



STEP-BY-STEP GUIDE TO GETTING STARTED WITH ELIC

Access to ELIC for authorized signatories

Version 1.0, august 2026

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 to obtain access to ELIC as an authorized signatory of your company

To use ELIC, the following requirements must be met:



You have an AGOV login

Your personal AGOV login serves as your key to EasyGov



Your company is connected to EasyGov

Only companies connected to EasyGov 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?** on page 8 of this guide.



If you do not want to use ELIC yourself but would like to appoint an ELIC administrator who will use ELIC on behalf of your company, please refer to the supplementary document **EasyGov: user management**.

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?

ELIC is available through the EasyGov e-government platform. To sign in to EasyGov, you need a personal 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](#).

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.



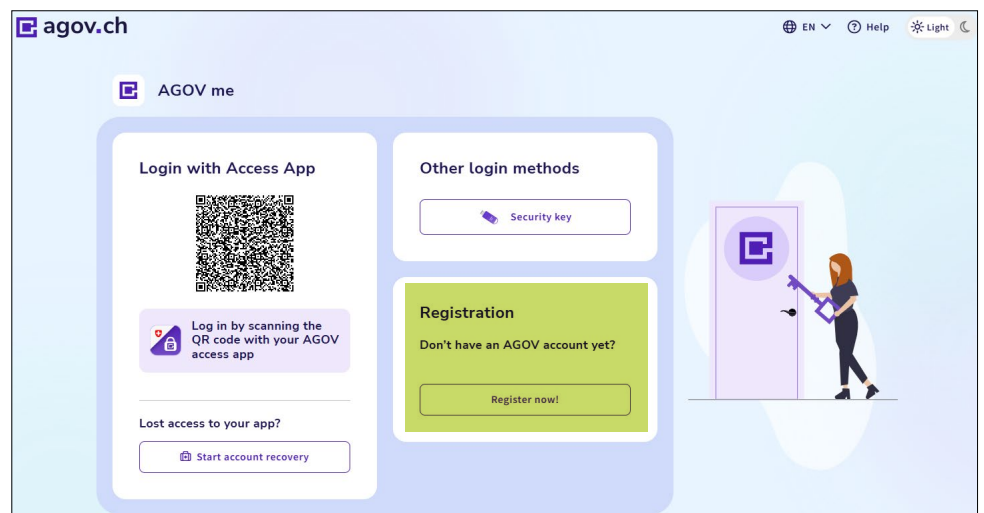
AGOV login already available

If you already have a personal AGOV login, you can use it to sign in to EasyGov. Please note that an AGOV login is always linked to a private individual. It is not possible to create a corporate AGOV login.



No AGOV login available

If you do not yet have an AGOV login, you must 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 support during registration, further information is available → [here](#).

How do I connect my company to EasyGov?

To use ELIC, your company must be connected to EasyGov.

EasyGov is available at:
→ www.easygov.swiss

EasyGov is the official e-government platform for Swiss companies. The free service allows users to complete various administrative procedures and government processes online. A range of tools, including ELIC, are provided through EasyGov. To use these tools, your company must first be connected to EasyGov.



Company already connected to EasyGov

If your company is already connected to EasyGov, you can start using ELIC immediately. Please refer to the section Starting ELIC on page 7 of this guide. If you would like to assign ELIC access rights to another person, please refer to the supplementary document EasyGov: User Management. All related documents can be found at → elic.easygov.swiss

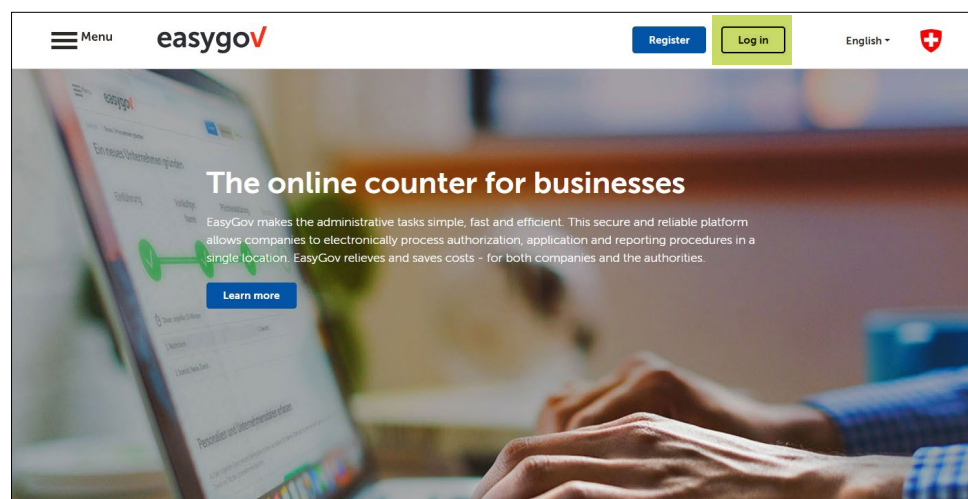


Company not yet connected to EasyGov

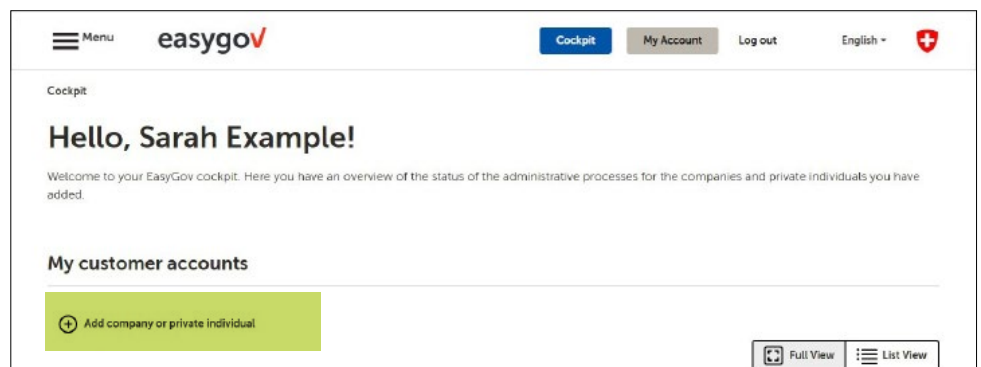
If your company is not yet connected to EasyGov, the connection must be set up once. Please note that the entire process of connecting a company can take up to 30 days. This is due to the high data protection standards maintained by EasyGov. The following steps explain how to connect your company to EasyGov.

Connecting my company to EasyGov

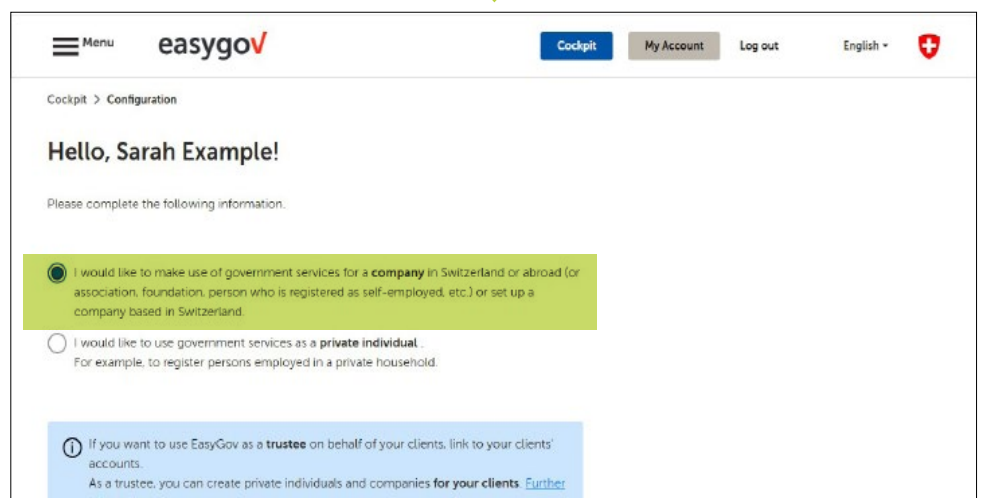
Go to www.easygov.swiss and sign in using your AGOV login.



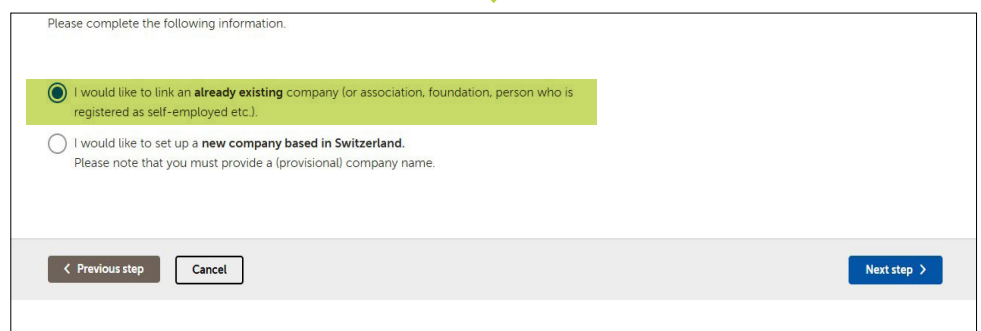
Once signed in, you will be taken to your dashboard. To connect your company to EasyGov, click **Add company or private individual**.



On the next screen, select the option **company**.



On the following screen, select **already existing company** unless you are founding a new company.



On the following screen, select the appropriate option depending on whether your company's registered office is located in Switzerland or abroad.

Please complete the following information.

The registered office of the company is

☒ **in Switzerland**
Link an existing company to your EasyGov account if it has already been entered in the UID register and has an active UID.

☐ **abroad**
Link an existing company to your EasyGov account. If this has not yet been entered in the UID register, you can get a UID through EasyGov.

EU/EFTA notification procedure: Foreign companies with fiscal representation in Switzerland
The address from the UID register will be used for the notification procedure. The address determines whether you can register the start of a job, a secondment or registration for self-employed service providers.

Therefore, you will need to apply for a new UID with the overseas address if you wish to use the registration procedure as a foreign company, for example for a secondment or to register as a self-employed service provider.

[< Previous step](#) [Cancel](#) [Next step >](#)



Enter your company name or Company Identification Number (UID) in the search field provided and click Search. The Company Identification Number (UID) can be found on the [website of Swiss Federal Statistical Office](#).

Search for an existing company

Please enter the name or UID of the company you are looking for in the input field and click "Search". Then EasyGov will search for the company in the UID register.
The search result will be displayed below. By clicking "Connect" you will be guided through the necessary steps to connect the selected company with your user account.

[Search](#)

[Cancel](#)



Search for your company in the *Search results* section and click **Connect**.

Search for an existing company

Please enter the name or UID of the company you are looking for in the input field and click "Search". Then EasyGov will search for the company in the UID register.
The search result will be displayed below. By clicking "Connect" you will be guided through the necessary steps to connect the selected company with your user account.

Search

Search results

The search result only contains the first 30 entries that match your request. Please refine your criteria or search by the company identification number (UID) in order to obtain more precise results.

FIRM
Genève
Aktiengesellschaft
UID: CHE-123.456.789

Connect

Firma AG
Bern
Aktiengesellschaft
UID: CHE-123.456.789

Connect

Firmat AG
Kaltacker
Gesellschaft mit beschränkter Haftung (GmbH)
UID: CHE-123.456.789

Connect

Cancel

You will then be informed that EasyGov will send an authorization request form to your company's registered address and that access to the company account will be granted once the signed form has been returned. Click **Confirm** to initiate the process.

Search for an existing company

Please enter the name or UID of the company you are looking for in the input field and click "Search". Then EasyGov will search for the company in the UID register.
The search result will be displayed below. By clicking "Connect" you will be guided through the necessary steps to connect the selected company with your user account.

Search

Search results

The search result only contains the first 30 entries that match your request. Please refine your criteria or search by the company identification number (UID) in order to obtain more precise results.

FIRM
Genève
Aktiengesellschaft
UID: CHE-123.456.789

Connect

Firma GmbH
Bern
Gesellschaft mit beschränkter Haftung
UID: CHE-139.687.336

Connect

Firmat AG
Kaltacker
Gesellschaft mit beschränkter Haftung (GmbH)
UID: CHE-123.456.789

Connect

Cancel

Alternatively, you can request access directly from the company. EasyGov will send an onboarding request to this effect to the company's domicile address. Once the signed request has been returned, EasyGov will activate access to the company for you and inform you by email. The process may take up to 90 days. Please confirm that you would like to generate the onboarding request now.

Cancel

Confirm

If a message appears stating that the company is already connected to EasyGov, please refer to the supplementary document: **EasyGov: clarifying connection status**.

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After confirmation, the authorization request form will be sent by post to your company's registered address within approximately five working days. Complete the required information on the reverse side of the authorization form. If, according to your entry in the swiss commercial register, you have joint signature authority, a second authorized signatory must also sign the authorization form.

If you are unsure whether you have joint or sole signature authority, please verify your commercial register entry at www.zefix.ch.

easygov EasyGov.swiss – der Online-Schalter für Unternehmen

P.P. A-Priority CH-2003-00000000

Firma AG
z. Hd. der Geschäftsleitung
Musterstrasse 25
1234 Musterstadt

Bern, 15. Dezember 2023

Vollmacht für EasyGov.swiss – zu Ihrer Sicherheit

Sehr geehrte Damen und Herren

Sie möchten die Behördenangelegenheiten für Ihr Unternehmen auf EasyGov.swiss online erledigen. Dies hat Hans Muster (hans.muster@email.ch) am 15.12.2023 bei uns beantragt.

Dafür braucht es Ihre schriftliche Vollmacht per Post. So sind Ihre Unternehmensdaten sicher. Bitte ergänzen und unterschreiben Sie die Vollmacht auf der Rückseite dieses Briefes.

Wer kann die Vollmacht erteilen?
Firmeninhaberinnen und Firmeninhaber oder andere zeichnungsberechtigte Personen, die im Handelsregister eingetragen sind.

Sie haben eine Einzelfirma?
Dann müssen Sie sich selbst die Vollmacht geben.

Gut zu wissen:
Mit Ihrer Vollmacht kann Hans Muster online weitere Personen für EasyGov.swiss berechnen. Die Vollmacht gilt auch für alle in Zukunft auf EasyGov verfügbaren Prozesse.

Sie möchten Hans Muster die Vollmacht nicht erteilen?
Dann können Sie dieses Schreiben vernichten. Ohne Ihre Antwort wird der Antrag nach 30 Tagen automatisch gelöscht.

Sie möchten eine andere Person als Hans Muster für EasyGov.swiss berechnen?
Benutzen Sie bitte die Antrags-ID auf der Rückseite dieses Briefes. Damit kann sich die betreffende Person auf EasyGov.swiss für Ihr Unternehmen registrieren und einen neuen Antrag stellen.

Bitte senden Sie die Vollmacht mit dem beiliegenden Antwortcouvert an uns zurück. Falls das Couvert fehlt, retournieren Sie die Vollmacht bitte an folgende Adresse:

Dienstleistungszentrum Datenmessung BFS
EasyGov.swiss
Postfach 500
8901 Urdorf

EasyGov erleichtert Ihre Administration. Wir wünschen Ihnen erfolgreiche Geschäfte.

Mit unternehmerischen Grüßen
Ihr EasyGov-Team

Schweizerische Eidgenossenschaft
Bundeskanzlei
Postfach 3003
3003 Bern
Telefon 031 31 31 31
www.bk.admin.ch

Verwaltung des Bundes
Bundeskanzlei
Postfach 3003
3003 Bern
Telefon 031 31 31 31
www.bk.admin.ch

Verwaltung des Bundes
Bundeskanzlei
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Bundeskanzlei
Postfach 3003
3003 Bern
Telefon 031 31 31 31
www.bk.admin.ch

easygov EasyGov.swiss – der Online-Schalter für Unternehmen

Vollmacht für EasyGov.swiss

Antrags-ID: e0q3340a-c7e5-4610-91bc-882e11e544f2

Bevollmächtigte Personen können für Ihr Unternehmen auf EasyGov.swiss Bewilligungs-, Antrags- und Meldeverfahren elektronisch abwickeln.

a. Bevollmächtigte Person

Name: Muster
Vorname: Hans
E-Mail-Adresse: hans.muster@email.ch
Rechte: Vollzugriff auf Unternehmensdaten auf dem Portal EasyGov.swiss

b. Vollmachtgeber

Firmenname: Firma AG
UID: CHE-123.456.789
Strasse/Nummer: Musterstrasse 25
PLZ/Ort: 1234 Musterstadt

c. Bestätigung der Vollmacht
Hiermit bevollmächtigen wir Hans Muster über EasyGov für unser Unternehmen Bewilligungs-, Antrags- und Meldeverfahren elektronisch abzuwickeln.

Helfen Sie gemäß Ihrem Handelsregistertrag (über die Unterschrift zu zweit), indem wir Sie, eine zweite zeichnungsberechtigte Person, unterzeichnen zu lassen. Verfügen Sie über eine Unterschrift, geben Sie Ihre Unterschrift.

Unterschriftsberechtigte Person gemäss Handelsregister*

Ort, Datum: Vorname, Name (Druckbuchst.)
E-Mail-Adresse: Unterschrift

Ort, Datum: Vorname, Name (Druckbuchst.)
E-Mail-Adresse: Unterschrift

Falls der Vollmachtsträger nicht elektronisch erfolgreich, kontaktieren Sie bitte den Service-Desk von EasyGov.swiss unter 068 467 11 22.

*Bitte diese Angaben vollständig erfassen.

Once you have signed the authorization form, return it using the enclosed reply envelope to:

Data Entry Service Center FSO
EasyGov.swiss
P.O. Box 950
8901 Urdorf

Once the authorization request has been reviewed and approved, you will receive an email from EasyGov confirming that the individuals responsible for your company have approved your request for full access to your company account via EasyGov. After receiving this email, you can sign in to EasyGov with your AGOV login and start using ELIC. You can find out what you need to keep in mind in the section **How do I access ELIC?**

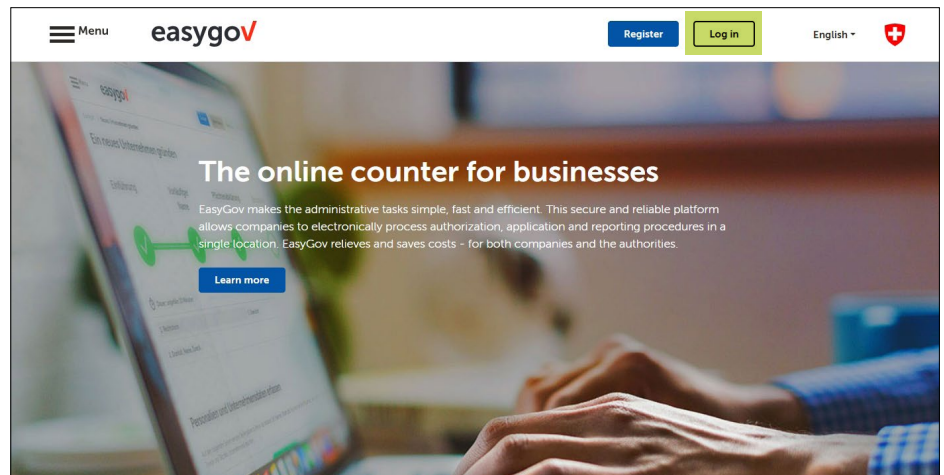
How do I access ELIC?

You can access ELIC through the EasyGov e-government platform. The prerequisite is that your company is connected to EasyGov and that you hold an authorization granting access to your company account. Further information can be found in the section **How do I connect my company to EasyGov?**

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

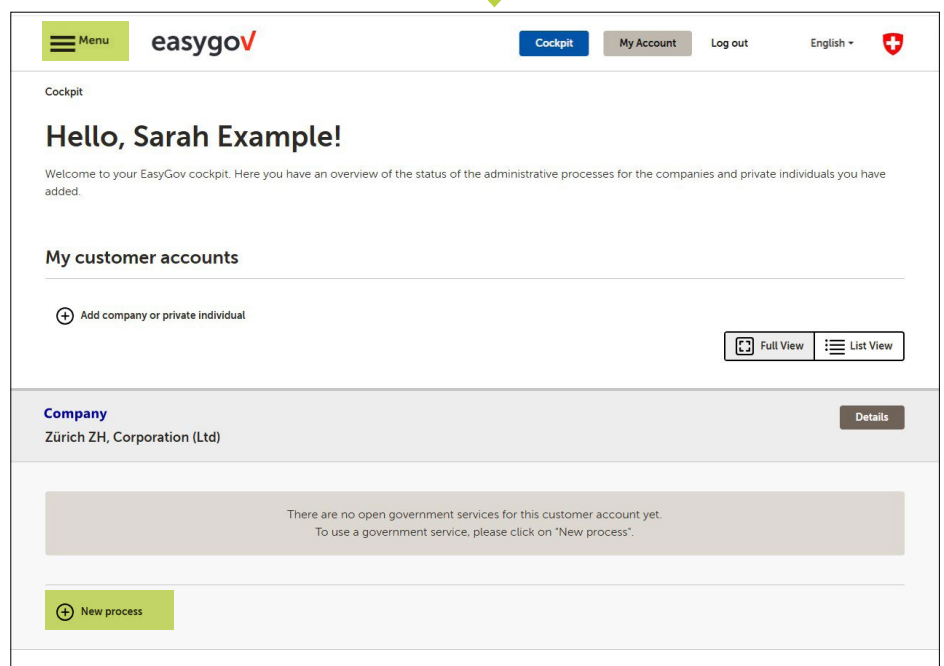
Starting ELIC

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

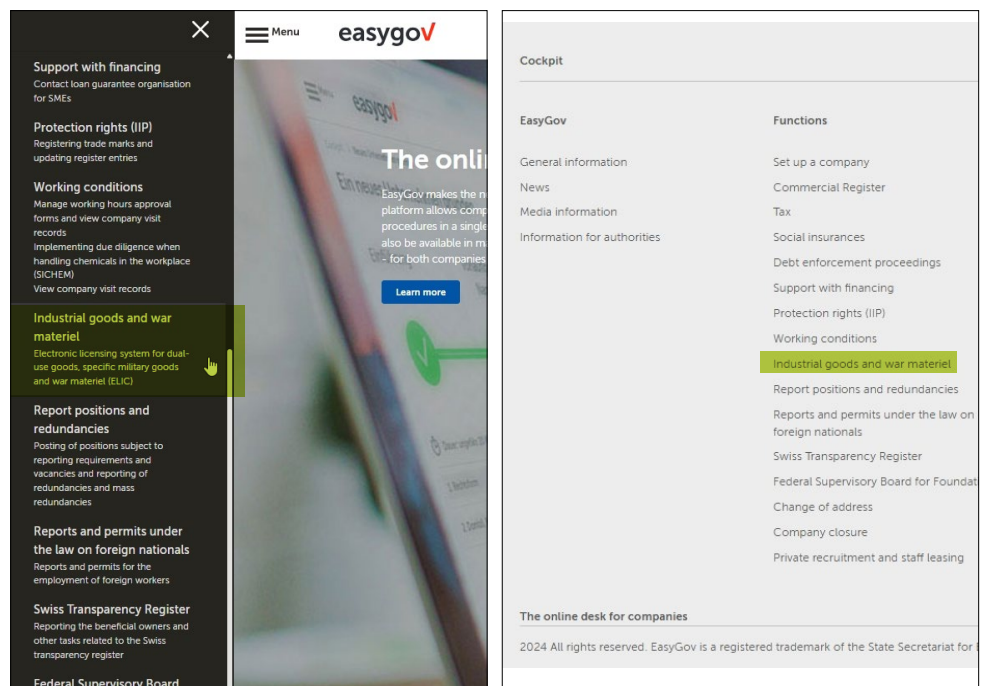


You will automatically be redirected to your dashboard. From there, you have two options to access ELIC:

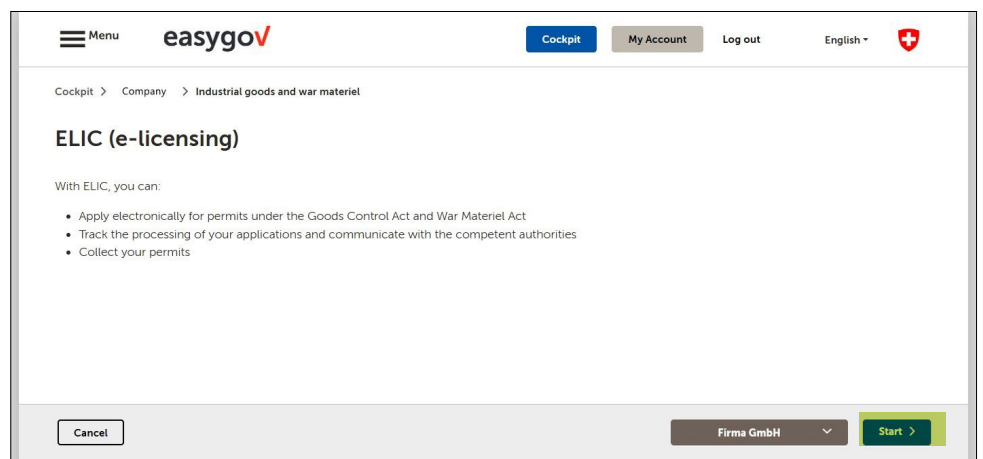
- Click **Menu** in the upper-left corner of the screen
- Click **New process**



Depending on whether you clicked **Menu** or **New process**, a navigation panel will open on the left-hand side or a list will expand underneath *New process*. In both cases, the same options are available. To access ELIC, click **Industrial goods and war material**.



On the *ELIC* (e-licensing) Overview page, you will find an overview of the main functionalities and can start 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 image shows the 'New user of company - User details' form. At the top, there is a header with the Swiss flag, 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. The 'easygov' logo is on the right, followed by 'Hans Muster' and language options 'DE FR IT EN'. A yellow warning box at the top of the form says 'Please fill in the missing or incorrect informations completely.' The form is divided into two main sections: 'Contact person (user)' and 'Contact information'. The 'Contact person (user)' section includes fields for 'Username (without "@")' (12345678-CHE123456789), 'First name / Last name' (Sara / Example), 'Sex*' (Male/Female radio buttons), and 'Date of birth*' (tt.mm.jjjj). The 'Contact information' section includes fields for 'UID' (CHE-123.456.789), 'Company' (Company), and 'Addition to address'. A green arrow points down from the bottom of the form.

Review and approve the application.



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.

☒ I confirm the request*

User details

Completion 



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.



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.elic@seco.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.



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Elic

easygov

 Sarah Example DE FR IT EN



Your user account was created successfully.
The user account '1234567-CHE123456789' for 'Company' was created successfully. This account is active.