

«Login Swiss Post» registration for employees of Swiss Post

As an employee of Swiss Post, a number of attractive offers are available to you in connection with «Login Swiss Post». You are also able to have your staff vouchers credited to your «Login Swiss Post» account.

However, this requires that you first identify yourself as an employee.

- If you already have a «Login Swiss Post» account but the account does not recognize you as an employee, go to Section A.
- If you do **not** yet have a Member Services account, go to **Section B**.

IMPORTANT: please have your employee number (this can be found on your employee identity card) or your AHV (Old Age and Survivors Insurance) number (this can be found on your last payslip) to hand for identification purposes.

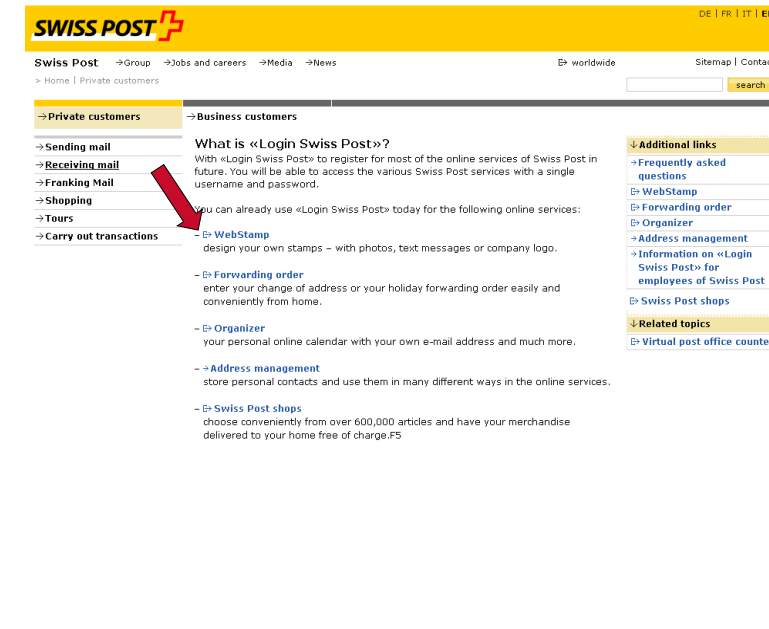
Section A: You already have a «Login Swiss Post» account

Please click on www.swisspost.ch/staffregistration, where you will find the relevant information enabling you to identify yourself retrospectively as an employee.

Section B: You do not yet have a «Login Swiss Post» account

Print Screen	Description
<p>The screenshot shows the Swiss Post website interface. At the top right, there is a search bar and a button labeled «Login Swiss Post». A red arrow points to this button. The page also features navigation menus for private and business customers, a news section, and various service links.</p>	<p>Step A1 Go to www.swisspost.ch and click at the top right on «Login Swiss Post».</p>

Print Screen

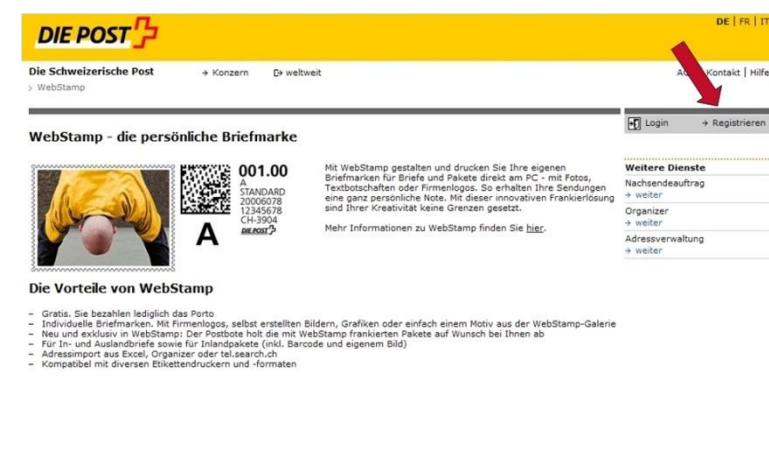


Description

Step A2

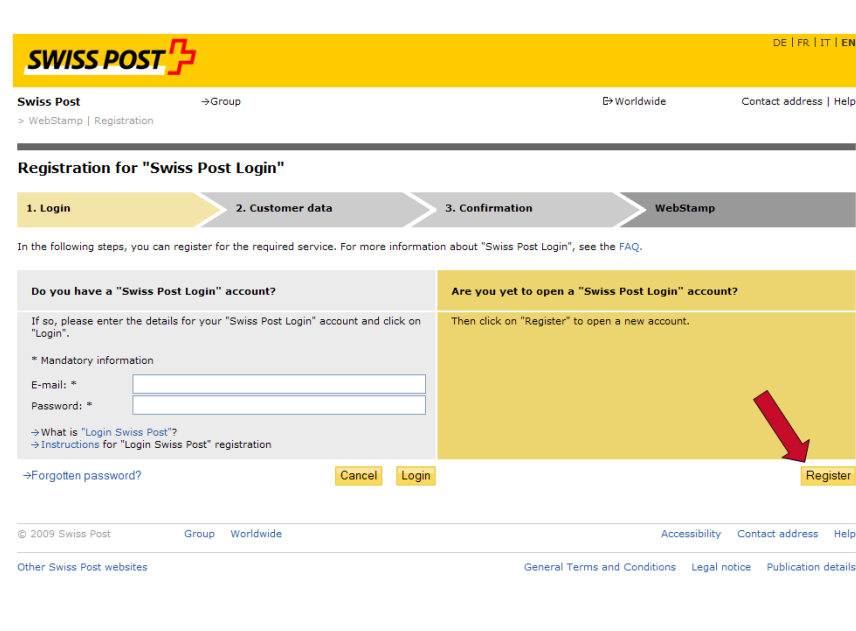
Find one of the services for which you would like to be registered. Once you are registered, you will then be able to activate any other services that you wish to use.

Click on the service you want. In our example, this is **WebStamp**.



Step A3

Click at the top right on «Registrieren» (this page does not exist in English)



Step A4

Click at the bottom right on Register.

Print Screen	Description
<p>SWISS POST DE FR IT EN</p> <p>Swiss Post → Group Worldwide Contact address Help</p> <p>> WebStamp Registration</p> <p>Registration for "Swiss Post Login"</p> <p>Login data Personal details Summary WebStamp</p> <p>Please enter your e-mail address and complete the rest of the details. You will need this information to register for "Swiss Post Login".</p> <p>Instructions for "Login Swiss Post" registration</p> <p>Login data</p> <p>* Mandatory information</p> <p>E-mail address: * musteranton@postmail.ch ⓘ</p> <p>Password: * ⓘ</p> <p>Confirm password: *</p> <p>Now enter a security question and answer. These details are required if you have forgotten your password and want to retrieve it.</p> <p>Security question: * My first car ⓘ</p> <p>Security answer: * BMW</p> <p>Cancel Next</p> <p>© 2009 Swiss Post Group Worldwide Accessibility Contact address Help</p> <p>Other Swiss Post websites General Terms and Conditions Legal notice Publication details</p>	<p>Step A5</p> <p>In the "E-mail address" field, enter a valid e-mail address and choose a password at least 8 characters long.</p> <p>IMPORTANT: You will use this e-mail address to log on in the future.</p> <p>You must also enter a security question and an answer which goes with that question. This is required so that, if necessary, you can recover your password independently.</p> <p>Then click on Next to continue.</p>
<p>Registration for "Swiss Post Login"</p> <p>Login data Personal details Summary WebStamp</p> <p>Please complete the following form with your personal details. For some Swiss Post services you must provide your postal address.</p> <p>Instructions for "Login Swiss Post" registration</p> <p>Personal details</p> <p>Only use a company address if you want to open an account for your company.</p> <p>* Mandatory information</p> <p>Language: * English</p> <p>Other language: *</p> <p>E-mail address: * musteranton@postmail.ch ⓘ</p> <p>Company: ⓘ</p> <p>Additional company information:</p> <p>Salutation: * Mister</p> <p>Last name: * Muster</p> <p>First name: * Anton</p> <p>Street: * / Number: Burgweg 4</p> <p>Additional address information:</p> <p>Postcode: * 4085</p> <p>Town: * Basel</p> <p>Country: * Switzerland</p> <p>Date of birth: *</p> <p>Telephone (home): (*) 061 123 45 67 ⓘ</p> <p>Telephone (work): (*)</p> <p>Mobile phone: (*) 79 123 45 67</p> <p>P.O. box address: <input type="checkbox"/> Yes, I have a P.O. box address.</p> <p>Back Cancel Next</p>	<p>Step A6</p> <p>Enter your private address and at least one phone number.</p> <p>Important: enter your last name and first name as they appear on your employee identity card.</p> <p>Then click on Next to continue.</p>

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<p>The screenshot shows the 'Registration for "Swiss Post Login"' page. At the top, there is a navigation bar with 'Swiss Post' and 'WebStamp Registration'. Below it, a progress bar indicates the current step is 'Personal details'. The main content area contains instructions for employees and a form with two input fields: 'Employee number *' and 'AHV no.'. A red box highlights these fields, and a red arrow points to the 'Next' button at the bottom right of the form area.</p>	<p>Step A7</p> <p>You will now be asked to identify yourself as an employee of Swiss Post. To do this, enter your employee number. You will find this on the back of your employee identity card.</p> <p>If you do not have an employee identity card, enter your AHV (Old Age and Survivors Insurance) number without any dots (e.g. 12345678901).</p> <p>Then click on Next to continue.</p>																												
<p>The screenshot shows the 'Registration for "Swiss Post Login"' page at the 'Summary' step. The progress bar is updated. The main content area displays a summary of the entered information in a table format. At the bottom, there is a checkbox for accepting terms and conditions, which is checked. A red arrow points to the 'Complete' button.</p> <table border="1"> <thead> <tr> <th colspan="2">Summary</th> </tr> </thead> <tbody> <tr> <td>Language:</td> <td>English</td> </tr> <tr> <td>Other language:</td> <td>German</td> </tr> <tr> <td>E-mail address:</td> <td>musteranton@postmail.ch</td> </tr> <tr> <td>Salutation:</td> <td>Mister</td> </tr> <tr> <td>First name:</td> <td>Anton</td> </tr> <tr> <td>Last name:</td> <td>Muster</td> </tr> <tr> <td>Street: / Number:</td> <td>Burgweg 4</td> </tr> <tr> <td>Postcode:</td> <td>4058</td> </tr> <tr> <td>Town:</td> <td>Basel</td> </tr> <tr> <td>Country:</td> <td>Switzerland</td> </tr> <tr> <td>Telephone (home):</td> <td>061 123 45 67</td> </tr> <tr> <td>Mobile phone:</td> <td>079 123 45 67</td> </tr> <tr> <td>P.O. box address:</td> <td>None</td> </tr> </tbody> </table>	Summary		Language:	English	Other language:	German	E-mail address:	musteranton@postmail.ch	Salutation:	Mister	First name:	Anton	Last name:	Muster	Street: / Number:	Burgweg 4	Postcode:	4058	Town:	Basel	Country:	Switzerland	Telephone (home):	061 123 45 67	Mobile phone:	079 123 45 67	P.O. box address:	None	<p>Step A8</p> <p>Check your entries once again, accept the General Times and Conditions (GTC) and click on Finish.</p>
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Language:	English																												
Other language:	German																												
E-mail address:	musteranton@postmail.ch																												
Salutation:	Mister																												
First name:	Anton																												
Last name:	Muster																												
Street: / Number:	Burgweg 4																												
Postcode:	4058																												
Town:	Basel																												
Country:	Switzerland																												
Telephone (home):	061 123 45 67																												
Mobile phone:	079 123 45 67																												
P.O. box address:	None																												

Print Screen	Description
	<p>Step A9</p> <p>An e-mail activation code will now be sent to you. Enter this code here and click on Activate.</p>
	<p>Step A10</p> <p>Please indicate that you accept the General Terms and Conditions by clicking on Confirm. (this page does not exist in English)</p>
	<p>Congratulations!</p> <p>If you see a blue field at the top right with your name in it, then you have successfully registered for the new "Login Swiss Post". (this page does not exist in English)</p> <p>My profile</p> <p>If you should subsequently have any doubts as to whether you are properly registered as an employee, click at the top right on My profile. If you see the heading Swiss Post employee on the right-hand side, this signifies that you are identified as an employee of Swiss Post.</p>

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