



SUPPLEMENTARY DOCUMENT TO THE STEP-BY-STEP GUIDES

EasyGov: user management

Version 1.0, august 2026

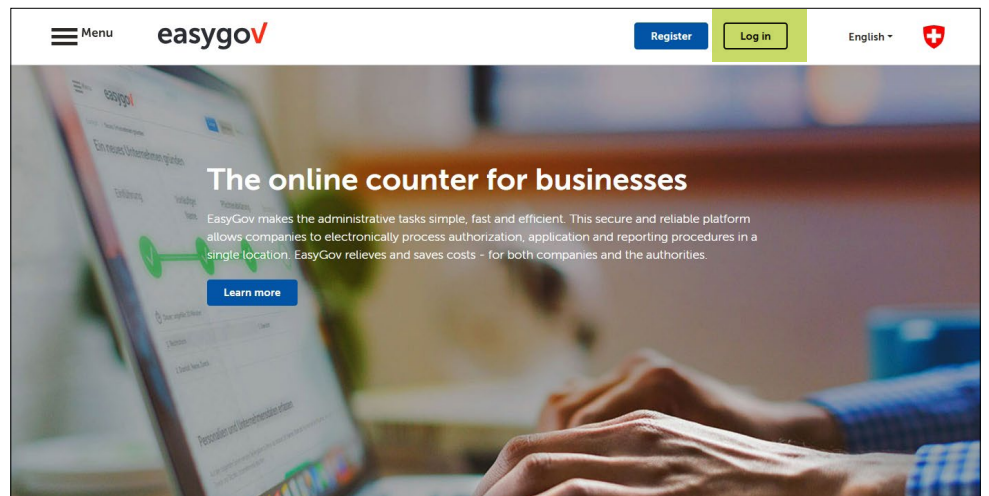
This document explains how to manage user access and permissions in EasyGov so that your company can make optimal use of ELIC and ensure that employees have the access rights they need for their work with ELIC. EasyGov provides the ability to assign and manage rights and roles for different individuals.

This document describes how to invite individuals to use ELIC and which roles and permissions can be assigned to them. It is primarily intended for authorized signatories, but also for other ELIC users who need to delegate tasks and ensure that employees can work efficiently with ELIC.

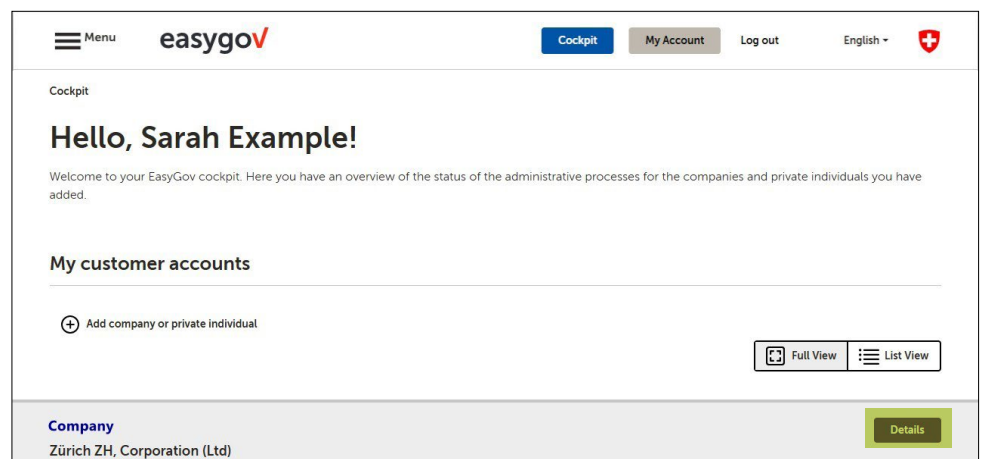
This is a supplementary document. Please also read the **Step-by-Step guide for authorized signatories** or the **Step-by-Step guide for company employees**.

Defining access rights

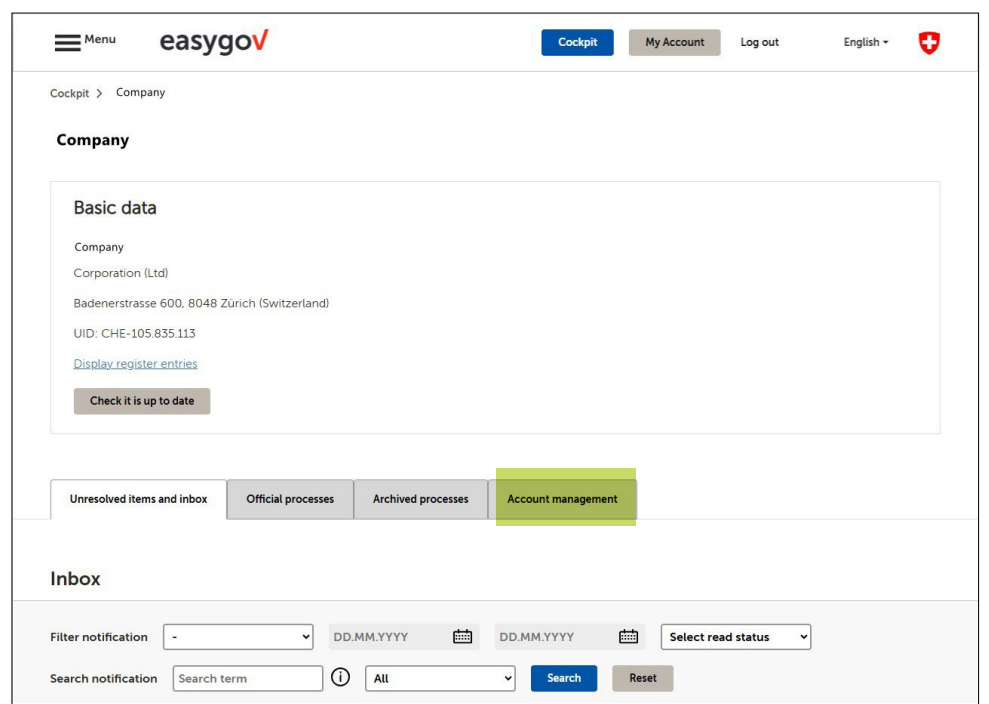
Sign in to EasyGov.



After signing in, you will be taken to the EasyGov dashboard. Click **Details**.

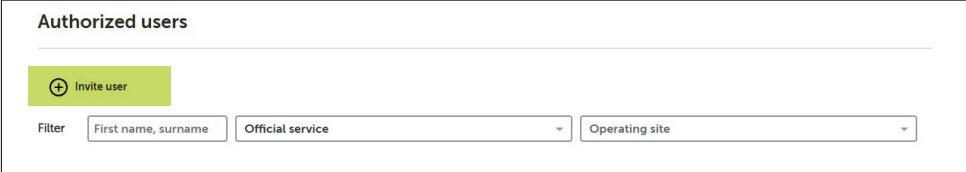


This will open the details section for your company. To access user management, select **Account management**.



User Management

In *Account management*, all users who already have access to EasyGov are displayed. You can also add new users. To do so, click **Invite user**.



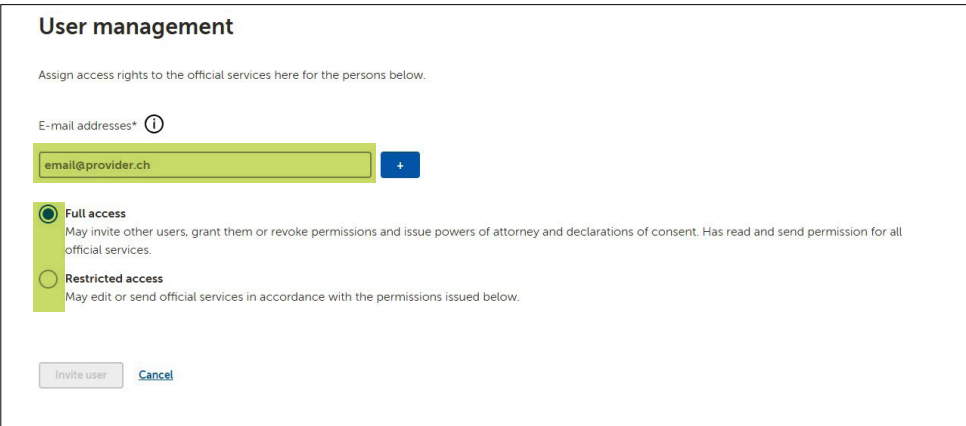
No requirements for new users

Please note that at the time of invitation, the individuals you would like to invite do not need to be registered with EasyGov and do not need to have an AGOV login yet. Both, the creation of an AGOV login and registration with EasyGov can take place after the invitation has been sent.



You are now in EasyGov's *user management* section: Here you can assign access rights to selected individuals. First, enter the email address of the person you wish to invite. The invitation process for the allocation of rights is linked to the email address entered. Next, choose the type of access for the person you are inviting. The following access types are available:

- **Full access**
- **Restricted access**



Full access

Users with *full* access to EasyGov (known as EasyGov administrators) can invite other users, grant and revoke permissions, and issue powers of attorney and declarations of consent. You have authorisation to process and submit all public sector services offered on EasyGov. Select this option only if you want to grant EasyGov administrator rights to the invited person.



The *restricted* access option allows permissions to be assigned precisely. To authorize a person to use ELIC select 1. **Restricted access**, verify 2. that under *All official services*, the option **No authorization** is selected at the top of the selection list and scroll down 3. to **Industrial goods and war material**.

Restricted access

email@provider.ch

Full access

May invite other users, grant them or revoke permissions and issue powers of attorney and declarations of consent. Has read and send official services.

Restricted access

May edit or send official services in accordance with the permissions issued below.

1

1

Important note on permissions

Edit: Permits users to start and edit official actions without being able to send them to the authority.
Send: Permits users to start and edit official actions and send them to the authority.
Authorize: Permits users to start, edit and send as well as grant and withdraw permissions for other users for an individual official service.

All official services	No authorisation	2	Edit	Edit and Send	Authorize
Commercial Register	No authorisation				
Taxes	No authorisation				
Social insurance	No authorisation				
Debt enforcement proceedings	No authorisation				
Support with financing					
Loan guarantee	No authorisation				
Industrial goods and war materiel	No authorisation	3			

By default, the option **No authorization** is activated for the *ELIC* section. You can assign one of the available roles to the new user together with the corresponding permissions.

Industrial goods and war materiel

No authorisation

Edit and Send

Authorize

The various roles include, in particular, the following rights:

Authorize

- Allows you to launch ELIC, edit and submit ELIC applications, and grant or revoke access rights to ELIC for other users.

Edit and Send

- Allows you to launch ELIC, edit and submit ELIC applications



Inviting a user

Once you have completed the permission settings, click **Invite user**. The invited person will receive an email informing them that they have been invited to use EasyGov. The email also contains a brief description of how to accept the invitation.

After clicking **Invite user**, you will automatically be redirected to *Account Management*.

Under *Invitations*, you can view the details of the invitation that was sent.

Unresolved items and inboxOfficial processesArchived processesAccount management

e-DEBA procurement

Power of attorney for the online delivery of debt enforcement business

Unavailable

Issue power of attorney

Notification profile

Notification profiles for the notification procedure for short-term employment of EU/EFTA nationals < 90 days

Add profile

Profile	Industry	Email	Telephone
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Authorized users

+ Invite user

Filter

First name, surname

Official service

Operating site

Stephan Test 3 - Full access
sn75.dev+r3@gmail.com

Edit rightsRemove rights

Powers of attorney

Applied for	Created By	Granted
27.02.2025	Stephan Test 3	27.02.2025

Download

Invitations

noelle.rudin@app.ch

Invitation sent on 26.08.2026.
Open to user "noelle.rudin@app.ch"
Full Access

CancelConfirm

5

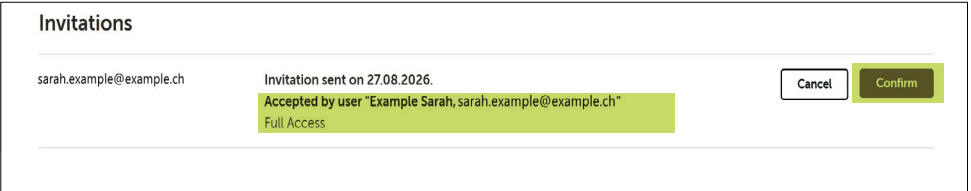
Cancel an invitation

If you accidentally sent an invitation, entered an incorrect email address, or assigned the wrong role, you can delete the invitation by clicking **Cancel**. In this case, the invited person will receive an email informing them that the invitation has been cancelled.

Invitation validity period

An invitation remains valid for two weeks from the date it was sent. If the invited person does not sign in to EasyGov and accept the invitation within this period, the invitation is automatically deleted.

Once the invited person has signed in to EasyGov and accepted the invitation, this will be displayed under Invitations in account management. To activate the user's access permanently, click **Confirm**.



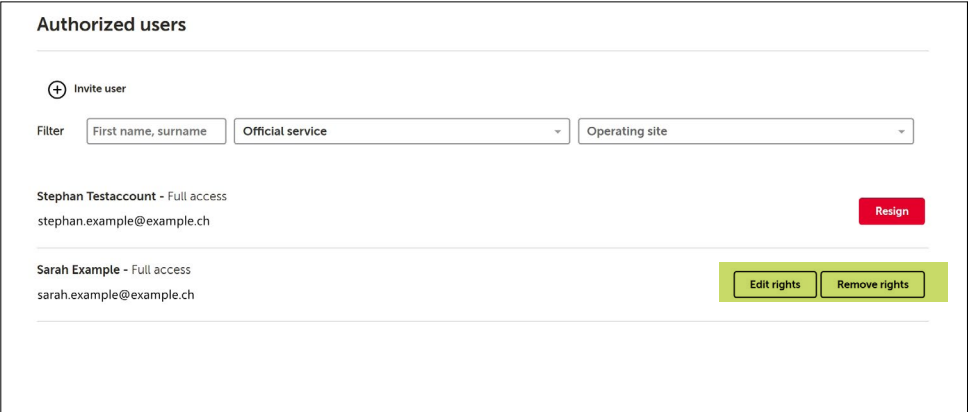
Invitations	
sarah.example@example.ch	Invitation sent on 27.08.2026. Accepted by user "Example Sarah, sarah.example@example.ch" Full Access
Cancel Confirm	

The invited person will then receive an email confirming that the invitation has been approved and that they now have access to the selected EasyGov services. This person is now authorized to use ELIC.



The invited person will now appear in your company's account management under *Authorized users*. By clicking on **Edit rights** or **Remove rights**, you can extend, restrict or cancel the permissions of invited users at any time.

The invitation process described in this document can be repeated as often as needed for different users.



Authorized users	
+ Invite user	
Filter	First name, surname Official service Operating site
Stephan Testaccount - Full access stephan.example@example.ch	
Sarah Example - Full access sarah.example@example.ch	
Resign Edit rights Remove rights	