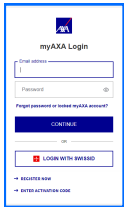


Company registration

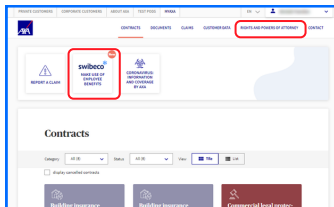
This flyer explains you how to activate Swibeco for your company.

1



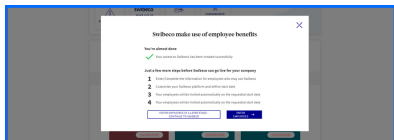
Log in to myAXA.ch with your company administrator access. If your company is not yet registered with myAXA, click on "Register now" to request registration.

2



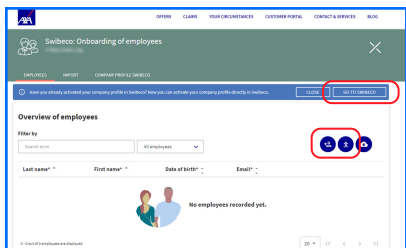
Click on the tile "Swibeco - Make use of employee benefits" - if you do not see this tile please ask the administrator to authorise you to do so with the following link: "Rights and Powers of attorney".

3



Confirm the data agreement and enter your employees now or later.

4

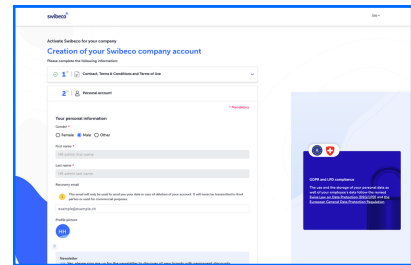


Register your employees now: **Manually** or with a **CSV file**. Then click on "Go to Swibeco".

5

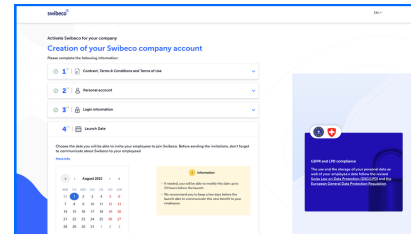
Data transfer to Swibeco and consent of Swibeco contract.

6



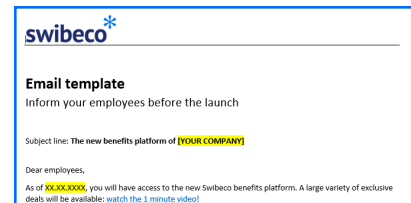
Create and personalise your Swibeco company account.

7



Set the start date on which all registered employees should automatically receive the invitation email.

8

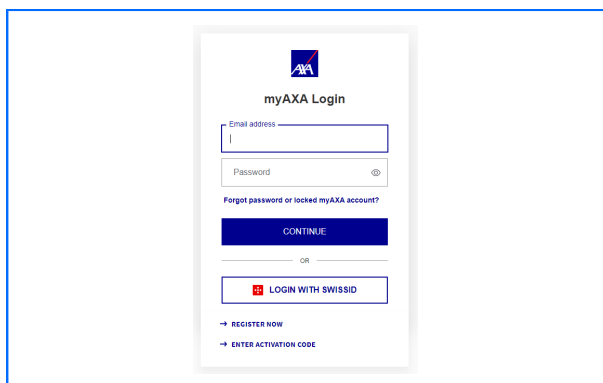


We recommend informing your employees about Swibeco before the start date. This information will let your employees know that they will receive an invitation email from Swibeco in the next few days and that it is not phishing or spam.

Employee management

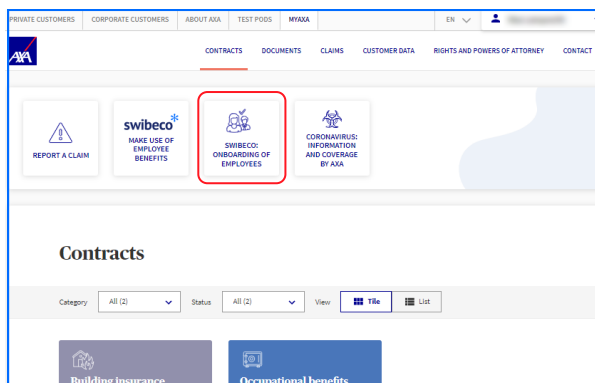
This flyer explains you how to activate Swibeco for your company.

1



Log in to myAXA.ch with your company administrator access.

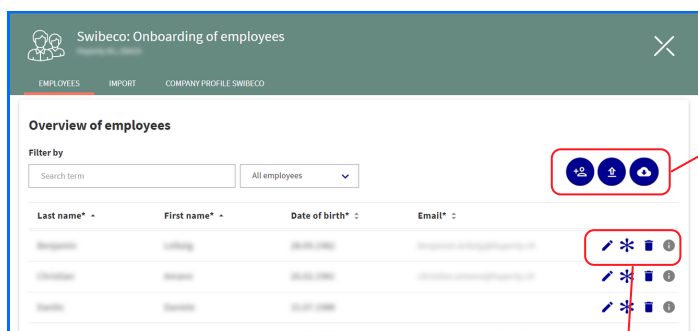
2



Click on the tile "Swibeco: Onboarding of employees" to add, modify or delete employees.

3

You can invite your employees by using the employee management. As soon as your employees are registered, they will receive an email inviting them to use the Swibeco platform on the Swibeco launch date. To ensure that all your employees can benefit from the platform, we recommend that you regularly update your employee list.



- Enter employees manually one by one.
- CSV import: import several employees at the same time.
- Export: download the current number of employees.

Edit employees (important: employees who have already been entered can only be edited here).

*/ The employee's status on Swibeco is: "non-activated" / "activated".

Deleting employees (important: as soon as a user is deleted, the employee loses access to Swibeco and therefore to their cash vouchers. The Swipoints of the deleted person are reimbursed to the company).

The employee has registered to myAXA.

Employee management

On this page, you'll find a few more functions and tips to help you manage your staff.

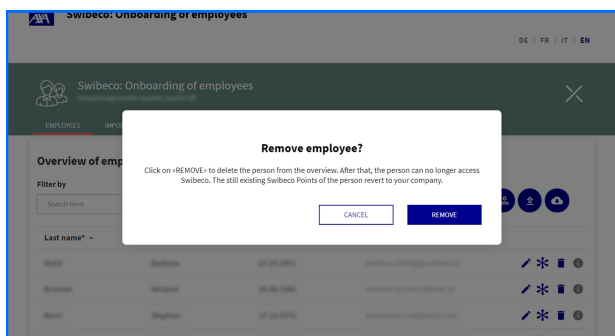
New functionality: extract from the list of employees

Exporting allows you to obtain an extract of all the information in the employee list in CSV* format. You can compare this exported employee list with your existing employee list. New employees must be uploaded using an empty CSV template.

*You can change the format from .csv to .xlsx by saving the file again and changing the file format.

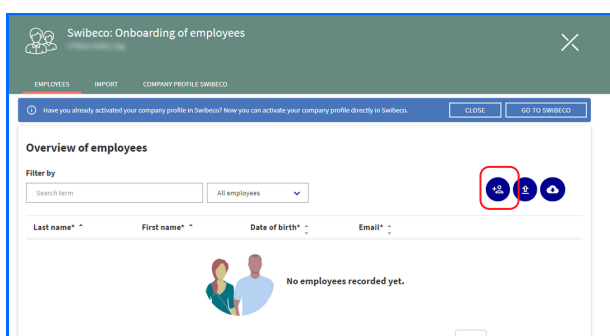
| Last Name | First Name | Date of Birth | Email | Swibeco Status | myAXA account |
|-----------|------------|---------------|-------|----------------|---------------|
| | | | | ACTIVE | YES |
| | | | | INACTIVE | YES |
| | | | | ACTIVE | YES |
| | | | | INACTIVE | NO |

Your employees cannot find the invitation email



If an employee has not yet registered with Swibeco and can no longer find their invitation email, you can delete this person from the list of employees and enter them again. A new invitation message will then be sent.

Avoid losing access to Swibeco as an administrator or authorised person



As an administrator or authorised person, you must also enter yourself as an employee in the list of employees. The reason for this is that, as an employee of the company, you retain access to Swibeco even if you lose your Swibeco administration rights on myAXA.

CSV import doesn't work - Common errors

Edit column headings

Do not change the column headings: "Last name", "First name", "Email" and "Date of birth".

The language does not match

Use the same language for the CSV template as the one used for managing employees in myAXA.

| Last Name | First Name | Date of Birth | Email |
|-----------|------------|---------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |