

User instructions

Registration for insurance intermediaries

31. October 2023



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1 Change control

The change control page shows the status of this document. Every change results in a new version x.0. The initial version is 1.0.

Change control

Version	Date	Change made by	Comment
0.1			

Review

Version	Date	Change reviewed by	Comment

Approval

Version	Date	Approved by	Comment

Distribution list

Organisation	Member of staff	

Referenz:



2 Introduction

Referenz:

In order to register for the first time or submit follow-up documentation as an untied insurance intermediary, you require access to the EHP. To register with FINMA via the EHP you need to register once on the FINMA portal and complete self-registration. These instructions will guide you through this process step by step.



3 FINMA portal registration

Untied insurance intermediaries register on the FINMA portal as follows:

- 3.1 Open the page "FINMA portal registration".
- 3.2 Fill in the required fields with your personal data and click [Continue]:

🔰 finma	
User data	
Fmail address*	
First name*	
Last name*	
Language*	\$
Country*	•
	I'm not a robot
	Continue

3.3 A security code will be sent to the email address you provided.



Referenz:



3.4 Please enter the security code.

Referenz:

🛀 finma	
Email Verification	
A security code has been sent to y enter the code below.	our email address Muster1FINMA@proton.me. Please wait for the email and
Security code	1
	Verify

3.5 Please read and agree to the terms of use.

linma
Terms of Service
Before you can complete your registration, you must accept the following terms of service:
Link to the data protection provisions
You must agree to the data protection provisions in order to register.
By clicking on "Next", you declare that you have taken note of them and agree with the statements on data protection.
Decline Accept

3.6 Set your personal password and then click **[Next]**:

(pay attention to the requirements when creating your password)

finma				
User data				
Please use the email address as a user n	ame to access the FINMA portal.			
Password*		† ~		
Password Confirmation*				
		Next		
Your password must meet the following	g criteria:			
Minimal length: 8 characters				
Maximum length: 30 characters				
At least 1 capital letter (A-2) At least 1 lower-case letter (a-z)				
At least 1 lower-case letter (a-z) At least 1 number (0.9)				
At least 1 special character: ?!@#\$	%;,./()><			
• The same character may not be us	ed more than twice in succession.			



3.7 Enter your mobile phone number in international format (e.g. +41) and click **[Verify]**:

Referenz:

Note: It is not possible to log in without entering a mobile phone number due to two-factor authentication.

🛀 finma				
Phone Number Verification	n			
A security code has been sent to your mobile pl enter the code below.	none number and the set of the message and			
Security code				
	Verify			

- 3.8 Please enter the security code sent by SMS.
- 3.9 The registration is now complete. Click **[Continue]** and you will be redirected to the FINMA portal. Alternatively, the portal can be accessed via the URL <u>https://portal.finma.ch</u> or via the FINMA website.

finma

Registration successful

You have successfully registered.

Continue



* finma	
Login	
User name Password	Muster1FINMA@proton.me
Forgotten your password?	Login

3.10 Log in with your email address and password. Click **[Login]**:

4 Apply for EHP access (self-registration)

C

4.1 To access the survey and application platform, log in to the FINMA portal as described in paragraph 3.10 and click the [**Apply for access**] button:

Ппта					
Portal	Edit user data	Delete account	🕩 Log out		
Applications	;				
Welcome Test3 Must	ter				
Click on the button belon have authorisation are	ow to access the correspond displayed.	ding application. Only those a	pplications for which you		
Available application	ations				
Request EHP acc	ess for new/additio	nal institution			
Click the button below. you with the relevant o notified by email as soo	Click the button below. Complete the application and submit it. We will check your details and provide you with the relevant documents and forms in the survey and application platform (EHP). You will be notified by email as soon as we have checked all of your details.				
Apply for access					



4.2	Complete and submit the application form by clicking the [Submit
	application] button:

📲 finma		
Status Processing [+] New application	Subr	nit application Save Logout
Registration for service		Message history
General details	Personal details	
Legal basis *	FINMA object number ③	
ISA - Insurance Supervision Act		
Licence * ③		
Insurance intermediaries	Title * • Mrs · Mr	
Legal form *	Email address *	
Individual 🗸	test3finma@proton.me	
Private address ③	Last name *	
Note: The correspondence address must be a	Muster	
Country *	First name *	
Switzerland	Test3	
Postcode *	Date of birth *	
8207 ×	10.01.1994	
City *	Nationality *	
Schaffhausen X	Switzerland 🗸	
PO box	Place of origin	
Street (mandatory field if no P.O. box is entered)		
· · · · ·	Correspondence language *	
Schaffhausenstrasse 🗙 13	English	
Addition to address		
T.I		relephone no.
		+41794317369

4.3 Please confirm your details:





4.4 Once your details have been successfully checked, you will be notified by email within a few working days. You can then log in to the FINMA portal and access the documents and forms provided from 01.01.2024.

Swi	itzerland	~	
a few working days once your details h	nave been checked succes	sfully. The forms and documents	are then available in the EHP.
			ОК
	a few working days once your details h	Switzerland	Switzerland

5 EHP application

5.1 Click on the "EHP" button to access the application. The documents provided will be available to you in the EHP from 1 January 2024.

finma			
Portal	Edit user data	Delete account	🕩 Log out
Applications			
Welcome Simona Adu	unata		
Click on the button belo have authorisation are d	w to access the correspond lisplayed.	ding application. Only those a	applications for which you
Available applica	tions		
EHP			
Request EHP acce	ss for new/additio	nal institution	
Click the button below. you with the relevant do notified by email as soo	Complete the application a ocuments and forms in the n as we have checked all o	nd submit it. We will check y survey and application platf f your details.	your details and provide form (EHP). You will be
Apply for access			
Apply for access			



6 FINMA portal use

Referenz:

The portal can be accessed via the URL <u>https://portal.finma.ch</u> or alternatively via the FINMA website. Once you are logged in to the FINMA portal, you have the following options:

7 Annex