



STEP-BY-STEP GUIDE TO GETTING STARTED WITH ELIC

Access to ELIC for private individuals

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Login procedure: AGOV

AGOV is the nationwide government login for the Swiss Confederation, cantons, and municipalities. It provides secure, passwordless authentication and replaces CH-Login.

This step-by-step guide explains how private individuals can obtain access to ELIC

To use ELIC, the following requirements must be met:



You have an AGOV login

Your personal AGOV login serves as your key to EasyGov.



You are registered in EasyGov as a private individual

Only users who are registered in EasyGov as private individuals can use the tools provided free of charge on the platform.

If these two requirements are met, you can already use ELIC. Information on how to access ELIC can be found in the section **How do I access ELIC as a private individual?** on page 5 of this guide.

What is ELIC?

ELIC is the electronic licensing system for dual-use goods, special military goods, and war material.

Why do I need an AGOV login?

Information for CH-Login users

If you already have a CH-Login and wish to switch to AGOV: During registration, AGOV will ask whether you have an existing CH-Login and which email address it is registered to. If you are already using EasyGov with CH-Login, your permissions will be transferred automatically, even if you use a different email address for AGOV.

A detailed guide on how to migrate from CH-Login to AGOV is available → [here](#).

ELIC is available through the EasyGov e-government platform. To sign in to EasyGov, you need a personal AGOV login.

You can find all important information about AGOV at:

→ www.agov.admin.ch

AGOV is the nationwide government login and can be used for applications provided by the Confederation, cantons, and municipalities, including as a key to EasyGov. AGOV replaces the previously used CH-Login.



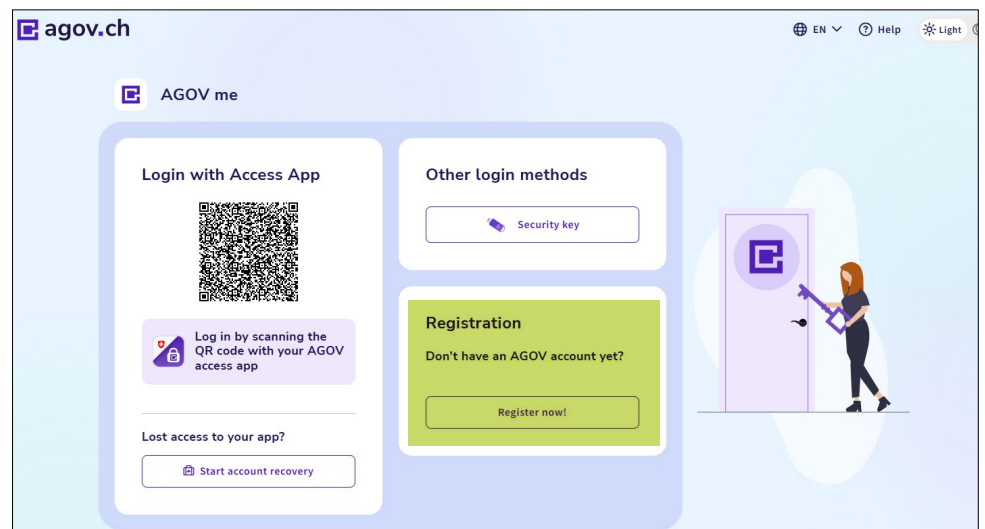
AGOV login already available

If you already have a personal AGOV login, you can use it to sign in to EasyGov.



No AGOV login available

If you do not yet have an AGOV login, you need to register once. Visit: www.me.agov.admin.ch and click **Register now!**



You will then be guided through the registration process. You will need a valid email address and a smartphone with iOS 12 or Android 6 or later. Once you have completed the registration process, you can sign in to EasyGov using your new AGOV login.

If you need assistance with registration, additional information is available → [here](#).

How do I register in EasyGov as a private individual?

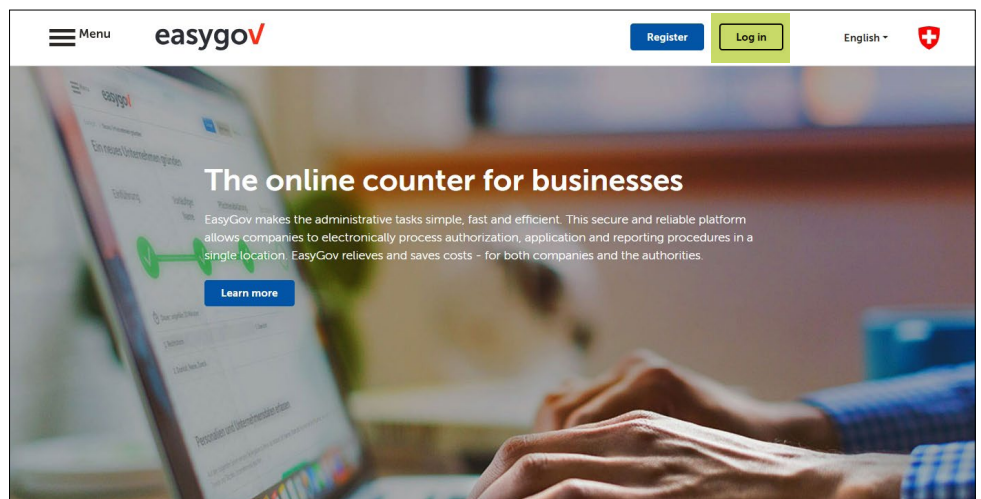
To use ELIC as a private individual, you must be registered accordingly in EasyGov.

EasyGov is available at: → www.easygov.swiss

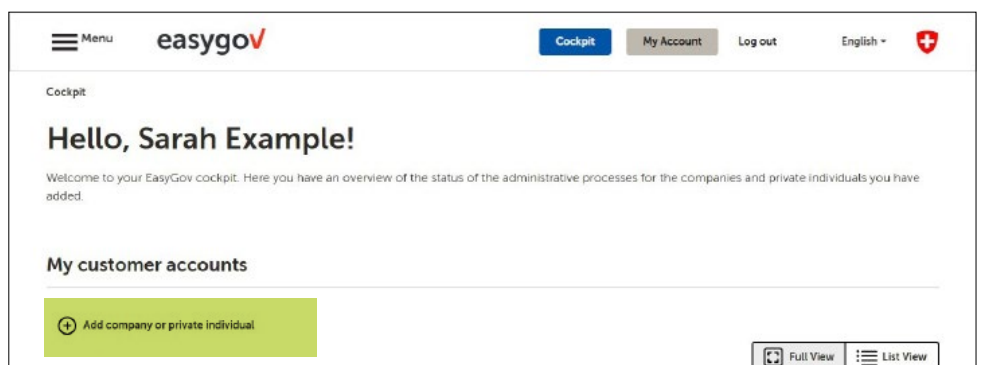
EasyGov is the official e-government platform for Swiss companies. This free service allows users to complete a variety of administrative procedures and governmental processes online. Various tools are provided through EasyGov, including ELIC. To use these tools as a private individual, you must register in EasyGov as a private individual.

Registering as a private individual in EasyGov

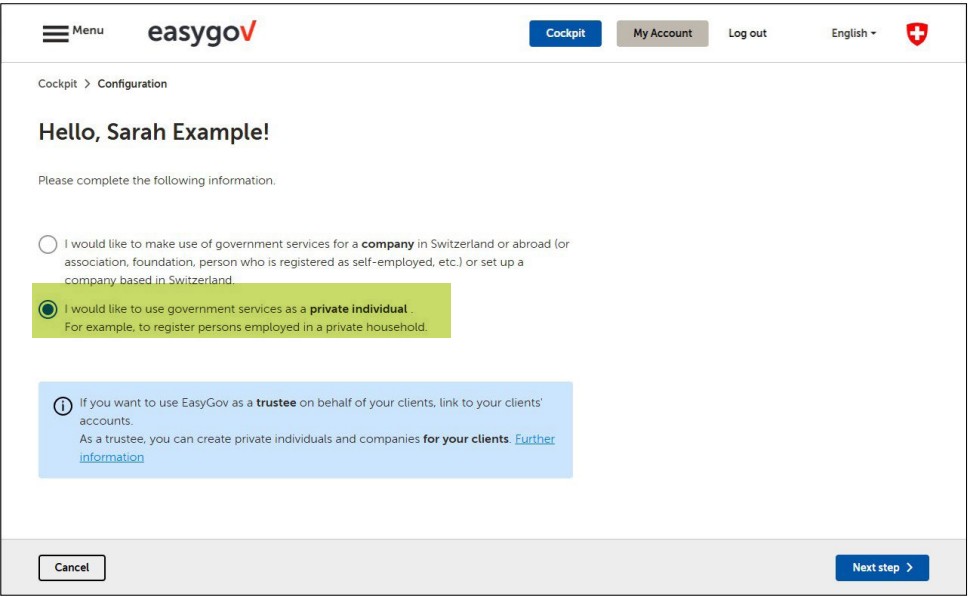
To register as a private individual in EasyGov, visit: www.easygov.swiss and sign in with your AGOV login.



Once you have signed in to EasyGov, you will be taken to your dashboard. To register as a private individual in EasyGov, click **Add company or private individual**.

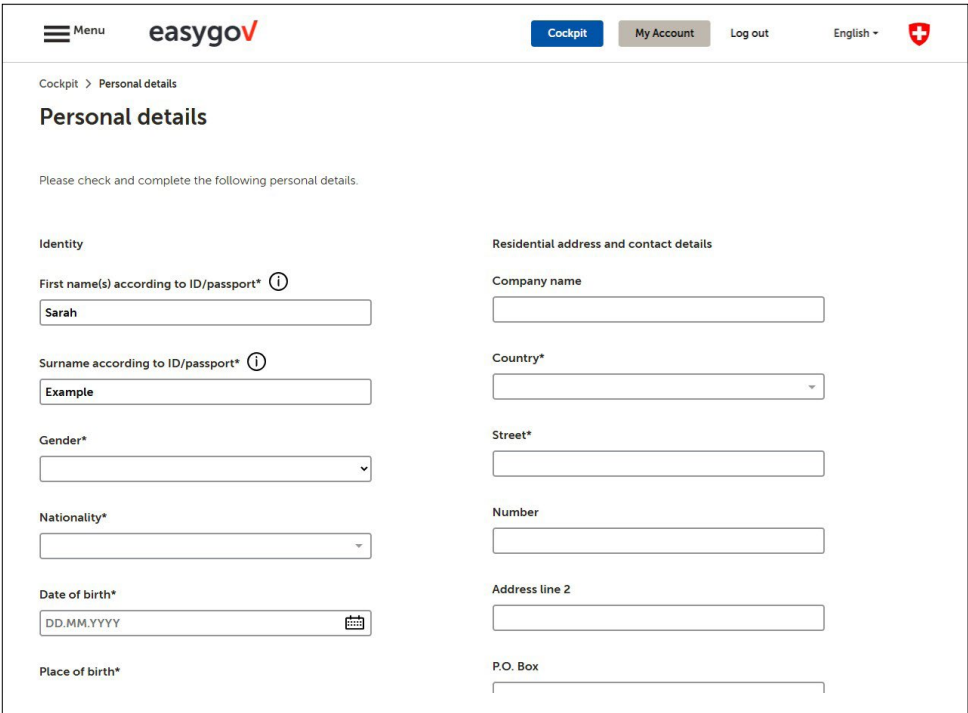


Select the option **private individual**.



The screenshot shows the 'easygov' Configuration page. At the top, there's a navigation bar with 'Menu', 'easygov', 'Cockpit', 'My Account', 'Log out', and 'English'. Below the bar, the breadcrumb is 'Cockpit > Configuration'. The main heading is 'Hello, Sarah Example!'. A message says 'Please complete the following information.' There are two radio button options: 'I would like to make use of government services for a company in Switzerland or abroad (or association, foundation, person who is registered as self-employed, etc.) or set up a company based in Switzerland.' and 'I would like to use government services as a private individual. For example, to register persons employed in a private household.' The second option is selected and highlighted in green. Below this is a blue information box with an icon and text: 'If you want to use EasyGov as a trustee on behalf of your clients, link to your clients' accounts. As a trustee, you can create private individuals and companies for your clients. Further information'. At the bottom, there are 'Cancel' and 'Next step >' buttons.

On the new screen, fill in the required fields and confirm your information.



The screenshot shows the 'easygov' Personal details page. The navigation bar is the same as the previous page. The breadcrumb is 'Cockpit > Personal details'. The main heading is 'Personal details'. A message says 'Please check and complete the following personal details.' The page is divided into two columns. The left column is titled 'Identity' and contains fields for 'First name(s) according to ID/passport*' (with a value of 'Sarah'), 'Surname according to ID/passport*' (with a value of 'Example'), 'Gender*' (a dropdown menu), 'Nationality*' (a dropdown menu), 'Date of birth*' (with a value of 'DD.MM.YYYY' and a calendar icon), and 'Place of birth*'. The right column is titled 'Residential address and contact details' and contains fields for 'Company name', 'Country*' (a dropdown menu), 'Street*', 'Number', 'Address line 2', and 'P.O. Box'.

Once the process has been completed, you will receive an email from EasyGov confirming that you are registered as a private individual. You can then sign in to EasyGov using your AGOV login and start using ELIC. Information on what to consider when accessing ELIC can be found in the section **How do I access ELIC as a private individual?**

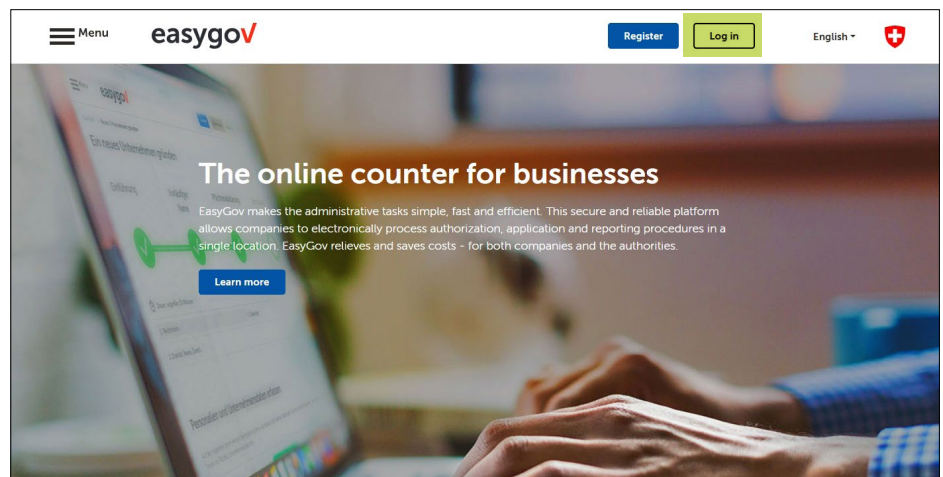
How do I access ELIC as private individual?

You can access ELIC through the EasyGov e-government platform. The prerequisite is that you are registered in EasyGov as a private individual. Further information can be found in the section **How do I register in EasyGov as a private individual?**

The following section explains how to access ELIC and what you need to know about your first steps with the application.

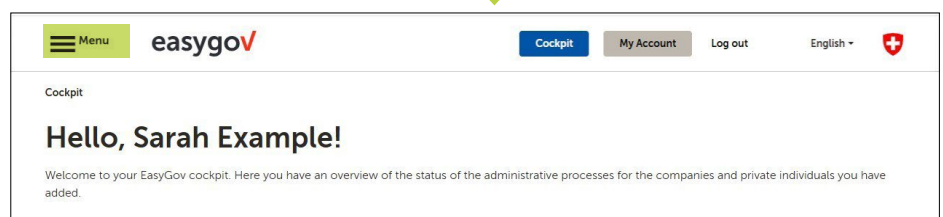
Starting ELIC

To access ELIC, sign in to EasyGov at www.easygov.swiss using your AGOV login.

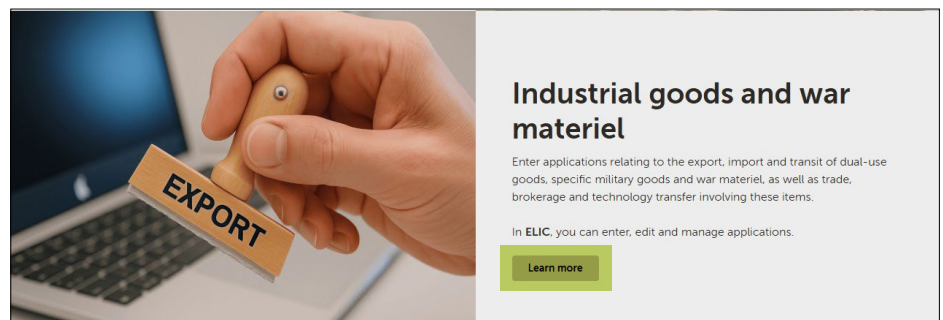


You will automatically be redirected to your dashboard. From there, you have two ways to access ELIC:

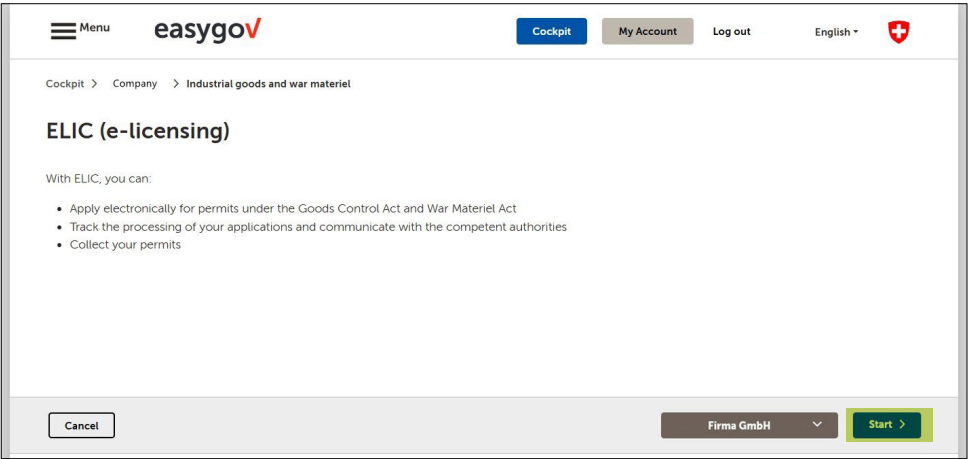
- By clicking **Menu** and then **Industrial goods and war material** or
- By clicking **Industrial goods and war material** under **Available government services**



or



On the *ELIC* (e-licensing) Overview page, you will find an overview of the main functionalities and can open the application by clicking **Start**.



You are now in ELIC. The screenshot shown on the right side illustrates the ELIC start screen as it appears the first time you open the application. Complete the required fields and confirm the information.

The screenshot shows the 'New user of company - User details' form. At the top, there is a warning message: 'Please fill in the missing or incorrect informations completely.' The form is divided into two main sections. The first section, 'Contact person (user)', contains fields for 'Username (without *@*)' (pre-filled with '12345678-CHE123456789'), 'First name / Last name' (pre-filled with 'Sara / Example'), 'Sex*' (radio buttons for 'Male' and 'Female'), and 'Date of birth*' (a date picker showing 'tt.mm.jjjj'). Below this is a link for 'Personal informations in AGOV'. The second section, 'Contact information', contains fields for 'UID' (pre-filled with 'CHE-123.456.789'), 'Company' (pre-filled with 'Company'), and 'Addition to address' (an empty text field).

Review and approve the application.

The screenshot shows a confirmation screen with a yellow background. At the top, there is a warning message: 'I hereby confirm that I am authorized to access Elic and that the information provided (including the ICP proof for legal entities) is complete and correct.' Below this, there is a green checkbox labeled 'I confirm the request*' which is checked. At the bottom right, there are two buttons: 'User details' and a blue 'Completion' button with an upward arrow.

For new customers: Please fill out the signature form you received and send it, along with the required attachments, to the SECO address provided so that your access can be confirmed.

Generate new user account - End



One final step is required to verify your identity

To complete the identification process, the signature form must be signed and sent to SECO by post or scanned and sent by e-mail to info.admin.ch together with a copy of your passport or ID card. The user account will only be activated after the identification process has been completed. For legal entities, the ICP proof must also be completed (it is attached to the signature form).



Signature form

→

SECO address:

Export controls
Holzikofenweg 36
CH-3003 Bern
Switzerland



Your user account was created successfully.

Before you can manage cases, your account must be reviewed by SECO. Once your account has been confirmed, your username and a one-time password will be sent to you by post.

or

For existing customers: Refresh the page to open ELIC.

[illegible]