modified', 'Type', 'ALPS-ID', 'Person', 'Swiss employer', 'Employer abroad', 'Country', 'Clerk', 'Status', and 'Competence'. The table shows several rows of results, with the first row highlighted in bold. At the bottom of the table, it says '95 items found'. Annotations in yellow boxes point to the search filters, the general function buttons (plus, minus, refresh, etc.), and the search results table.

Figure 3 Manage cases

- **Search using different filter criteria**
 - The “SEARCH” button is used to display all the company’s cases.
 - If too many results / cases are found, the selection can be narrowed down by entering filter criteria (type, reference, etc.). This enables the user to search for a specific case or set of cases. Any combination of filter criteria can be used. The filter criteria can be deleted by clicking on RESET.
- **Search results display:** The search results are displayed in the form of a table. A found case can be viewed in detail by double-clicking on it (anywhere in the line). To improve clarity, the following conventions apply:
 - Case displayed normally: Case can be opened and edited by double-clicking on it.
 - **Case displayed in bold:** There has been a change to the case that has not yet been viewed (like an e-mail in an e-mail inbox that has not yet been read). A case can also be set to “READ” or “UNREAD” manually.

- *Cases shown in italics*: Cannot be edited by the user, as they either have been closed or are being edited by a different body (only the body editing a case can change it).
- **Meaning of the columns in the search results:**
 - *Modified*: Shows the last change to a case (the last change of status)
 - *Type*: Shows the case type (special agreement, early termination)
 - *ALPS-ID*: ID of the case
 - *Person*: Name of the insured person
 - *Swiss employer, Employer abroad*: The insured person's employers
 - *Country*: Country of posting (or pluriactivity)
 - *Clerk*: Abbreviated name of the FSIO clerk handling the case
 - *Status*: Status of the case
 - OPENED: Case is still in editing mode and has not been approved by editor (submitted)
 - SUBMITTED: Case has been submitted to the authority responsible and is being processed by them
 - CANCELLED: The case has been cancelled and therefore will soon be closed
 - CLOSED: The case has been closed and can no longer be changed
 - *Competence*: Shows who must process / treat the case at present
 - Company: (the case is returned to the company if the authority has any questions)
 - Compensation Fund
 - FSIO
 - Foreign country: Indicates, that approval of the foreign authority is pending
- **General function buttons**
 - An exhaustive list and with explanations of all the function buttons can be found in section 3.2.

2 Processing the main case types in ALPS

The most complex cases in ALPS are:

- Request a posting
- Request for continued insurance coverage
- Request (announce) a pluriactivity

Both cases are described in the following.

2.1 Requesting a new posting

2.1.1 Submitting a posting request

A posting is requested by clicking on the “New expatriation abroad” menu (see Figure 2). The user receives a pop-up window to complete:

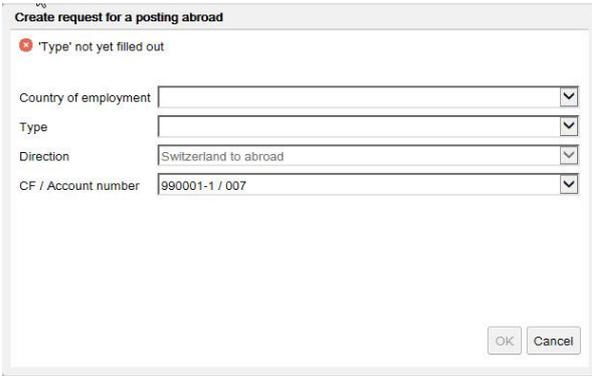
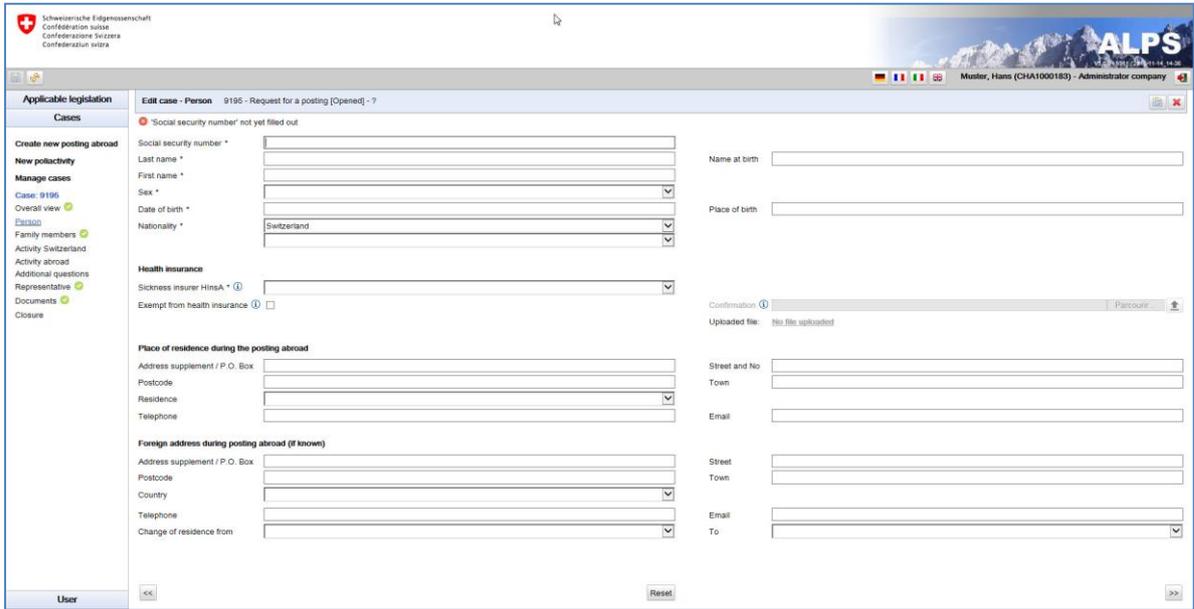


Figure 4 Pop-up window for opening a case

- **Country of activity:** The country where the posting is to take place. ALPS determines which agency is responsible for processing (compensation fund or FSIO) and notifies it of the case.
- **Type:** Type of case. If the posting type is not possible because the posting is to a non-contracting State, an error message will appear, stating that there is no agreement with the given country for the type of posting chosen). NB: for normal activity in more than one State, “new pluriactivity” must be selected, not “New foreign posting...” (see section 2.3).
- **Direction:** Not selectable (always Switzerland to abroad)
- **CF / account number:** Indicates the company (subsidiary) which requests the case.

The company does not have to differentiate between a long term (competent authority: FSIO) or short term (competent institution: CF) posting. Instead, after the case is submitted by the company, ALPS will assign it to the correct organization.

After opening the case, the data must then be entered in the individual detail entry screens, which are explained in brief below:



The screenshot displays the 'Person' screen in the ALPS system. The top navigation bar includes the Swiss Confederation logo and the ALPS logo. The main content area is titled 'Edit case - Person' and shows a form for entering personal data. The form is organized into several sections:

- General information:** Includes fields for 'Social security number', 'Last name', 'First name', 'Sex', 'Date of birth', and 'Nationality' (set to Switzerland).
- Health insurance:** Includes a dropdown for 'Sickness insurer HInSA' and a checkbox for 'Exempt from health insurance'.
- Place of residence during the posting abroad:** Includes fields for 'Address supplement / P.O. Box', 'Postcode', 'Residence', and 'Telephone'.
- Foreign address during posting abroad (if known):** Includes fields for 'Address supplement / P.O. Box', 'Postcode', 'Country', 'Telephone', and 'Change of residence from'.
- Confirmation and Upload:** A 'Confirmation' field with a dropdown menu and an 'Uploaded file' section with a 'No file uploaded' message.

The sidebar on the left contains various navigation options, including 'Create new posting abroad', 'New postactivity', 'Manage cases', and 'Documents'. The bottom of the screen features a 'User' field, a 'Reset' button, and a '>>' button for navigation.

Figure 5 Person screen

Information about the person is entered in the “Person” screen (see Figure 5):

- **General information:** General information such as social security number, name, etc. is entered here
- **Country of residence during posting:** Address during the posting, i.e. where the posted person is officially registered as an inhabitant.
- **Country of stay during posting:** If the insured person has an address abroad during the posting, it must be given.
- **Health insurance:** The Health Insurance Act (HInSA or KVG or LAMaI) health insurer must be selected from the list.

If the insured person is exempt from health insurance (KVG) by virtue of the exercise of the option with Germany, France, Italy or Austria, the appropriate field must be selected and the confirmation (PDF) issued by the cantonal authority uploaded to ALPS. Confirmations of private insurers are not accepted.

Once all the information has been provided and no error message appears in the field above, the user can move to the next detail screen by clicking on “>>” (bottom right, not shown in Figure 5).

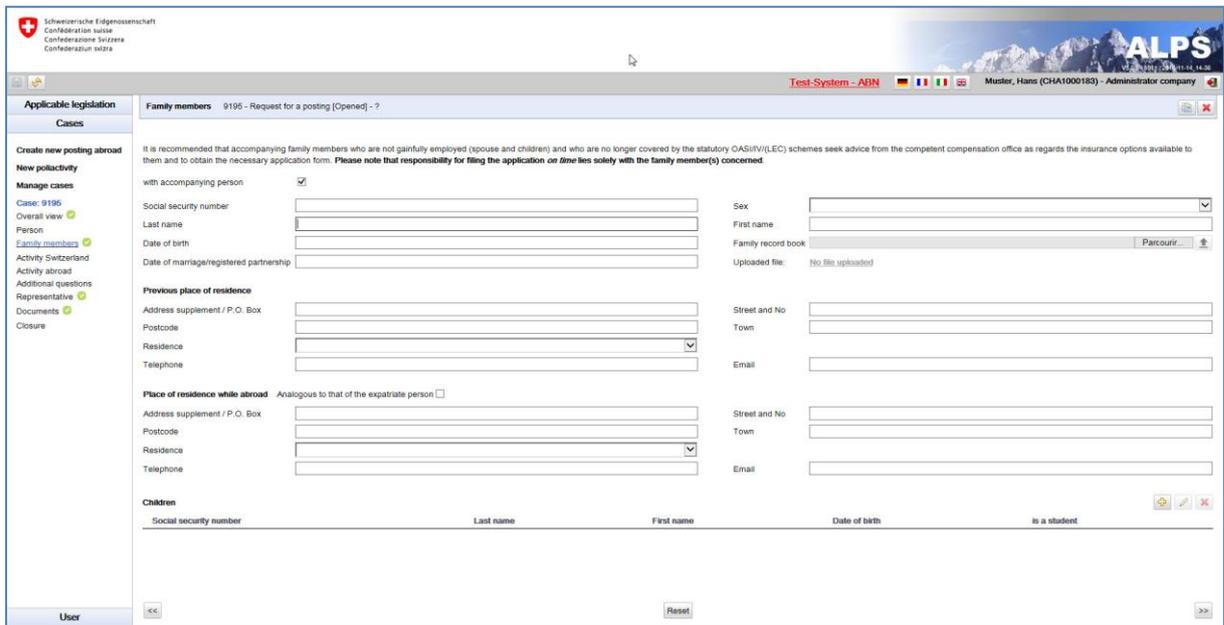


Figure 6 Family members screen

Information on family members is entered in the “Family members” (cf. Figure 6) screen:

- **Information on accompanying family members**, e.g. details of their social security number(s), name etc.
- **Previous place of residence of the accompanying family members:** details of their **home address** prior to expatriation, i.e. the place where the accompanying person had official residency status.
- **Place of residence while abroad:** details of the **home address** for the duration of the expatriation, i.e. the place where the person concerned has/will have official residency status. The screen also has a box which, when ticked, automatically imports the home address of the expatriated worker for the duration of their expatriation abroad.
- **Children:** information on the children listed in the table. The following buttons may be used to add new information, or change/delete existing information:   .

Once all the necessary information has been entered and no error message appears above the screen, the user can move on to the next screen by clicking on the “>>” button (bottom right-hand corner; it does not feature in Figure 6).

Add child

Social security number <input type="text"/>	Sex <input type="text"/>
Last name <input type="text"/>	First name <input type="text"/>
Date of birth <input type="text"/>	is a student <input type="checkbox"/>
Nationality <input type="checkbox"/> CH <input type="checkbox"/> EU <input type="checkbox"/> EFTA	
Previous place of residence Analogous to that of the accompanying person <input type="checkbox"/>	
Address supplement / P.O. Box <input type="text"/>	Street and No <input type="text"/>
Postcode <input type="text"/>	Town <input type="text"/>
Residence <input type="text"/>	Email <input type="text"/>
Telephone <input type="text"/>	
Place of residence while abroad Analogous to that of the expatriate person <input type="checkbox"/> Analogous to that of the accompanying person <input type="checkbox"/>	
Address supplement / P.O. Box <input type="text"/>	Street and No <input type="text"/>
Postcode <input type="text"/>	Town <input type="text"/>
Residence <input type="text"/>	Email <input type="text"/>
Telephone <input type="text"/>	

Figure 7 “Add child” pop-up window

Information on a child is entered in the “Add child” (cf. Figure 7) pop-up window:

- **Information on the child:** e.g. details of their social security number, name etc..
- **Previous place of residence of the child:** details of their **home address** prior to expatriation, i.e. the place where the accompanying person had official residency status.
- **Place of residence while abroad:** details of the **home address** for the duration of the expatriation, i.e. the place where the person concerned has/will have official residency status. The screen also has box which, when ticked, automatically imports the home address of the expatriated worker for the duration of the expatriation abroad.

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ALPS

Muster, Hans (CHA1000183) - Administrator company

Applicable legislation Edit case - Employment in Switzerland 9195 - Request for a posting (Opened) - ?

Name of company not yet filled out

<p>Create new posting abroad</p> <p>New postactivity</p> <p>Manage cases</p> <p>Case: 9195</p> <p>Overall view</p> <p>Person</p> <p>Family members</p> <p>Activity Switzerland</p> <p>Activity abroad</p> <p>Additional questions</p> <p>Representative</p> <p>Documents</p> <p>Closure</p>	<p>Type of work * <input type="text" value="employed"/></p> <p>Name of company * <input type="text"/></p> <p>Contact person <input type="text"/></p> <p>Street * <input type="text"/></p> <p>Postcode * <input type="text"/></p> <p>Country * <input type="text" value="Switzerland"/></p> <p>Telephone * <input type="text"/></p> <p>Start of (self-)employment * <input type="text"/></p> <p>CF / Account number * <input type="text" value="990001-1 / 007"/></p> <p>Accident insurer * <input type="text"/></p> <p>Pension fund * <input type="text"/></p> <p>Exempt OPA <input type="checkbox"/></p>	<p>UIDB <input type="text"/></p> <p>Address supplement / P.O. Box <input type="text"/></p> <p>Town * <input type="text"/></p> <p>Email * <input type="text"/></p> <p>End of (self-)employment <input type="text"/></p> <p>Confirmation <input type="text" value=""/></p> <p>Uploaded file: No file uploaded</p>
--	---	---

Figure 8 Activity in Switzerland screen

Information about the person’s type of employment and employer in Switzerland is entered in the “Activity in Switzerland” screen (see Figure 8):

- **OPA exempt:** If the person in gainful employment is exempt from insurance under the Federal Act on Occupational benefit plan (BVG/LPP), the appropriate field must be selected and the confirmation of the Occupational benefit institution (PDF document) uploaded.

If all the information has been provided and no error message appears in the field above, the user can move to the next detail screen by clicking on “>>” (bottom right, not shown in Figure 8).

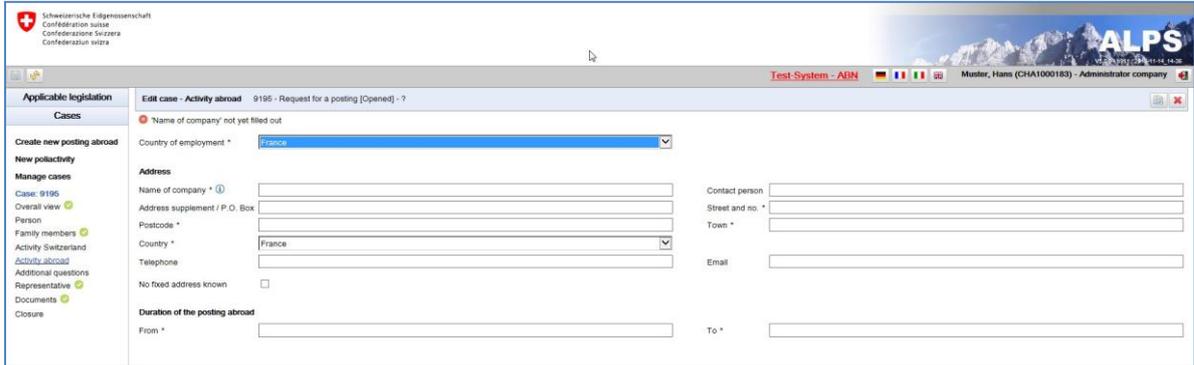


Figure 9 Activity abroad screen

Information about the person’s activity abroad is entered in the “Activity abroad” screen (see Figure 9):

- **Country of employment:** This is the country to which the worker is being posted
- **Address:** If a fixed address is known for the person’s activity abroad, it should be entered here; if it is not, the ‘No fixed address known’ field should be selected
- **Expected duration of temporary activity:** This is the period of the posting requested

If all the information has been provided and no error message appears in the field above, the user can move to the next detail screen by clicking on “>>” (bottom right, not shown in Figure 9).

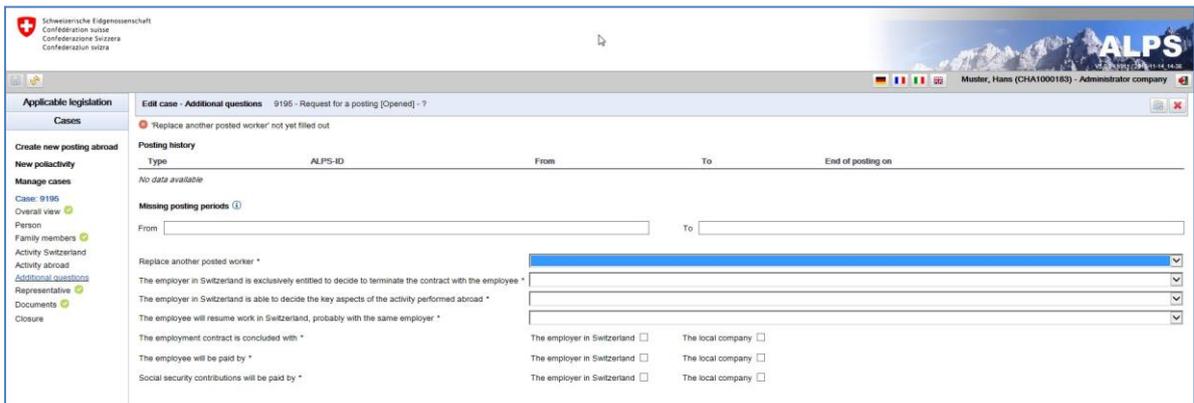


Figure 10 Additional questions screen

The “Additional questions” screen (see Figure 10) requests further information:

- **Posting history:** Shows all past postings to the same country already entered in ALPS. As ALPS is a relatively new system, it may be that not all past posting periods are in the system. In this case they have to be entered manually; see ‘Missing posting periods’ below). The fields are explained below:
 - **Type:** Type of posting
 - **Start:** This is a ‘technical’ term: if a posting is extended one or more times, the start date is always the date of the first posting

- **From:** Actual start date of the posting being requested
- **To:** Actual end date of the posting being requested
- **End of posting on:** If a posting is terminated early (earlier than requested), the date is stated here.
- **Missing posting periods:** If there are any posting periods missing in the table above, they must be entered manually (posting periods already approved by the compensation funds or by the FSIO).

If all the information has been provided and no error message appears in the field above, the user can move to the next detail screen by clicking on “>>” (bottom right, not shown in Figure 10).

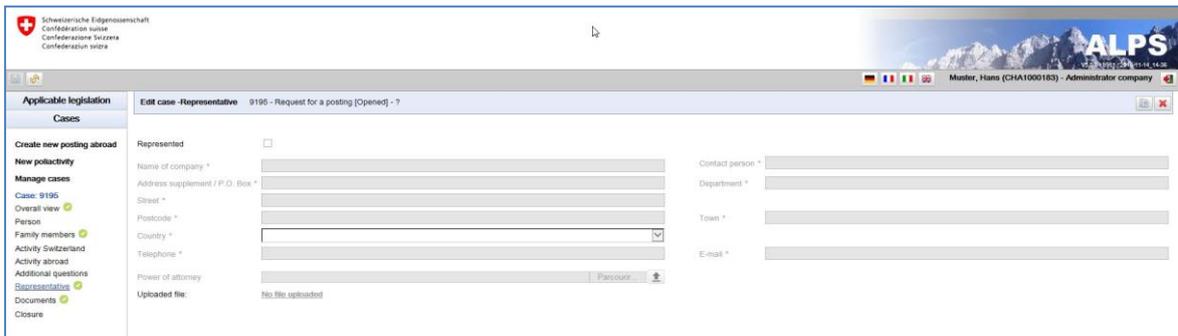


Figure 11 Representative screen

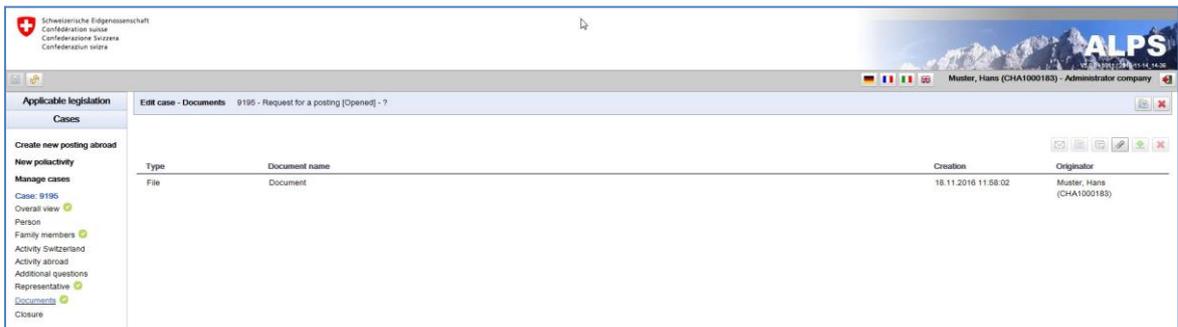
The “Representative” screen (Figure 11) is described below:

If a posting is handled by a representative not registered as such by the FSIO rather than by the company directly, the relevant information about the representative must be entered here:

- Information about the representative
- Upload confirmation / power of attorney for the representative as a PDF document

Important: This mask can be left empty if you have a trustee account opened by the FSIO..

If all the information has been provided and no error message appears in the field above, the user can move to the next detail screen by clicking on “>>” (bottom right, not shown in Figure 11).



Type	Document name	Creation	Originator
File	Document	18.11.2016 11:58:02	Muster, Hans (CHA1000183)

Figure 12 Documents screen

The “Documents” screen (Figure 12) is described below:

- All documents already entered for the case are listed in table format. They can be opened and viewed by double-clicking on them.
- Further functions on this detail screen are described in section 3.1.3

If all the information has been provided and no error message appears in the field above, the user can move to the next detail screen by clicking on “>>” (bottom right, not shown in Figure 12).

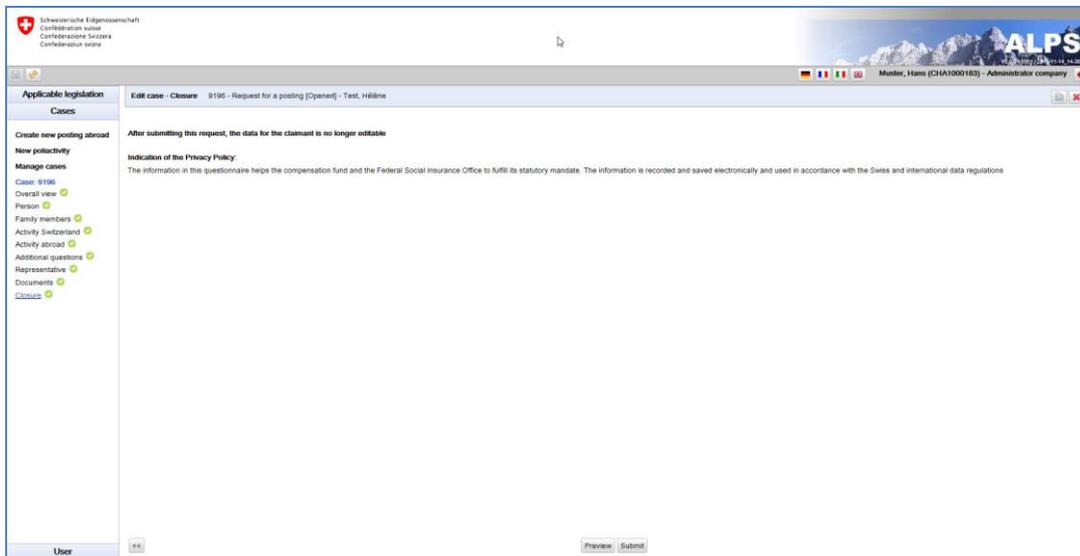


Figure 13 Closure screen

The “Closure” screen (see Figure 13) is described below:

- The key information about the case is outlined in brief
- If there are no errors (each detail screen on the left has a green check sign next to it), the case can be sent off by clicking on the “SUBMIT” button.

After clicking on the “SUBMIT” button, the user is asked to confirm that the information is correct (see Figure 14). Once the user confirms by clicking on “YES”, the request is submitted and can no longer be changed by the company.

Submit

We declare that all details correspond with the actual conditions and that the concerned person has agreed to the posting. We note that both in Switzerland and in the host country checks can be performed and false information in this application can cause the revocation of the confirmation and thus lead to the application of the law of the host country.

Figure 14 Confirmation

Figure 15 (left) shows the message window that appears once the request has been submitted: a copy of the submitted data (entry confirmation) is stored in ALPS as a PDF document and can be downloaded or printed by the user if necessary. The document does not need to be signed or submitted by post. The upper section of the entry confirmation is shown on the right of the figure.

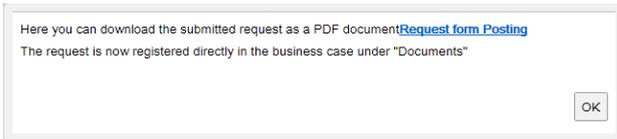


Figure 15 Message that appears once the request has been submitted (left), entry confirmation (right)

Once the request has been submitted, it can no longer be changed by the company. If the company needs to change it, it has two options:

- Contact the CF or the FSIO clerk responsible (by telephone, e-mail) and discuss how to proceed.
- Cancel the request: The request is cancelled by the company, and the case is closed. An amended request can be entered if necessary (e.g. by duplicating the cancelled request, so that not all fields have to be re-entered).
- The cancelled request remains visible. It cannot be entirely deleted.
-

2.1.2 Additional information required by the CF or the FSIO

If the CF or the FSIO requires additional information about the request, it will enter specific questions in the Overall view screen under Comments and return the case to the company. The company is notified by e-mail that it needs to provide further information about the case.

After receiving the e-mail, the company can find the case using either the link or ID contained in the e-mail or the case management functions (e.g. narrow the search as follows using the Competence filter criterion: Competence = company)

The case's Overall view screen (see Figure 16) shows the case history as well as the CF's or the FSIO's comments regarding any further information required. Double-clicking on the comment expands it to full size for easy viewing.

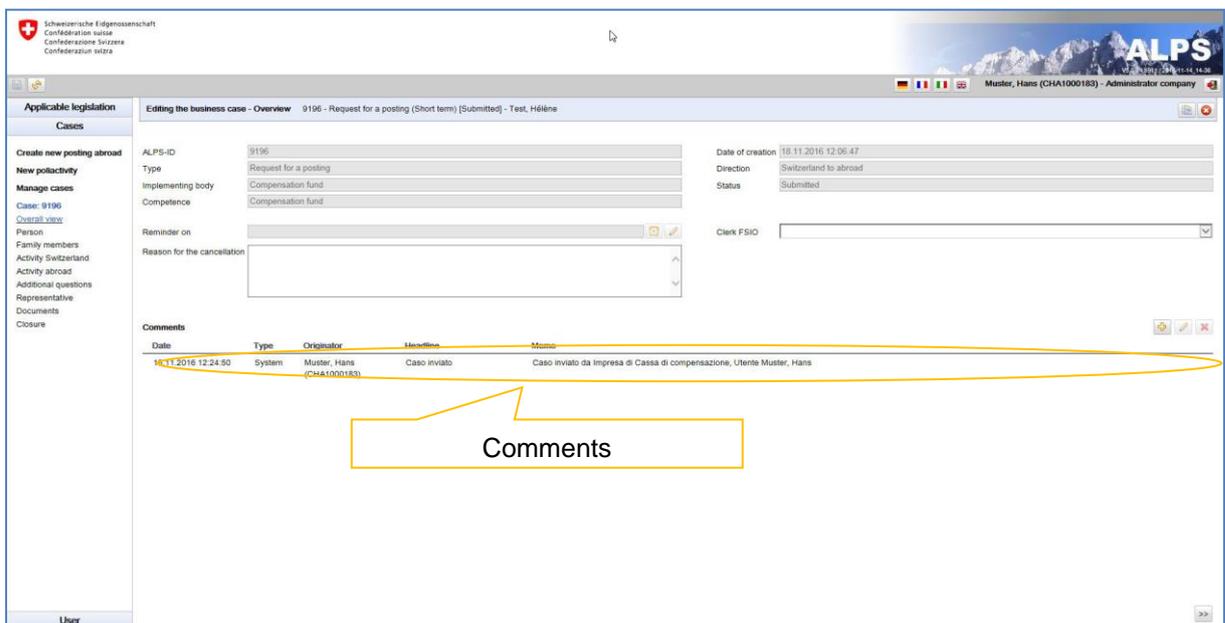


Figure 16 Comments are used as a means of communication between the bodies involved

The company will usually perform one or more of the following actions:

- *Add more detail to or correct information in the detail screens.*
- *Upload required documents in the Documents screen.*
- *Enter its comments about the case in the Overall view screen.*
- After completing all activities, re-submit the case to the CF or the FSIO in the Closure screen. Please note that the activities above must all be carried out **BEFORE SUBMITTING** the case because once it has been submitted, it can no longer be changed by the company.

2.1.3 Monitoring the status of the request

The user can view the status of the request at any time:

- Search for the request in the Manage cases screen (see Figure 3)
 - The **Competence** column shows whether a case is still being processed by the CF or the FSIO or has already been forwarded to the country abroad.
 - The details can be viewed by double-clicking on the case. In the Documents screen, the user can track the correspondence between the authorities, for example.

2.1.4 Receiving / Printing documents (e.g. PDA1) once the case has been completed

New status of the case

alps@bsv.admin.ch

Gesendet: Do 30.10.2014 18:07

An: _BSV-ALPS

Guten Tag
Der Geschäftsfall mit Referenz 185 wurde abgeschlossen.

Bonjour
Le cas avec la référence 185 a été clôturé.

Buongiorno
Il caso con riferimento 185 è stato chiuso.

Good day
The business case with reference 185 has been completed.

<https://www.gate-a.bsv.admin.ch/alps/#GeschaeftsfallAbschlussDetail@Geschaeftsfall/82861>

Figure 17 Example of an e-mail sent once the case has been completed

Once the posting application has been approved by the both competent authorities, the case is completed and the company notified by e-mail to a generic e-mail address such as info@firma.ch (see Figure 17):

- The **sender** is the address: alps@bsv.admin.ch
- The link at the bottom of the e-mail takes the user directly to the case.

- NB: If the user is not logged into ALPS when they click on the link, the direct link to the case is lost during the log-in process. The user then has three options:
 - a) Search for the case using the reference no. (in the example: 185)
 - b) Click on the link again *after* logging into ALPS
 - c) Search for unread cases (in bold) in the “Manage cases” screen (the completed case is unread).

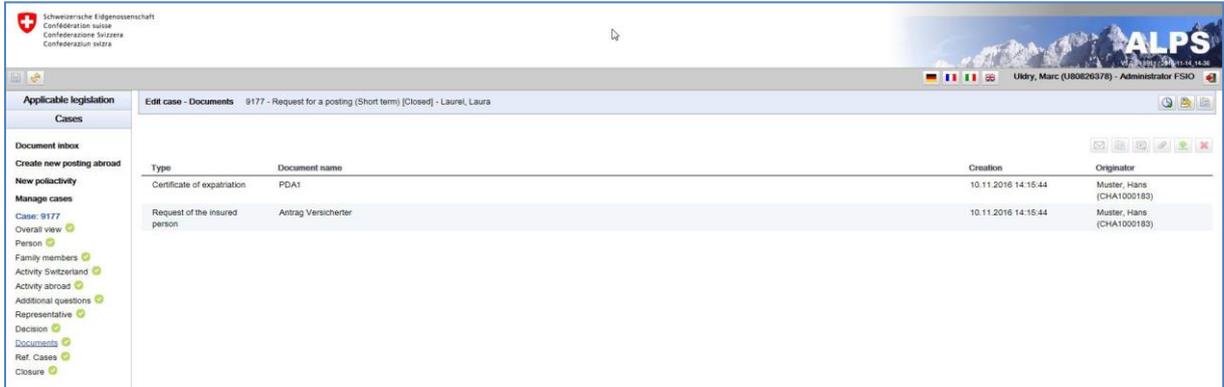


Figure 18 Documents screen following the completion of the case

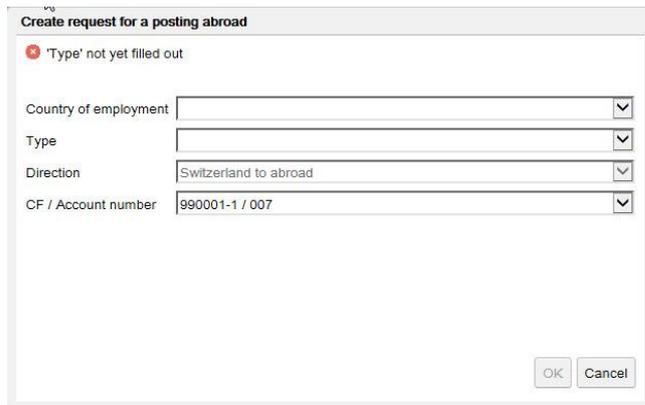
In the Documents screen (Figure 18), the user can refer to the documents relevant to them (e.g. PDA1 if a case is approved or letter containing the reasons if it is refused). This is described in detail in section 3.1.3.

2.2 Continued insurance coverage requests

2.2.1 Submitting a request for continued insurance coverage

To create a request for continued insurance coverage, users simply click on the “New expatriation abroad” menu (cf. Figure 19).

The following pop-up window appears, which the user must then complete:



Create request for a posting abroad

✖ 'Type' not yet filled out

Country of employment

Type

Direction

CF / Account number

OK Cancel

Figure 19 “Open new case” pop-up window

- **Country of activity:** the country where the continued insurance coverage is requested. If no definite working address in this State is available, this can be entered by clicking in the country list.
- **Type:** Type of case (here, a continued insurance coverage request)
- **Direction:** Not selectable (always Switzerland to abroad)
- **CF / account number:** Indicates the company (subsidiary) which requests the case.

The user clicks on the box provided to accept the terms and conditions to open a continued insurance coverage request.

The screens and the fields for continued insurance coverage requests are exactly the same as those for posting requests, with two exceptions:

- The “Activity abroad” screen features a box which the user clicks on to accept the terms and conditions, as well as a field to date the agreement.
- There is no “Additional questions” screen.
- The “Early termination” function key cannot be selected for pluriactivities.
-

2.3 Announce a pluriactivity with subject to Swiss legislation

The only cases of pluriactivity, which are entered in ALPS are those where Swiss legislation applies. If the insured person is subject to another country’s legislation, the case shall not be entered in ALPS. In order to determine which country’s legislation applies, we recommend that the company / self-employed person contacts **the CF** BEFORE the case is entered in ALPS.

A guideline to determine which legislation applies to pluriactivities is provided with the document *Information regarding Swiss social insurance entitlement in the event of more than one gainful activity* which can be downloaded from the website.

If the CF confirms **pluriactivity with subject to Swiss legislation**, the case can be entered in ALPS by the company / self-employed person.

2.3.1 Submit an announcement of pluriactivity

The user can create the new case by clicking on the menu “New pluriactivity” on the top left of the screen. A pop-up window appears (see Figure 20) to be completed by the user:

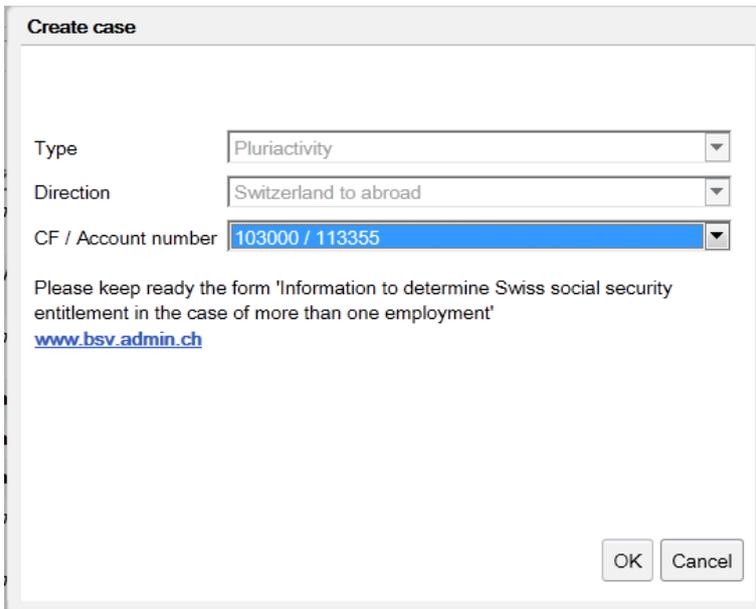


Figure 20 Pop-up window to create a case of pluriactivity

- **Type:** Is already preselected (pluriactivity)
- **Direction:** Is already preselected (Switzerland → abroad)
- **CF / Affiliate ID:** Specify the compensation fund (with which the pluriactivity was determined) as well as the company of the insured person

After submitting, the necessary details for the pluriactivity has to be entered in all the detail screens as shown below:

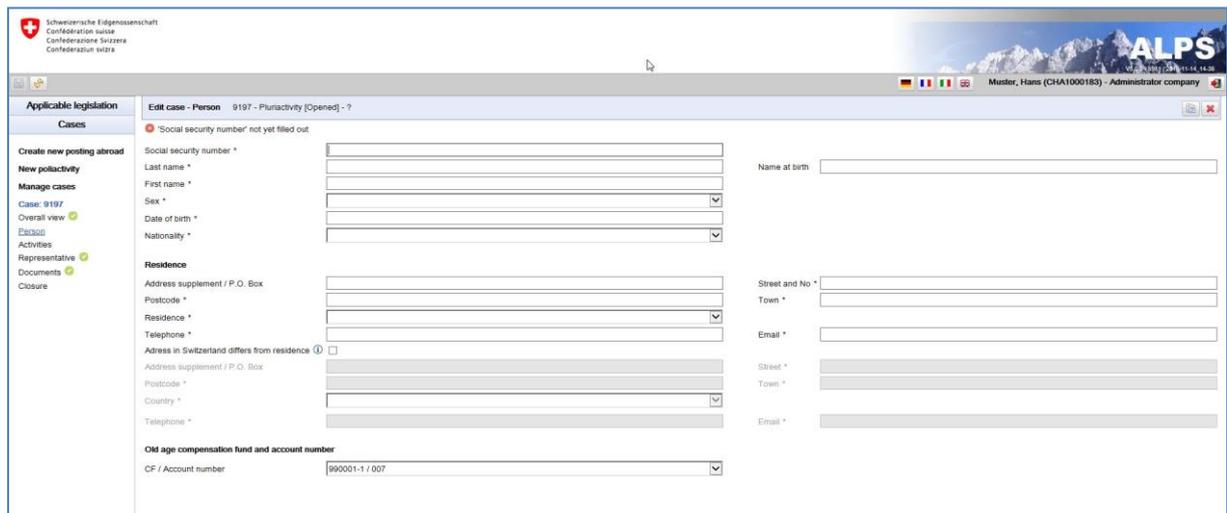


Figure 21 "Person" detail screen

In the detail screen "Person" (Figure 21) information with regards to the insured person have to be entered:

- **General information:** Here, general information (Social Security number, Name, etc.) have to be entered.
- **Residence:** Both the address of residence during the pluriactivity (i.e. where the posted person is officially registered as an inhabitant) have to be entered.

- **Compensation fund / Affiliate ID:** Compensation fund with which the case has been determined; affiliate ID of the company / self-employed person.

Once all the data is entered and no error message appears at the top, the next screen can be selected by pressing on the button “>>” at the bottom right (not shown in Figure 21).

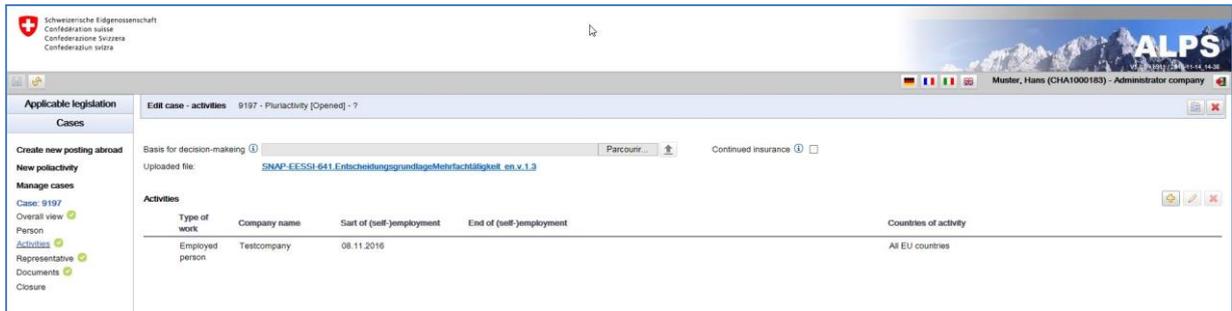


Figure 22 Detail screen Activities

All activities performed during the pluriactivity have to be entered in the detail screen “Activities” (Figure 22)

- **Basis for decision-making:** The document which provided the necessary information to the CF to determine pluriactivity for which Swiss legislation applies has to be uploaded. Without uploading the document, the case cannot be submitted.

- **Activities:** By pressing the button  a new activity can be added to the list.

When a new activity is added, or an existing one is opened for editing, the pop-up window appears which is described in Figure 23 below:

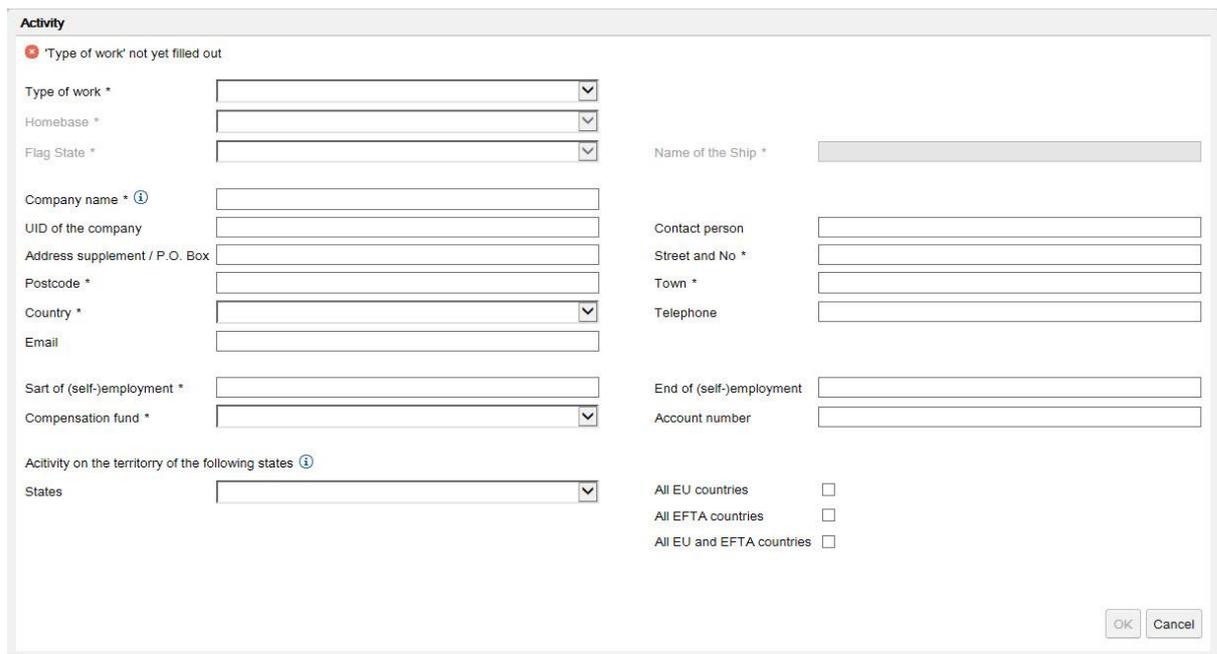


Figure 23 Detail screen for a specific activity

For each activity the following data has to be entered:

- **Type of work:** Must be selected out of a list

- **Company information:** Details regarding the company or the self-employment relevant to the activity. If the person has no permanent address for the pursuit of their activity in the other State, only the State need be entered from the selection list.
- **Compensation Fund / Affiliate ID:** Compensation fund to which the premiums are paid and affiliate ID
- **Activity on the territory of the following states:** Either states are added individually (left side; whenever a state is selected a new line appears. Every line can be deleted by selecting the empty line in the list) or a given set of states is selected (all EU member states, all EFTA states, ...)

There must be **at least** two activities in order to enter a pluriactivity. Once all the data is entered and no error message appears at the top, the next screen can be selected by pressing on the button “>>” at the bottom right (not shown in figure).

The “Representative” screen is exactly the same as the “Posting” screen (see Figure 11).

The “Documents” screen is shown in Figure 24:



Figure 24 Documents screen

The *Documents* screen contains the already uploaded document with the basis for decision making. Other documents can be uploaded if needed.

Once all details masks have been completed and do not contain any errors (green checkbox on at the left in the menu), the case can be submitted on the detail mask Closure (Figure 25).

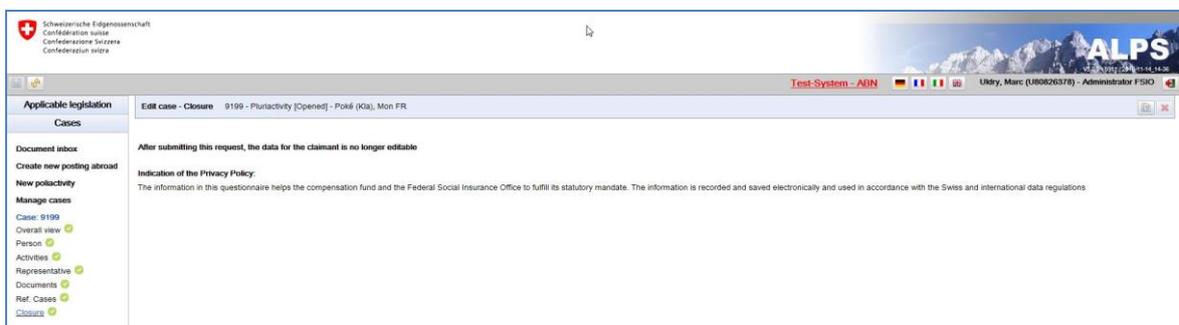


Figure 25 Detail mask Closure to submit the case

After clicking the “SUBMIT” button at the bottom of the page (not shown in the figure) the user has to confirm the correctness of all information (Figure 26). After clicking on YES the case is submitted and can no longer be changed by the user (company / self-employed person).

Submit

We declare that all details correspond with the actual conditions and that the concerned person has agreed to the posting. We note that both in Switzerland and in the host country checks can be performed and false information in this application can cause the revocation of the confirmation and thus lead to the application of the law of the host country.

Figure 26 Confirmation of correctness

Figure 27 (left) shows the pop-up that appears after the confirmation. By clicking on the blue link, ALPS provides a PDF document (Figure 27, right; only the top of the document is shown) of the submitted announcement for pluriactivity, which can be printed or downloaded.

It is not necessary for the user to sign this document nor to send it by mail.

Here you can download the submitted request as a PDF document [Request of the insured person](#)
 The request is now registered directly in the business case under 'Documents'



ALPS

Input confirmation for
 Information regarding Swiss social insurance entitlement in the event of more than one gainful activity

Date and time of creation:

Figure 27 Hint appearing after submitting the case (left), Input confirmation (right)

As soon as the request / announcement is finally submitted it can no longer be changed by the company / self-employed person. If a change is necessary, the user has two options:

- Preferred choice: Contact the CF (phone, e-mail) und discuss the necessary changes
- Exception: Cancel the case. Consequently, a new case has to be created and submitted.
- The “Early termination” function key is not active for pluriactivities.
-

Important: the document A1 is established for a maximum period of 5 years. The data can be individually adjusted, however. If the pluriactivity has not changed after the period of validity, a new announcement has to be created and submitted. You can use the functionality COPY A CASE to this purpose (see section 3.3 below).

2.4 Extending a posting

An existing posting can be easily extended using the  icon / symbol. To do so, the user selects the existing (closed) posting in the “Manage cases” screen (Figure 28; the posting extension icon / symbol is activated) and then clicks on the icon / symbol.

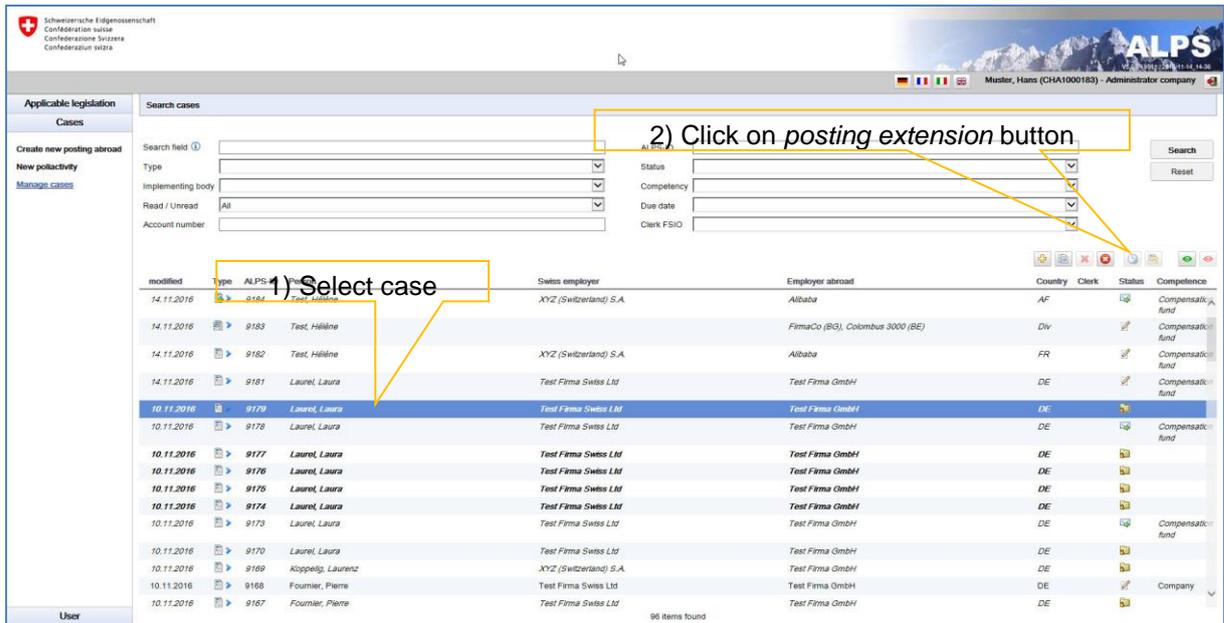


Figure 28 Extending a posting

The user enters the date for the extension in the pop-up window that appears (see Figure 29).

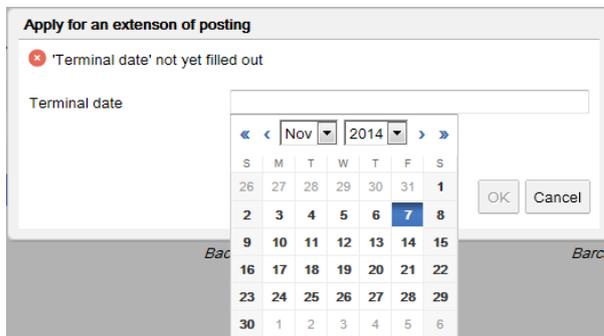


Figure 29 Pop-up window for entering the date for a posting extension

ALPS then creates a new case containing the basic data from the case selected and displays it to the user. This means that, rather than entering the entire case again, the user only has to make any necessary corrections. The user then continues to edit the case in the same way as when *entering a new posting*.

In this context, it is important to note that a posting extension can only be requested for a *closed* case (i.e. the case has been closed in ALPS and the posting approved in ALPS).

2.5 Terminating a posting early

Once a posting has been approved (the case has been closed in ALPS), the case can no longer be changed. If the posting is terminated earlier than announced, this can be easily entered in ALPS using

the  icon / symbol. To do so, the user selects the existing posting in the Manage cases screen (see Figure 30) (the *early termination* icon / symbol is activated) and then clicks on the icon / symbol.

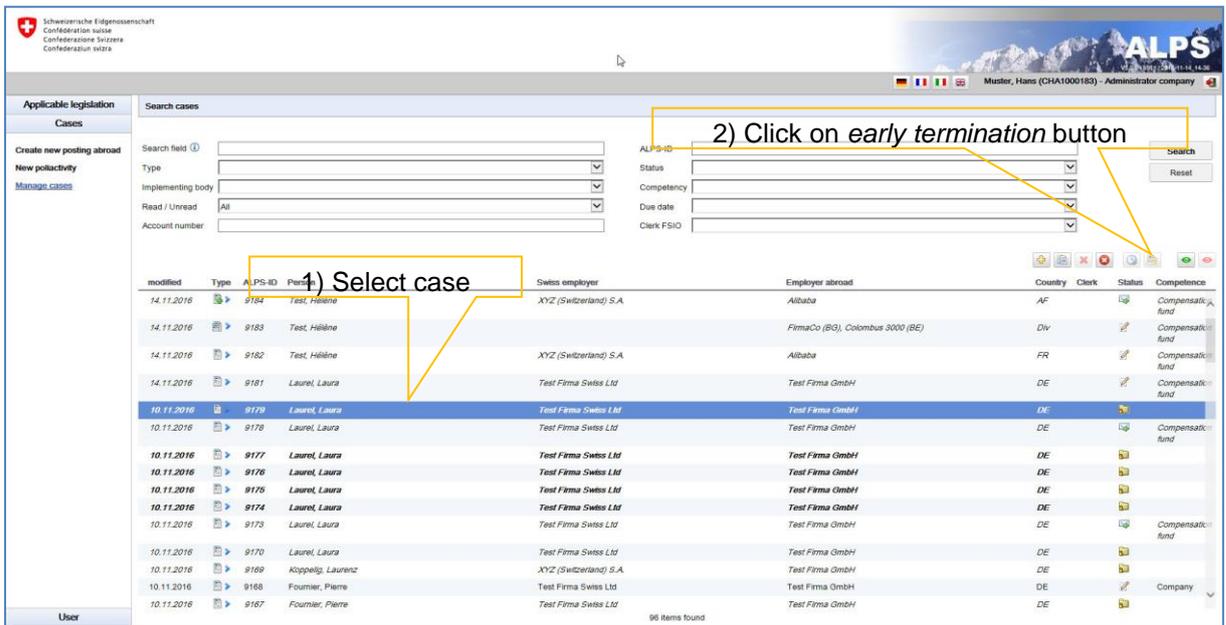


Figure 30 Terminating a posting early

The user enters the new end date (date of the early termination) in the pop-up window that appears.

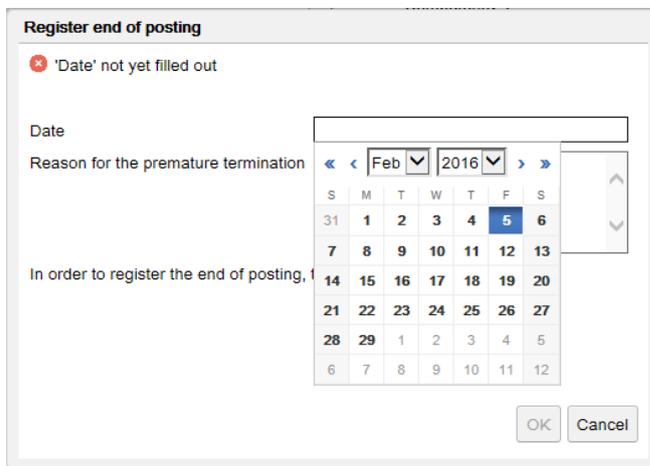


Figure 31 Pop-up window for entering the end date

Once the date has been selected, ALPS confirms that the posting's early termination has been entered successfully (see Figure 32).

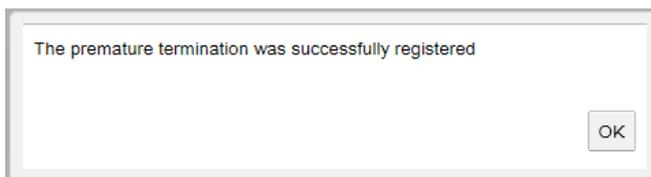


Figure 32 Confirmation that the posting's early termination has been entered

It is important to always enter a posting's early termination in ALPS, as subsequent postings might be denied on the grounds of exceeding the maximum posting time allowed.

2.6 Deleting/cancelling a request

The user can delete an open request at any time using the  icon / symbol and cancel a submitted request at any time using the  icon / symbol, provided the case has not yet been closed. To do so, the user selects the open/submitted case in the “Manage cases” screen (Figure 33; the delete or cancel icon / symbol is activated) and then clicks on the icon / symbol.

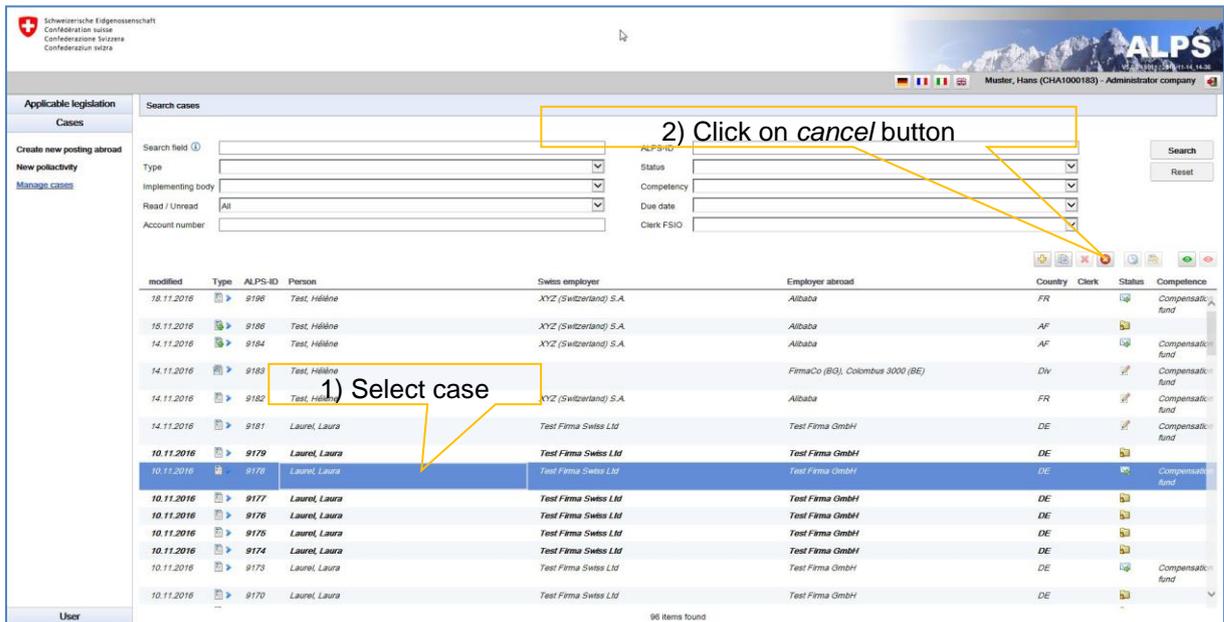


Figure 33 Cancelling an open request

As soon as the user confirms the cancellation in the pop-up window that appears (see Figure 34), the case is cancelled.

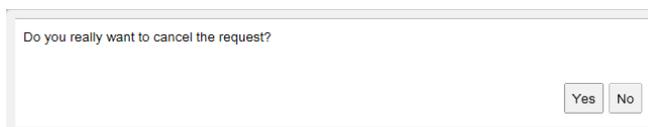


Figure 34 Pop-up window asking for confirmation that the user wants to cancel the request

In this context, it is important to note the following:

- If the case is deleted *before* being submitted to the authority responsible, the case is deleted from the database in full and can no longer be viewed.
- If the case is cancelled *after* it has been submitted to the authority responsible, that authority takes the necessary steps (e.g. cancels the case in the country abroad if it has already been forwarded). For the sake of transparency, the case is not deleted and can still be viewed in the database (it is closed in the proper manner by the authority)

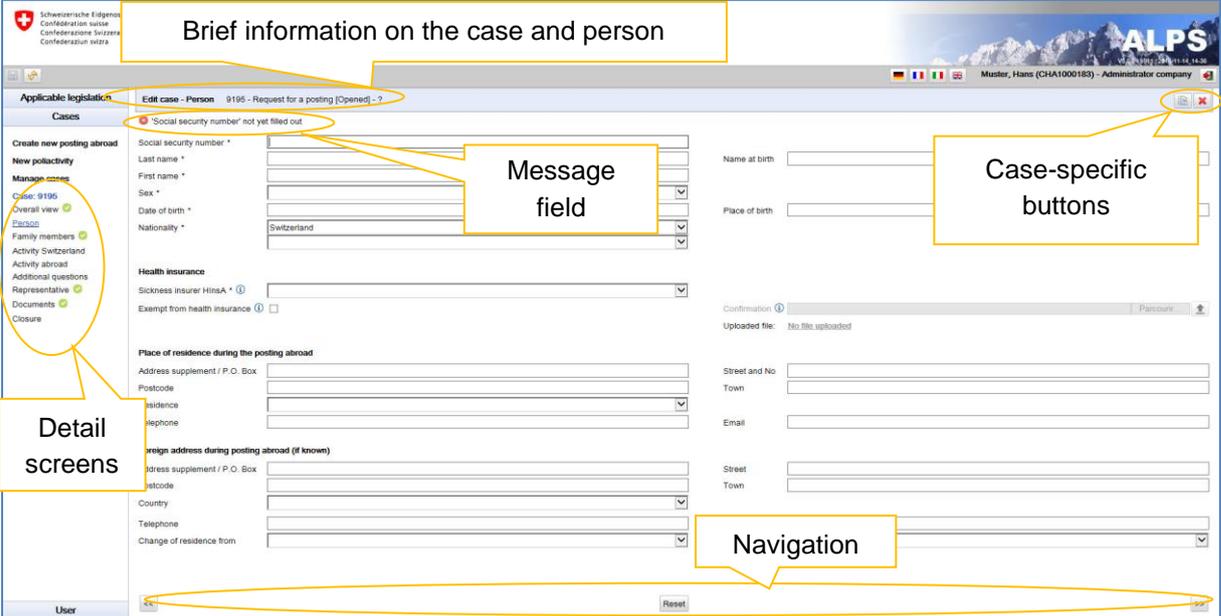
3 Useful tips

3.1 Recurring screens within cases

The following sections describe the main screens used in different cases.

3.1.1 Entry screen

The entry screens within the different cases are always laid out in the same way (Figure 35) and are described below:



The screenshot shows the ALPS user interface for editing a case. The top navigation bar includes the ALPS logo and the user's name 'Mustler, Hans (CHA1000183) - Administrator company'. The main content area is titled 'Edit case - Person' and contains several sections:

- Brief information on the case and person:** A section at the top right containing fields for 'Name at birth' and 'Place of birth'.
- Message field:** A central area with a text input field and a 'Message field' label.
- Detail screens:** A vertical sidebar on the left with a list of detail screens, each with a green checkmark indicating completion. The list includes: 'Overall view', 'Family members', 'Activity Switzerland', 'Activity abroad', 'Additional questions', 'Representative', 'Documents', and 'Closure'.
- Case-specific buttons:** A set of buttons on the right side of the form, including 'Confirmation', 'Uploaded file', and 'Reset'.
- Navigation:** A horizontal bar at the bottom of the form with a 'Reset' button.

Figure 35 Typical layout of an entry screen

- **Brief information on the case and person**
 - Contains details of what sort of case it is (e.g. special agreement, early return)
 - Contains information on the insured person for whom the case is being requested
- **Message field:** ALPS specifies how individual fields must be filled out. The message field refers to the first field in the visible screen that has not been filled out as specified. Once the field has been corrected, it refers to the next field that has not been filled out correctly. Typical error messages include:
 - Mandatory field (marked *) has not been filled out
 - Incorrect format: A non-existent date has been entered.
 - Implausible information: e.g. a date of birth in the future
- **Detail screens:** To improve clarity, data entry is divided among various detail screens.
 - The user clicks to move to the detail screen of their choice.
 - If a detail screen has been filled out as specified by ALPS, a green symbol  is displayed next to it.
 - When the user switches to another screen, ALPS saves the content automatically
- **Case-specific buttons:**
 - There are different function buttons, depending on the type of case

- If the user places the mouse over the function buttons, a detailed description of them appears.
- An exhaustive list and an explanation of all the functions can be found in section 3.2
- **Navigation:**
 -   The standard way is to edit the detail screens from left to right, using the two arrow menus to navigate to the next or the previous screen. When the user switches to another screen, ALPS saves the content automatically.
 - The entire content of the screen is deleted using “RESET”.

The main detail screens are described individually in the following sections.

3.1.2 Overall view screen

The Overall view screen (Figure 36) is described below:

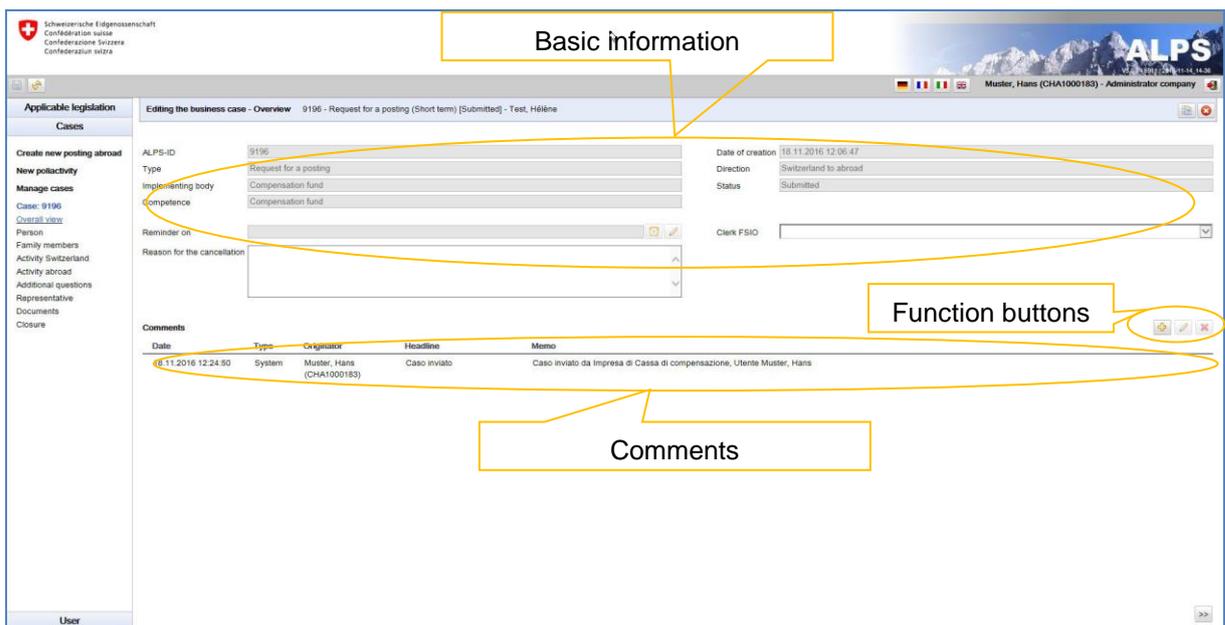


Figure 36 Overall view screen

- **Basic information:** Contains the key information about the case
- **Function buttons:**
 -  Add comment
 -  Display comment: Displays the comment in a separate window so that it is easier to read
- **Comments:** Shows the case history. Comments are both entered automatically by ALPS (e.g. when submitting) and used as a **means of communication** between the various bodies involved. While editing the case, the user can enter important notes on the case as a comment.

3.1.3 Documents screen

The “Documents” screen (Figure 37) is described below:

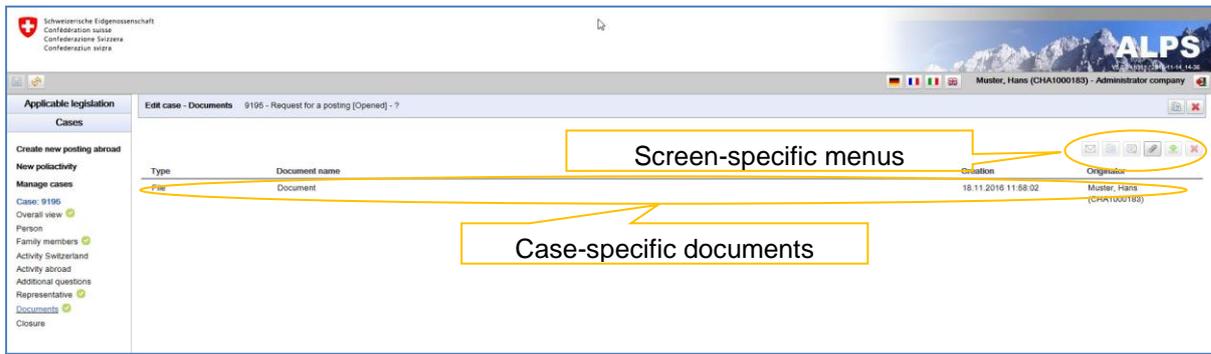


Figure 37 Documents screen

- Screen-specific menus:
 -  Allows documents to be uploaded to ALPS (only PDF documents can be uploaded)
 -  The document selected beforehand is stored locally on the computer
 -  The document selected beforehand is deleted from ALPS
- Case-specific documents
 - All the documents generated for a case in ALPS (e.g. the posting confirmation) are listed in this screen.
 - Each document can be opened and viewed by double-clicking on it.

3.2 Function buttons

ALPS contains a number of function buttons that provide shortcuts or make it easier to request / process a case.

Function button	Description
	Open case: Like the “Create new posting abroad / new poliactivity” text menu (on the left-hand side of the ALPS window), this function button can be used to open a request for a posting, a continued insurance cover or multiple activity.
	Posting extension: After selecting an existing, closed posting case, this symbol / icon can be used to trigger a request to extend the existing posting.
	Early termination: After selecting an existing, closed case (postings only: not possible with pluriactivities or continuation cases), this symbol / icon can be used to provide notification of its early termination.
	Copy case: This icon / symbol is used to create a copy of the selected case. Ideal for posting requests with similar parameters (e.g. groups, same person at different locations).

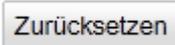
	Delete / cancel. The selected case is deleted/cancelled.
	Read / unread: The selected case is set to “READ” / “UNREAD”
	Info popup: Contains an information text that is displayed when the user clicks on it
	Language selection: The language of ALPS can be changed by selecting the appropriate country flag
	Save: Allows a screen’s status to be saved at any time. As a rule, ALPS saves automatically when the user switches from one screen to the next. If the browser window is closed before a screen is completed and saved by clicking on “NEXT”, it should be saved manually.
	Refresh: This function button can be used to refresh the current screen.
	Logout: Allows the user to actively log out of ALPS. For security reasons, this is never advisable. It is useful, for example, if several users use the same computer.
	NEXT / BACK: Allows the user to navigate from one detail screen to the next (or back to the one before) within a case. This means that any changes on the current detail screen are saved automatically.
	Delete data: Deletes all the fields in a detail screen. This can be useful if a case has been copied and irrelevant information in the copy is being deleted.

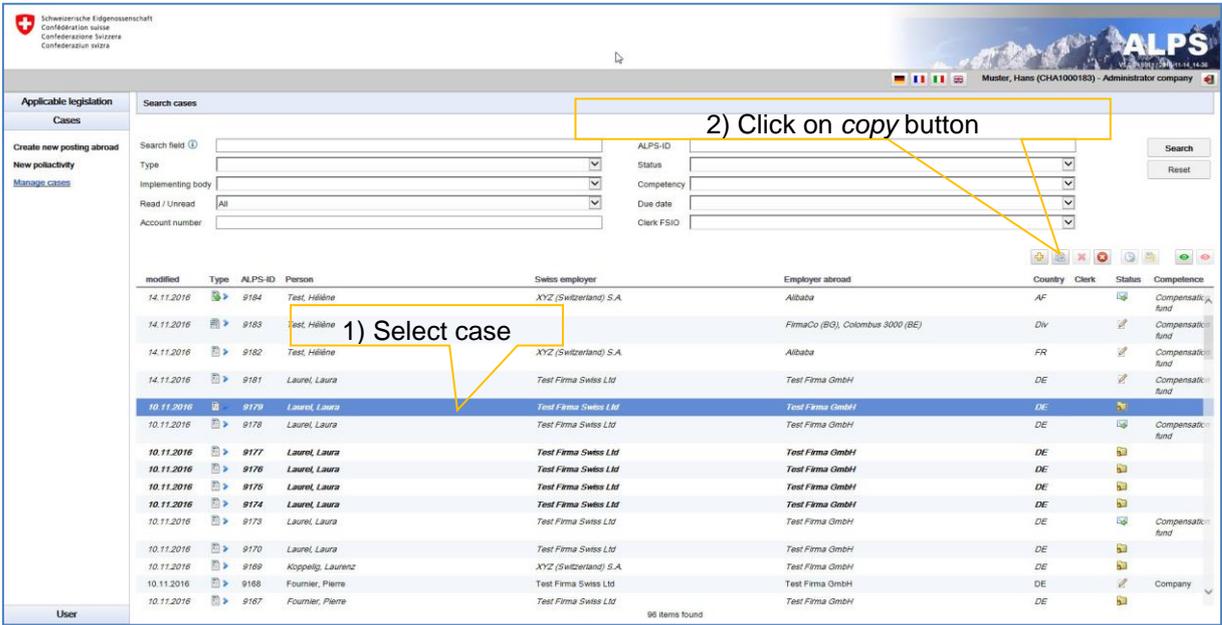
Table 1 Function buttons

3.3 Copying a case (posting or pluriactivity)

Rather than creating a new request for a posting or pluriactivity from scratch and having to fill in all the fields manually, the user can copy an existing case. This is particularly useful if the existing case already contains a number of fields that are identical to the case being copied, e.g.:

- It concerns the same person
- It concerns the same company
- For groups, a separate case must be opened for each member.

In doing so, the user selects the existing case (under Manage cases) and clicks on the  function button:



The screenshot shows the ALPS web application interface. At the top, there is a header with the Swiss Confederation logo and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. The main navigation area includes 'Applicable legislation', 'Cases', 'Create new posting abroad', 'New postactivity', and 'Manage cases'. The search results table is as follows:

modified	Type	ALPS-ID	Person	Swiss employer	Employer abroad	Country	Clerk	Status	Competence
14.11.2016		9184	Test, Héliène	XYZ (Switzerland) S.A.	Alibaba	AF			Compensati...
14.11.2016		9183	Test, Héliène	XYZ (Switzerland) S.A.	FirmaCo (B), Columbus 3000 (BE)	Div			Compensati...
14.11.2016		9182	Test, Héliène	XYZ (Switzerland) S.A.	Alibaba	FR			Compensati...
14.11.2016		9181	Lauret, Laura	Test Firma Swiss Ltd	Test Firma GmbH	DE			Compensati...
10.11.2016		9179	Lauret, Laura	Test Firma Swiss Ltd	Test Firma GmbH	DE			Compensati...
10.11.2016		9178	Lauret, Laura	Test Firma Swiss Ltd	Test Firma GmbH	DE			Compensati...
10.11.2016		9177	Lauret, Laura	Test Firma Swiss Ltd	Test Firma GmbH	DE			Compensati...
10.11.2016		9176	Lauret, Laura	Test Firma Swiss Ltd	Test Firma GmbH	DE			Compensati...
10.11.2016		9176	Lauret, Laura	Test Firma Swiss Ltd	Test Firma GmbH	DE			Compensati...
10.11.2016		9174	Lauret, Laura	Test Firma Swiss Ltd	Test Firma GmbH	DE			Compensati...
10.11.2016		9173	Lauret, Laura	Test Firma Swiss Ltd	Test Firma GmbH	DE			Compensati...
10.11.2016		9170	Lauret, Laura	Test Firma Swiss Ltd	Test Firma GmbH	DE			Compensati...
10.11.2016		9169	Koppeli, Laurentz	XYZ (Switzerland) S.A.	Test Firma GmbH	DE			Compensati...
10.11.2016		9168	Fournier, Pierre	Test Firma Swiss Ltd	Test Firma GmbH	DE			Company
10.11.2016		9167	Fournier, Pierre	Test Firma Swiss Ltd	Test Firma GmbH	DE			Company

At the bottom of the table, it says '96 Items found'.

Figure 38 Copying a case

ALPS now creates a copy of the selected case. Therefore, the user only has to enter the *changes to the existing case*. Once it has been reviewed / corrected, the case is submitted and the procedure is then the same as when entering a *new posting*.

3.4 Error messages

Although ALPS underwent thorough testing during development, errors may occur when using the system. In the event of any errors, users can contact the FSIO at any time.

3.4.1 Session timeout

If ALPS is not used for some time, the message shown in Figure 39 will appear the next time it is used.

If the user clicks on the browser's refresh button (or F5 in Internet Explorer), they are taken back to the login page and so able to access ALPS again after providing the login credentials.

IT is highly recommended to save the entered data before to answer a phone call or to attend a meeting.

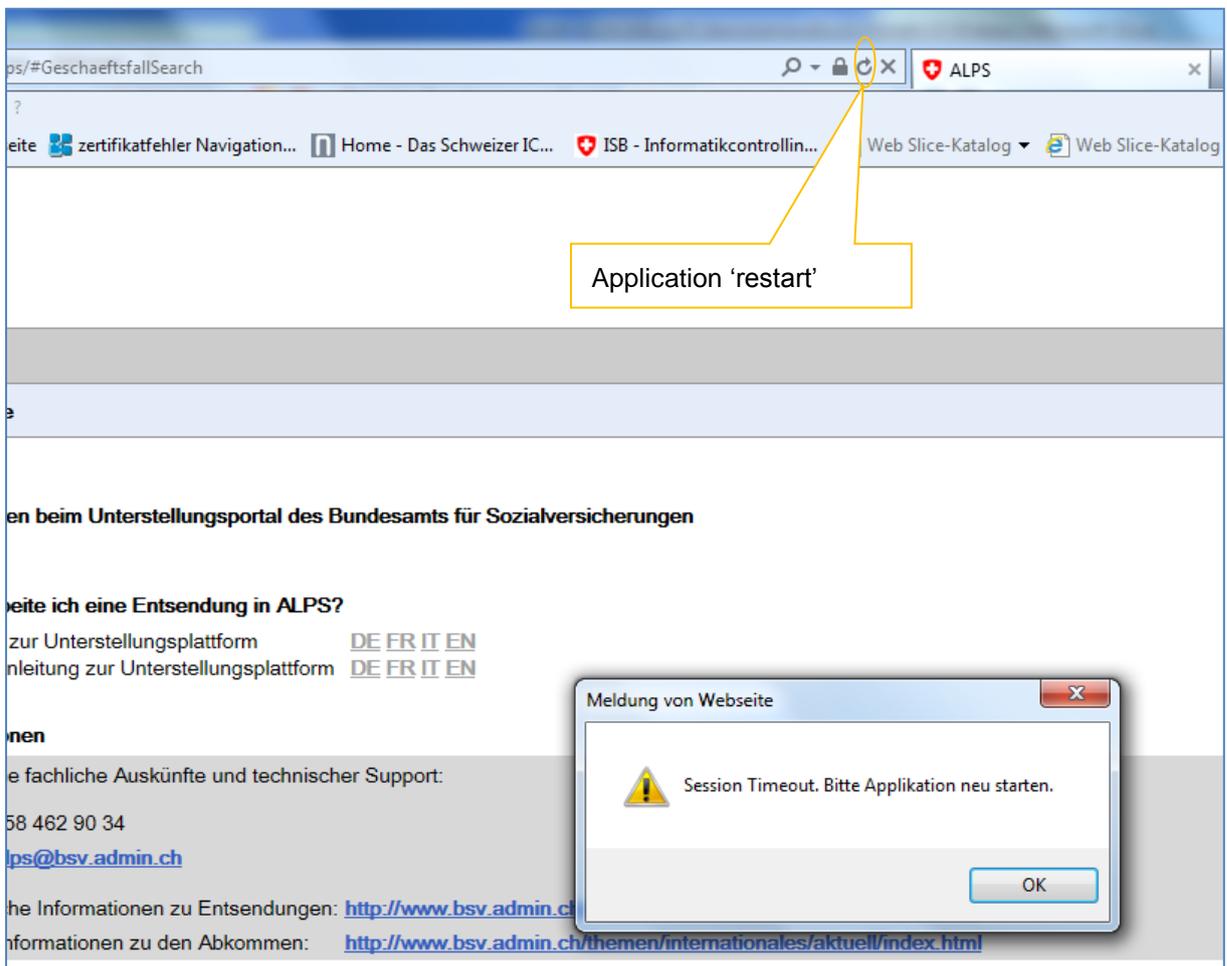


Figure 39 Session timeout message

4 Useful tips

- Comments in the “Overall view” screen are also a means of communication: The comments shown in the “Overall view” screen show the case history. They are also used as a means of communication between the company and the administration (CF or FSIO). Before a company or the administration forwards a case to the other body (meaning that the case can no longer be changed), it can enter important remarks by adding a new comment. A detailed explanation can be found in section 3.1.2.
- The user accounts allocated by the FSIO (ALPS access authorization) are personal and non-transferable. It is not permitted to pass on user IDs and passwords to other people.
- ALPS can be used 24 hours a day, 7 days a week (24/7). However, the FSIO only offers support during office hours.
- Like every software system, ALPS requires regular maintenance. Maintenance work is usually carried out on a Wednesday from 5 p.m. This means that interruptions may occur from that time onwards.
- The company’s entries are checked by the administration and, if completed as specified, forwarded to the responsible bodies abroad. Posting requests and extensions must first be approved by the body abroad before the posting can be confirmed.
- Once the entries in ALPS have been confirmed, all the necessary steps for the request have been carried out. It is no longer necessary, therefore, to send the information (request) by post. Neither is a signature required, as the user was authenticated when logging in.
- One advantage of ALPS is that all parties involved always have access to the file and can follow every step. The information is archived electronically and can be consulted quickly and easily at any time. If a paper document is lost (e.g. an A1), it can be printed out again at any time.

5 User administration – Basic presentation

This chapter explains how to enter a new company/user into ALPS (this does not apply to users who connect to ALPS via identity propagation).

For a more detailed guide, please go to chapter 6.

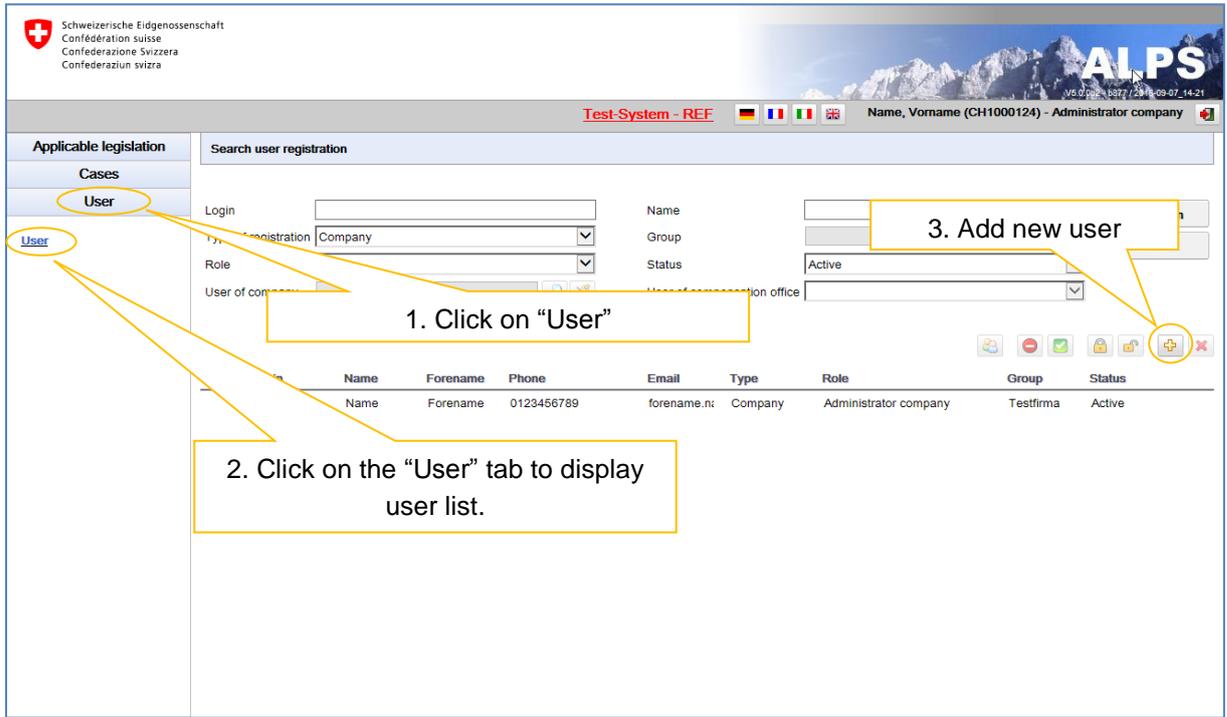


Figure 40 "User search" screen

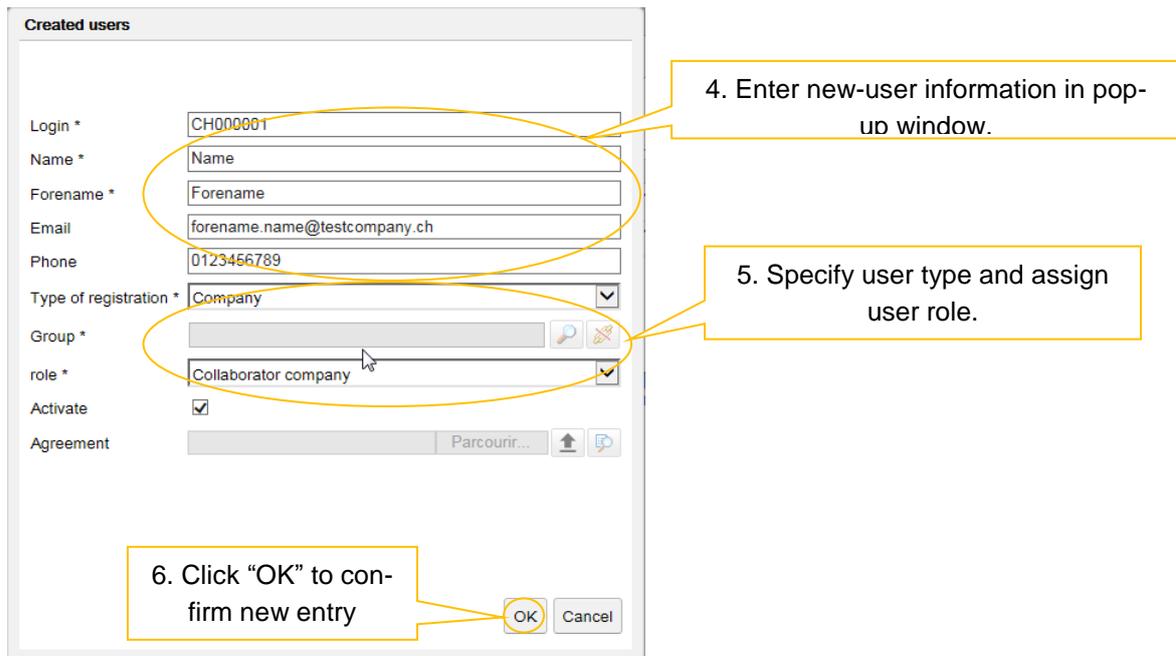


Figure 41 "Add new user" pop-up window

Once added, the new user can connect to ALPS according to their assigned role.

6 User administration – Detailed presentation

This section does not apply to users who connect to ALPS via user propagation. The “User search” screen (cf. Figure 42), which is accessible by clicking on the “User” tab in the “User” menu, allows companies to manage its employees who are registered ALPS users. The process is described below.

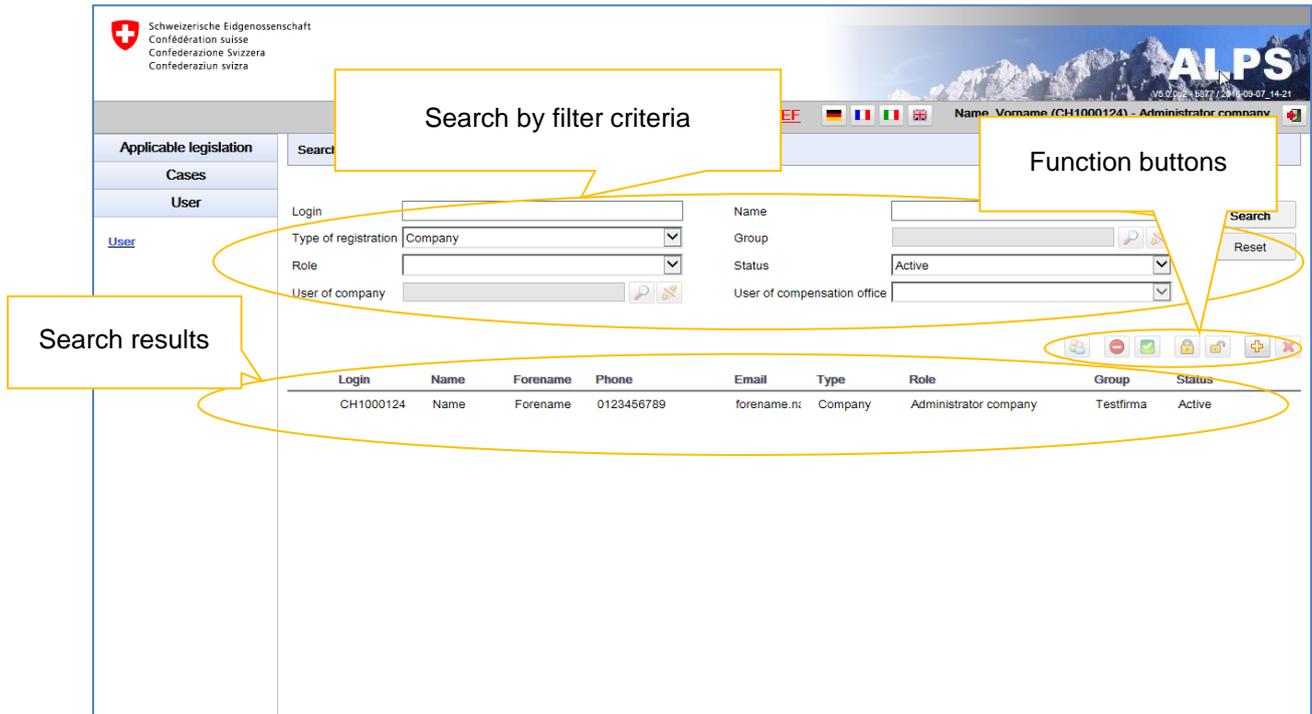


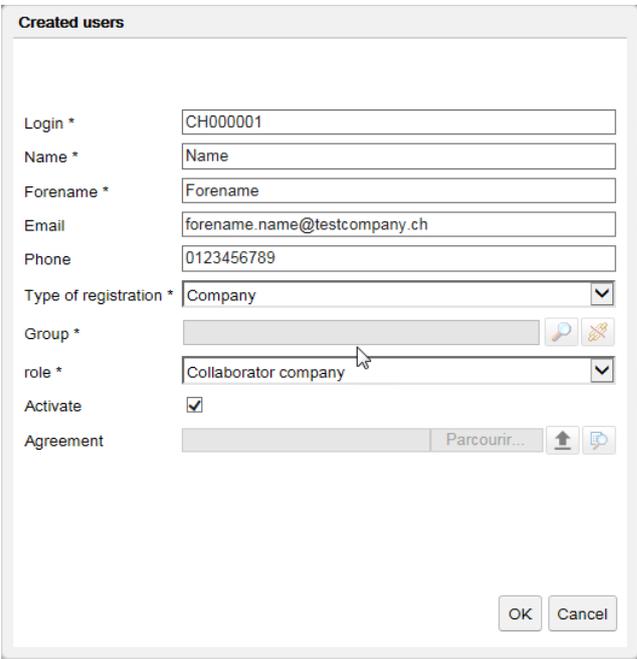
Figure 42 “User search” screen

- **Search by filter criteria**
 - Click on the “SEARCH” button to display the full list of users
 - If too many results are found, filter criteria (login, user type etc.) may be used to refine the search. This makes it possible to search for a specific user or set of users. Any combination of these criteria can be used. To clear the filter criteria, click on the “RESET” button.
- **Search results display:** The search results are displayed in table format. To view details of the given user, double-click on the corresponding entry (anywhere in the line). User information can also be edited in this window (cf. Figure 44).
- **Meaning of the columns in the search results:**
 - *Login*: the user login
 - *Name*: user surname
 - *First name*: user first name
 - *Telephone*: user telephone number
 - *Email*: user email address
 - *Type*: user type (e.g. “company”)
 - *Roles*: the role of the user (e.g. “administrator” or “company employee”)
 - *Group*: the group to which the user has been assigned
 - *Status*: user status (open, active, inactive or blocked)
 - *IP*: indicates whether the user uses or not uses identity propagation
- **Function buttons**

- Add user : opens a pop-up window (cf. **Erreur ! Source du renvoi introuvable.3**) for entering a new user.
- Delete user : deletes the user selected from the search results. Only users whose status has never been activated can be deleted.
- De-activate user : de-activates the user selected from the search results, following confirmation. Once de-activated, the user can no longer access ALPS.
- Re-activate user : re-activates the user selected from the search results, following confirmation. Once re-activated, the user can access ALPS again.
- Block user : blocks the user selected from the search results, following confirmation. Once blocked, the user can no longer access ALPS.
- Unblock user : unblocks the user selected from the search results, following confirmation. Once unblocked, the user can access ALPS again.

6.1 Add new users

When adding a new user (click on  button), a pop-up window (cf. Figure 43) appears inviting the user to login and enter the contact details of the new user, specify what type of user they are (e.g. “Company”), and assign them a role:



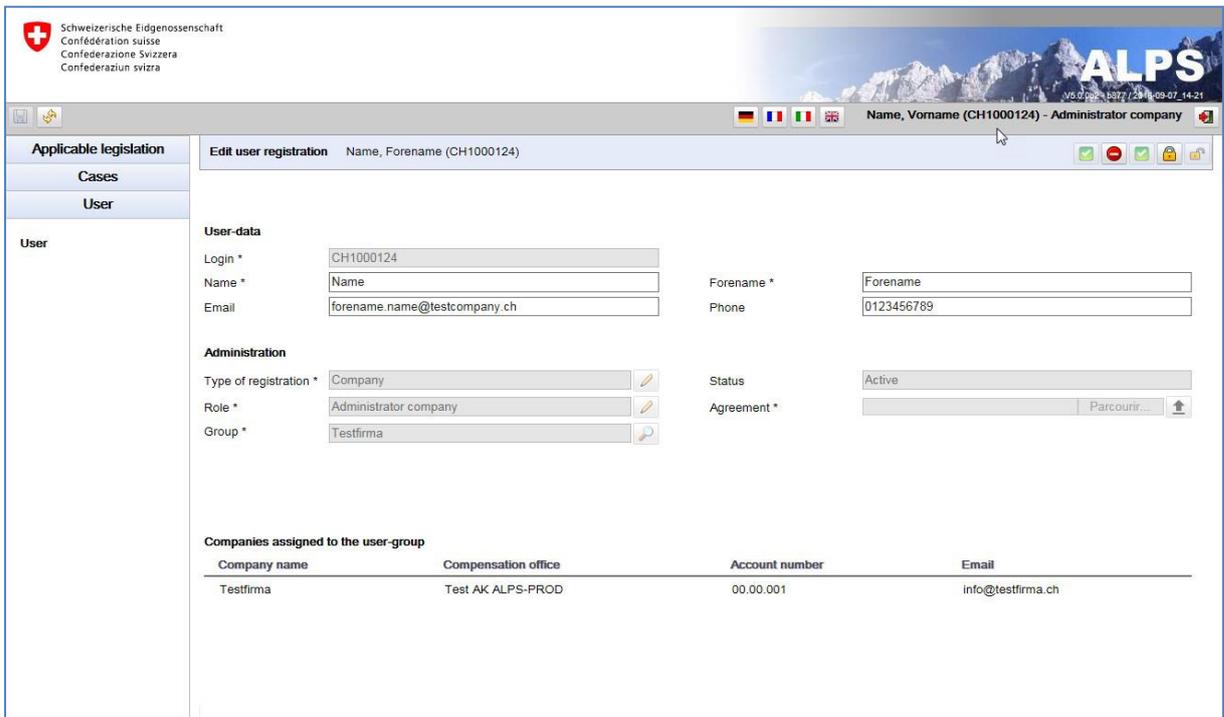
The screenshot shows a pop-up window titled "Created users" with the following fields and options:

- Login *: CH000001
- Name *: Name
- Forename *: Forename
- Email: forename.name@testcompany.ch
- Phone: 0123456789
- Type of registration *: Company (dropdown menu)
- Group *: (empty dropdown menu with search and refresh icons)
- role *: Collaborator company (dropdown menu)
- Activate:
- Agreement: (empty text field with "Parcourir..." button and upload/download icons)

At the bottom right, there are "OK" and "Cancel" buttons.

Figure 43 Pop-up window for adding a new user

Click the “OK” button to display the “Process user details” window (cf. Figure 44). User information can also be edited in this window. The process is described below.



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

ALPS
08.07.2014 14:21

Name, Vorname (CH1000124) - Administrator company

Applicable legislation

Cases

User

User

User-data

Login * CH1000124

Name * Name

Forename * Forename

Email forename.name@testcompany.ch

Phone 0123456789

Administration

Type of registration * Company

Status Active

Role * Administrator company

Agreement * Parcourir...

Group * Testfirma

Companies assigned to the user-group

Company name	Compensation office	Account number	Email
Testfirma	Test AK ALPS-PROD	00.00.001	info@testfirma.ch

Figure 44 “Process user details” screen

- **User contact details**
 - *Login*: mandatory field, which must contain the user’s CH-LOGIN.
 - *Surname*: mandatory field indicating the user’s surname as registered in ALPS
 - *First name*: mandatory field indicating the user’s first name as registered in ALPS
 - *Email*: optional field indicating the user’s email address
 - *Telephone*: optional field indicating the user’s telephone number
- **User-administration information**
 - *Type of registration*: indicates the type of user (e.g. “company”) selected when creating a new user entry. A company may not change the type of role it had originally assigned to its users.
 - *Status*: indicates the current status of the user (open, active, inactive, blocked).
 - *Roles*: indicates the role to which the user has been assigned. To change a role, click on the  button (on right-hand side). Choose the role from the scroll-down menu in the new pop-up window (cf. Figure 45).
 - *Agreement*: use this function to upload a user agreement (applicable only for the “Company administrator” role). Uploading a new agreement will replace the existing agreement uploaded to the system.
 - *Group*: indicates the user group to which the given user has been assigned.
- **Information on affiliated companies**: the companies assigned to the user are displayed in table format. These are the companies that have been affiliated to the user group to which the new user has been assigned.
- **Log**: all changes made by the user are recorded in the log.
- **Function buttons**
 -  “De-activate user” button: de-activates the user selected from the search results, following confirmation. Once de-activated, the user can no longer access ALPS.
 -  “Re-activate user” button: re-activates the user selected from the search results, following confirmation. Once re-activated, the user can access ALPS again.

-  “Block user” button: blocks the user selected from the search results, following confirmation. Once blocked, the user can no longer access ALPS.
-  “Unblock user” button: unblocks the user selected from the search results, following confirmation. Once unblocked, the user can access ALPS again

6.1.1 Edit user role

When editing user roles (click on the  button on the right of the user-role field), a pop-up window (cf. Figure 45) will appear. Please select the corresponding role (“Company employee” or “Company administrator”):



Figure 45 “Select/edit user role” pop-up window

Click on the “OK” button to confirm this action.

7 Introduction

This chapter describes the procedure to request access to application ALPS for a first use and then to access ALPS for later uses.

For firms that use “Identity Propagation”, ALPS is directly available through the web portal of the compensation fund (“PartnerWeb” or “ahv easy”)

For firms that do not use “Identity Propagation”, ALPS is available at the following address:
<https://www.alps.bsv.admin.ch/alps>

7.1 Request a CH-LOGIN user account

Firms using “Identity Propagation” through the web portal of their compensation found do not need any CH-LOGIN user accounts and have to continue directly with section 7.2.

7.1.1 Connection

Please enter the URL address of ALPS (<https://www.alps.bsv.admin.ch/alps>) in the browser. Arrived at the homepage (1), please select the option: “CH-LOGIN” (1). To continue the procedure, please click on the button “Continue connection” (2).

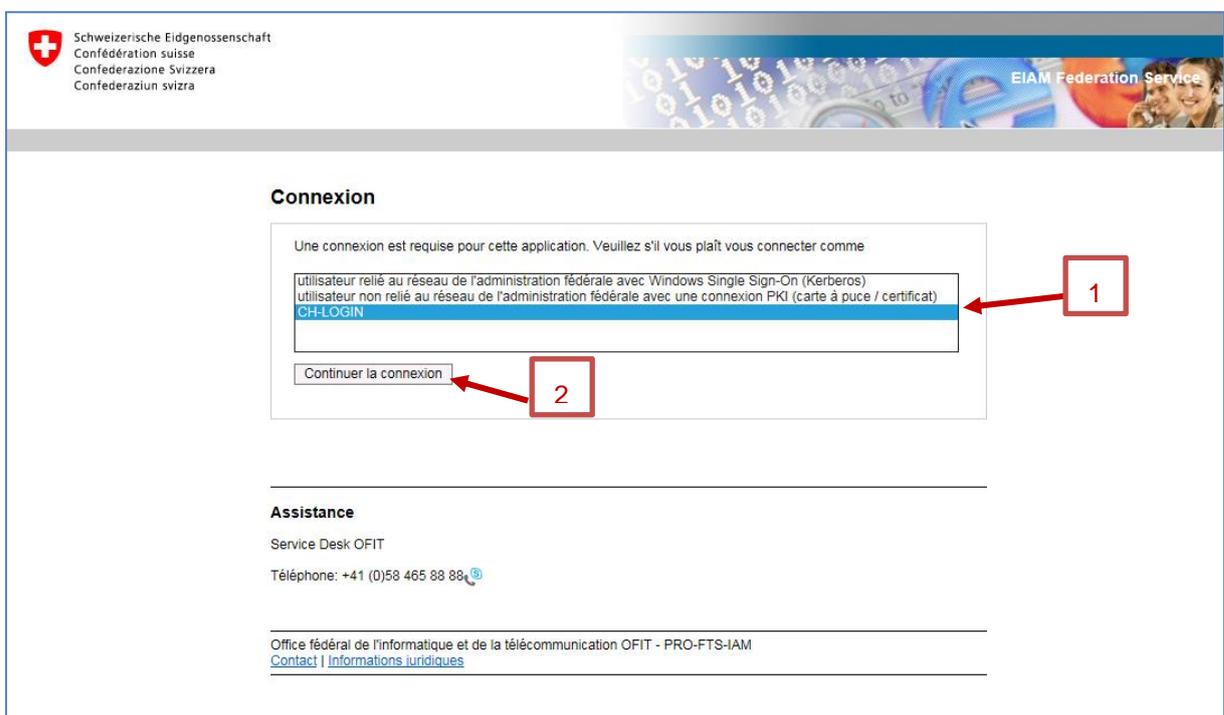


Figure 46 Connection

Depending on his access rights, the user may directly access at the following step.

7.1.2 User administration of CH-LOGIN

After having selected the connection type, a new window invites you to enter a username and a password. Because this is your first connection, please click on the button “Register user” (1).

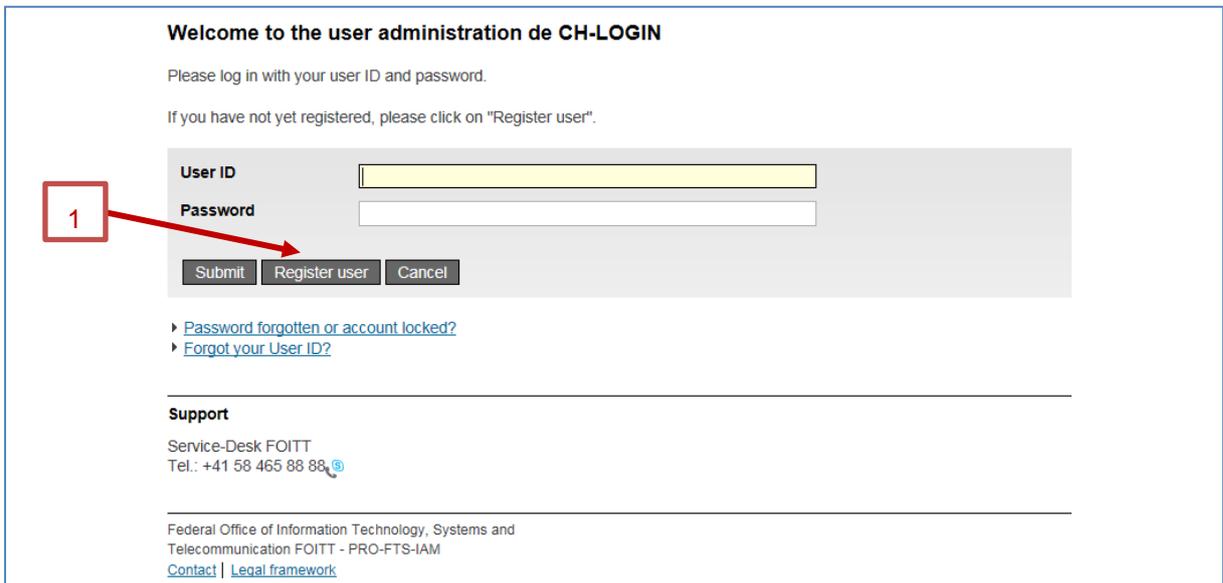


Figure 47 User administration of CH-LOGIN

7.1.3 User registration, step 1: e-mail address entry

After having chosen to register a user, a new window invites you to enter the displayed “Captcha” text (1) and your professional e-mail address (2). Then, please click on “Next” (3).

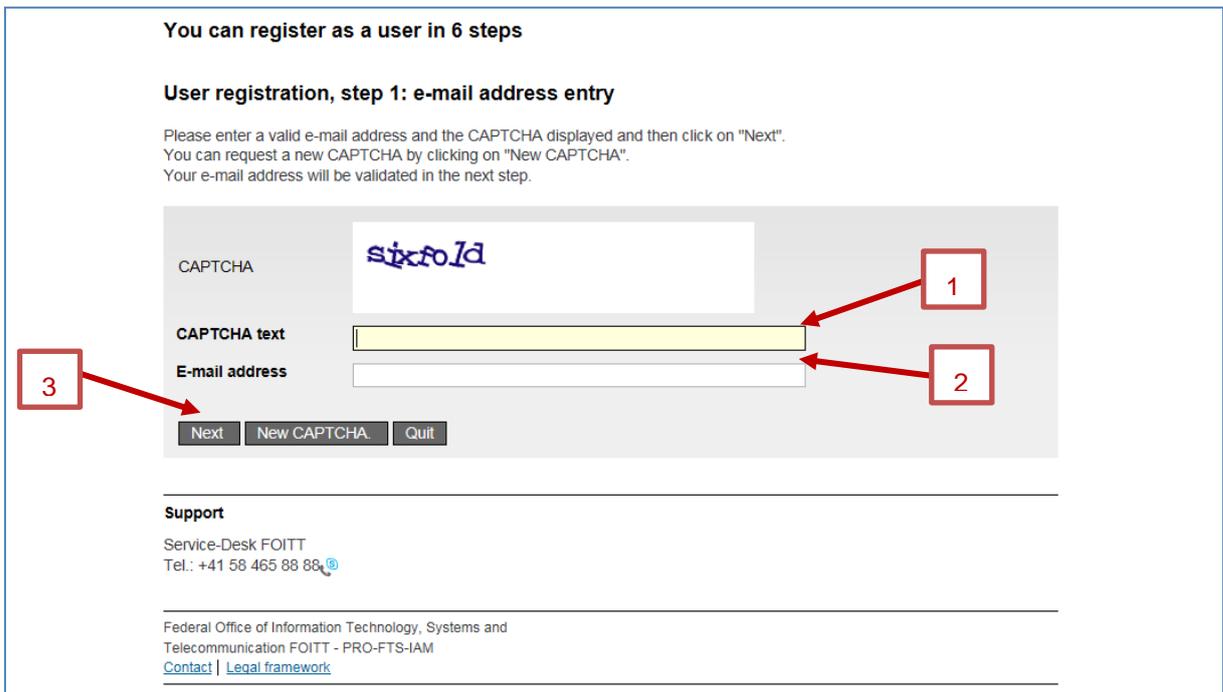


Figure 48 User registration, step 1: e-mail address entry

7.1.4 User registration, step 2: e-mail address validation

After having mentioned your e-mail address, you have to enter your validation code (1). This code is automatically sent to you at the entered e-mail address. Then, please click on “Next” (2).

User registration, step 2: e-mail address validation

An e-mail with a validation code has been sent to the e-mail address shown. Please enter this code below and then click on "Next".
Use the "Back" button to return to step 1 where you can re-enter an e-mail address.

E-mail address

Validation code

Support
Service-Desk FOITT
Tel.: +41 58 465 88 88 

Federal Office of Information Technology, Systems and
Telecommunication FOITT - PRO-FTS-IAM
[Contact](#) | [Legal framework](#)

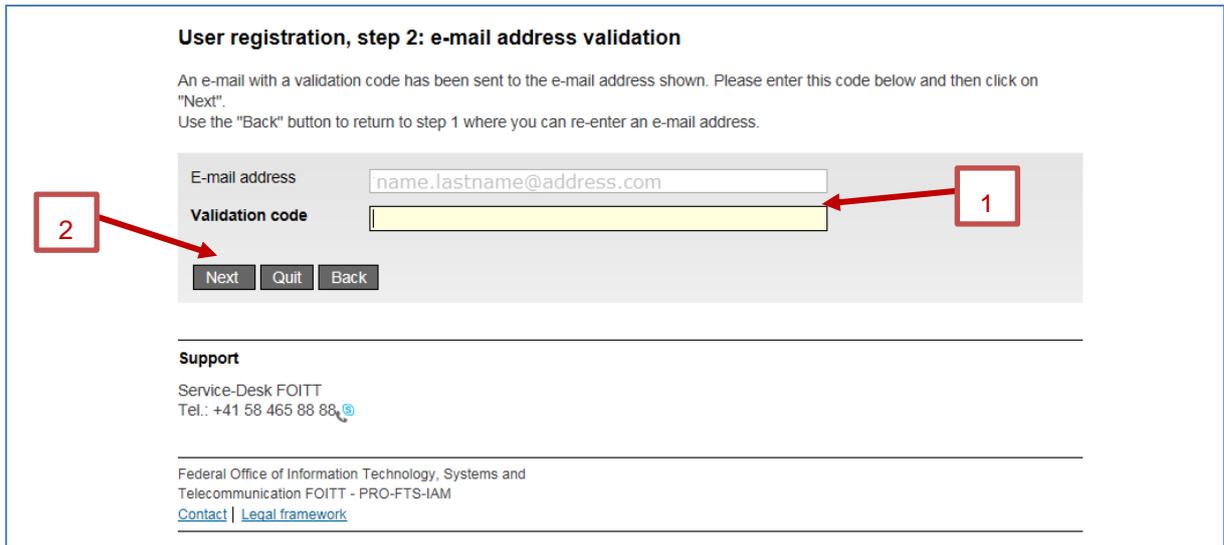


Figure 49 User registration, step 2: e-mail address validation

7.1.5 User registration, step 3: mobile phone number entry (optional)

After having validated the e-mail address, a new window invites you to enter your mobile phone number. The entry of a mobile phone number is optional and allows an increased safety. If this is not desired, please click on "Continue without mobile phone" (so please continue the section 7.1.7 of this manual). On the other hand, please enter your mobile phone (1), and please click on "Next" (2).

User registration, step 3: mobile phone number entry (optional)

If you have a mobile phone, please enter this phone number now. This number can be used for advanced authentication.
If you wish to continue without entering a mobile phone number, please leave this field empty and click on "Continue without mobile phone".

Mobile phone number

Support
Service-Desk FOITT
Tel.: +41 58 465 88 88 

Federal Office of Information Technology, Systems and
Telecommunication FOITT - PRO-FTS-IAM
[Contact](#) | [Legal framework](#)

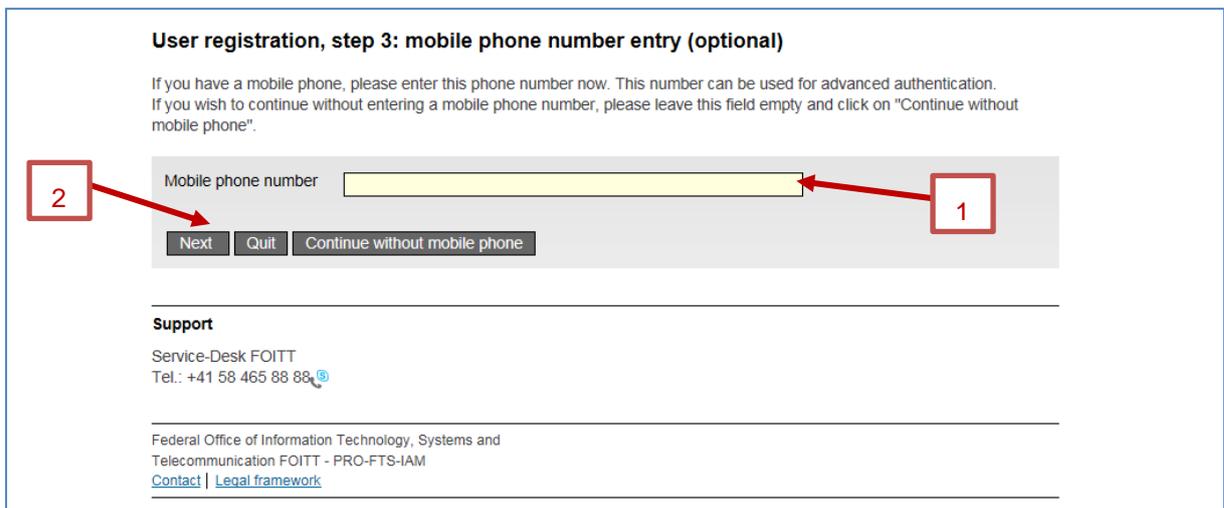


Figure 50 User registration, step 3: mobile phone number entry (optional)

7.1.6 User registration, step 4: validation of the phone number

Analogously to the confirmation of your e-mail address, please enter the validation code (1) that you have received via SMS from the « eIAM Service ». Then, please click on "Next" (2).

This window is not displayed if you have previously not entered a mobile phone number.

User registration, step 4: validation of the phone number

A text message with an mTAN has been sent to the phone number you provided. Please enter this code and click on "Next". If you wish to enter a different mobile phone number, click on "Back".

Mobile phone number 1

Validation code

2

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Service-Desk FOITT
Tel.: +41 58 465 88 88 

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Telecommunication FOITT - PRO-FTS-IAM
[Contact](#) | [Legal framework](#)

Figure 51 User registration, step 4: validation of the phone number

7.1.7 User registration, step 5: user information

A new window invites you to enter your surname (1) and first name (2) and eventually notes (3). Then, please check the checkbox "I accept the terms of use" (4) and click on "Next" (5).

User registration, step 5: user information

Please enter your full name. To register, you must read and accept the terms of use.

User ID

Surname 1

First name 2

Organisation

Notes 3

[Show terms of use](#)

4 I accept the terms of use

5

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Figure 52 User registration, step 5: user information

7.1.8 User registration, step 6: set user password

A new window allows you to enter and confirm your password (1, 2). Then, please click on "Next" (3).

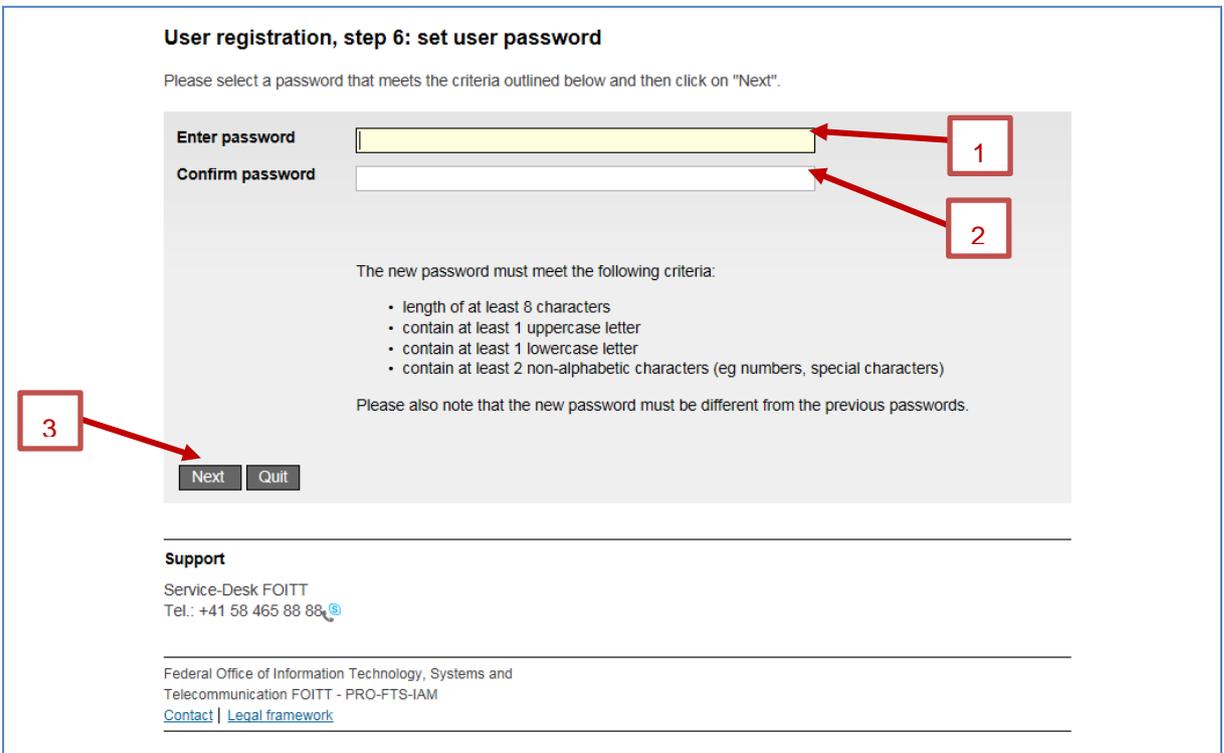


Figure 53 User registration, step 6: set user password

7.1.9 User registration: you have successfully registered

After having entered and confirmed the password, a new window indicates that you have been successfully registered. This window also indicates your identity (1). Please memorize this identity (1) which will later allow you to log to ALPS. Then, please click on "Next" (2).

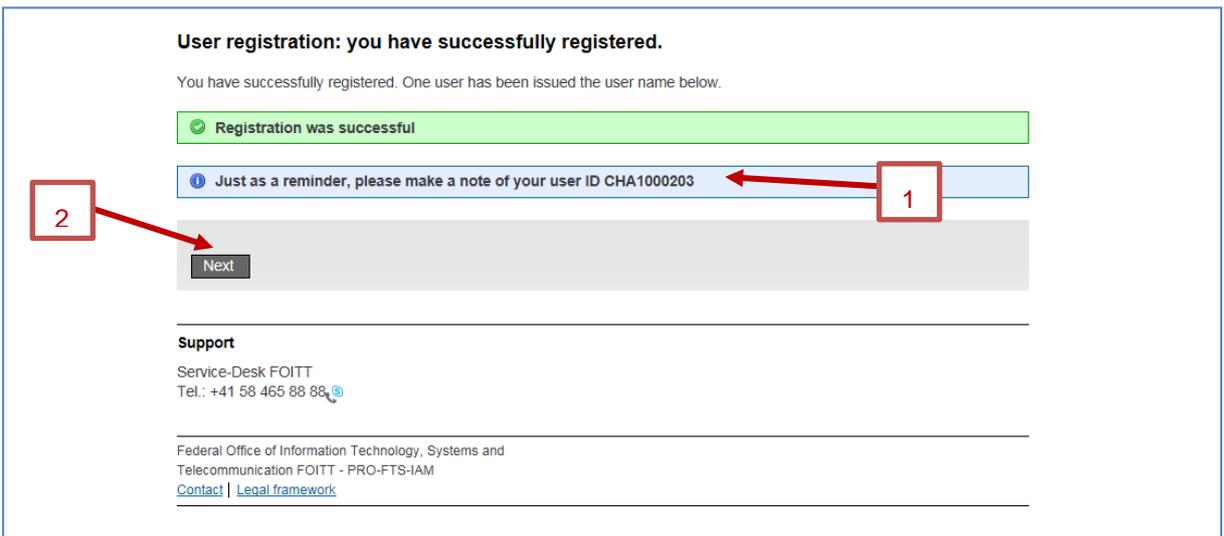


Figure 54 User registration: you have successfully registered

7.2 Request an access to ALPS

When logging in to ALPS for the first time, various actions have to be taken before ALPS can finally be accessed.

7.2.1 Access not possible

Because this is your first connection, a new window indicates that you cannot access ALPS. Please click on “Request access” (1).

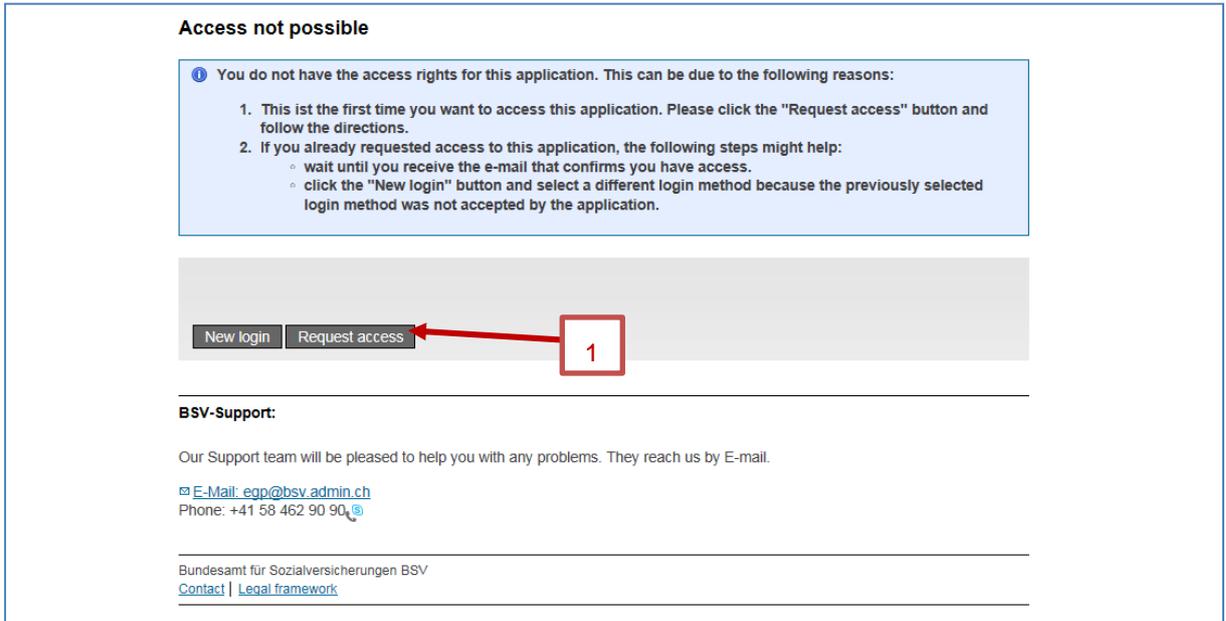


Figure 55 Access not possible

7.2.2 Request access, step 1: user information

Please check in the window the checkbox “I accept the terms of use” (1) and then click on “Next” (2).

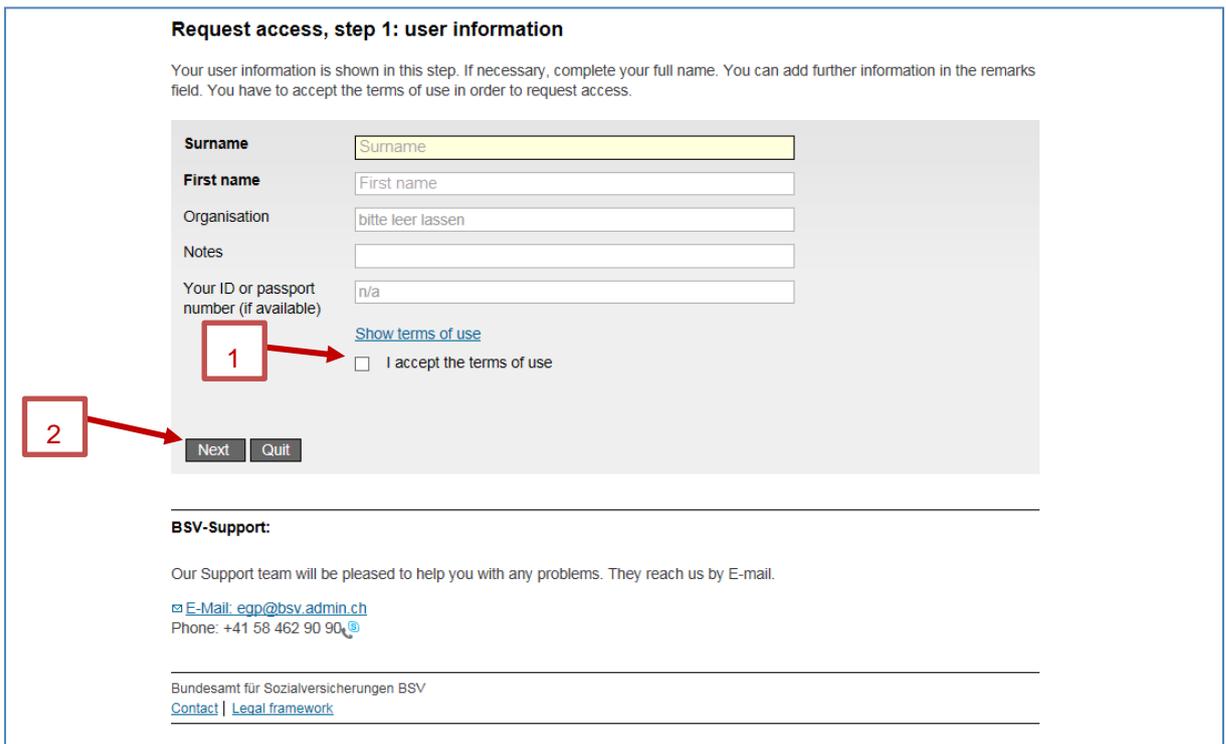


Figure 56 Request access, step 1: user information

7.2.3 Request access: request submitted successfully

After having accepted the conditions of use, a new window indicates that the request access to ALPS (Applicable Legislation Portal Switzerland) has been successfully registered.

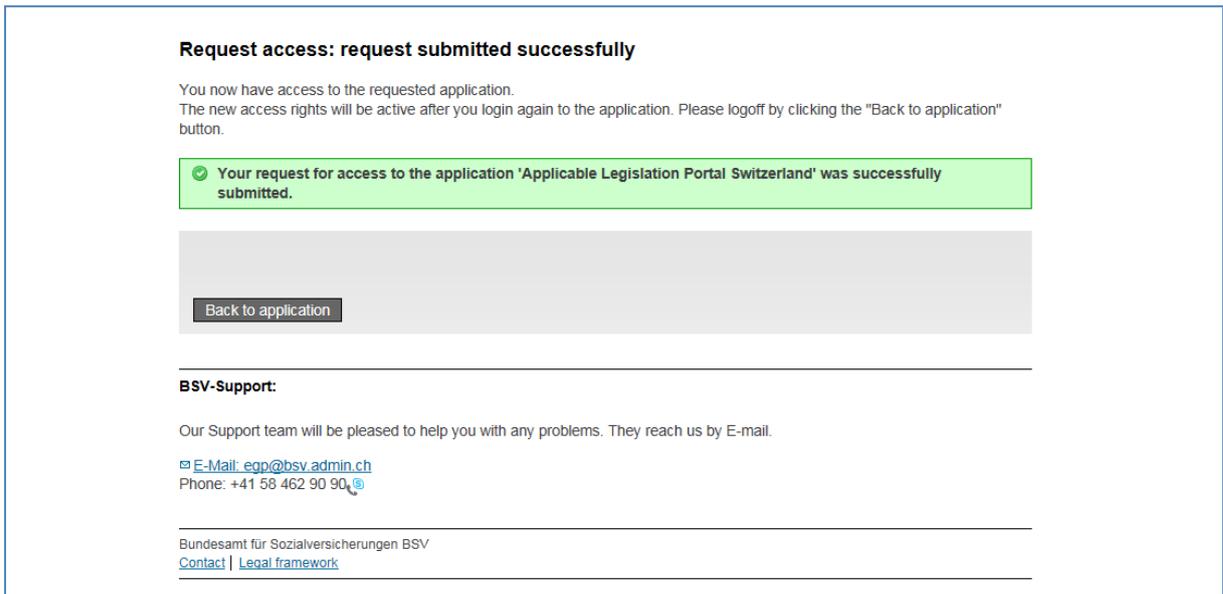


Figure 57 Request access: request submitted successfully

7.2.4 Request access, finalization

CF and firms using “Identity Propagation” have to skip this section and continue with section 7.3 because they access to ALPS through the web portal of their CF.

Despite the text indicated in the window, you do not have immediately access to ALPS because the request for an access has to be manually granted/confirmed by the administrator of your CF/firm (in the case of a first request for a CF-administrator, the request has to be granted/confirmed by the FSIO).

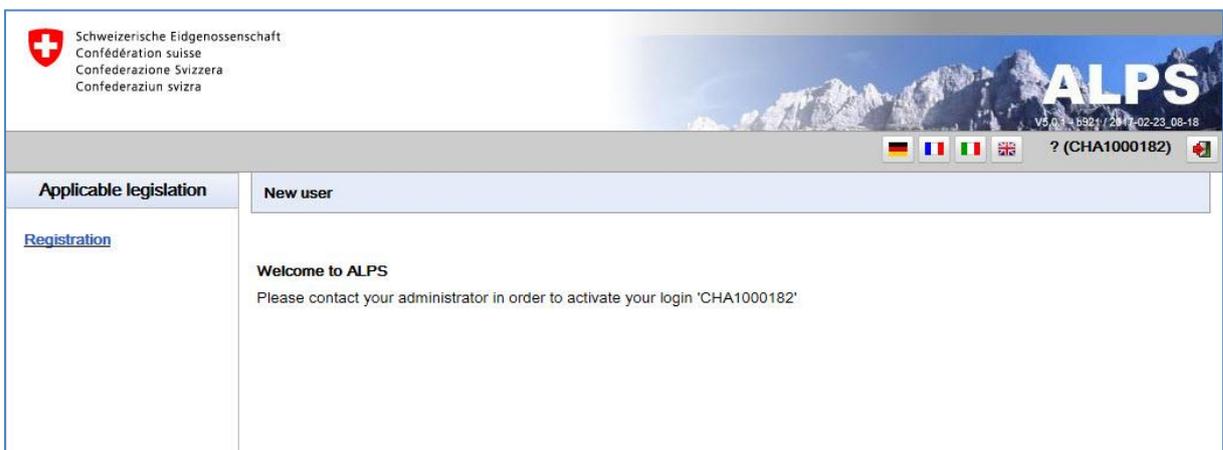


Figure 58 Indication of user ID (with CH-LOGIN)

Please communicate your User ID (CH-LOGIN) to the administrator of your CF/firm, or to the FSIO in the case of a first request for a CF-administrator.

You can close the window of your browser. The administrator of your CF/firm or the FSIO will confirm you via e-mail as soon as the authorization will be given to you. You then will be able to log to ALPS with your new account (see section 7.3 hereafter).

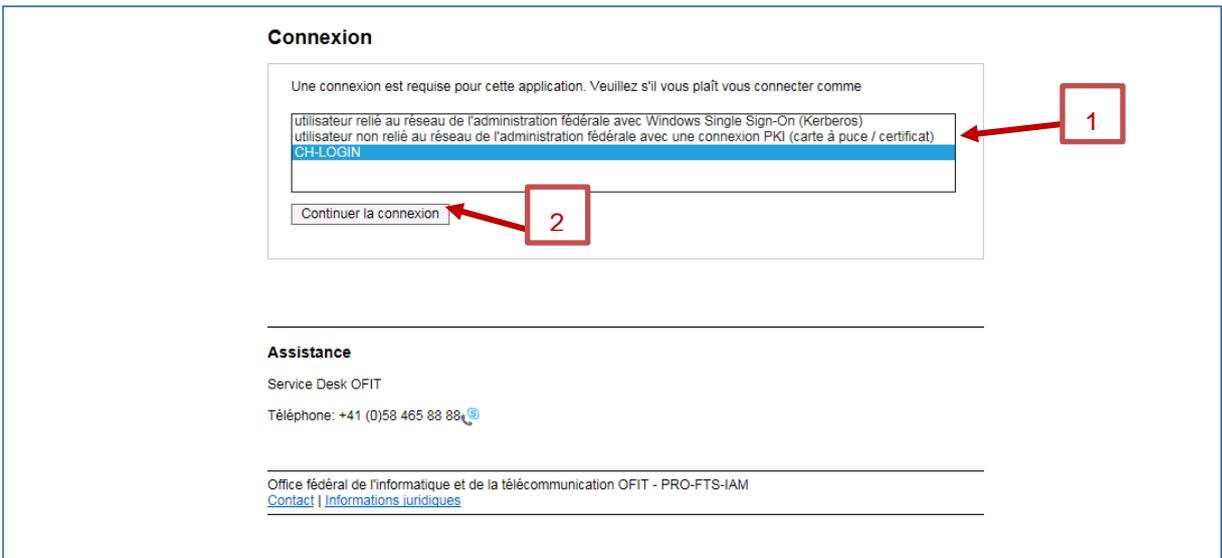
7.3 Access to ALPS *after* registration

CF and firms using “Identity Propagation” have to skip sections 7.3.1 to 7.3.3 and continue with section 7.3.4 because they access to ALPS through the web portal of their CF.

7.3.1 Choose ALPS URL

Please select in your browser the address of ALPS.

You are at the homepage which allows you to select the desired connection type. The following option has to be selected: “CH-LOGIN” (2). To continue the procedure, please click on the button “Continue connection” (2).



Connexion

Une connexion est requise pour cette application. Veuillez s'il vous plaît vous connecter comme

utilisateur relié au réseau de l'administration fédérale avec Windows Single Sign-On (Kerberos)
utilisateur non relié au réseau de l'administration fédérale avec une connexion PKI (carte à puce / certificat)
CH-LOGIN

Continuer la connexion

Assistance

Service Desk OFIT

Téléphone: +41 (0)58 465 88 88

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[Contact](#) | [Informations juridiques](#)

Figure 59 Choose ALPS URL

7.3.2 Enter the user ID and the password (2)

After having selected the connection type, a new window invites you to enter a user ID and a password. You can now enter your user ID (1) and your password (2) defined in sections 7.1.9 and 7.1.8. Then, please click on the button “Submit” (3).

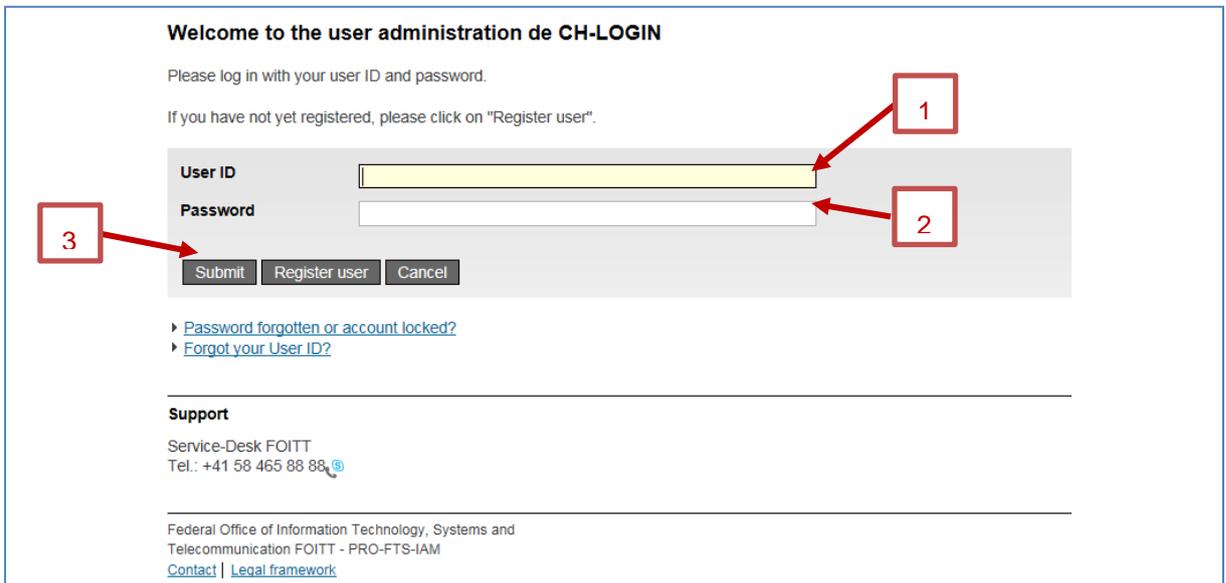


Figure 60 Enter the user ID and the password (2)

7.3.3 Mobile TAN (mTAN)

This window is not displayed if you have not mentioned a mobile phone number in section 7.1.5.

If yes, you can optionally enter the validation code received via SMS. If you want to use this validation code, please click on “Next” (2) after having entered it (1). Otherwise, please click on “Continue without entering an mTAN” (A).

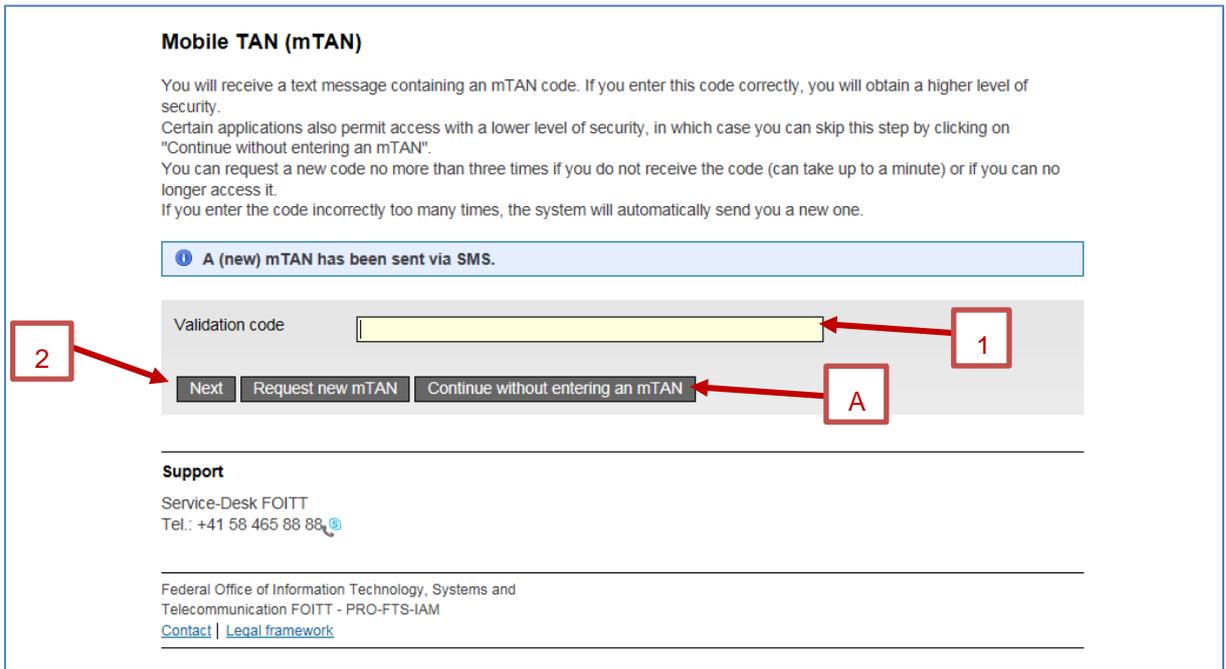
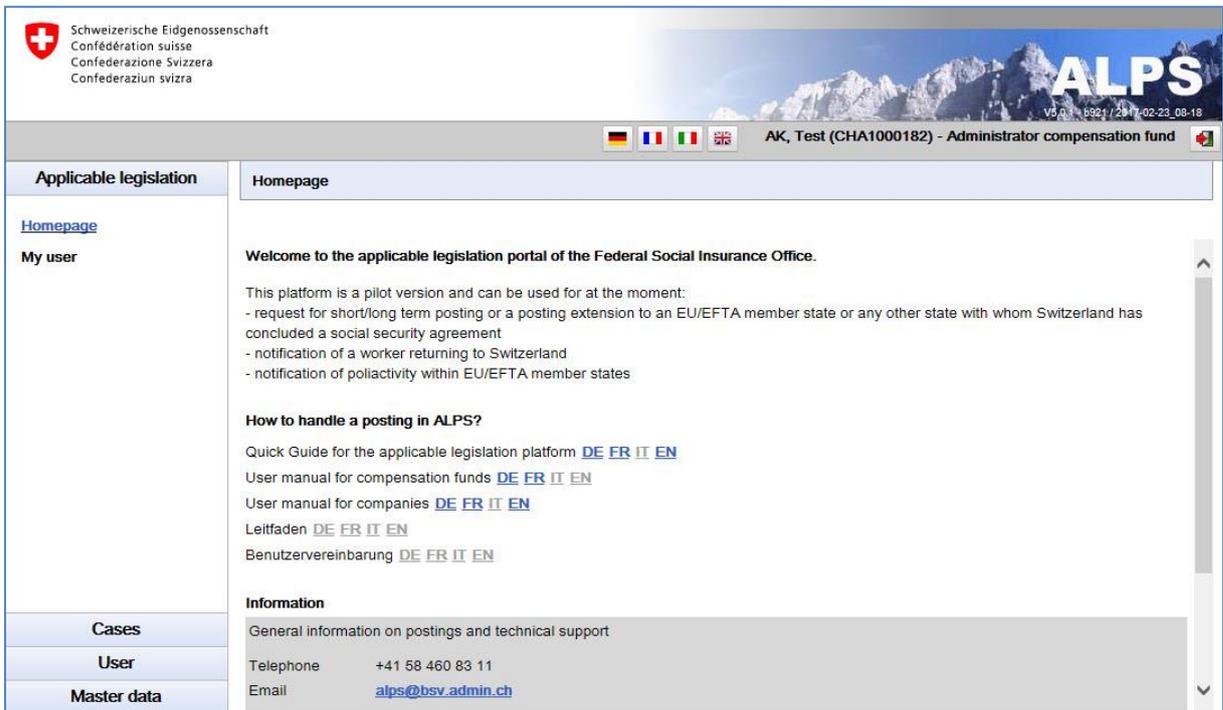


Figure 61 Mobile TAN (mTAN)

7.3.4 Homepage of ALPS

You are now automatically redirected to the homepage of ALPS.



The screenshot shows the ALPS homepage. At the top left is the Swiss Confederation logo and name in four languages: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, and Confederaziun svizra. The top right features the ALPS logo and a version number 'V3.0.3' with a date '19/02/2017-02-23_08-18'. Below this is a navigation bar with flags for Germany, France, Italy, and the UK, and the text 'AK, Test (CHA1000182) - Administrator compensation fund'. The main content area is divided into a left sidebar and a main panel. The sidebar has a 'Homepage' link and a 'My user' section. The main panel contains a welcome message, a list of supported use cases, a 'How to handle a posting in ALPS?' section with links to guides and manuals in German, French, Italian, and English, and an 'Information' section with contact details for general information, telephone (+41 58 460 83 11), and email (alps@bsv.admin.ch).

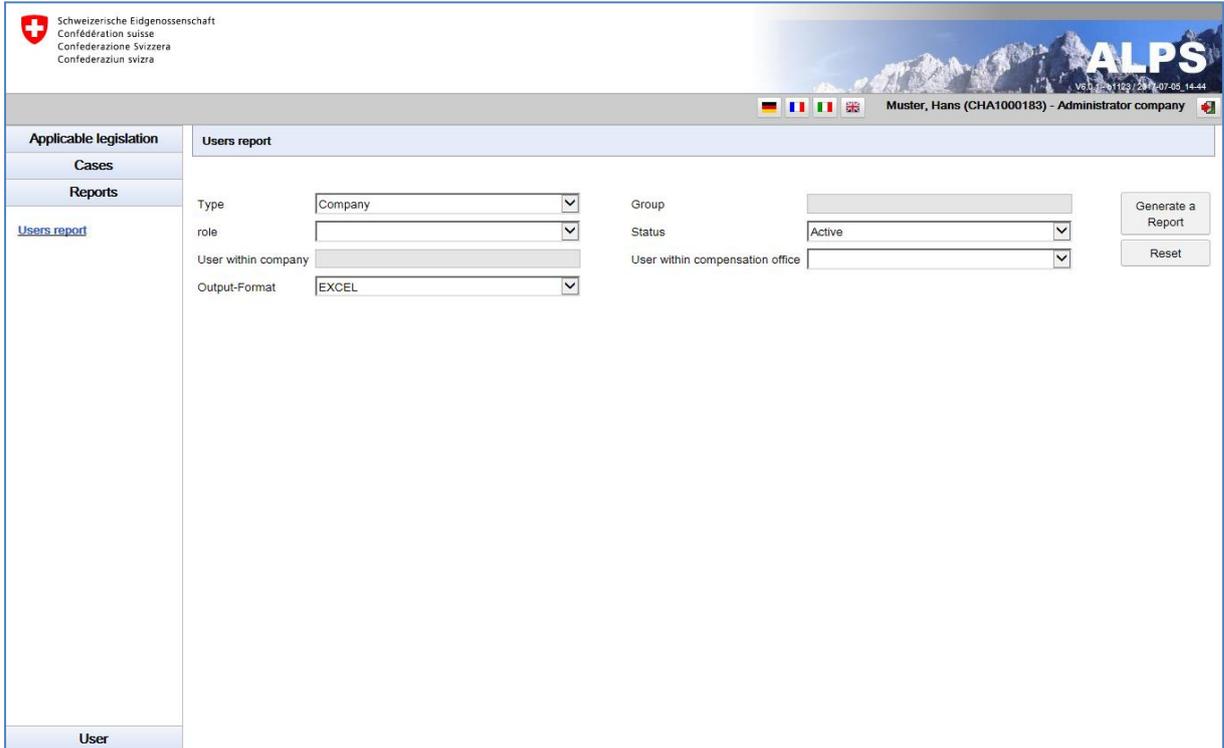
Figure 62 Homepage of ALPS

For enquiries about registration or technical information, please contact your compensation fund.



8 Users report

The mask « Users report » (Figure 63) available under « Reports » by clicking on tab « Users report » allows the company to export the list of their users in Excel or XML format. This mask is described hereafter.



The screenshot shows the 'Users report' interface. At the top left, there is a logo for the Swiss Confederation (Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, Confederaziun svizra). The top right features the 'ALPS' logo and a version number 'V8.1.1183 / 2011-07-05_14-44'. Below the header, there are flags for Germany, France, Italy, and the UK, followed by the user information 'Muster, Hans (CHA1000183) - Administrator company'. The main content area is divided into a left sidebar with 'Applicable legislation', 'Cases', 'Reports', and 'Users report' (selected), and a main panel with filter criteria: 'Type' (Company), 'role', 'User within company', 'Output-Format' (EXCEL), 'Group', 'Status' (Active), and 'User within compensation office'. There are 'Generate a Report' and 'Reset' buttons on the right.

Figure 63 Users report

- **Generation of the report with various filter criteria**
 - Click on the “GENERATE A REPORT” button to generate a report.
 - If too many results are found, filter criteria (type, role etc.) may be used to refine the search. This makes it possible to search for a specific user or set of users. Any combination of these criteria can be used. To clear the filter criteria, click on the “RESET” button.
- **Meaning of the columns in the search results:**
 - *Login*: the user login
 - *Name*: user surname
 - *First name*: user first name
 - *Telephone*: user telephone number
 - *Email*: user email address
 - *Type*: user type (e.g. “company”)
 - *Roles*: the role of the user (e.g. “administrator” or “company employee”)
 - *Status*: user status (open, active, inactive or blocked)
 - *Status date change*: date and time of the change of the user status
 - *Name eIAM*: user surname in the eIAM
 - *First name eIAM*: user first name in the eIAM
 - *Email eIAM*: user email address in the eIAM
 - *Home Realm*: user home realm
 - *Creation date*: user’s creation date and time



- *Activation date*: user's activation date and time
- *Last login*: user's last login date and time