



SUPPLEMENTARY DOCUMENT TO THE STEP-BY-STEP GUIDES

EasyGov: clarifying connection status

Version 1.0, august 2026

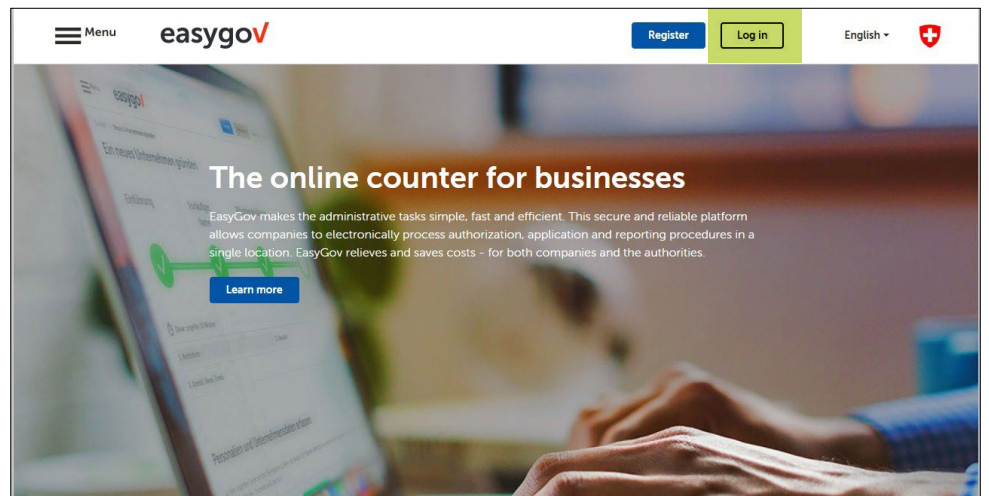
To use ELIC, the appropriate access rights must be activated for you. The easiest way to achieve this is to contact the person responsible for the administration of EasyGov within your company and ask them to grant you access to ELIC.

The following guide explains what you can do if you do not know who is responsible for EasyGov administration in your company or whether your company is connected to EasyGov at all.

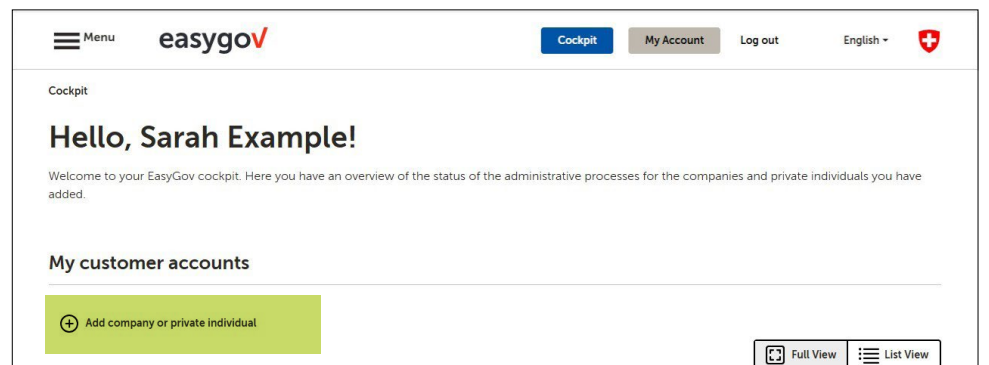
This is a supplementary document. Please also read the **Step-by-Step guide for company employees**.

EasyGov: clarifying connection status

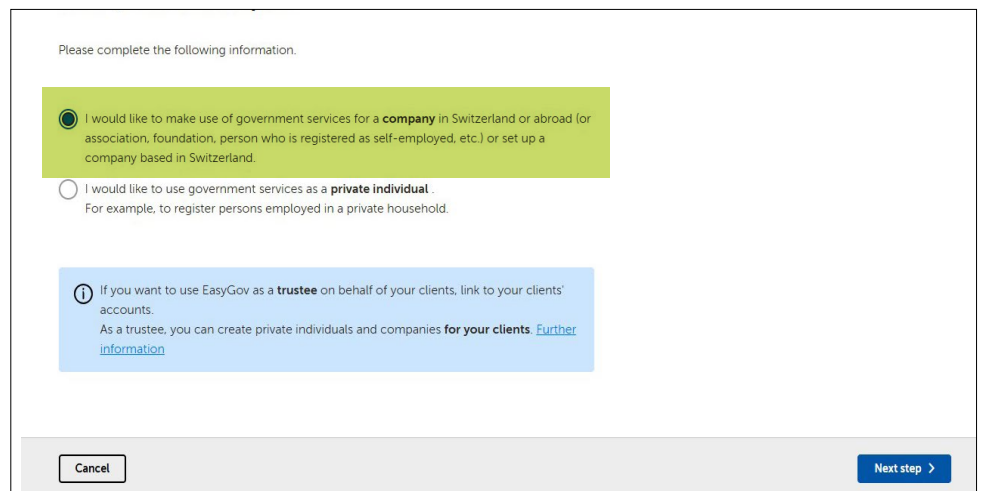
Sign in to EasyGov.



Once you have signed in to EasyGov, you will be taken to the EasyGov dashboard. This is the area where all interactions with government services can later be performed. Click **Add company or private individual**.



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



On the next screen, select the option **already existing company**, unless you are establishing a new company.

Please complete the following information.

☒ I would like to link an **already existing** company (for association, foundation, person who is registered as self-employed etc.).

☐ I would like to set up a **new company based in Switzerland**.
Please note that you must provide a (provisional) company name.

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



On the following screen, choose the appropriate option depending on whether your company is based 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.

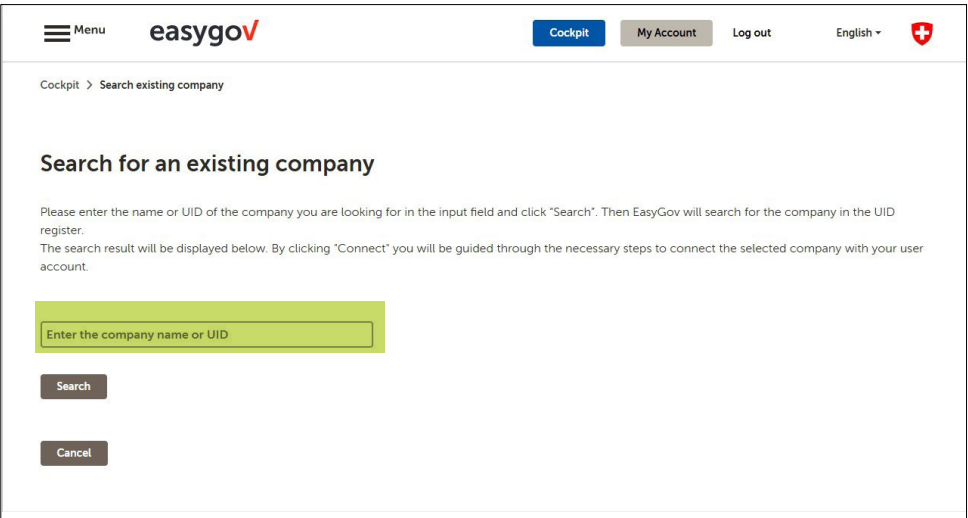
Therefore, you will need to apply for a new UID with the overseas address if you wish to use the registration procedure as a foreign company, for example for a secondment or to register as a self-employed service provider.

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

After completing these first steps, you can search for your company in the UID register.



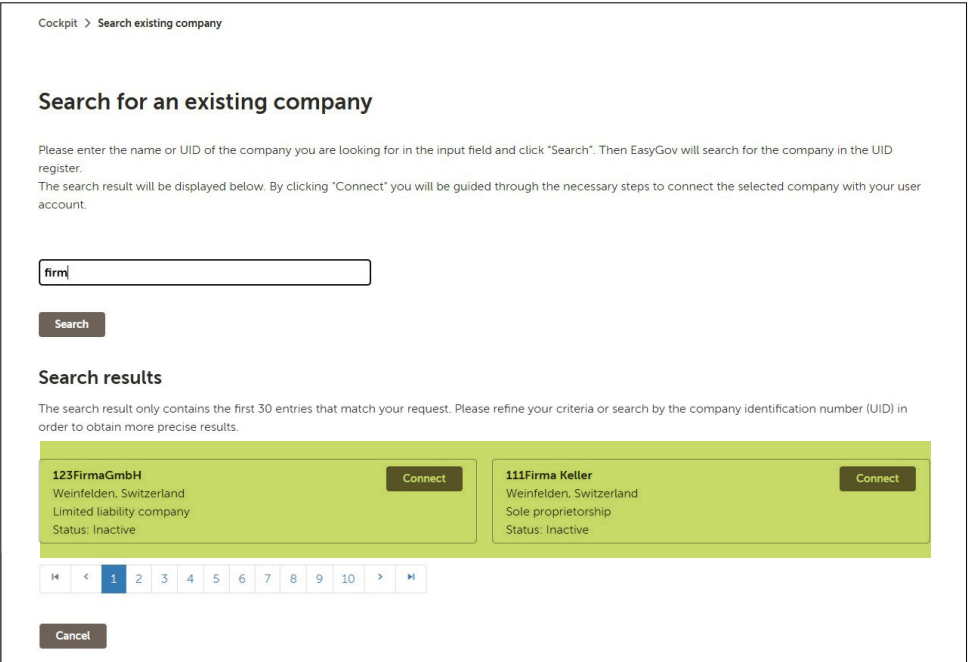
Enter your company name or your Company Identification Number (UID) in the designated search field and click Search. The Company Identification Number (UID) can be found on the website of the [website of the Swiss Federal Statistical Office](#).



The screenshot shows the 'Search for an existing company' page on the EasyGov portal. At the top, there is a navigation bar with a 'Menu' icon, the 'easygov' logo, and links for 'Cockpit', 'My Account', 'Log out', and 'English' with a Swiss flag icon. Below the navigation bar, the breadcrumb 'Cockpit > Search existing company' is visible. The main heading is 'Search for an existing company'. A paragraph of instructions follows: '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.' Below this text is a search input field with the placeholder 'Enter the company name or UID'. Underneath the input field are two buttons: 'Search' and 'Cancel'.



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



The screenshot shows the 'Search results' page on the EasyGov portal. The breadcrumb 'Cockpit > Search existing company' is at the top. The heading is 'Search for an existing company'. The same instructional paragraph is present. Below it is a search input field containing the text 'firm'. Underneath the input field is a 'Search' button. The section 'Search results' follows, with a note: '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.' Below this note is a table of search results. The table has two columns: company details and a 'Connect' button. The first row shows '123FirmaGmbH' with details 'Weinfelden, Switzerland', 'Limited liability company', and 'Status: Inactive'. The second row shows '111Firma Keller' with details 'Weinfelden, Switzerland', 'Sole proprietorship', and 'Status: Inactive'. Below the table is a pagination bar with a 'Cancel' button.

After clicking **Connect**, different messages will be displayed depending on whether the company is already connected to EasyGov.

The company is not connected to EasyGov

If the company is not connected to EasyGov, the following message will appear:

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.

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	<button>Connect</button>
Firimat AG Kaltacker Gesellschaft mit beschränkter Haftung (GmbH) UID: CHE-123.456.789	<button>Connect</button>

Cancel

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

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.

CancelConfirm

In this case, ELIC cannot yet be used and additional steps are required.

Clarify responsibility

Determine within your company who should be responsible for connecting the company to EasyGov.

- If your company's management is responsible for connecting the company to EasyGov, please draw their attention to the **Step-by-Step guide for authorized signatories**, or ideally provide them with a printed copy.
- If you are tasked with connecting your company to EasyGov yourself, please read the section **Connecting my company to EasyGov** in the **Step-by-Step guide for authorized signatories**. Please note that during the connection process, an authorization request form will be sent to your company's management. This form must be signed by at least one authorized signatory of your company. Therefore, inform management early that they will receive a letter from EasyGov containing an authorization request form.

Duration of the connection process

Please note that connecting a company to EasyGov can take up to 30 days.

The company is connected to EasyGov

If the company is already connected to EasyGov, the following message will appear:

This company is already connected to another user account in EasyGov. Contact the active users so that they can be granted access rights to the company. EasyGov will send the request.

To enable the responsible EasyGov user (that is, the person within your company who administers EasyGov) to grant you access to ELIC, submit the pre-filled enquiry form. The person responsible for EasyGov administration will then be informed of your request and will be able to contact you or invite you directly to ELIC. Further information about the ELIC invitation process and how to access ELIC after the invitation has been completed can be found in the **Step-by-Step guide for company employees**.

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

company
Uster, Switzerland
Sole proprietorship
Status: Active
UID: CHE-123-456-789

This company is already connected to another user account in EasyGov. Contact the active users so that they can be granted access rights to the company. EasyGov will send the request.

Contact

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

Cancel