



Registration instructions for private employment agencies

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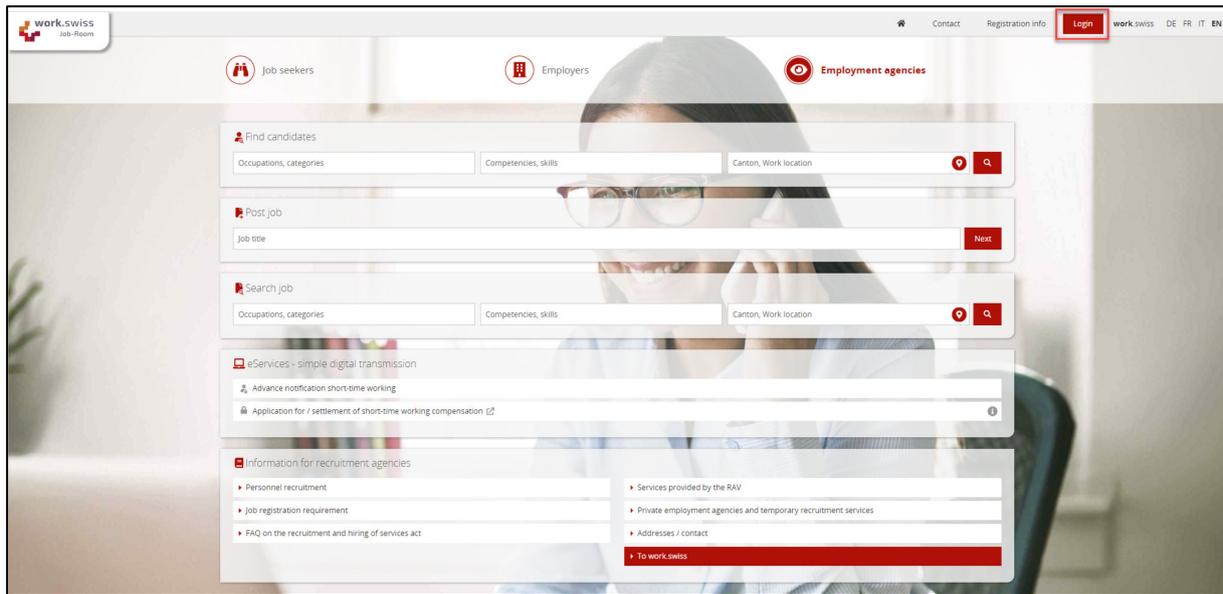
If you need assistance, please contact the following page:

<https://www.eiam.admin.ch/support>

For technical problems, please send an e-mail to: jobroom@alv.admin.ch.

1.1 Start page

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

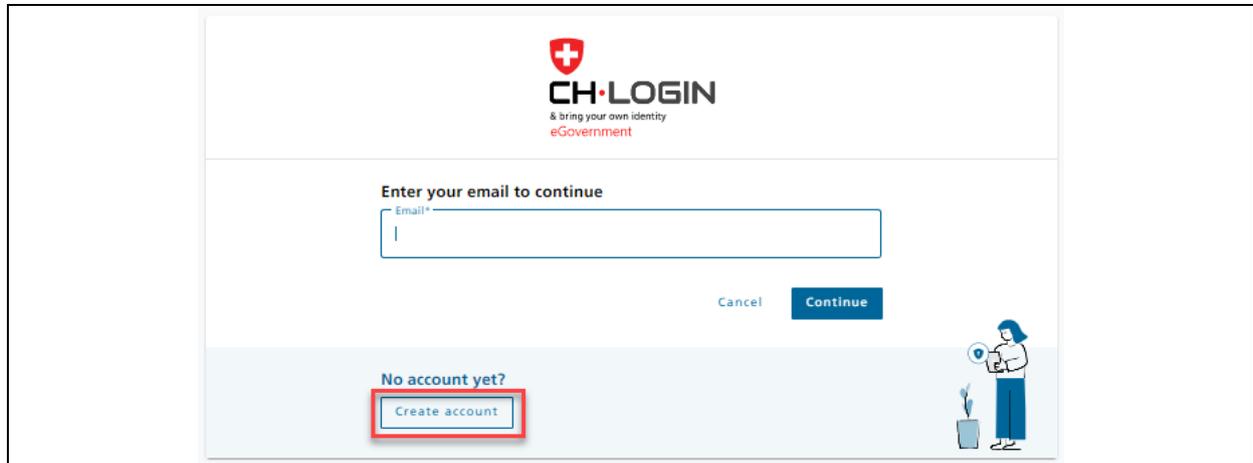


This takes you to the eIAM login screen, where you will register for your Job Room profile.

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.



CH-LOGIN
& bring your own identity
eGovernment

Enter your email to continue

Email*
|

Cancel Continue

No account yet?
Create account

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. You can change the recruiting email address used for job vacancies in Job Room at any time.

Register

Use at least 10 characters, at least one (1) uppercase letter A-Z, one (1) lowercase letter (a-z) and at least two (2) digits (0-9) or special characters (-^!@#5%^&*0+=_~{}|:;?'/<>.,)

 I accept the terms of use.

Cancel

Already have an CH-LOGIN account?

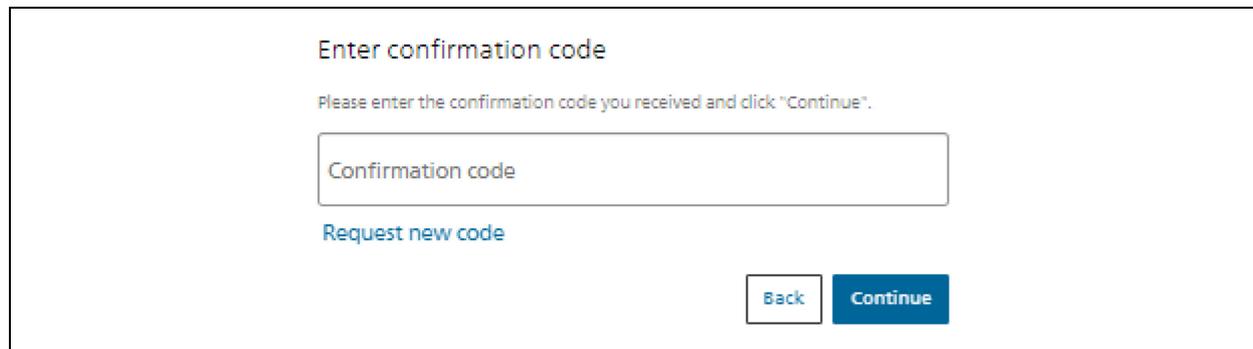
1.4 Email containing code

A code will be sent to the provided email address.



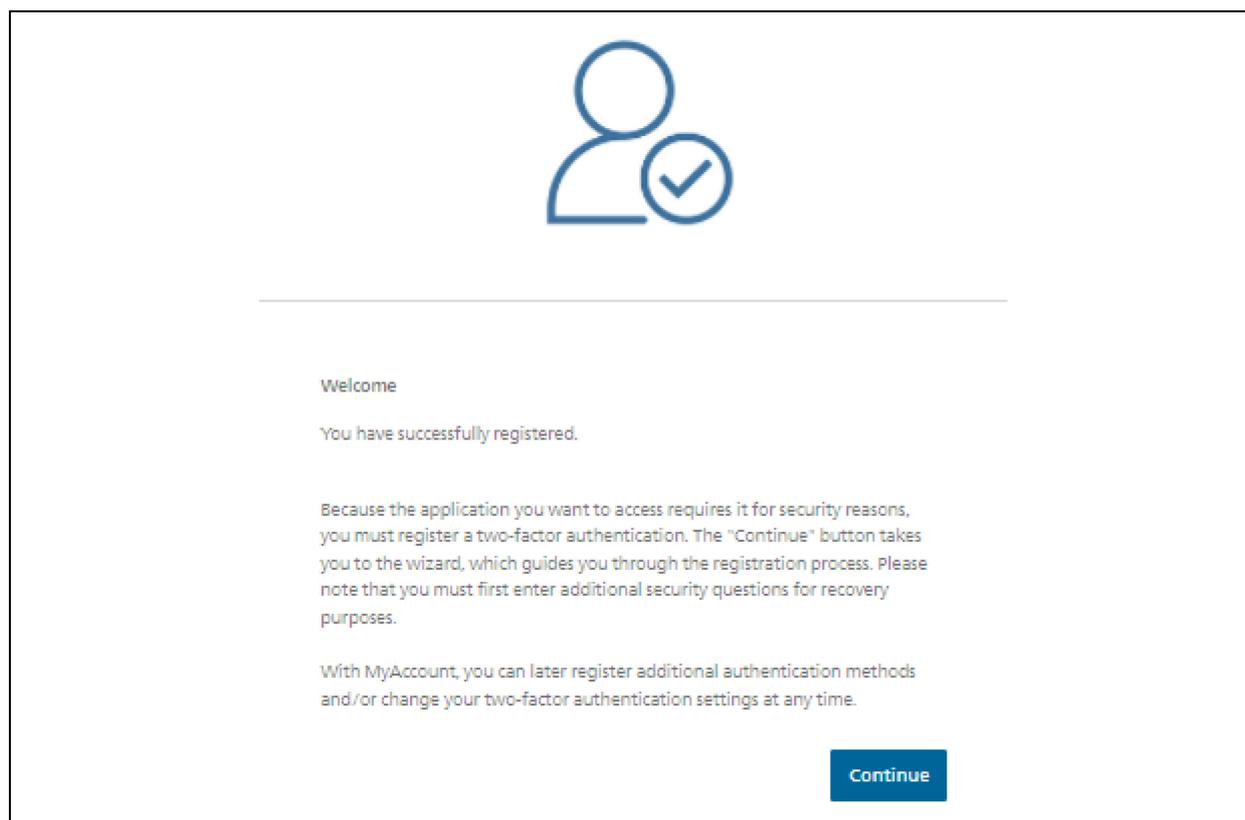
1.5 Enter registration code

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



The image shows a web form for entering a confirmation code. The title is "Enter confirmation code". Below the title, there is a instruction: "Please enter the confirmation code you received and click 'Continue'". There is a text input field with the placeholder text "Confirmation code". Below the input field, there is a link "Request new code". At the bottom right, there are two buttons: "Back" and "Continue".

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



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

1.6 Security questions

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

Security questions

Please select three security questions below and answer them.

Security question 1 *

Answer 1 *

Security question 2 *

Answer 2 *

Security question 3 *

Answer 3 *

Continue

1.7 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).

Select authentication method

Please select with which method you would like register at this point.



Authenticator App
(recommended)



Mobile number (mTAN)
mTAN

1.7.1 Authentication via phone number

Enter your phone number.

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".

Mobile number (mTAN)

Please enter your mobile phone number. You will receive an SMS with the code requested to continue.

Phone number *

[Change method](#)

1.7.2 Confirmation code via SMS

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

Mobile number (mTAN)

We have sent you a confirmation code to the following phone number: 004179

Confirmation code *

[Back](#) [Save](#)

1.7.3 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".

Authenticator App

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



AG453WHLL5NXF5USWPAHUVVWTQAIS6WEQ

[Change method](#) [Continue](#)

1.7.4 Confirmation code via Authenticator app

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

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 *

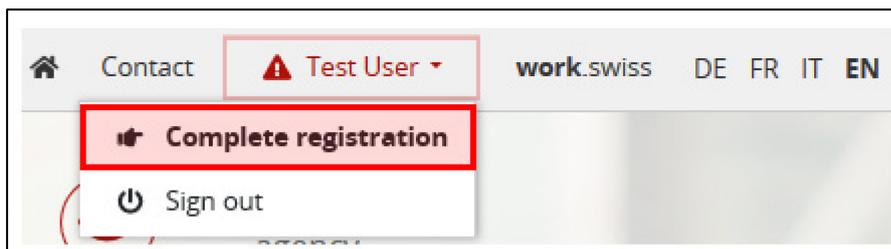
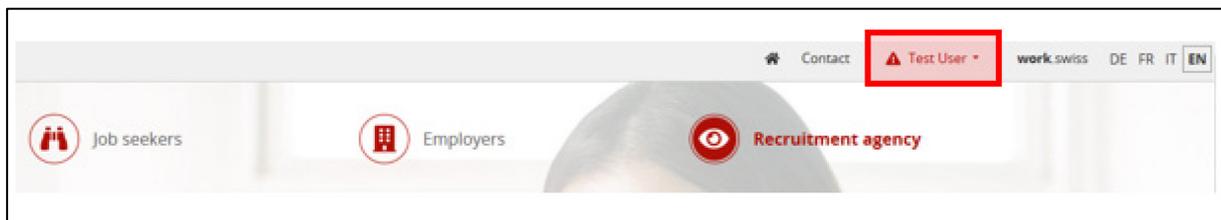
[Back](#) [Save](#)

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.

1.8 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».



1.8.1 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».

Type of usage

Please select one of the following types of usage.

I would like to use work.swiss as a **RAV customer**

I would like to use work.swiss as an **employer**

I would like to use work.swiss as a **private placement agency or a hiring of services agency**

I accept the Privacy Policy
▶ View Privacy Policy

Cancel Next

1.8.2 Identification

Enter the name of your employment agency and then select it from the list.
and then click on «Next».

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 the company address in the field below. Then click on the button «Request activation code by post».

The screenshot shows a web interface titled "Request activation code". At the top, there is a progress bar with three steps: "Select organisation" (with a person icon), "Request activation code" (with an envelope icon), and "Enter activation code" (with a lock icon). Below the progress bar, the text reads: "We will send an activation code **by post** to the address associated with the Register VZ AVG:". There is a text input field for the address. Below the input field, it says: "You can then log in to your user account using this activation code." At the bottom, a red button with the text "Request activation code by post" is highlighted with a red border.

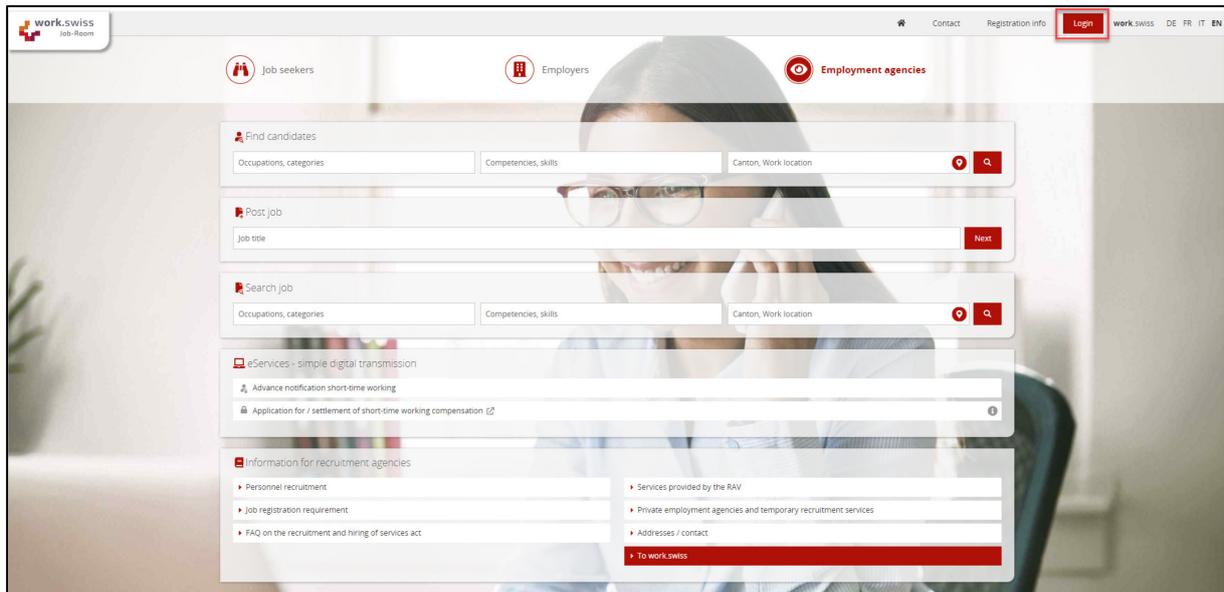
When you click the button «Request activation code by post», the text changes to «Activation code requested» and the background changes to green.

The screenshot shows the same web interface as the previous one, but the button is now green and contains the text "Activation code requested. ✓". The text "We will send an activation code **by post** to the address associated with the Register VZ AVG:" and the input field are still present. Below the input field, it says: "You can then log in to your user account using this activation code." At the bottom right, there is a button labeled "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.

1.9 Conclusion of registration

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



The screenshot displays the work.swiss Job Room website interface. At the top, there is a navigation bar with the logo, a home icon, and links for Contact, Registration info, and a red Login button. Below the navigation bar, three main categories are highlighted: Job seekers, Employers, and Employment agencies. The main content area features several search and service modules:

- Find candidates:** Includes input fields for Occupations, categories; Competencies, skills; and Canton, Work location, with search and filter icons.
- Post job:** Includes a Job title input field and a Next button.
- Search job:** Includes input fields for Occupations, categories; Competencies, skills; and Canton, Work location, with search and filter icons.
- eServices - simple digital transmission:** Includes links for Advance notification short-time working and Application for / settlement of short-time working compensation.
- Information for recruitment agencies:** Includes links for Personnel recruitment, Job registration requirement, FAQ on the recruitment and hiring of services act, Services provided by the RAV, Private employment agencies and temporary recruitment services, and Addresses / contact. A red button labeled TO WORK_SWISS is at the bottom.

Enter your e-mail to continue click on «Continue». Enter your password to log in and click on «Login».

The image displays two screenshots of the CH-LOGIN interface. The top screenshot shows the 'Enter your email to continue' step. The email input field is highlighted with a red box, and the 'Continue' button is also highlighted. Below the input field, there is a 'No account yet?' section with a 'Create account' button. The bottom screenshot shows the 'Enter your Password to log in' step. The password input field is highlighted with a red box, and the 'Login' button is also highlighted. The email 'testcompany2020@yopmail.com' is visible above the password field, with an 'Edit' button. A 'Forgot password?' link is located below the password field. Similar to the first screenshot, there is a 'No account yet?' section with a 'Create account' button. Both screenshots feature the CH-LOGIN logo and a small illustration of a person holding a document.

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".

The image displays two side-by-side confirmation screens. The left screen is titled 'Mobile number (mTAN)' and contains the text 'We have sent you a confirmation code to the following phone number: 004179'. It features a 'Confirmation code *' input field, a 'Back' button, and a 'Save' button. The right screen 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.' It also features a 'Confirmation code *' input field, a 'Back' button, and a 'Save' button.

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

The screenshot shows a three-step registration process. The first step is 'Enter UID', the second is 'Request activation code', and the third is 'Enter activation code'. The third step is active, showing a text input field labeled 'Activation code' with a red border. Below the input field are 'Cancel' and 'Next' buttons, with the 'Next' button also highlighted with a red border.

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.

The screenshot shows the Job Room dashboard for a 'Test User'. The dashboard includes a navigation menu on the left with options like 'Home', 'Candidates', 'Jobs', and 'Insurance benefits'. The main content area features several sections: 'Find candidates' with search filters for 'Occupations, categories', 'Competencies, skills', and 'Canton, Work location'; 'Candidate search profiles' with a search bar containing 'test' and a 'Show all' button; 'Post job' with a 'Job title' input field and a 'Next' button; and 'Search job' with search filters for 'Occupations, categories', 'Competencies, skills', and 'Canton, Work location'. The top right of the dashboard shows the user's name 'Test User' and the language 'EN'.

For technical problems, please send us an e-mail to: jobroom@alv.admin.ch.