

Connect

Instructions for registration and login

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1 Registration

Before you can use Connect, you first have to register. For this purpose you have received a letter with your personal access code.

- 1) Call up the link for registration (portal link) provided in your letter.
- 2) Enter the personal access code provided in your letter.
- 3) Enter your private e-mail address (members) or business e-mail address (employer).
- 4) You will receive an e-mail with a further code. If you do not receive the e-mail within ten minutes, please check your spam/junk folder.
- 5) Enter the code provided in the e-mail.
- 6) In the input window below, complete all the required data. Under "Multi-factor authentication" select "SMS" or "Authenticator app (OTP)". Please note: If you have a foreign mobile phone number, we recommend using the Authenticator app (OTP).
 - a) SMS
 1. Enter your mobile phone number.
 2. You will receive a 1-digit code on your mobile phone.
 3. Enter the code in Connect under "SMS code".

If you have not received a code, you can request it to be sent again via "Resend SMS code".

- b) Authenticator app
 1. Open the App Store on your mobile phone and enter "Authenticator" in the search field.
 2. Install the Microsoft Authenticator app.
 3. Open the Authenticator app and select + in the top right corner.
 4. Scan the QR code from the input area in Connect. The new account for Connect appears in the Authenticator app.
 5. Click on the account and enter the single-use code in Connect for members.
- 7) Your registration is now completed.

If you haven't received a letter with the registration code or the registration code has expired, please contact connect.support@avadis.ch or +41 58 585 83 48.

2 Login

Once you are registered, you can log in with your e-mail address and your chosen password.

- 1) Call up the portal link.
- 2) Enter your e-mail address and your password.
- 3) Click on "Next" to go to multi-factor authentication.
- 4) Enter your SMS code or the code displayed in the Authenticator app.
- 5) You are now logged in.