

Company registration

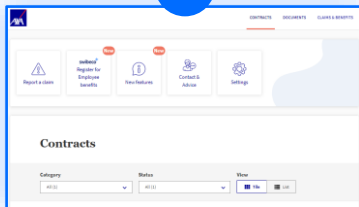
This flyer explains you how to activate Swibeco for your company.

1



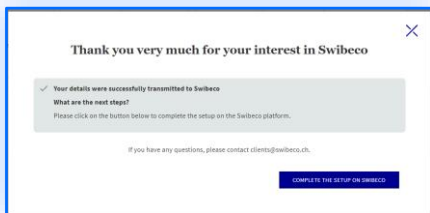
Log in to myAXA.ch with your company administrator access. If your company is not yet registered with myAXA, click on "Register now" to request registration.

2



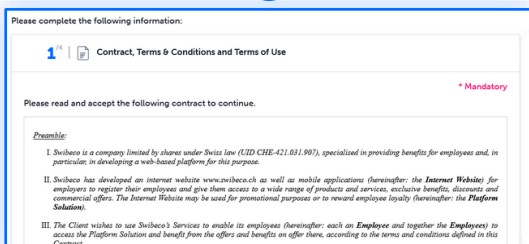
Click on the tile "Benefits for employees". This step can only be done by the admin person.

3



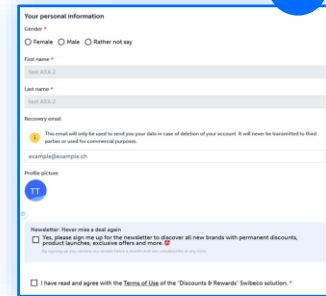
Accept the data exchange agreement and click on "Complete the setup on Swibeco"

4



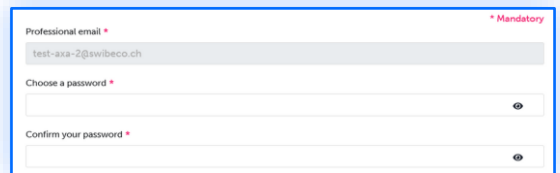
Accept Swibeco contract.

5



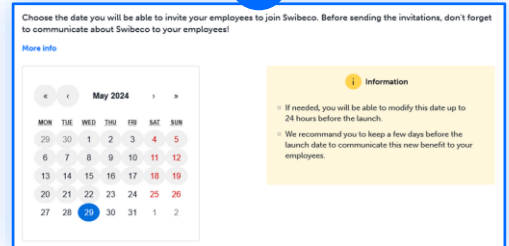
Complete your personal information and accept Swibeco Terms & Conditions

6



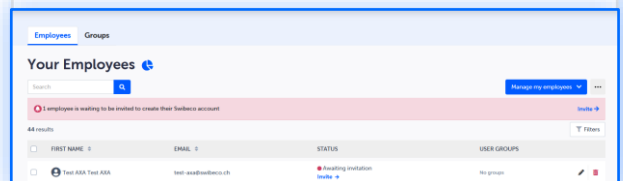
Define a password for your personal account

7



Choose a launch date for your company

8



On launch day, you can invite your employees to join the Swibeco platform whenever you want! Just click on "Send invitations" to launch the emails.

Employee management

This flyer explains you how to manage your employees on Swibeco.

The whole employee management is done **directly** on the **Swibeco platform**. To access the employee management space, login with your admin account, then click on the small gear up right and click on "Employees" (1) in the left menu. You can then create your employees (2).

On launch day, you can invite your employees to join the Swibeco platform whenever you want! Just click on "Invite" (3) to launch the emails!

The screenshot displays the Swibeco employee management interface. On the left sidebar, the 'Employees' menu item is circled in yellow and labeled with a '1'. The main content area is titled 'Your Employees' and features a search bar and a notification: '1 employee is waiting to be invited to create their Swibeco account'. Below this is a table with 44 results. The table has columns for 'FIRST NAME', 'EMAIL', 'STATUS', and 'USER GROUPS'. The 'STATUS' column shows various states: 'Awaiting invitation' (with an 'Invite' link), 'Invitation received (19 Sep. 2024)' (with a 'Resend invitation' link), and 'Active (since 06 Aug. 2024)', 'Active (since 24 May. 2024)', and 'Active (since 17 May. 2024)'. A 'Manage my employees' dropdown menu is circled in pink and labeled with a '2', and an 'Invite' button is circled in green and labeled with a '3'.

We have a dedicated detailed documentation for every feature linked to employee management on Swibeco, such as:

- * Add a new employee
- * Add several employees via CSV file
- * Edit the invitation email text
- * Announce the launch to your employees ([template available here](#))
- * Invite your employees to join Swibeco
- * Manage groups
- * Update employee(s)
- * Delete employee(s)

[Access employee management documentation](#)