

Schweizerische Eidgenossenschaft Confédération suisse Confederazione Svizzera Confederaziun svizra

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 Applicable Legislation Portal Switzerland



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# 1 Introduction

ALPS (Applicable Legislation Platform Switzerland) is a web application that allows companies, selfemployed 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 email 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: <u>https://www.alps.bsv.admin.ch/alps</u> 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.

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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.

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# 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.



0	Schweizerische Eidgenos Confédération suisse Confederazione Svizzera Confederaziun svizra	senschaft	De I Fr I It I En
	v	Velcome to the user administration des CH-LOGIN	Log in
	P	lease log in with your user ID and password.	
	$\langle$	Vser ID Password Submit Register user Cancel	
		Password forgotten or account locked ? Forgot your User ID?	Password reset
		ervice-Desk FOITT iel.: +41 58 465 88 88	

Figure 1 Login screen

### 1.2 Homepage

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



Schweizerische Eidgenosse Confédération suisse Confederazione Svizzera Confederazione svizza	Manual functions Language Muster, Hans (CHA1000183) - Administrator company
Homepage My user	Welcome to the applicable legislation portal of the Federal Social Insurance Office.
	In splarony is a plot version and can be used for at the moment: - request for short/long term posting or a posting extension to an EU/EFTA member state or any other state with whom Switzerland has concluded a social security agreement - odification of a worker returning to Switzerland - otoffication of poliactivity within EU/EFTA member states How to handle a posting in ALPS? Quick Guide for the applicable legislation platform DE FR II EN User manual for companies DE FR II EN Leitfaden DE FR II EN Benutzervereinbarung DE FR II EN
	Information  General information on postings and technical support  Telephone +41 58 460 83 11 (0) Email alps@bsv.admin.ch  Detailled information on postings http://www.bsv.admin.ch/themen/internationales/02765/index.html  Actual information on social security agreements http://www.bsv.admin.ch/themen/internationales/aktuel/index.html
Cases	All the fields marked * have to be filled out in order to successfully process your request. Inputs are controlled automatically and correction information is displayed.
User	You can stop to register your information at any time and continue at later time at any step in the registration process.

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

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- 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
  - $\circ$   $\;$  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

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- 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:

Confederazione Svizzera Confederaziun svizra	nschaft	_			ß		N STOR	A	LPS
				Search u	sing differen	t ster, Ha	ans (CHA1000183)	Administral	tor company
Applicable legislation	Search cases			filte	r criteria				
Cases		L						Gene	ral
Create new posting abroad	Search field ①				ALPS	S-ID	f		
New poliactivity	Туре				✓ Statu	s	tun	ction b	uttons
Manage cases	Implementing body				✓ Comp	betency		~	
	Read / Unread	All			V Due o	jate		~	$\Delta F$
	Account number				Clerk	FSIO		~	$\mathbf{V}$
Search re-	7						4 🖹 🗙		A 0 0
sults	modified	Type /	LPS-ID	Person	Swiss employer	Employer abroad	Country Clerk	Status	Competence
	15.11.2016	₿ <b>&gt;</b> :	9186	Test, Hélène	XYZ (Switzerland)	Alibaba	AF	5	
	1				S.A.				
	14.11.2016	<b>₿</b> ⊁ :	9184	Test, Hélène	S.A XYZ (Switzerland) S.A.	Alibaba	AF	<b>₩</b>	Compensation fund
	14.11.2016 14.11.2016	₽> : ¶> :	9184 9183	Test, Hélène Test, Hélène	S.A XYZ (Switzerland) S.A.	Alibaba FirmaCo (BG), Colombus 3000 (BE)	AF Div	2	Compensation fund Compensation fund
	14.11.2016 14.11.2016 14.11.2016		9184 9183 9182	Test, Hélène Test, Hélène Test, Hélène	S.A XYZ (Switzerland) S.A XYYZ (Switzerland) S.A	Alibaba FirmaCo (BG), Colombus 3000 (BE) Alibaba	AF Div FR		Compensation fund Compensation fund Compensation fund

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)
  - o ALPS-ID: ID of the case
  - Person: Name of the insured person
  - Swiss employer, Employer abroad: The insured person's employers
  - o Country: Country of posting (or pluriactivity)
  - *Clerk*: Abbreviated name of the FSIO clerk handling the case
  - o 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:

Create request for a po	osting abroad	
'Type' not yet filled	out	
Country of employmen	t	~
Туре		~
Direction	Switzerland to abroad	$\sim$
CF / Account number	990001-1 / 007	~
Direction CF / Account number	Switzerland to abroad	<u>\</u>

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 with 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:

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		💻 🚹 🖬 🔠 Muster, Hans (CHA1000183) - Administrator company 🔞
Applicable legislation	Edit case - Person 9195 - Request for a posting [Opened] - ?	la x
Cases	Social security number' not yet filled out	Autor House
Create new posting abroad	Social security number *	7
New poliactivity	Last name *	Name at birth
Manage cases	First name *	
Case: 9195	Sex *	
Overall view 🥝	Date of birth *	Place of bith
Earlin members	Nationality * Switzerland	×
Activity Switzerland		
Activity abroad	Health insurance	
Representative O	Sickness insurer HinsA * (i)	
Documents O	Exempt from health insurance ()	Confirmation (1)
Closure		Upisaded file: No file uploaded
	Place of residence during the posting abroad	
	Address supplement / P.O. Box	Street and No
	Postcode	Town
	Residence	×
	Telephone	Email
	Foreign address during posting abroad (if known)	
	Address supplement / P.O. Box	Street
	Postcode	Town
	Country	
	Telephone	Email
	Change of residence from	V To V
	<<	set as
User		

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 LAMal) 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).



Confédération suisse Confédération suisse Confédérazione Svizzera Confédérazion svizza	nschaft			De				nde d <sup>e</sup>	ALPS
H .					Tes	t-System - ABN	= 11 11 @	Muster, Hans (CHA10001	183) - Administrator company 🛛 🍕
Applicable legislation	Family members 9195 - Request fr	or a posting (Opened) - ?							
Cases									Larrest Labela
Create new posting abroad New poliactivity Manage cases	It is recommended that accompanying them and to obtain the necessary appli with accompanying person	family members who are not gainfully emple cation form. Please note that responsibility	yed (spouse and children) and who a for filing the application <i>on time</i> lies	are no longer covered by the statute solely with the family member(s)	ory OASI/IV/(LEC) sche concerned.	mes seek advice from	the competent competent	nsation office as regards the i	nsurance options available to
Case: 9195	Social security number				Sex				~
Overall view C	Last name	1			First name				
Eamily members	Date of birth				Family record book				Parcourir 👲
Activity Switzerland	Date of marriage/registered partnership				Uploaded file:	No file uploaded			
Additional questions Representative (2)	Previous place of residence					-			
Documents 😳	Address supplement / P.O. Box				Street and No				
Closure	Postcode				Town				
	Residence			×					
	Telephone				Email				
	Place of residence while abroad An	alogous to that of the expatriate person							
	Address supplement / P.O. Box				Street and No				
	Postcode				Town				
	Residence			×					
	Telephone				Email				
	Children								9 / ×
	Social security number		Last name	First name		Date of birth		is a student	
User	~~			Reset					>>

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 num-• ber(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 expat-• riation, 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 • 0 ×

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).

**ALPS** 

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Add child		
Social security number	Sex	~
Last name	First name	
Date of birth	is a student	
Nationality CH EU EFTA		
Previous place of residence Analogous to that of the accompany	ing person 🗌	5
Address supplement / P.O. Box	Street and No	
Postcode	Town	
Residence	$\checkmark$	
Telephone	Email	
Place of residence while abroad Analogous to that of the expatri	ate person Analogous to that of the accompanying person	
Address supplement / P.O. Box	Street and No	
Postcode	Town	
Residence	$\checkmark$	
Telephone	Email	
	OK C	ancel

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.

Confederazione Svizzera Confederaziun svizra			Ca		ALPS
11 10 10 10 10 10 10 10 10 10 10 10 10 1					💻 🚺 👔 Muster, Hans (CHA1000183) - Administrator company
Applicable legislation	Edit case - Employment in	Switzerland 9195 - Request for a posting [Opened] - ?			10 J
Cases	Name of company' not ;	yet filled out			
Create new posting abroad	Type of work *	Employed	×		
New poliactivity	Name of company * (i)			UIDB (I)	
Manage cases	Contact person			Address supplement / P.O. Bo	x
Case: 9195	Street *				
Overall view G	Postcode *			Town *	
Family members	Country *	Switzerland	V		
Activity Switzerland	Telephone *			Email *	
Activity abroad Additional guestions	Sart of (self-)employment *			End of (self-)employment	
Representative 😳	CF / Account number *	990001-1 / 007	~		
Documents 😳	Accident insurer *		×		
Closure	Pension fund *				
	Exempt OPA (i)			Confirmation	Parcourt
				Uploaded file:	No file uploaded

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).

Confederazione Svizzera Confederazion svizza						ALPS
11 <b>1</b>					Test-System - ABN	 Muster, Hans (CHA1000183) - Administrator company
Applicable legislation	Edit case - Activity abroad	195 - Request for a posting [Opened] - ?				
Cases	O 'Name of company' not yet fi	led out				
Create new posting abroad	Country of employment *	France	×	1		
New poliactivity						
Manage cases	Address					
Case: 9195	Name of company * (1)			Contact person		
Overall view 🥝	Address supplement / P.O. Box			Street and no. *		
Person	Postcode *			Town *		
Activity Switzerland	Country *	France	~	]		
Activity abroad	Telephone			Email		
Representative O	No fixed address known					
Documents 😳						
Closure	Duration of the posting abroad					
	From *			To *		

#### 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).

Confederazione Svizzera Confederazione Svizzera Confederazione Svizzera	ncurt	4		- 11 11 88	ALPS
Applicable legislation Cases	Edit case - Additional questions 9195 - Request for a posting [Opened] - ?  Replace another posted worker not yet filled out				
Create new posting abroad New poliactivity Manage cases Case: 9195 Overall view	Posting history Type ALPS-ID No data available Missing posting periods ①	From	To	End of posting on	
Person Family members Activity Switzerland Activity abroad Additional cuestions Representative Documents Closure	Prom		το		2 2 2 2 2 2 2 2 2
Cicate	The employment contract is concluded with * The employment contract is concluded with * The employee will be paid by * Social security contributions will be paid by *	The employer in Switzerland  The employer in Switzerland  The employer in Switzerland	The local company  The local company  The local company  The local company		

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).

sthaft		4		ALPS
				💻 🚺 👔 Muster, Hans (CHA1000183) - Administrator company 🔮
Edit case -Representative	195 - Request for a posting [Opened] - ?			B ×
Represented				
Name of company *			Contact person *	
Address supplement / P.O. Box			Department *	
Street *				
Postcode *			Town *	
Country *		×		
Telephone *			E-mail *	
Power of attorney		Parcount		
Uploaded file:	No file uploaded			
	Edit case -Representative () Represented Name of company * Address supplement / P.O. Box Breat * Postcole * Country * Telephone * Power of attorney : Upbaddet Ne:	Edit case -Representative 9195 - Request for a posting [Opened] - ?  Represented  Name of Company *  Address insplement / P.O. Bics *  Devetors *  Devetors *  Prover of atomy:  Updoeded file:  Bic.flit.spleaded		

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).

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Applicable legislation	Edit case - Docume	ents 9195 - Request for a posting [Opened] - ?			20 ×
Create new posting abroad New pollactivity	Туре	Document name		Creation	Originator
Manage cases Case 9195 Overall view © Person Family members © Activity Swood Activity Swood Additional questions Representative © Discuments © Closure	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).

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w public process of the state of the stat	eate new posting abroad	After submitting this request, the data for the claimant is no longer editable
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<pre>stare 990</pre>	anage cases	The information in this questionnaire helps the compensation fund and the Federal Social Insurance Office to fulfil its statutory mandate. The information is recorded and saved electronically and used in accordance with the Swiss and international data regulations
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	Lieur	44 Preview Submit

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.

Subilit	
We declare that all details correspond with the actual conditions and the agreed to the posting. We note that both in Switzerland and in the host performed and false information in this application can cause the revoc	at the concerned person has country checks can be ation 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 down-loaded 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 email 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.

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Applicable legislation	Editing the business case	- Overview	9196 - Request for	r a posting (Short term)	(Submitted) - T	(est, Hélène						
Cases	L											
Create new posting abroad	ALPS-ID	9196							Date of creation	n 18.11.2016.12.06.47		
New poliactivity	Туре	Request for	a posting						Direction	Switzerland to abroad		
Manage cases	Implementing body	Compensat	ion fund						Status	Submitted		
Case: 9196	Competence	Compensati	ion fund									
Overall view												
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Activity Switzerland Activity abroad Additional questions Representative Documents	Reason for the cancellation							$\langle \rangle$				
Closure	Comments											0 / X
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					Co	1 ommer	nts					
User												>>

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.

<u>https://www.gate-</u>

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 <u>info@firma.ch</u> (see Figure 17):

- The sender is the address: <u>alps@bsv.admin.ch</u>
- 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).

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11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				💻 🚺 🖬 🚓 Ukdry, Marc (U	180826378) - Administrator FSIO 🍕
Applicable legislation	Edit case - Documents 917	- Request for a posting (Short term) [Closed] - Laurel, Laura			() 👌 🔝
Cases	-				
Document inbox					
Create new posting abroad	Туре	Document name		Creation	Originator
New poliactivity Manage cases	Certificate of expatriation	PDA1		10.11.2016 14:15:44	Muster, Hans (CHA1000183)
Case: 9177 Overall view © Parano @ Family members © Activity Switzerland © Activity across @ Additional questions © Regressentates © Decision © Ref. Cases © Closure ©	Request of the insured person	Astrag Vesicherter		10.11.2016 14:15:44	Muster, Hane (CHA1000183)

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:

Type' not yet filled o	ut	
Country of employment		×
Туре		~
Direction	Switzerland to abroad	~
CF / Account number	990001-1 / 007	~
CF / Account number	990001-1 / 007	

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:

#### ALPS User Manual

	ALPS
--	------

Create case		
-		
Гуре	Pluriactivity	•
Direction	Switzerland to abroad	•
CF / Account number	103000 / 113355	•
<u>www.bsv.admin.ch</u>		
		OK Cance

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:

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Applicable legislation	Edit case - Person 9197 - Pluriactivity [Oper	ned] - ?			(a) ×
Cases	O 'Social security number' not yet filled out				
Create new posting abroad	Social security number *	1			
New poliactivity	Last name *			Name at birth	
Manage cases	First name *				
Case: 9197	Sex *		~		
Overall view 😳	Date of birth *				
Person Activities	Nationality *		Y		
Representative O	Residence				
Closure	Address supplement / P.O. Box			Street and No *	
	Postcode *			Town *	
	Residence *		~		
	Telephone *			Email *	
	Adress in Switzerland differs from residence (1)				
	Address supplement / P.O. Box			Street *	
	Postcode *			Town *	
	Country *		×		
	Telephone *			Email *	
	Old age compensation fund and account numb	ver -			
	CF / Account number	990001-1 / 007	V		

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).

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Create new posting abroad New poliactivity Manage cases	Basis for decision-makeing () Uploaded file: <u>SNAP-EESSI</u>	641.EntscheidungsgrundlageMehr	fachtäligkeit en.v.1.3	Parcourir 🟦	Continued insurance (1)		
Case: 9197 Overall view O Person	Activities Type of Company name work	Sart of (self-)employment	End of (self-)employment			Countries of activity	Q 2 X
Activities © Representative © Documents © Closure	Employed Testcompany person	08.11.2016				All EU countries	

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:

÷

Activity			
S 'Type of work' not yet filled out			
Type of work *	~		
Homebase *	$\sim$		
Flag State *	$\checkmark$	Name of the Ship *	
Company name * (i)			
UID of the company		Contact person	
Address supplement / P.O. Box		Street and No *	
Postcode *		Town *	
Country *	~	Telephone	
Email			
Sart of (self-)employment *		End of (self-)employment	
Compensation fund *	<b>v</b>	Account number	
Acitivity on the territorry of the following states ( $\ensuremath{\widehat{\mathbf{s}}}$			
States	$\checkmark$	All EU countries	
		All EFTA countries	
		All EU and EFTA countries	
			OK Cancel

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).

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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).

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68 ( <del>@</del> )	T <u>est-System - ABN</u> 💻 II II 😺 Ukdry, Marc (U60026378) - Administrator FSIO 😝
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Document intox Create new posting abroad New politachely Manage cases Case 1999 Overal view @ Person @ Activities @ Representative @ Documents @ Fact. Cases @ Elseure @	After submitting this request, the data for the claimant is no longer editable Indication of the Privacy Policy: The information in this questionnaire heips the compensation fund and the Federal Social Insurance Office to fulfil its statutory mandate. The information is recorded and saved electronically and used in accordance with the Swiss and international data regulations

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).





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.



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.

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Cases	Joancin Caaba									
Chines						<ol><li>2) Click</li></ol>	on postina extensio	<i>n</i> button		
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New poliactivity	Туре				$\checkmark$	Status				Reset
Manage cases	Implementing bod	ly 🗌			Y	Competency		X		
	Read / Unread	All			~	Due date				
	Account number					Clerk FSIO		~	$\mathbf{N}$	
								🕹 🗟 🗴	0	<b>1</b>
	modified	Туре	ALPS-K	Select case	Swiss employer		Employer abroad	Country Cler	k Status	Competence
	14.11.2016	82	9194	Test Hilling	XYZ (Switzerland) S.A.		Albaba	AF	<b>1</b>	Compensatic A
	14.11.2016	問 >	9183	Test, Hélène			FirmaCo (BG), Colombus 3000 (BE)	Div	2	Compensation fund
	14.11.2016	四>	9182	Test, Hélène	XYZ (Switzerland) S.A.		Alibaba	FR	B	Compensation fund
	14.11.2016	2	9181	Laurel, Laura	Test Firma Swiss Ltd		Test Firma GmbH	DE	l	Compensatic fund
	10.11.2016	1	9179	Laurel, Laura	Test Firma Swiss Ltd		Test Firma GmbH	DE	50	
	10.11.2016	•	9178	Laurel, Laura	Test Firma Swiss Ltd		Test Firma GmbH	DE	1.2	Compensation fund
	10.11.2016	1	9177	Laurel, Laura	Test Firma Swiss Ltd		Test Firma GmbH	DE	60	
	10.11.2016	图>	9176	Laurel, Laura	Test Firma Swiss Ltd		Test Firma GmbH	DE	53	
	10.11.2016	•	9175	Laurol, Laura	Test Firma Swiss Ltd		Test Firma GmbH	DE	60	
	10.11.2016	图>	9174	Laurel, Laura	Test Firma Swiss Ltd		Test Firma GmbH	DE	5	
	10.11.2016	•	9173	Laurel, Laura	Test Firma Swiss Ltd		Test Firma GmbH	DE		Compensatic fund
	10.11.2016	•	9170	Laurel, Laura	Test Firma Swiss Ltd		Test Firma GmbH	DE	5	
	10.11.2016	0>	9169	Koppelig, Laurenz	XYZ (Switzerland) S.A.		Test Firma GmbH	DE	60	
	10.11.2016	E >	9168	Fournier, Pierre	Test Firma Swiss Ltd		Test Firma GmbH	DE	8	Company
User	10.11.2016	1	9167	Foumler, Pierre	Test Firma Swiss Ltd	96 items found	Test Firma GmbH	DE	83	

Figure 28 Extending a posting

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

Apply for an extenson of post	ing							
Yerminal date' not yet fille	d out	t						
Terminal date								
	«	< N	lov	- 2	014	•	> >>	
	s	м	Т	W	Т	F	s	
	26	27	28	29	30	31	1	OK Cancel
	2	3	4	5	6	7	8	Cancer
Par	9	10	11	12	13	14	15	
Dac	16	17	18	19	20	21	22	De
	23	24	25	26	27	28	29	
	30	1	2	3	4	5	6	

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.

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Annlicable legislation	Count of the										
Cases	Search cases										
Chines	-							2) Click on early termin	ation butt	on	
Create new posting abroad	Search field ①						ALIPS-ID	, <b>,</b>		<u> </u>	Search
New poliactivity	Туре					$\mathbf{\tilde{v}}$	Status			$\mathbf{X}$	Reset
Manage cases	Implementing bod	3y 📃				~	Competency			$\sim$	
	Read / Unread	All				~	Due date		~		
	Account number						Clerk FSIO		V	< 1	
						]			0 8 ×	0 0	
	modified	Туре	ALPS-ID	Person) Select	case	Swiss employer		Employer abroad	Country Clerk	Status	Competence
	14.11.2016	<b>B</b> >	9184	Test, Helene		XYZ (Switzerland) S.A.		Albaba	AF	<b>E</b>	Compensatic A
	14.11.2016	問 >	9183	Test, Hélène				FirmaCo (BG), Colombus 3000 (BE)	Div	2	Compensation fund
	14.11.2016	四>	9182	Test, Hélène		XYZ (Switzerland) S.A.		Albaba	FR	2	Compensation fund
	14.11.2016	<b>N</b> >	9181	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	l	Compensation
	10.11.2016		9179	Laurel, Laura	-	Test Firma Swiss Ltd		Test Firma GmbH	DE	50	
	10.11.2016	<b>D</b> >	9178	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE		Compensation fund
	10.11.2016	E) >	9177	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	60	
	10.11.2016	10>	9176	Laurel, Laura		Test Firma Swiss Lld		Test Firma GmbH	DE	63	
	10.11.2016	0>	9175	Laurol, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	50	
	10.11.2016	1	9174	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	6	
	10.11.2016	1	9173	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	-	Compensatic fund
	10.11.2016	E>	9170	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	6	
	10.11.2016	0>	9169	Koppelig, Laurenz		XYZ (Switzerland) S.A.		Test Firma GmbH	DE	63	
	10.11.2016	1	9168	Fournier, Pierre		Test Firma Swiss Ltd		Test Firma GmbH	DE	1	Company
User	10.11.2016	0>	9167	Foumler, Pierre		Test Firma Swiss Ltd	95 items fou	Test Firma GmbH	DE	63	v

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.

Register end of posting								
💈 'Date' not yet filled out								
Date								
Reason for the premature termination	«	< F	eb 🔪	/ 2	016	<b>~</b>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
	s	м	т	w	т	F	s	
	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
In order to register the end of posting, t	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	1	2	3	4	5	
	6	7	8	9	10	11	12	

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).

The premature termination was successfully registered	
	ОК

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.

**ALPS** 



### 2.6 **Deleting/cancelling a request**

The user can delete an open request at any time using the

icon / symbol and cancel a submit-

ted 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.

Confédération suisse Confederazione Svizzeta Confederazion svizza						L.	6		Muster Hans (CHA1000183)	Administra	LPS ator company
Applicable legislation	Search cases										
Cases	Joantin Calaba						- `	<b>A</b>			
Chines							2)	Click on <i>cancel</i> button			
Create new posting abroad	Search field ①						ALPS-ID				Search
New poliactivity	Туре					V	Status		$\checkmark$		Reset
Manage cases	Implementing body	ly 🗌				>	Competency		×		
	Read / Unread	All				~	Due date				
	Account number						Clerk FSIO				
										3 9	
	modified	Туре	ALPS-ID	Person		Swiss employer		Employer abroad	Country Clerk	Status	Competence
	18.11.2016	₽>	9196	Test, Hélène		XYZ (Switzerland) S.A.		Alibaba	FR		Compensatic fund
	15.11.2016	3>	9186	Test, Hélène		XYZ (Switzerland) S.A.		Alibaba	AF	6	
	14.11.2016	<b>S</b> >	9184	Test, Hélène		XYZ (Switzerland) S.A.		Albaba	AF	53	Compensatic fund
	14.11.2016	创 >	9183	Test, Hélène	0000			FirmaCo (BG), Colombus 3000 (BE)	Div	2	Compensatic fund
	14.11.2016	<b>D</b> >	9182	Test, Heiding SEIECI	Lase	XYZ (Switzerland) S.A.		Albaba	FR	2	Compensatic fund
	14.11.2016	0>	9181	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	Z	Compensatic fund
	10.11.2016	1	9179	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	60	
	10.11.2016	<b>D</b> >	9178	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE		Compensation fund
	10.11.2016	<b>D</b> >	9177	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	6	0500/
	10.11.2016	四>	9176	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	63	
	10.11.2016	1	9175	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	50	
	10.11.2016	10>	9174	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	60	
	10.11.2016	图>	9173	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	63	Compensatic fund
	10.11.2016	0>	9170	Laurel, Laura		Test Firma Swiss Ltd		Test Firma GmbH	DE	63	
User		-					96 items fo	bund		21	

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.

Do you really want to cancel the request?	
	Yes

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 delete *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:

Schweizerische Eldgenos Confédération suisse Confederazione Svizzera Confederazion svizze	Brief information on the case and	person		ALPS
H 😸				Muster, Hans (CHA1000183) - Administrator company 👩
Applicable legislation	Edit case - Person 9195 - Request for a posting (Opened) - ?			
Cases	O 'Social security number' not yet filled out			
Create new posting abroad	Social security number *			
New poliactivity	Last name *		Name at birth	Coso oposifio
Manage cases	First name *	age		Case-specific
Case: 9195	sex*	d	They office	- buttons
Person	Nationality *		Place of birth	Duttonio
Family members 😂		~		
Activity switzenand Activity abroad				
Additional questions	Health insurance	127		
Documents O	Example from basilty insurance	•	Continuation	Derever
Closure			Uploaded file: No file uploaded	Parsonn.
	Place of residence during the posting abroad		The short has	
	Postrade		Town	
	sidence	~	-	
Dotail	Nephone		Email	
Detail	union address during method of known)			
screens	Idress supplement / P.O. Box		Street	
	ostcode		Town	
	Country	~		
	Telephone			
	Change of residence from	~	Navigation	×
			ganon	
User	8	Reset		**

Figure 35 Typical layout of an entry screen

- Brief information on the case and person
  - o Contains details of what sort of case it is (e.g. special agreement, early return)
  - o 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:
  - o Mandatory field (marked \*) has not been filled out
  - o Incorrect format: A non-existent date has been entered.
  - o Implausible information: e.g. a date of birth in the future
- Detail screens: To improve clarity, data entry is divided among various detail screens.
  - $\circ$   $\;$  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.
  - o When the user switches to another screen, ALPS saves the content automatically
- Case-specific buttons:
  - $\circ$   $\;$  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.
  - $\circ$   $\;$  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:

					Bas	sic inforn	nation		5. ADD 5	ALPS
ALL ST.									Muster, Hans (CHA100018	8) - Administrator company
Applicable legislation	Editing the business case	- Overview	9196 - Request for a p	costing (Short term) [Sut	mitted) - Test, Hélène					
Cases										
Create new posting abroad	ALPS-ID	9196					Date of creat	Ion 18.11.2016 12.06.47		
New poliactivity	Туре	Request for	a posting				Direction	Switzerland to abroad		<u> </u>
Manage cases	Implementing body	Compensat	ion fund				Status	Submitted		
Case: 9196	Competence	Compensat	ion fund							
Overall view						-				
Family members	Reminder on					1 <u>1</u>	Clerk FSIO			
Activity Switzerland	Reason for the cancellation						~			
Activity abroad Additional questions							~			_
Representative										
Documents									Function buttons	
closure	Comments									Q Z X
2	Date	Europe	Originator	Readline	Memo	o da Imarona di Canca di	internet and the second	Auster Lines		
	18.11.2016 12.24.60	System	(CHA1000183)	Caso inviato	Caso invia	o da impresa di Cassa di	compensazione, otenie w	iuster, Halls		
						- L				
						0				
						Comi	nents			
User										>>

Figure 36 Overall view screen

- Basic information: Contains the key information about the case
- Function buttons:

0



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:

Schweizerische Eidgenosser Confederation suisse Confederatione Svizzere Confederation swize	uovit.	¢.	
			1 32 manual, riano (cristicos roo) - summinorator company
Applicable legislation	Edit case - Documents 9195 - Request for a posting [Opened] - ?		<u>B</u> ×
Cases			
Create new posting abroad		Caroon anagifia manua	
New poliactivity	Type Document name	Screen-specific menus	Senation Origination
Manage cases	Pier Document		18.11.2016 11:58:02 Muster, Hans
Case: 9195			(CHA1000183)
Overall view 😳			
Person Family members			
Activity Switzerland		ase-specific documents	
Activity abroad		•	
Additional questions			
Representative V			
Closure			

Figure 37 Documents screen

0

0

0

• 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	Description
button	
	<b>Open case</b> : 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.
	<b>Posting extension</b> : After selecting an existing, closed posting case, this symbol / icon can be used to trigger a request to extend the existing posting.
B	<b>Early termination</b> : 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.
	<b>Copy case</b> : 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.					
<b>ම</b>	Read / unread: The selected case is set to "READ" / "UNREAD"					
(i)	<b>Info popup</b> : Contains an information text that is displayed when the user clicks on it					
-	<b>Language selection</b> : 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.					
C.P.	<b>Refresh</b> : This function button can be used to refresh the current screen.					
•	<b>Logout</b> : 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.					
>> <<	<b>NEXT / BACK</b> : 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 automati- cally.					
Zurücksetzen	<b>Delete data</b> : 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 a 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.

function

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





Schweizerische Eidgenosse Confédération suisse Confederazione Svizzera Confederazion svizza	inschaft					6	2	5.18	20-59	A	LPS BIESTANIA I A
								💻 🚺 🖬 📾 Mus	ler, Hans (CHA1000183) - /	Administrat	tor company 🍕
Applicable legislation	Search cases				Г					1	
Cases								2) Click on <i>copy</i> button			
Create new posting abroad	Search field ①	1					ALPS-ID			J	Form
New poliactivity	Type					V	Status				obarch
Manage cases	Implementing hor						Competence				Reset
Linking 2. Marine	Deed (Usered	· ·					Competency				
	Read / Onread	Petr					Clearly COLO				
									0 × 6		<b>0</b> 0
	modified	Туре	ALPS-ID	Person	Swiss employ	er		Employer abroad	Country Clerk	Status	Competence
	14.11.2016	3>	9184	Test, Hélène	XYZ (Switzeri	land) S.A		Albaba	AF	<b>1</b>	Compensatic A
	14.11.2016	商>	9183	1) Select cas	e			FirmaCo (BG), Colombus 3000 (BE)	Div	2	Compensation fund
	14.11.2016	E) >	9182	Test, Hélène	XYZ (Switzen	and) S.A		Albaba	FR	1	Compensation
	14.11.2016	2>	9181	Laurel, Laura	Test Firma Sv	viss Ltd		Test Firma GmbH	DE	e	Compensation fund
	10.11.2016	1	9179	Laurel, Laura	Test Firma S	w <del>iss</del> Lld		Test Firma GmbH	DE	<b>B</b> (1)	
	10.11.2016	•	9178	Laurel, Laura	Test Firma Sv	viss Ltd		Test Firma GmbH	DE	-	Compensatic fund
	10.11.2016	8>	9177	Laurel, Laura	Test Firma S	wiss Ltd		Test Firma GmbH	DE	63	
	10.11.2016	10>	9176	Laurel, Laura	Test Firma S	wiss Ltd		Test Firma GmbH	DE	6	
	10.11.2016	1	9175	Laurol, Laura	Test Firma S	wiss Ltd		Test Firma GmbH	DE	50	
	10.11.2016	2>	9174	Laurel, Laura	Test Firma S	wiss Ltd		Test Firma GmbH	DE	6	
	10.11.2016	1	9173	Laurel, Laura	Test Firma Sv	viss Ltd		Test Firma GmbH	DE	-	Compensatica fund
	10.11.2016	•	9170	Laurel, Laura	Test Firma Sv	wiss Ltd		Test Firma GmbH	DE	53	
	10.11.2016	0>	9169	Koppelig, Laurenz	XYZ (Switzeri	and) S.A		Test Firma GmbH	DE	5	
	10.11.2016	10>	9168	Fournier, Pierre	Test Firma Sv	viss Ltd		Test Firma GmbH	DE	1	Company
User	10.11.2016	1	9167	Foumler, Pierre	Test Firma Sv	wiss Ltd	96 items found	Test Firma GmbH	DE	53	Ŭ

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.

#### ALPS User Manual



ps/#GeschaeftsfallSearch	P - ≙ d × ♥ ALPS ×
?	
eite 🔀 zertifikatfehler Navigation 🔟 Home - Das Schweizer IC	👽 ISB - Informatikcontrollin 🛛 Web Slice-Katalog 👻 🎒 Web Slice-Katalog
	Application restart
٤	
en beim Unterstellungsportal des Bundesamts für Sozialve	rsicherungen
eite ich eine Entsendung in ALPS?	
zur Unterstellungsplattform     DE FR IT EN       nleitung zur Unterstellungsplattform     DE FR IT EN	
	Meldung von Webseite
nen	
e fachliche Auskünfte und technischer Support:	Session Timeout. Bitte Applikation neu starten.
58 462 90 34	
<u>lps@bsv.admin.ch</u>	ОК
he Informationen zu Entsendungen: http://www.bsv.admin.o	
ntormationen zu den Abkommen: <u>http://www.bsv.admin.c</u>	h/themen/internationales/aktuell/index.html

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 nontransferable. 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.

Confederazione Svizzera Confederazione Svizzera Confederazione Svizzera	schaft							<b>P</b>	ALPS
			Test-S	ystem - REF		🔲 🎛 Na	me, Vorname	(CH1000124) - Adr	ninistrator company 🧃
Applicable legislation	Search user registration								
Cases									
User	Login			Name					1
User	Company		~	Group			3. A	Add new i	user
	Role		~	Status		Active			
	User of con				ion offic	e			
		1. Click	on "User"						
	$\overline{}$							🛎 😑 🗹	
	Name	Forename	Phone	Email	Туре	Role		Group	Status
	Name	Forename	0123456789	forename.n:	Company	Administrat	or company	Testfirma	Active
	2. Click on the	"User" t	ab to displa	у					
	ι	user list.							

Figure 40 "User search" screen

Created users	5	
Login *	СНОДООВ1	4. Enter new-user information in pop-
Name * Forename *	Name Forename	
Email Phone Type of regist	forename.name@testcompany.ch 0123466789 tration * Company	5. Specify user type and assign
Group * role *	Collaborator company	user tote.
Activate Agreement	Parcourir	
	6. Click "OK" to con- firm new entry	

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.

	Schweizerische Eidgenosse Confédération Suisse Confédérazione Svizzera Conféderazion svizzera	Search by filter criteria	EF TIN R Name Voname (CH1000124) - Administrator company
	Applicable legislation	Search	Function buttons
	Cases		Function buttons
	User	Login	Name
	User	Type of registration Company	Group
	- (	Role	Status Active
		User of company	User of compensation office
Sear	rch results	Login Name Forename Phone CH1000124 Name Forename 0123456789	Email Type Role Group Status forename.n: Company Administrator company Testfirma Active

Figure 42 "User search" screen

- Search by filter criteria
  - o 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 "RE-SET" 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
    - o 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)
  - $\circ$  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  $\stackrel{\bigstar}{}$ : 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  $\checkmark$ : 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:

Created users		
Login *	CH000001	
Name *	Name	
Forename *	Forename	
Email	forename.name@testcompany.ch	
Phone	0123456789	
Type of registration *	Company	$\sim$
Group *		
role *	Collaborator company	~
Activate	$\checkmark$	
Agreement		Parcourir 1 🗭
		OK Cancel

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.

#### ALPS User Manual ALPS Schweizerische Eidgenoss Confédération suisse Confederazione Svizzera Confederaziun svizra schaft 3 = - - - -Applicable legislation Edit user registration Name, Forename (CH1000124 0 Cases User User-data Use CH1000124 Login ' Forename Name ' Name Forename forename.name@testcompany.ch 0123456789 Email Phone Type of registration Company Status Active Administrator company Role 1 Agreement Group \* Testfirma es assigned to the user-group Company name Compensation office Account number Email Testfirma Test AK AL PS-PROD 00 00 001 info@testfirma.ch

Figure 44 "Process user details" screen

#### • User contact details

- o Login: mandatory field, which must contain the user's CH-LOGIN.
- Surname: mandatory field indicating the user's surname as registered in ALPS
- o First name: mandatory field indicating the user's first name as registered in ALPS
- o 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.
- o 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 *left* 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.
- o 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 *left*) 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"):

Selec	zt role		
role	Collaborator company	Ν	
	Administrator company	14	
			OK Cancel

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 found ("PartnerWeb" or "ahv easy")

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

# 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 (<u>https://www.alps.bsv.admin.ch/alps</u>) 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).

Schweizerische Eidgenossenso Confédération suisse Confederazione Svizzera Confederaziun svizra	haft EIAM Federation Ser
	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 🕲
	Office fédéral de l'informatique et de la télécommunication OFIT - PRO-FTS-IAM

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).

You can register a	s a user in 6 steps	
User registration,	step 1: e-mail address entry	
Please enter a valid e-mai You can request a new CA Your e-mail address will be	I address and the CAPTCHA displayed and then click on "Next". APTCHA by clicking on "New CAPTCHA". e validated in the next step.	
САРТСНА	strold	1
CAPTCHA text		
E-mail address		2
Next New CAPTC	HA. Quit	
Support		
Service-Desk FOITT Tel.: +41 58 465 88 88		
Federal Office of Information Telecommunication FOITT - I <u>Contact</u>   <u>Legal framework</u>	Technology, Systems and PRO-FTS-IAM	

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).



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).

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 1
Support
Service-Desk FOITT Tel.: +41 58 465 88 88 5

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.





A text message with an	mTAN has been sent to the phone number you provided. Dlease enter this code and click on "Ne
you wish to enter a diffe	erent mobile phone number, click on "Back".
Mobile phone number	r 0123456789
Validation code	
Next Quit Ba	Заск
Next Quit Ba	Back
Next Quit Ba	łack
Next Quit Ba	Back
Next Quit Bi Support Service-Desk FOITT	Back
Next Quit Ba Support Service-Desk FOITT Tel.: +41 58 465 88 88,	Back
Next Quit Based Support Service-Desk FOITT Tel.: +41 58 465 88 88	Back
Next Quit Ba Support Service-Desk FOITT Tel.: +41 58 465 88 88, Federal Office of Informati	Back

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 registratic Please enter your full	n, step 5: user information name. To register, you must read and accept the terms of use.	
User ID Surname First name Organisation Notes 4 Next Quit	auto-generated   1   Please leave blank   2   Show terms of use   3	
Support Service-Desk FOITT Tel.: +41 58 465 88 8 Federal Office of Inform Telecommunication FOI <u>Contact</u> Legal framewor	ation Technology, Systems and TT - PRO-FTS-IAM <u>rrk</u>	

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).



	User registration, step 6: set user password
	Please select a password that meets the criteria outlined below and then click on "Next".
	Enter password
	2
	The new password must meet the following criteria:
	<ul> <li>length of at least 8 characters</li> <li>contain at least 1 uppercase letter</li> <li>contain at least 1 lowercase letter</li> <li>contain at least 2 non-alphabetic characters (eg numbers, special characters)</li> </ul>
3	Please also note that the new password must be different from the previous passwords.
	Support
	Service-Desk FOITT Tel.: +41 58 465 88 88
	Federal Office of Information Technology, Systems and Telecommunication FOITT - PRO-FTS-IAM <u>Contact   Legal framework</u>

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).

User registration: you have successfully registered.
You have successfully registered. One user has been issued the user name below.
Registration was successful
Just as a reminder, please make a note of your user ID CHA1000203
Next
Support Service-Desk FOITT Tel.: +41 58 465 88 88 (9)

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).

Access not possible
<ul> <li>You do not have the access rights for this application. This can be due to the following reasons:         <ol> <li>This ist the first time you want to access this application. Please click the "Request access" button and follow the directions.</li> <li>If you already requested access to this application, the following steps might help:                 <ul></ul></li></ol></li></ul>
New login Request access
3SV-Support:
3SV-Support: Dur Support team will be pleased to help you with any problems. They reach us by E-mail.
BSV-Support:         Dur Support team will be pleased to help you with any problems. They reach us by E-mail.         P         E-Mail: egp@bsv.admin.ch         Phone: +41 58 462 90 90 %

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).

Request ac	cess, step 1: user information
Your user inform field. You have to	ation is shown in this step. If necessary, complete your full name. You can add further information in the remarks o accept the terms of use in order to request access.
Surname	Surname
First name	First name
Organisation	bitte leer lassen
Notes	
Your ID or pas number (if avai	sport n/a lable)
	Show terms of use
Next Qu	3
BSV-Support:	
Our Support tear	n will be pleased to help you with any problems. They reach us by E-mail.
⊠ <u>E-Mail: egp@t</u> Phone: +41 58 4	62 90 90 🕲
Bundesamt für So	rialversicherungen BSV

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.

Request access: request submitted successfully You now have access to the requested application.
You now have access to the requested application.
The new access rights will be active after you login again to the application. Please logoff by clicking the "Back to application" button.
Your request for access to the application 'Applicable Legislation Portal Switzerland' was successfully submitted.
Back to application
BSV-Support:
Our Support team will be pleased to help you with any problems. They reach us by E-mail.
⊠ E-Mail: egp@bsv.admin.ch
Phone: +41 58 462 90 90 8
Bundesamt für Sozialversicherungen BSV

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).

Itilisateur relié au réseau de l'administration fédérale avec Windows Single Sign-On (Kerberos)       1         Utilisateur non relié au réseau de l'administration fédérale avec une connexion PKI (carte à puce / certificat)       1         Centinuer la connexion       2         Assistance       Service Desk OFIT         Téléphone: +41 (0)58 465 88 88, <sup>®</sup>	-	Onnexion Une connexion est requise pour cette application. Veuillez s'il vous plaît vous connecter comme
Continuer la connexion 2 Assistance Service Desk OFIT Téléphone: +41 (0)58 465 88 88,®		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
Assistance Service Desk OFIT Téléphone: +41 (0)58 465 88 88, <sup>®</sup>		
Assistance Service Desk OFIT Téléphone: +41 (0)58 465 88 885		
Service Desk OFIT Téléphone: +41 (0)58 465 88 88 (6)		
Téléphone: +41 (0)58 465 88 88 🕲	As	ssistance
	 As	ssistance rvice Desk OFIT
Office fédéral de l'informatique et de la télécommunication OFIT - PRO-FTS-IAM Contact   Informations juridiques	As Se Té	ssistance rvice Desk OFIT léphone: +41 (0)58 465 88 88

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).

You will receive a text message	e containing an mTAN code. If you enter this code correctly, you will obtain a higher level of
Certain applications also permi	t access with a lower level of security, in which case you can skip this step by clicking on
You can request a new code no	o more than three times if you do not receive the code (can take up to a minute) or if you can no
If you enter the code incorrectly	y too many times, the system will automatically send you a new one.
A (new) mTAN has been	n sent via SMS.
Validation code	AN Continue without entering an mTAN
Support	
Service-Desk FOITT Tel.: +41 58 465 88 88	
Federal Office of Information Tech	nology, Systems and

Figure 61 Mobile TAN (mTAN)

### 7.3.4 Homepage of ALPS

You are now automatically redirected to the homepage of ALPS.

#### ALPS User Manual



Schweizerische Eidgenoss Confédération suisse Confederazione Svizzera Confederaziun svizra	enschaft	5-18
	AK, Test (CHA1000182) - Administrator compensation fund	•
Applicable legislation	Homepage	
Homepage		
My user	Welcome to the applicable legislation portal of the Federal Social Insurance Office.	~
	This platform is a pilot version and can be used for at the moment: - request for short/long term posting or a posting extension to an EU/EFTA member state or any other state with whom Switzerland has concluded a social security agreement - notification of a worker returning to Switzerland - notification of poliactivity within EU/EFTA member states How to handle a posting in ALPS? Ovide Ovide for the applicable legislation platform DE ED UE EN	
	User manual for compensation funds <u>DE FR IT EN</u>	
	User manual for companies DE FR II EN	
	Leitfaden <u>DE FR IT EN</u> Benutzervereinbarung <u>DE FR IT EN</u>	
	Information	
Cases	General information on postings and technical support	
User	Telephone +41 58 460 83 11	
Master data	Email <u>alps@bsv.admin.ch</u>	~

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.

Schweizerische Eidgenoss Confédération suisse Confederazione Svizzera Confederaziun svizra	enschaft				5.9	ADD PIC	ALPS 51221 201 07 05 14 44
				= 11		Muster, Hans (CHA1000183) - Adminis	strator company 🍕
Applicable legislation	Users report						
Cases	1						
Reports	Туре	Company		Group			Generate a
Users report	role			Status	Active	$\checkmark$	Report
	User within company	/		User within compensation office		~	Reset
	Output-Format	EXCEL	~				
User							

Figure 63 Users report

- Generation of the report with various filter criteria
  - o 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
- o First name: user first name
- *Telephone*: user telephone number
- o Email: user email address
- *Type*: user type (e.g. "company")
- Roles: the role of the user (e.g. "administrator" or "company employee")
- o 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