



# Registration instructions for private employment agencies

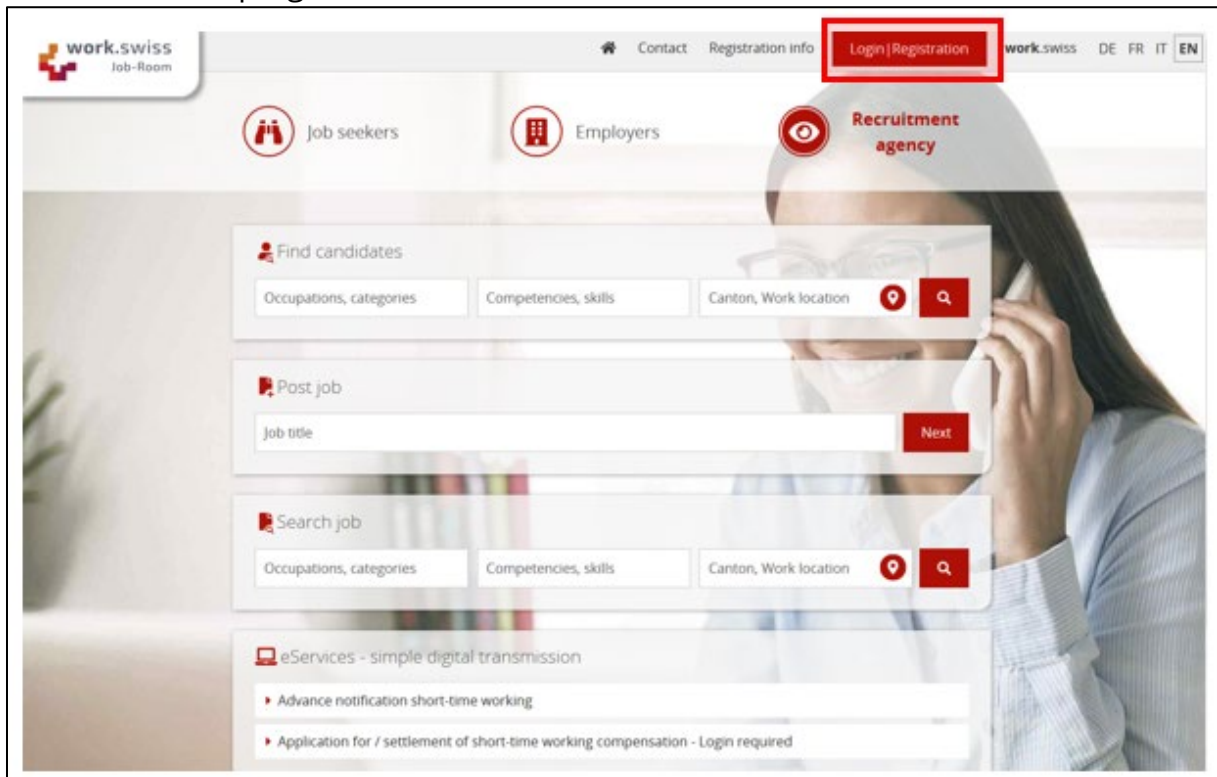
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For technical problems, please send us an e-mail to: [jobroom@alv.admin.ch](mailto:jobroom@alv.admin.ch)

## 1.1 Start page

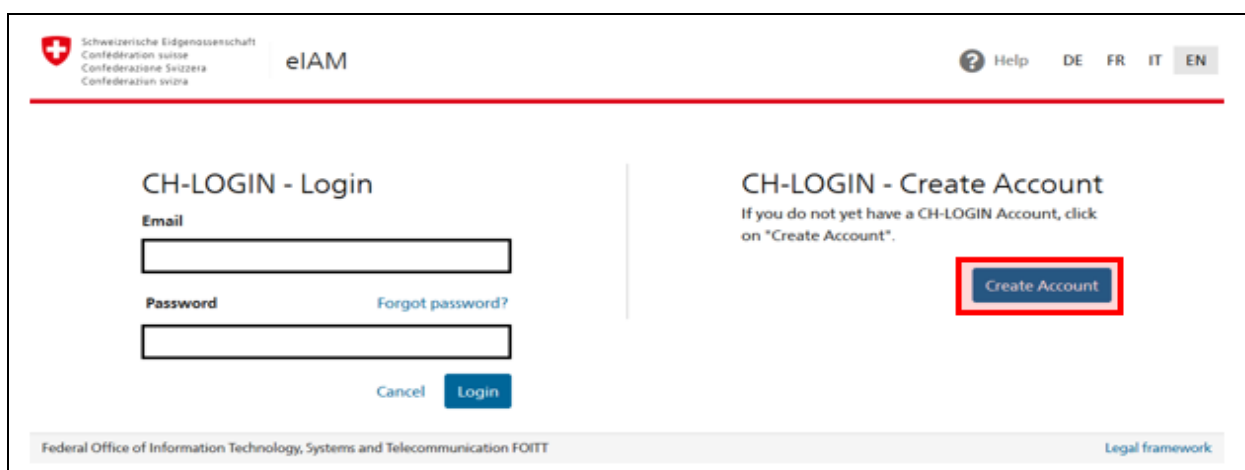
Go to <https://www.job-room.ch/>. In Job Room, click on the «Login | Registration» button at the top right.



This takes you to the eIAM login screen, where you will register for your Job Room profile.

## 1.2 Registration eIAM (CH-LOGIN)

Please select the option «Create Account».



Please note: New registration is only necessary if you do not have a CH-LOGIN account yet. Your CH-LOGIN account is not linked to any specific application and can therefore be used to log in to various applications offered by the Federal Administration.

### 1.3 Entering registration information

Please fill in all fields and make sure that your password meets the criteria. Remember to read and accept the terms & conditions. Then click on «Continue».

Please note: Your eIAM is a personal account. Please do not use group email addresses such as [info@example.com](mailto:info@example.com). You can change the recruiting email address used for job vacancies in Job Room at any time.

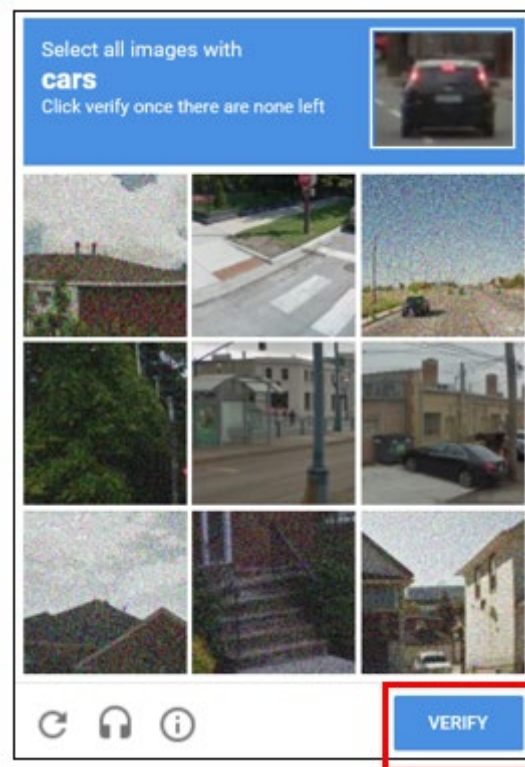
The screenshot shows the registration page for the eIAM system. At the top left, there is a logo for the Swiss Confederation (Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, Confederaziun svizra) and the text 'eIAM'. On the top right, there are language selection buttons for DE, FR, IT, and EN. The main heading is 'CH-LOGIN - Register'. Below this, there is a link: 'Already have an account? Login here.' The registration form consists of five input fields: 'First name', 'Surname', 'Email', 'Password', and 'Confirm password'. Below the fields, there is a checkbox labeled 'I accept the terms of use.' and two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box.

## 1.4 Captcha

In rare cases, a window with captcha opens, which you must then complete. If you are not asked to complete a captcha, go to the next point.

If a captcha box appears, click on the images that fulfill the requirements.

Then click on «Verify» to confirm.



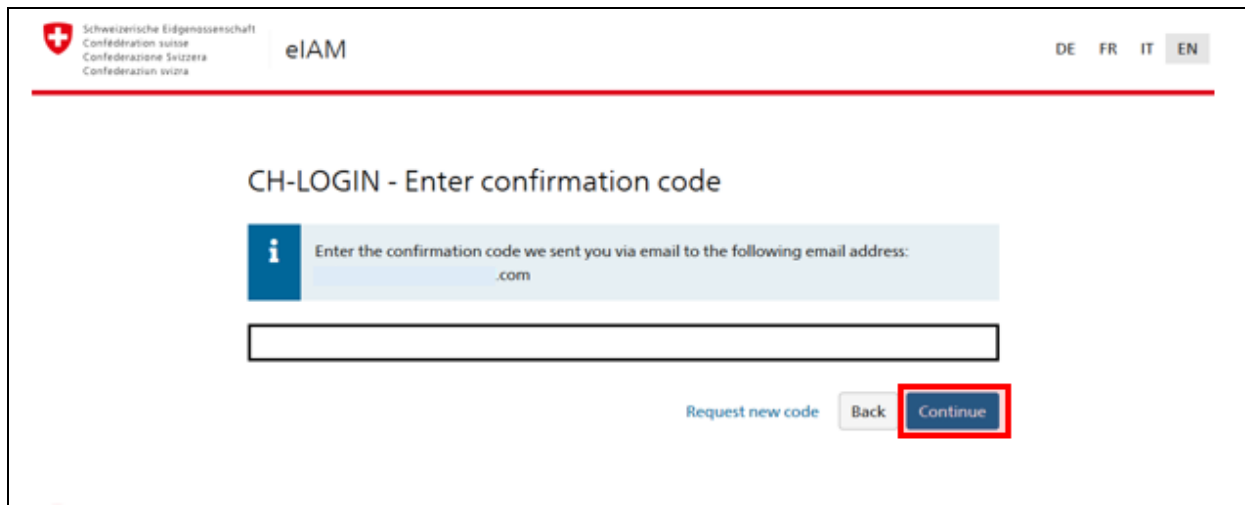
## 1.5 Email containing code

A code will be sent to the provided email address.



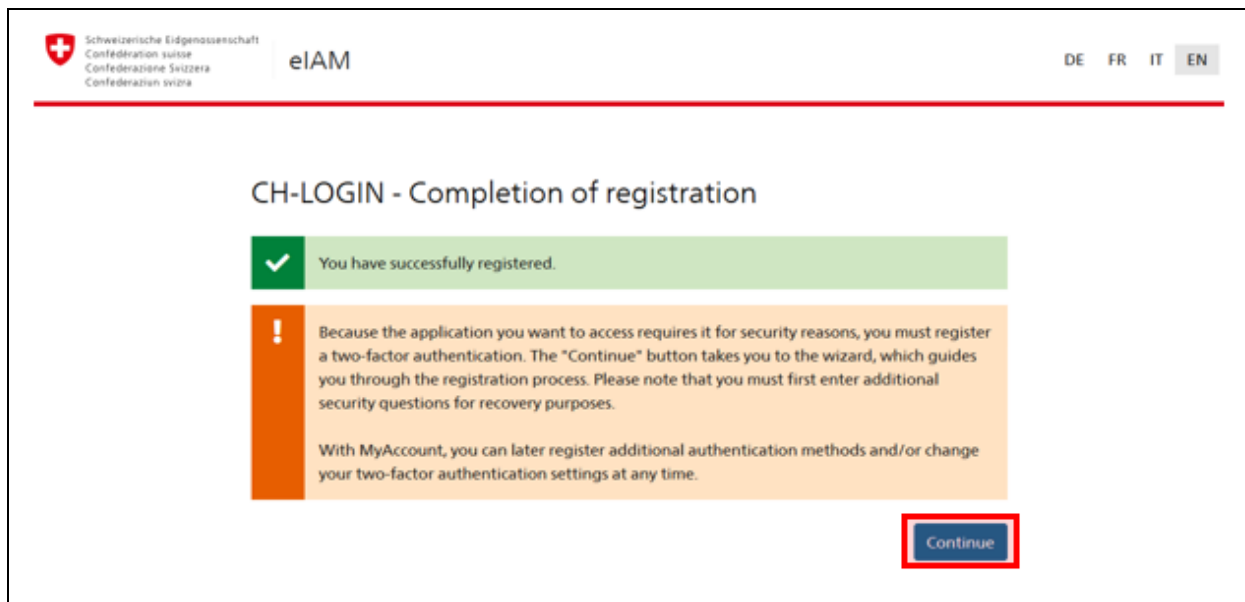
## 1.6 Enter registration code

Please enter the registration code in the appropriate field.  
Then click on «Continue».



The screenshot shows the 'CH-LOGIN - Enter confirmation code' page. At the top left is the Swiss Confederation logo and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. To the right is the 'eIAM' logo. In the top right corner are language selection buttons for 'DE', 'FR', 'IT', and 'EN'. The main heading is 'CH-LOGIN - Enter confirmation code'. Below this is a light blue box with an information icon and the text: 'Enter the confirmation code we sent you via email to the following email address: .com'. Underneath is a text input field. At the bottom right, there are three buttons: 'Request new code' (a link), 'Back', and 'Continue' (highlighted with a red box).

You have now created your personal account login. The following screen will appear. Click on «Continue».

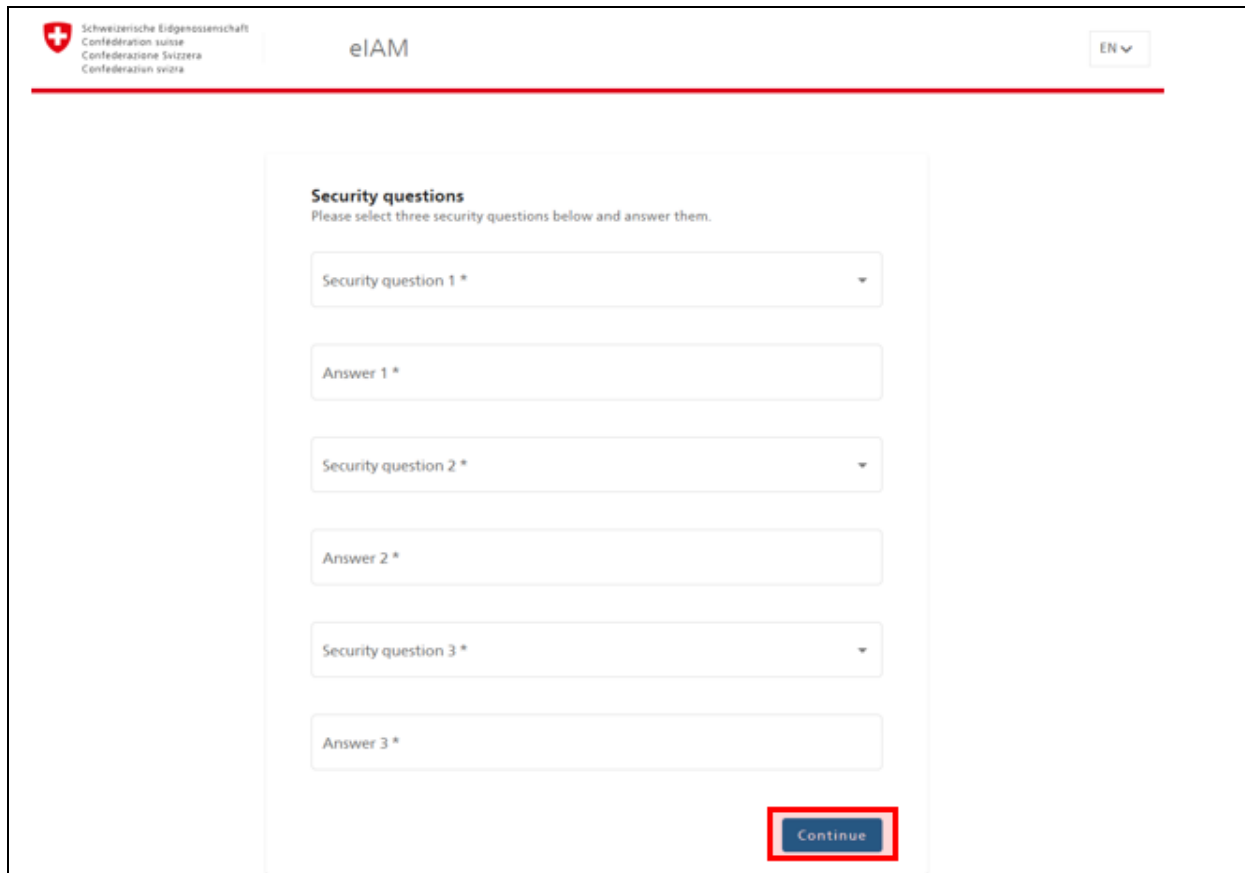


The screenshot shows the 'CH-LOGIN - Completion of registration' page. At the top left is the Swiss Confederation logo and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. To the right is the 'eIAM' logo. In the top right corner are language selection buttons for 'DE', 'FR', 'IT', and 'EN'. The main heading is 'CH-LOGIN - Completion of registration'. Below this is a green box with a checkmark icon and the text: 'You have successfully registered.'. Underneath is an orange box with an exclamation mark icon and the text: 'Because the application you want to access requires it for security reasons, you must register a two-factor authentication. The "Continue" button takes you to the wizard, which guides you through the registration process. Please note that you must first enter additional security questions for recovery purposes. With MyAccount, you can later register additional authentication methods and/or change your two-factor authentication settings at any time.'. At the bottom right, there is a 'Continue' button (highlighted with a red box).

Please note: You have not yet completed the registration process.

## 1.7 Security questions

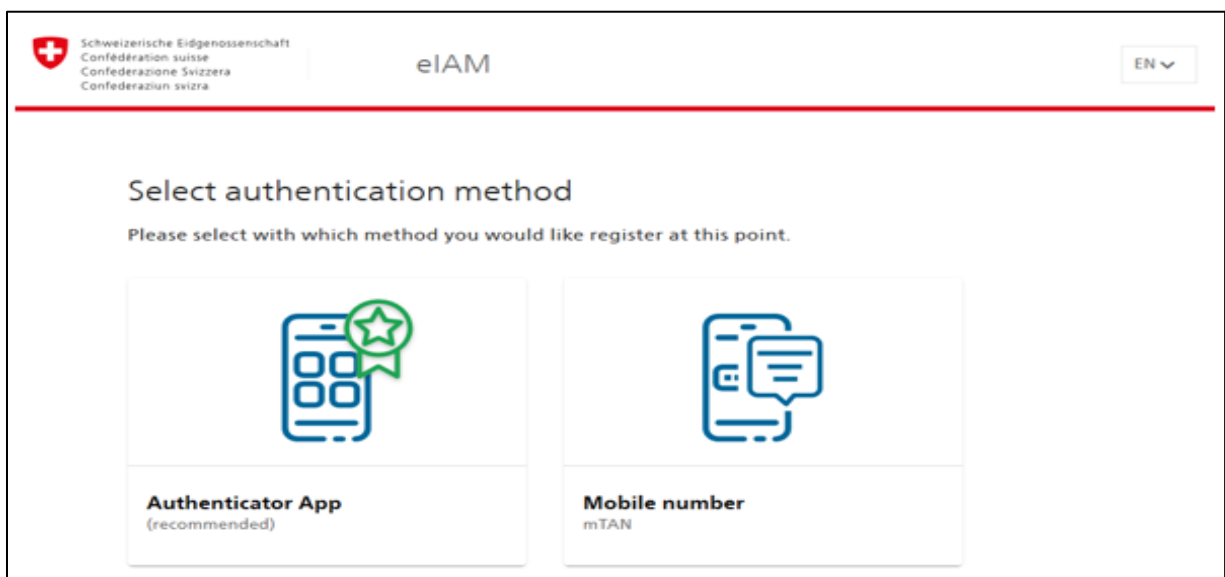
Please select the security questions and answer them. Click on «Continue».



The screenshot shows the eIAM interface for setting security questions. At the top left is the Swiss Confederation logo and name in German, French, Italian, and Romansh. The page title is 'eIAM' and there is a language dropdown set to 'EN'. The main heading is 'Security questions' with a sub-instruction: 'Please select three security questions below and answer them.' There are three sets of input fields, each consisting of a dropdown menu for the question and a text box for the answer. A blue 'Continue' button is highlighted with a red rectangle at the bottom right of the form area.

## 1.8 Select authentication method

Two-factor authentication is in place to ensure that only you have access to your eIAM account. Please select one of the two options (whether authentication is to take place via a mobile/landline number or an Authenticator app).



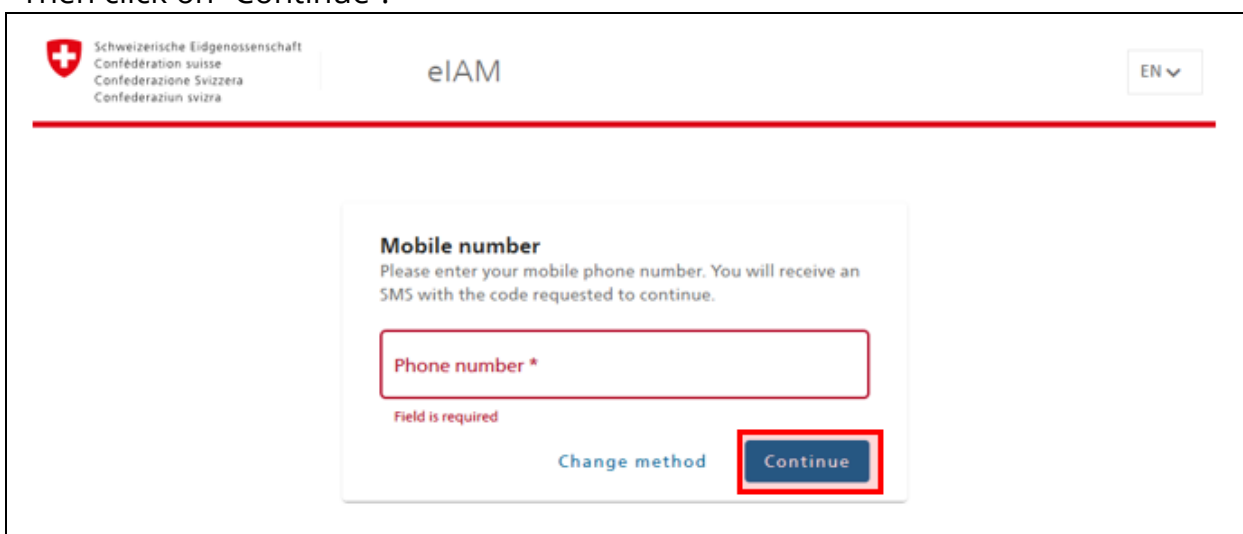
The screenshot shows the eIAM interface for selecting an authentication method. At the top left is the Swiss Confederation logo and name in German, French, Italian, and Romansh. The page title is 'eIAM' and there is a language dropdown set to 'EN'. The main heading is 'Select authentication method' with a sub-instruction: 'Please select with which method you would like register at this point.' There are two options presented as cards: 'Authenticator App (recommended)' with a blue icon of a smartphone and a green star, and 'Mobile number mTAN' with a blue icon of a smartphone and a speech bubble.

## 1.8.1 Authentication via phone number

Enter your phone number. A landline number may be used. If you select a landline number, please note that, upon dispatch, the SMS will be converted into a voicemail by the telephone provider. You will have to call up this voicemail. A code will be read out to you. We recommend that landline numbers only be used in exceptional cases when a mobile phone is not available for whatever reason.

*Please note: If you wish to change your mind and switch to using authentication via an Authenticator app, you can do this using "Change method". This takes you back to the preceding screen, where you can select your method.*

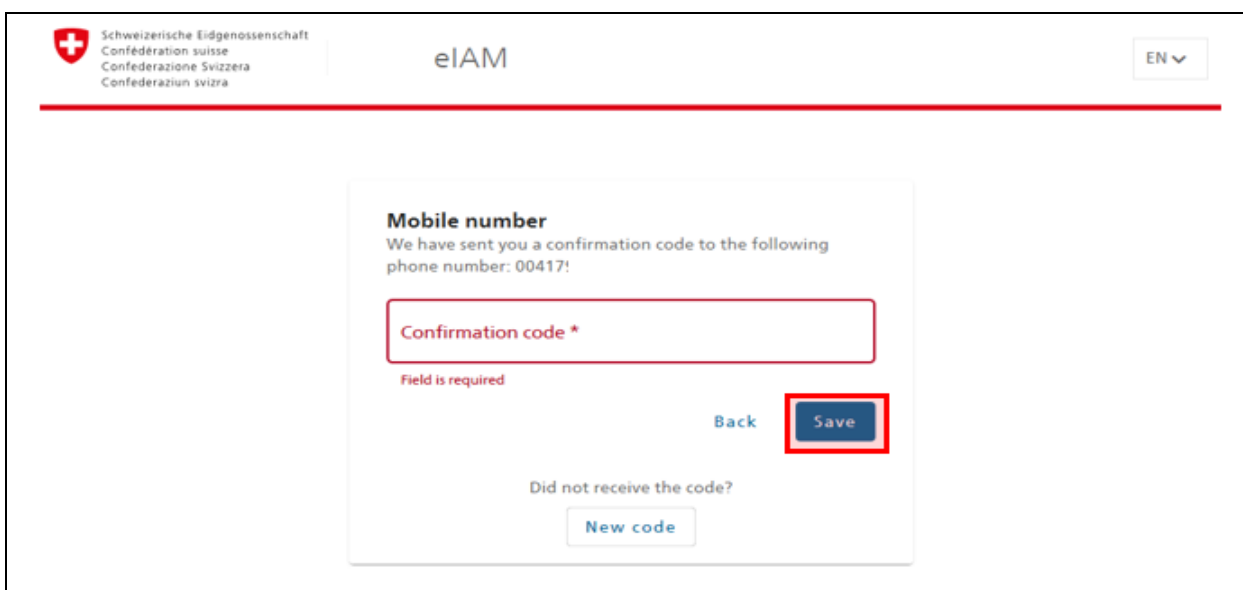
Then click on "Continue".



The screenshot shows the eIAM mobile number entry screen. At the top left is the Swiss flag and the text: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, Confederaziun svizra. In the center is the eIAM logo. At the top right is a language dropdown menu showing 'EN'. Below a red horizontal line is a white box with the title 'Mobile number' and the instruction: 'Please enter your mobile phone number. You will receive an SMS with the code requested to continue.' There is a text input field labeled 'Phone number \*' with a red border and a red asterisk. Below the field is the text 'Field is required'. At the bottom of the box are two buttons: 'Change method' and 'Continue'. The 'Continue' button is highlighted with a red border.

### 1.8.1.1 Confirmation code via SMS

Enter the code you have received in the SMS sent to the phone number you specified. Then click on "Save".



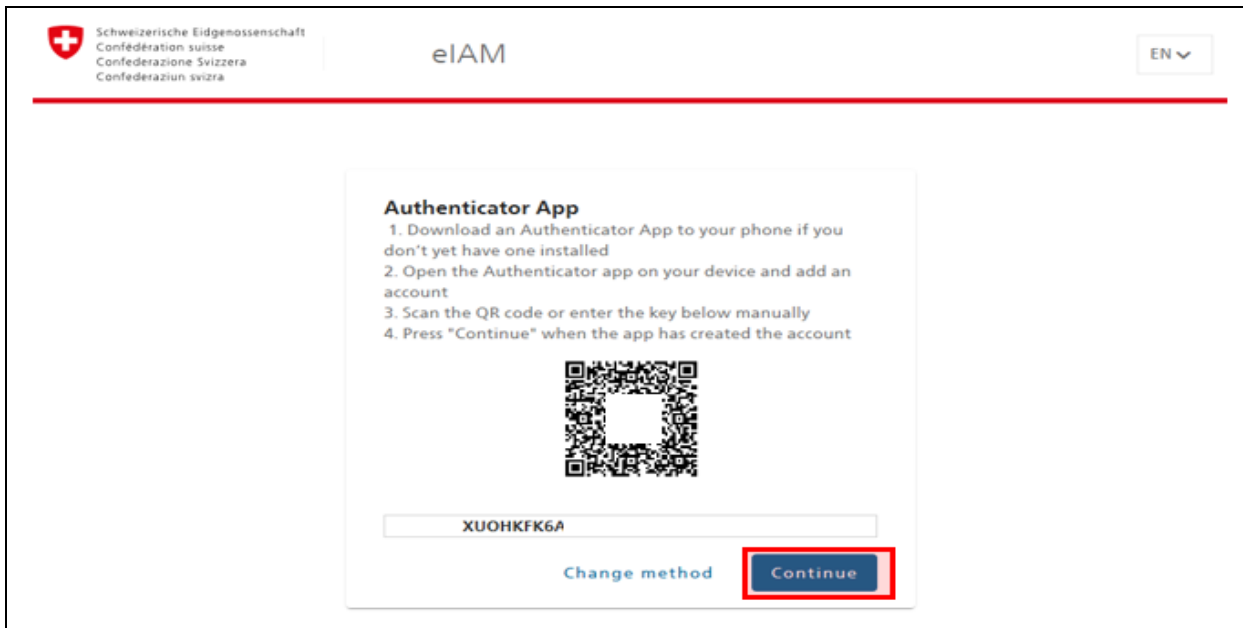
The screenshot shows the eIAM confirmation code entry screen. At the top left is the Swiss flag and the text: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, Confederaziun svizra. In the center is the eIAM logo. At the top right is a language dropdown menu showing 'EN'. Below a red horizontal line is a white box with the title 'Mobile number' and the instruction: 'We have sent you a confirmation code to the following phone number: 00417!'. There is a text input field labeled 'Confirmation code \*' with a red border and a red asterisk. Below the field is the text 'Field is required'. At the bottom of the box are two buttons: 'Back' and 'Save'. The 'Save' button is highlighted with a red border. Below the box is the text 'Did not receive the code?' and a button labeled 'New code'.

## 1.8.2 Authentication via Authenticator App

Please launch your Authenticator app on your smartphone. Add a new account and either scan the QR code or enter the code underneath the QR code.

*Please note: If you wish to change your mind and switch to using authentication via a phone number, you can do this using "Change method". This takes you back to the preceding screen, where you can select your method.*

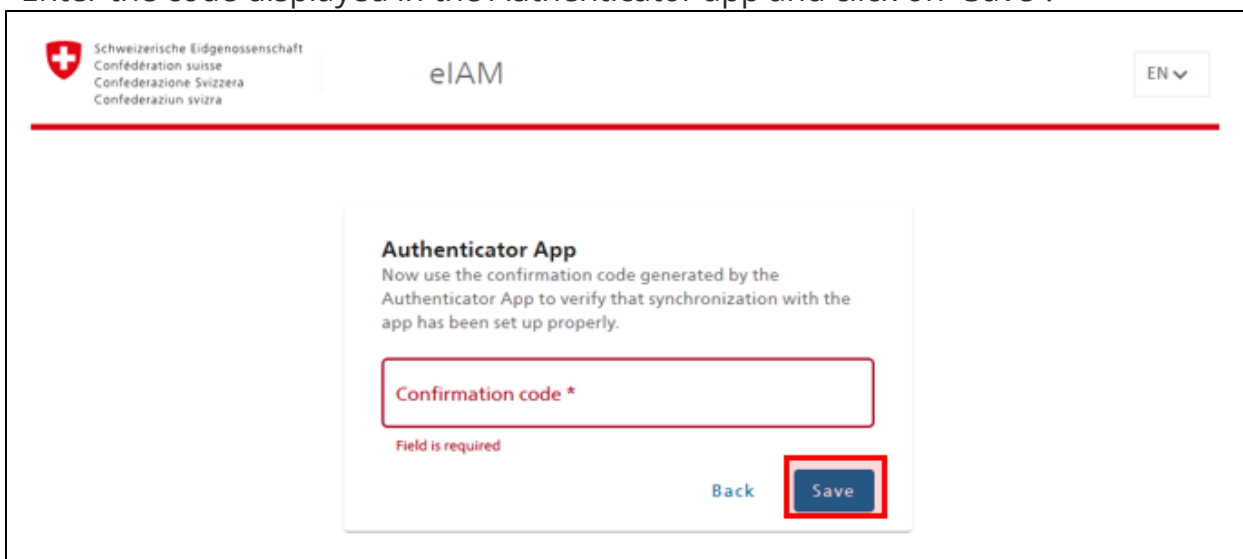
Then click on "Continue".



The screenshot shows the eIAM web interface for setting up an Authenticator App. At the top left is the Swiss flag logo and the text "Schweizerische Eidgenossenschaft", "Confédération suisse", "Confederazione Svizzera", and "Confederaziun svizra". In the center is the "eIAM" logo. At the top right is a language selector "EN" with a dropdown arrow. Below a red horizontal line, the main content area is titled "Authenticator App" and contains a numbered list of instructions: 1. Download an Authenticator App to your phone if you don't yet have one installed; 2. Open the Authenticator app on your device and add an account; 3. Scan the QR code or enter the key below manually; 4. Press "Continue" when the app has created the account. A QR code is displayed in the center. Below the QR code is a text input field containing the alphanumeric key "XUOHKFK6A". At the bottom of the form are two buttons: "Change method" and "Continue". The "Continue" button is highlighted with a red border.

### 1.8.2.1 Confirmation code via Authenticator app

Enter the code displayed in the Authenticator app and click on "Save".



The screenshot shows the eIAM web interface for the confirmation step. At the top left is the Swiss flag logo and the text "Schweizerische Eidgenossenschaft", "Confédération suisse", "Confederazione Svizzera", and "Confederaziun svizra". In the center is the "eIAM" logo. At the top right is a language selector "EN" with a dropdown arrow. Below a red horizontal line, the main content area is titled "Authenticator App" and contains the text: "Now use the confirmation code generated by the Authenticator App to verify that synchronization with the app has been set up properly." Below this text is a text input field labeled "Confirmation code \*". Below the input field is the text "Field is required". At the bottom of the form are two buttons: "Back" and "Save". The "Save" button is highlighted with a red border.

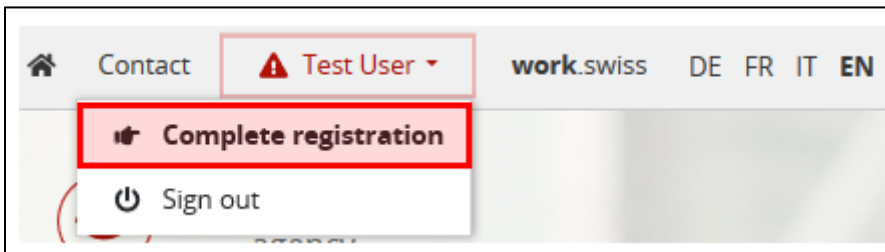
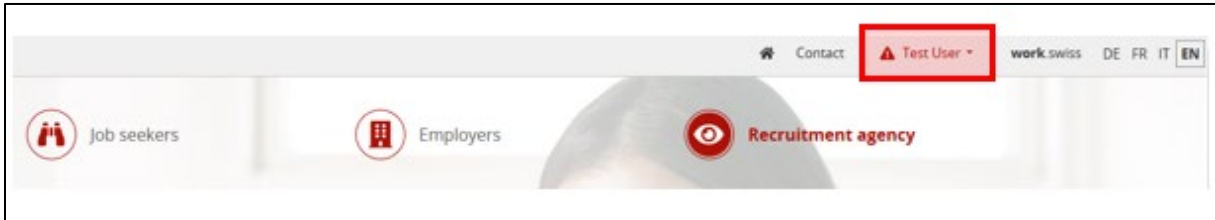
You will now be taken directly to the screen "Registration Job Room".

**Important:** You have now completed the registration process for your CH-LOGIN account. However, you are not yet able to access Job Room.



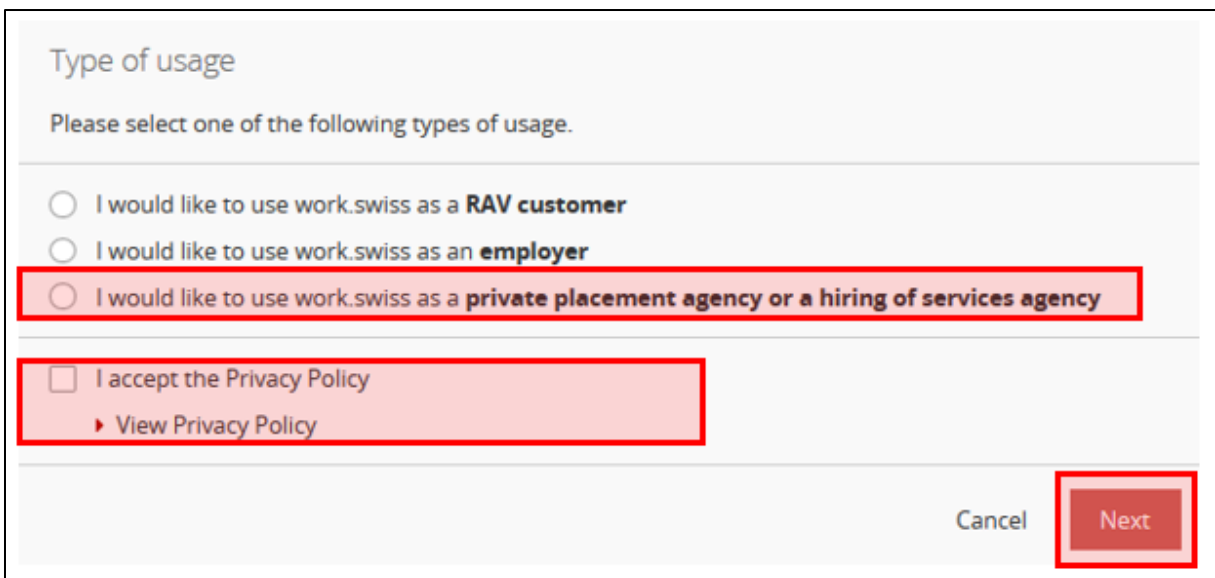
## 1.9 Job-Room Registration:

The window depicted below will appear in Job Room up to the right:  
Please click on your name and select «Complete registration».



### 1.9.1 Selecting type of usage

Select «I would like to use work.swiss as a **private placement agency or a hiring of services agency**». The Privacy Policy, which you are asked to accept, apply to the Job Room application. After you have read the Privacy Policy, tick the box next to «I accept the Privacy Policy». Then click on «Next».

A screenshot of the 'Type of usage' selection form. The title is 'Type of usage' and the instruction is 'Please select one of the following types of usage.' There are three radio button options: 'I would like to use work.swiss as a RAV customer', 'I would like to use work.swiss as an employer', and 'I would like to use work.swiss as a private placement agency or a hiring of services agency' (highlighted with a red box). Below these is a checkbox for 'I accept the Privacy Policy' (highlighted with a red box) and a link 'View Privacy Policy'. At the bottom right, there are 'Cancel' and 'Next' buttons (the 'Next' button is highlighted with a red box).

## 1.9.2 Identification

Enter the name of your employment agency and then select it from the list.

Please select your organisation from the VZ AVG list

Select organisation Request activation code Enter activation code

Please select your organisation from the VZ AVG list.

Please enter your organisation.

Cancel Next

Check whether you have selected the company correctly by verifying the address and then click on «Request activation code by post».

Request activation code

Select organisation Request activation code Enter activation code

We will send an activation code **by post** to the address associated with the Register VZ AVG:

You can then log in to your user account using this activation code.

Request activation code by post

When you click the button «Request activation code by post», the text changes to «Activation code requested» and the background changes to green.

Request activation code

Select organisation Request activation code Enter activation code

We will send an activation code **by post** to the address associated with the Register VZ AVG:

You can then log in to your user account using this activation code.

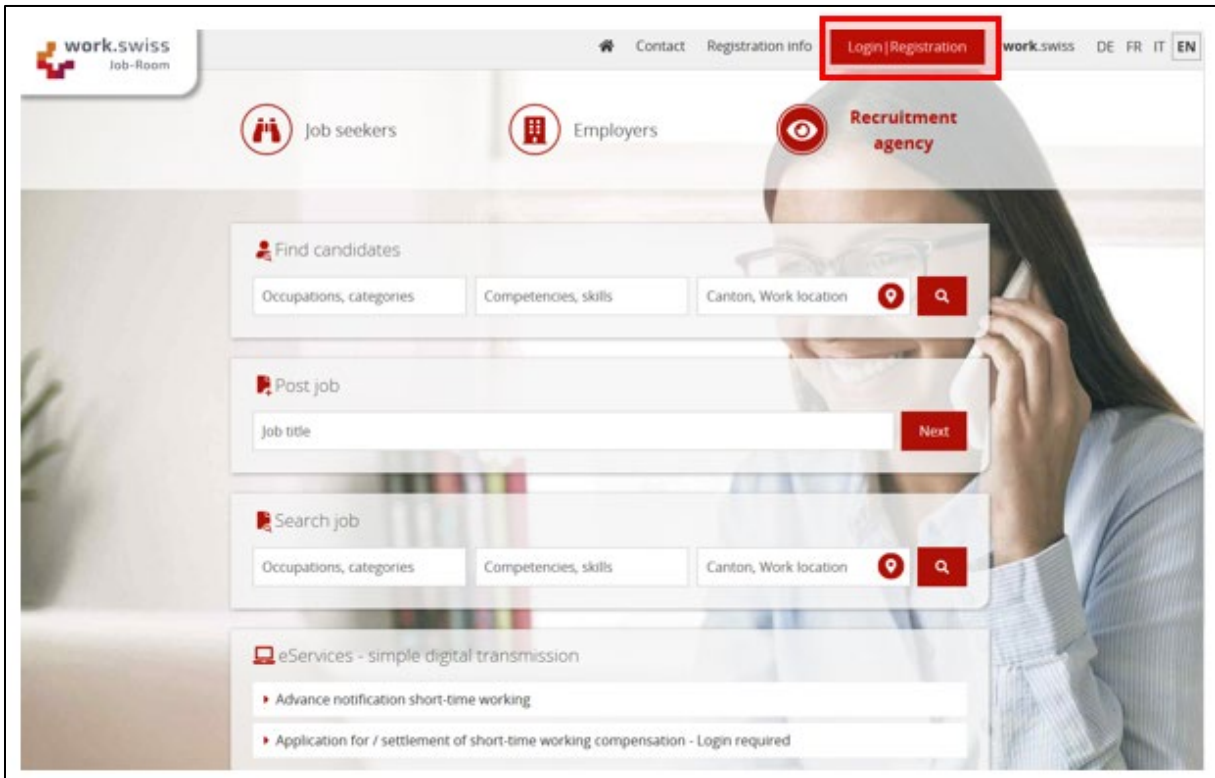
Activation code requested. ✓

Return to homepage

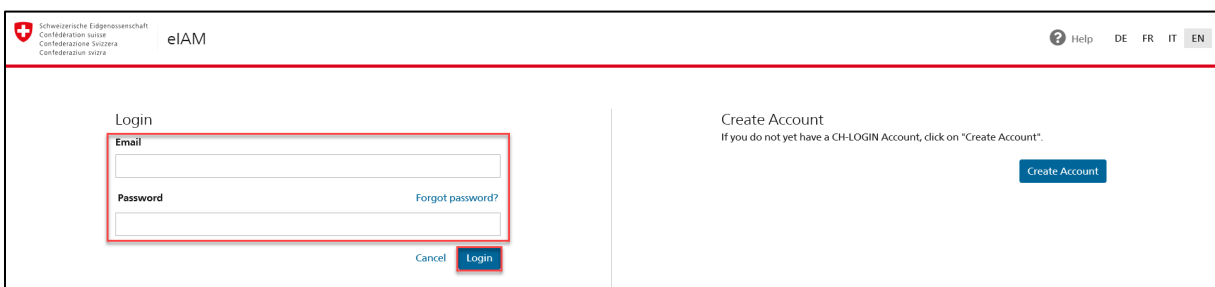
You will now receive a letter by mail sent to the selected address. Now you can close all the windows and when you receive the letter you can continue with the registration procedure.

## 1.10 Conclusion of registration

After receiving the letter, go back to Job Room <https://www.job-room.ch/> and click «Login|Registration».



Enter your e-mail address and password and click on «Login».



You will see a confirmation code that will be sent to you either as an SMS or via your Authenticator app. Please enter this code in the corresponding field and then click on "Save".

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

ABN - eIAM

EN ▾

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**Mobile number**  
We have sent you a confirmation code to the following phone number: 00417:

Confirmation code \*

Field is required

Back Save

Did not receive the code?

New code

Or

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

eIAM

EN ▾

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**Authenticator App**  
Now use the confirmation code generated by the Authenticator App to verify that synchronization with the app has been set up properly.

Confirmation code \*

Field is required

Back Save

Enter the activation code that you received by mail and then click on «Next».

Enter activation code

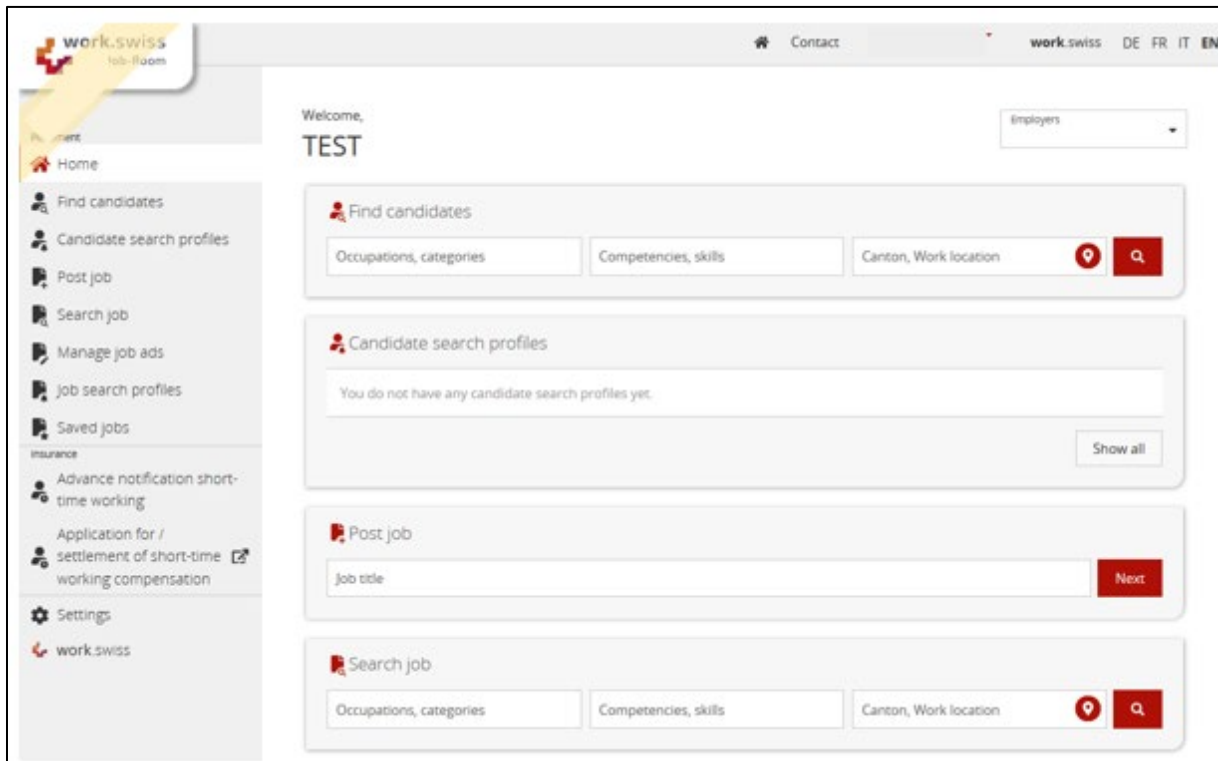
Enter UID Request activation code Enter activation code

Enter activation code

Activation code

Cancel Next

Congratulations, you have now logged on to the Job Room and you will see your personal cockpit, from where you can now use all available functions.



For technical problems, please send us an e-mail to: [jobroom@alv.admin.ch](mailto:jobroom@alv.admin.ch)