Schweizerische Eidgenossenschaft
Confédération suisse
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Eidgenössisches Departement für
Wirtschaft, Bildung und Forschung WBF
Staatssekretariat für Wirtschaft SECO
Arbeitsmarkt / Arbeitslosenversicherung

Registration instructions for employers

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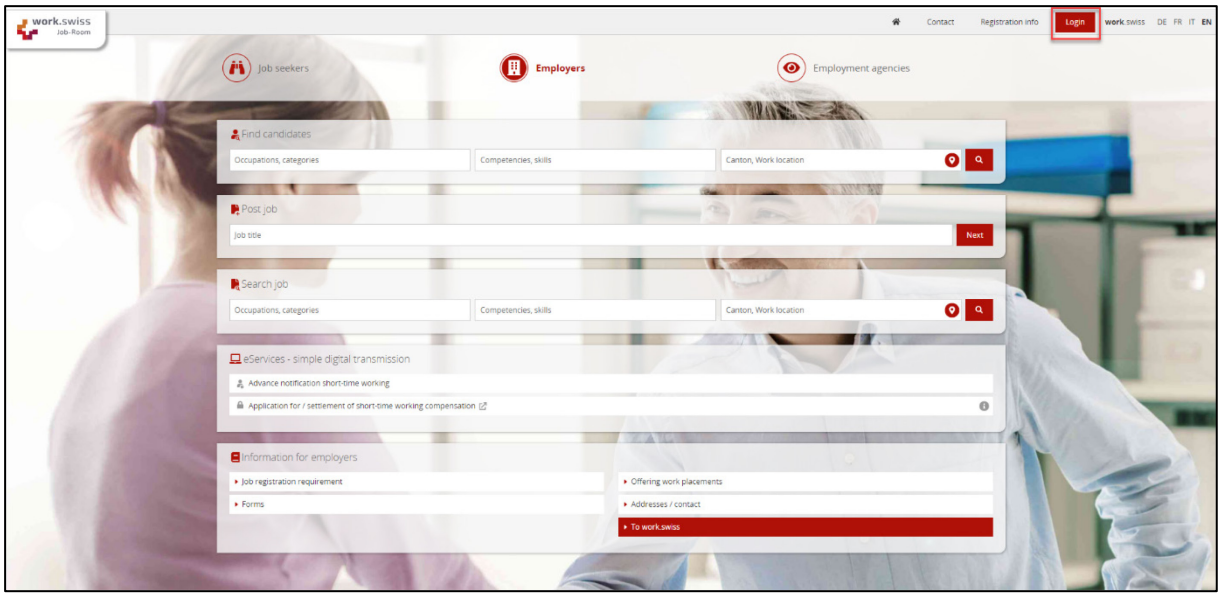
If you need assistance, please contact the following page:
https://www.eiam.admin.ch/support

For technical problems, please send an e-mail to: jobroom@alv.admin.ch.

1.1 Start page

Go to https://www.job-room.ch/. In Job Room, click on the «Login» button at the top right.

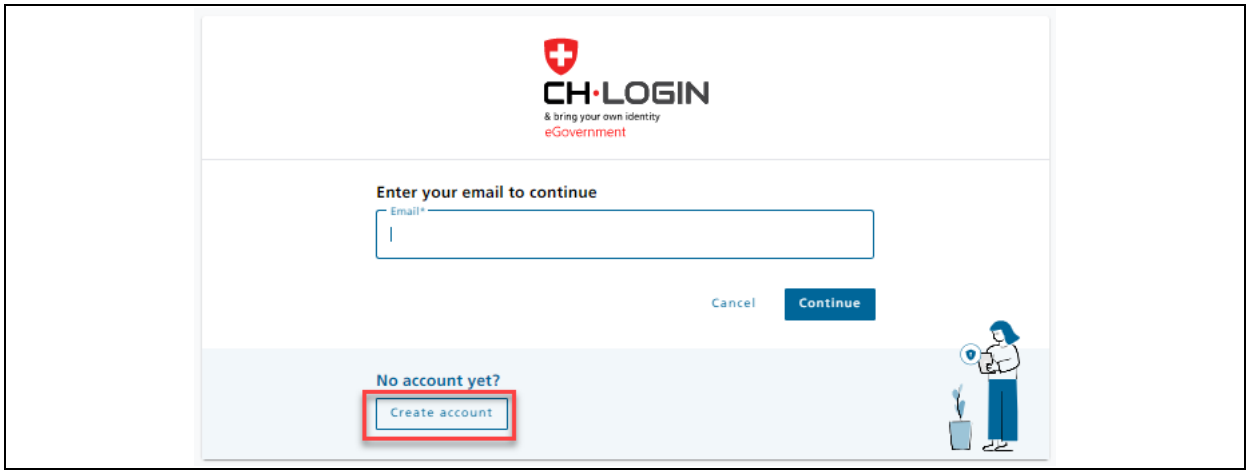


This takes you to the eIAM login screen, where you will register for your Job Room profile.

1.2 Registration eIAM (CH-LOGIN)

Please select the option «Create account».

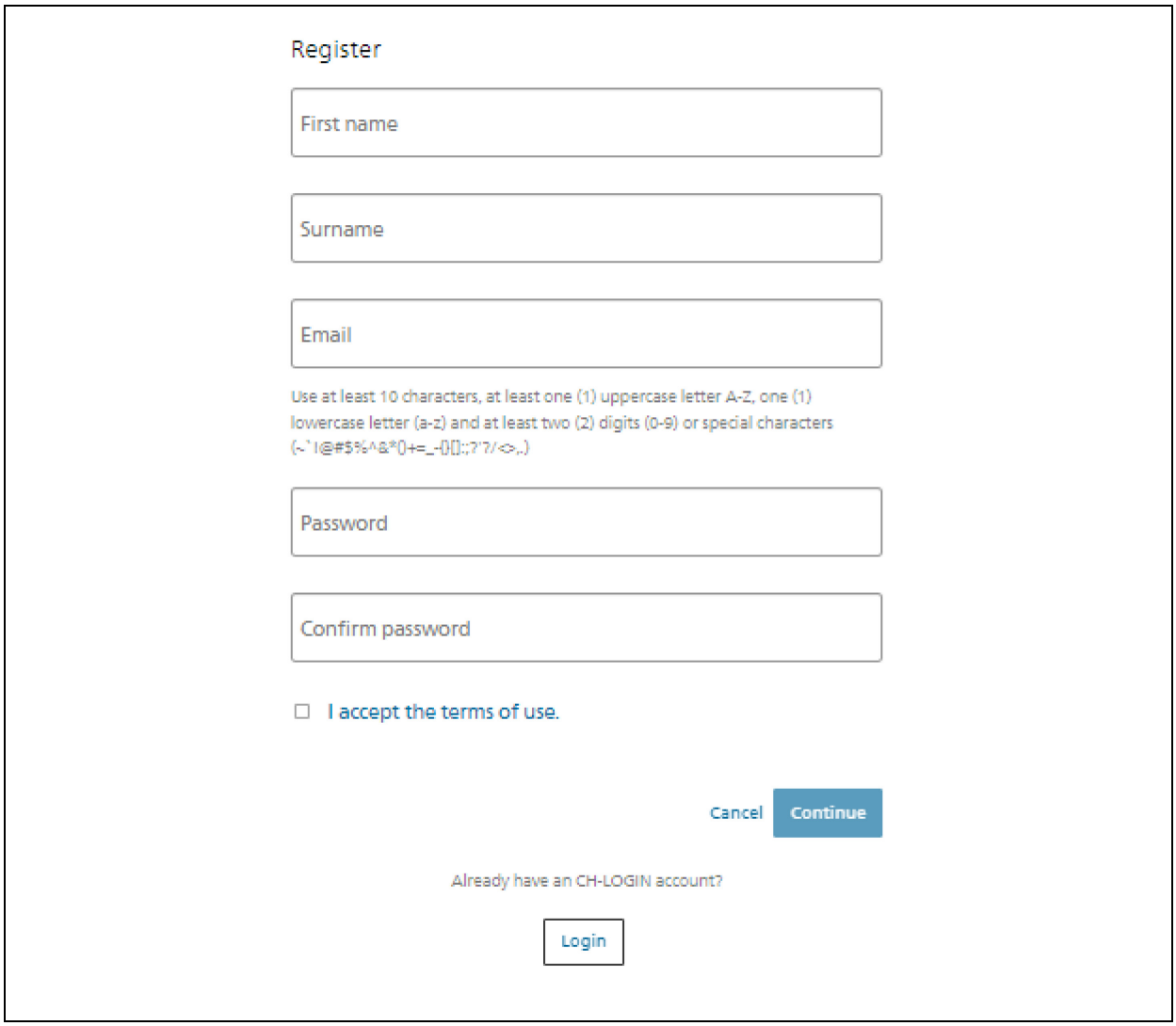
Please note: New registration is only necessary if you do not have a CH·LOGIN account yet. Your CH·LOGIN account is not linked to any specific application and can therefore be used to log in to various applications offered by the Federal Administration.



1.3 Entering registration information

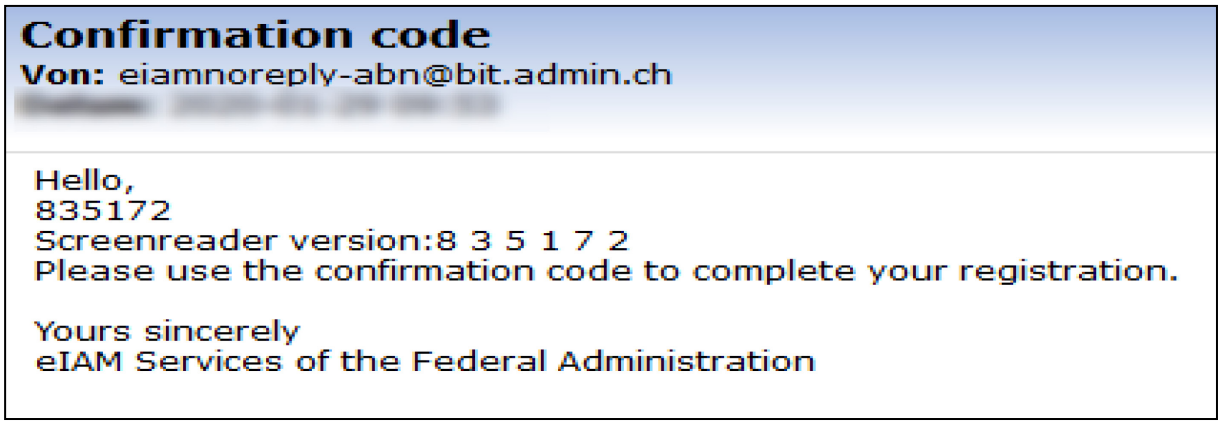
Please fill in all fields and make sure that your password meets the criteria. Remember to read and accept the terms & conditions. Then click on «Continue».

Please note: Your eIAM is a personal account. Please do not use group email addresses such as info@example.com. You can change the recruiting email address used for job vacancies in Job Room at any time.



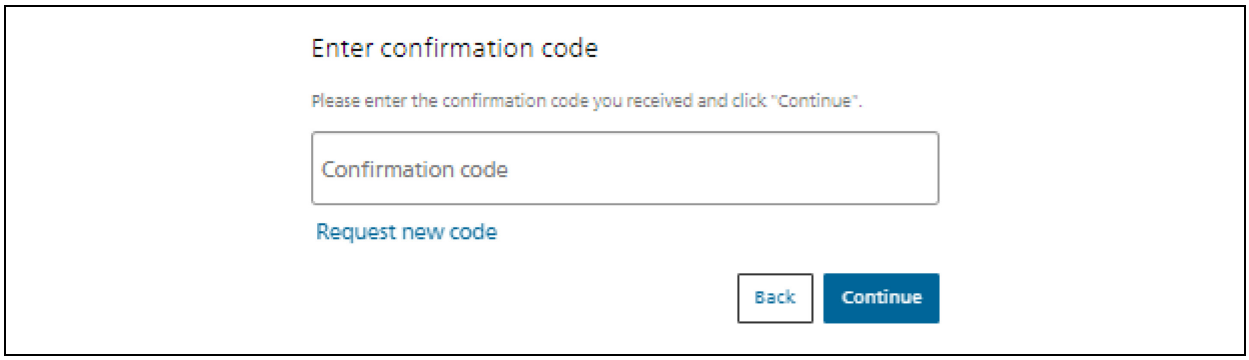
1.4 Email containing code

A code will be sent to the provided email address.

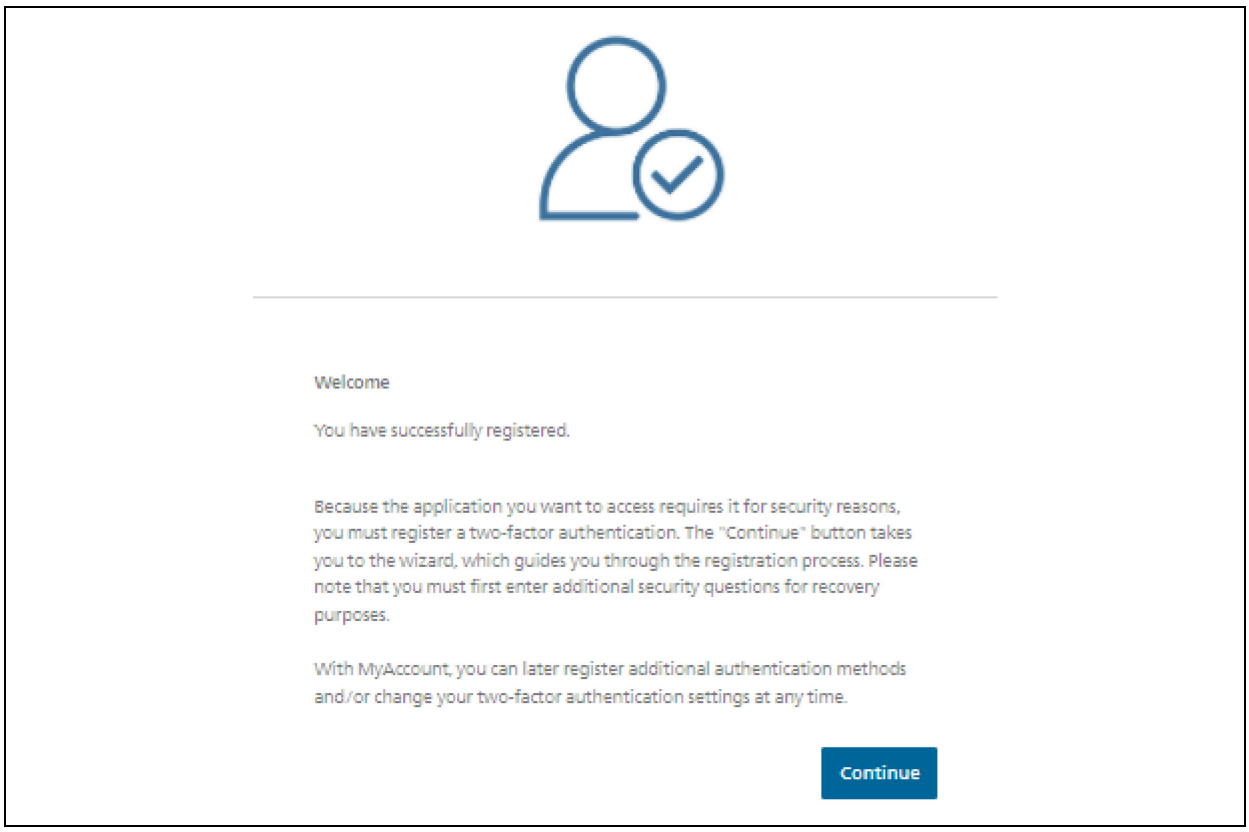


1.5 Enter registration code

Please enter the registration code in the appropriate field.
Then click on «Continue».



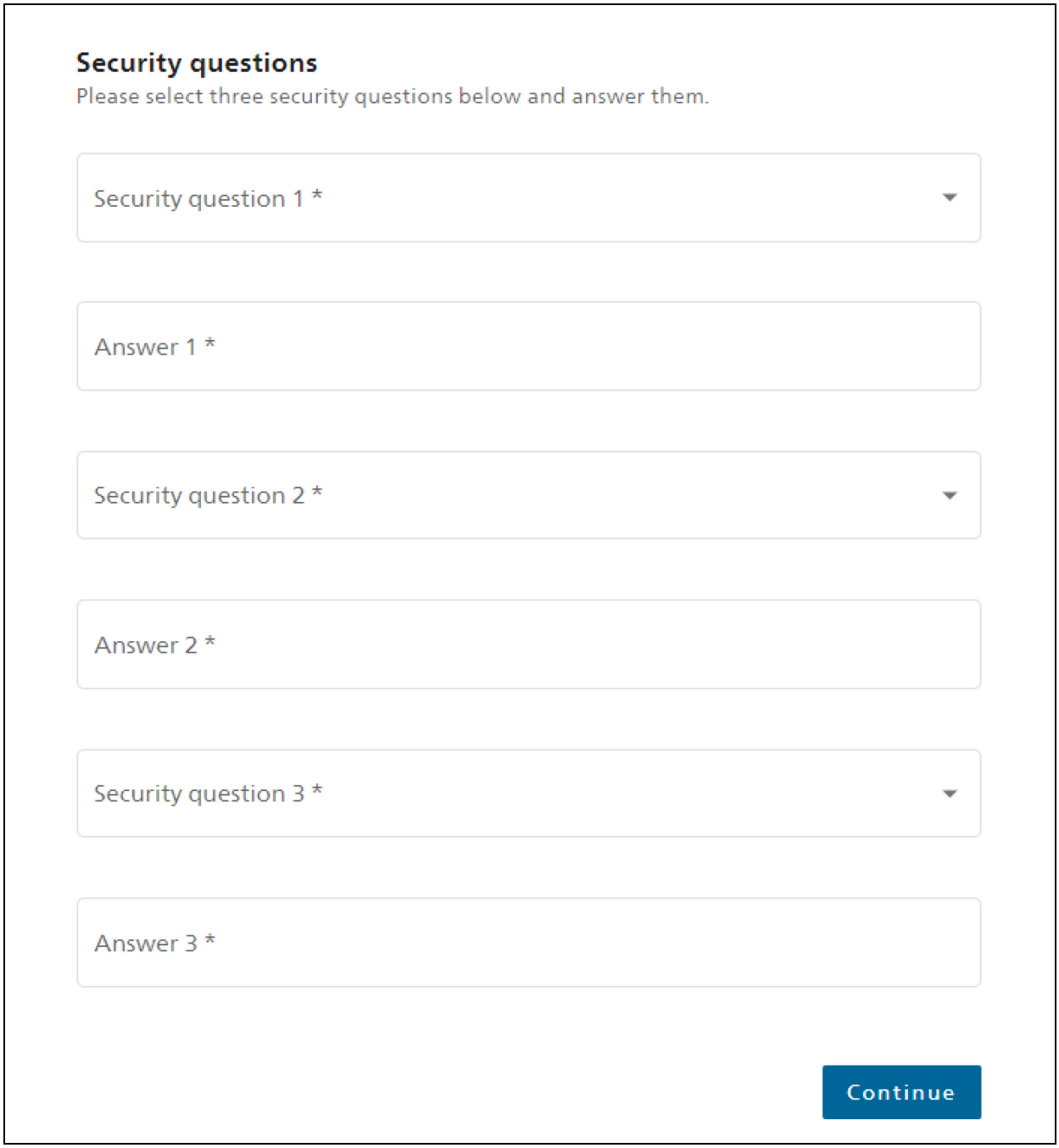
You have now created your personal account login. The following screen will appear. Click on «Continue».



Please note: You have not yet completed the registration process.

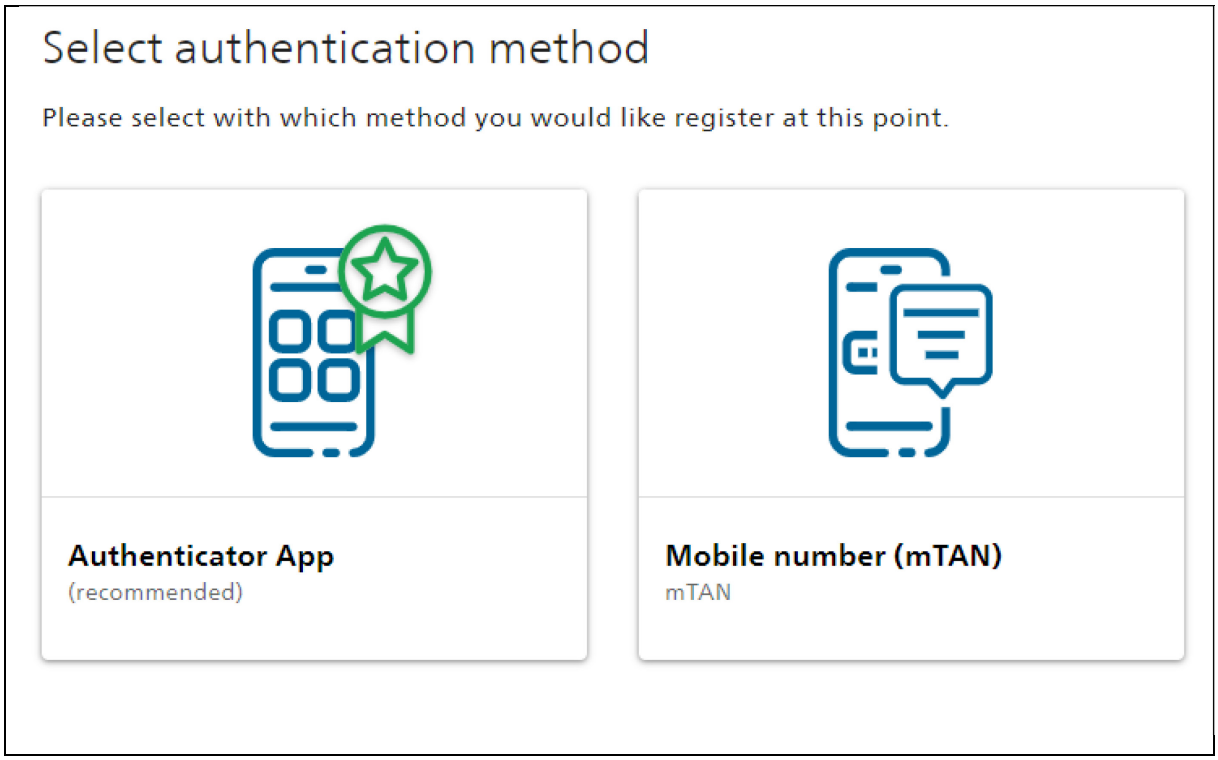
1.6 Security questions

Please select the security questions and answer them. Click on «Continue».



1.7 Select authentication method

Two-factor authentication is in place to ensure that only you have access to your eIAM account. Please select one of the two options (whether authentication is to take place via a mobile/landline number or an Authenticator app).

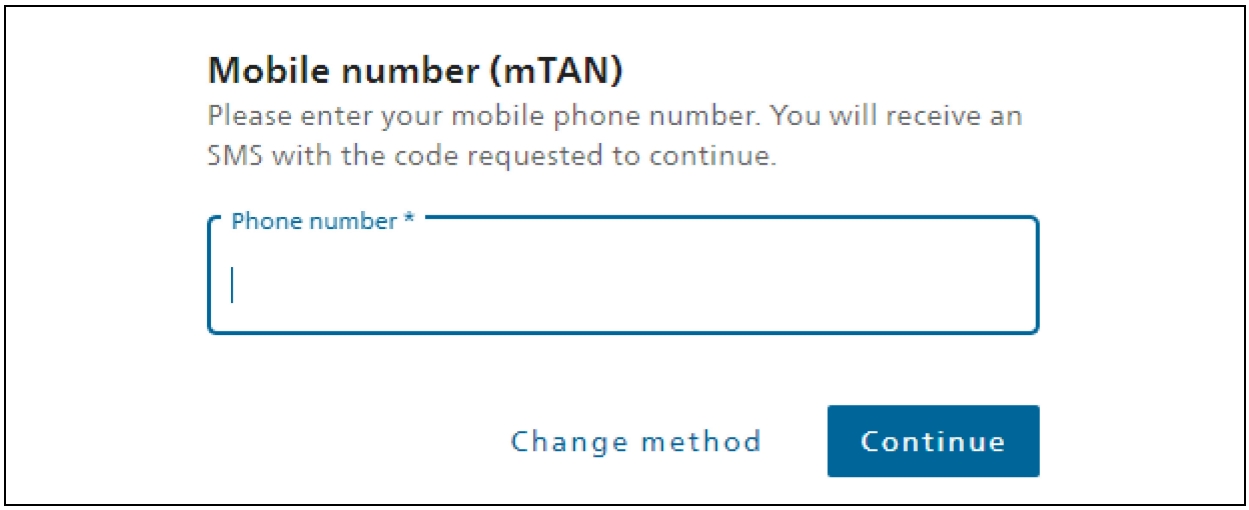


1.7.1 Authentication via phone number

Enter your phone number.

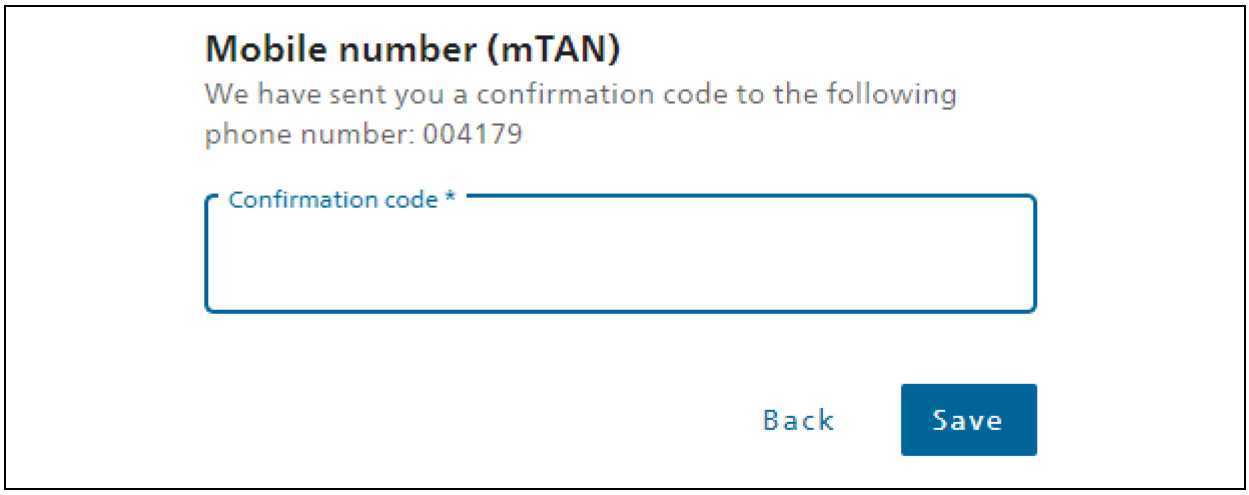
Please note: If you wish to change your mind and switch to using authentication via an Authenticator app, you can do this using "Change method". This takes you back to the preceding screen, where you can select your method.

Then click on "Continue".



1.7.2 Confirmation code via SMS

Enter the code you have received in the SMS sent to the phone number you specified. Then click on “Save”.

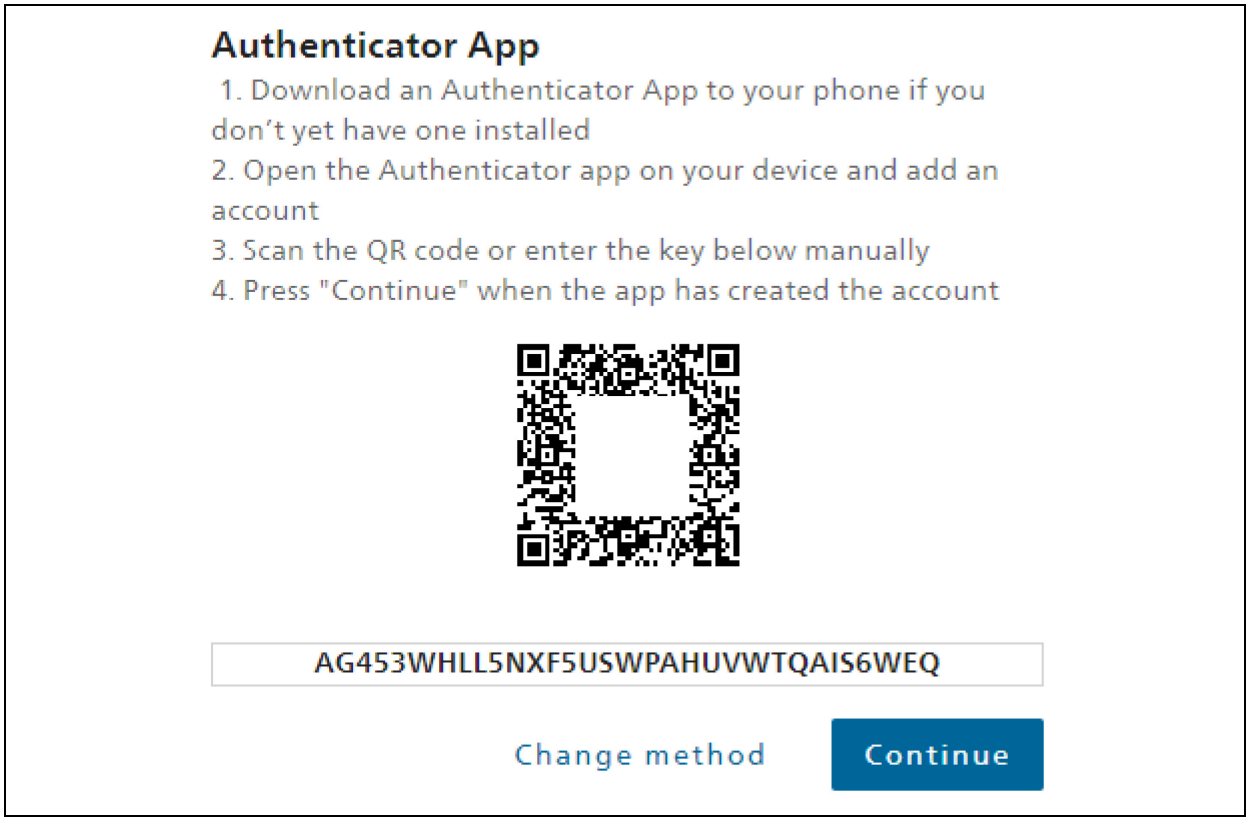


1.7.3 Authentication via Authenticator App

Please launch your Authenticator app on your smartphone. Add a new account and either scan the QR code or enter the code underneath the QR code.

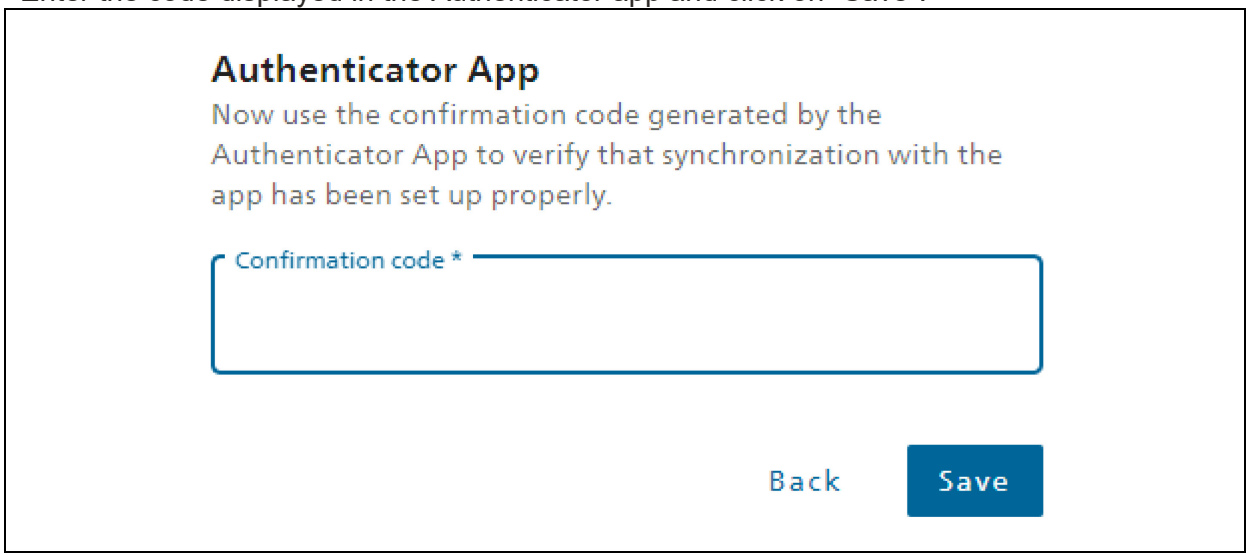
Please note: If you wish to change your mind and switch to using authentication via a phone number, you can do this using “Change method”. This takes you back to the preceding screen, where you can select your method.

Then click on “Continue”.



1.7.4 Confirmation code via Authenticator app

Enter the code displayed in the Authenticator app and click on “Save”.

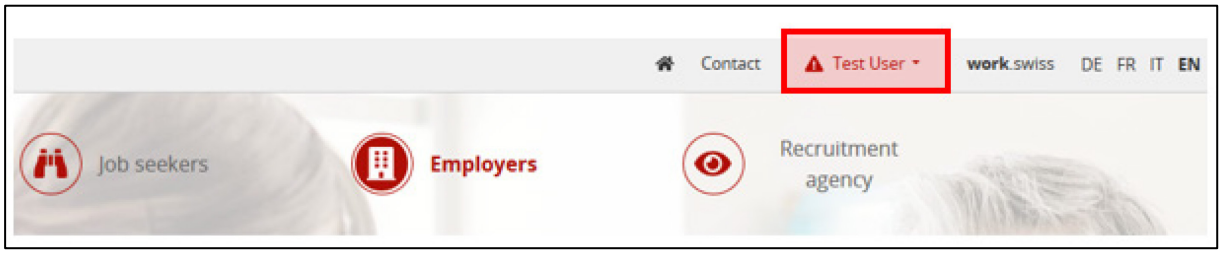


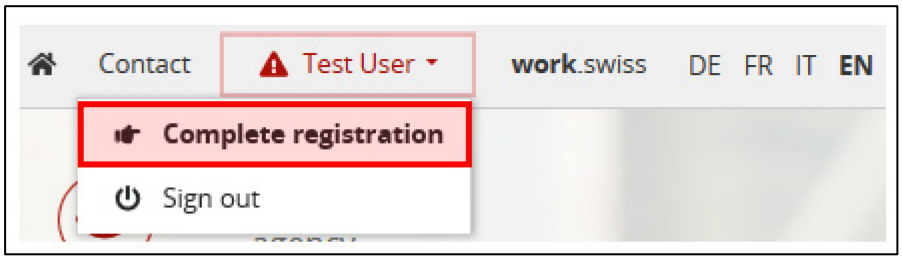
You will now be taken directly to the screen “Registration Job Room”.

Important: You have now completed the registration process for your CH·LOGIN account. However, you are not yet able to access Job Room.

1.8 Job-Room Registration:

The window depicted below will appear in Job Room up to the right.
Please click on your name and select «Complete registration».



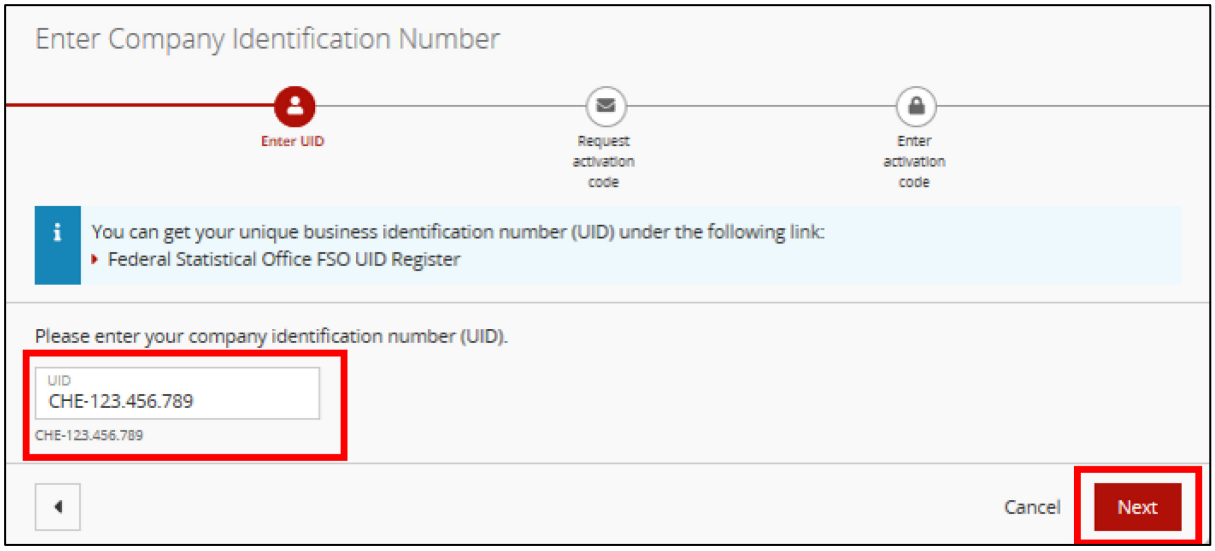


1.8.1 Selecting type of usage

Select «I would like to use work.swiss as an **employer**». The Privacy Policy, which you are asked to accept, apply to the Job Room application. After you have read the Privacy Policy, tick the box next to «I accept the Privacy Policy ». Then click on «Next».

1.8.2 Identification

Enter your company identification number (UID) and then click on «Next».



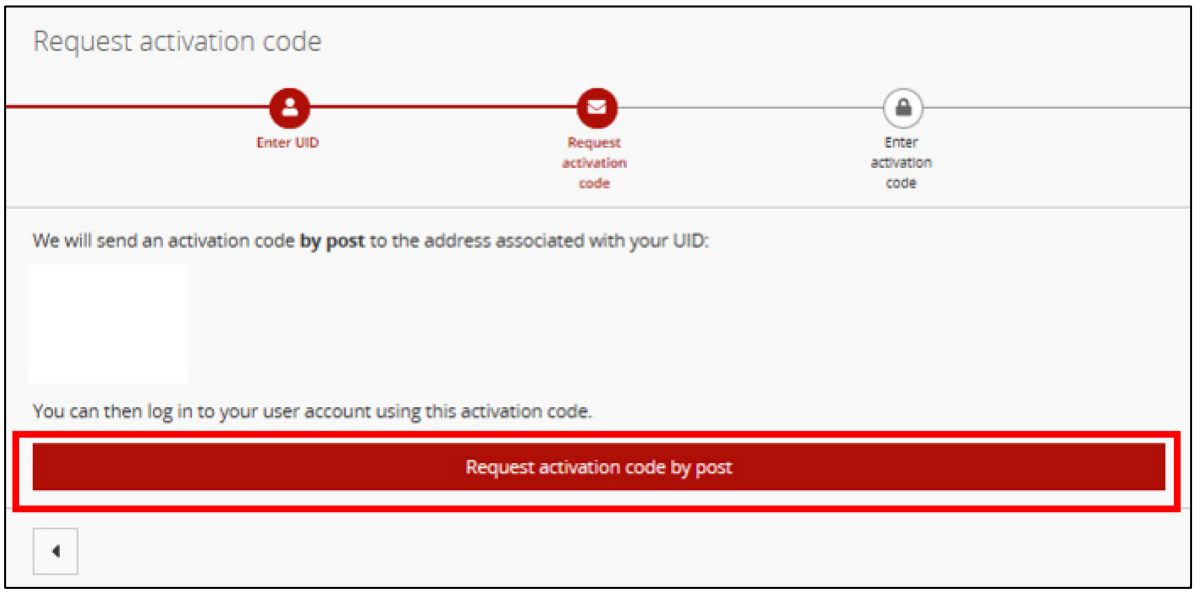
Important: Please ensure that your Enterprise Identification Number (UID) is public as otherwise the registration cannot be completed. If your UID number is not public, you can contact the UID section at the Federal Statistical Office:

Federal Statistical Office FSO
UID
Espace de l'Europe 10
CH-2010 Neuchâtel

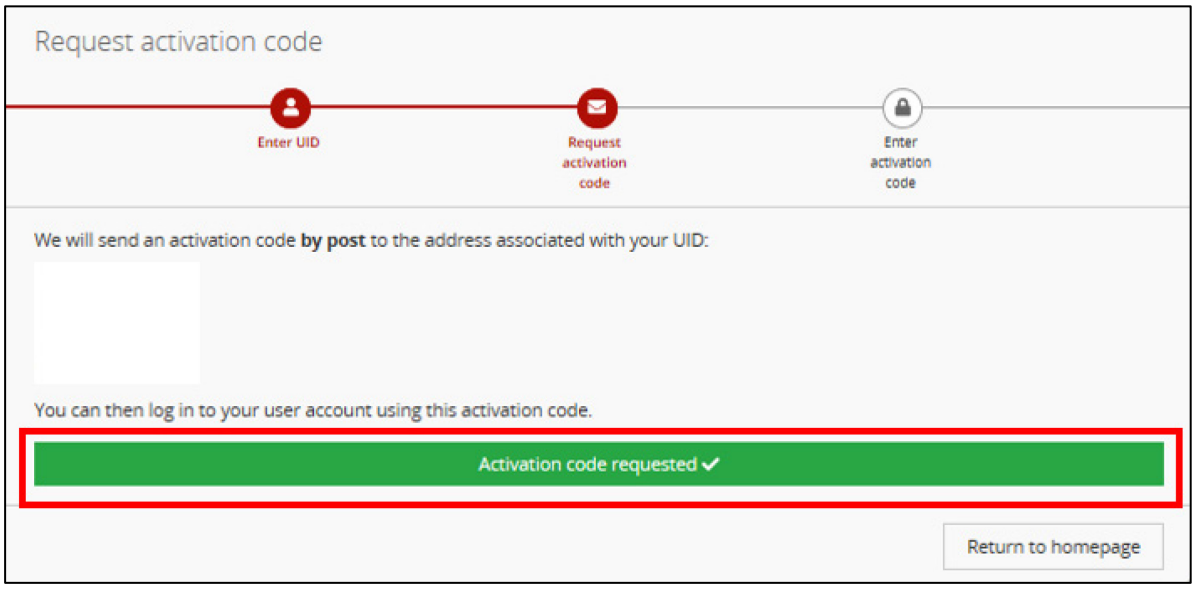
Tel: +41 800 20 20 10
Monday to Friday
8.30a.m. – 11.30a.m. / 2p.m. – 4p.m. uid@bfs.admin.ch

You can find the UID using the following link:
https://www.uid.admin.ch/Search.aspx.

Check the company address in the field below. Then click on the button «Request activation code by post».



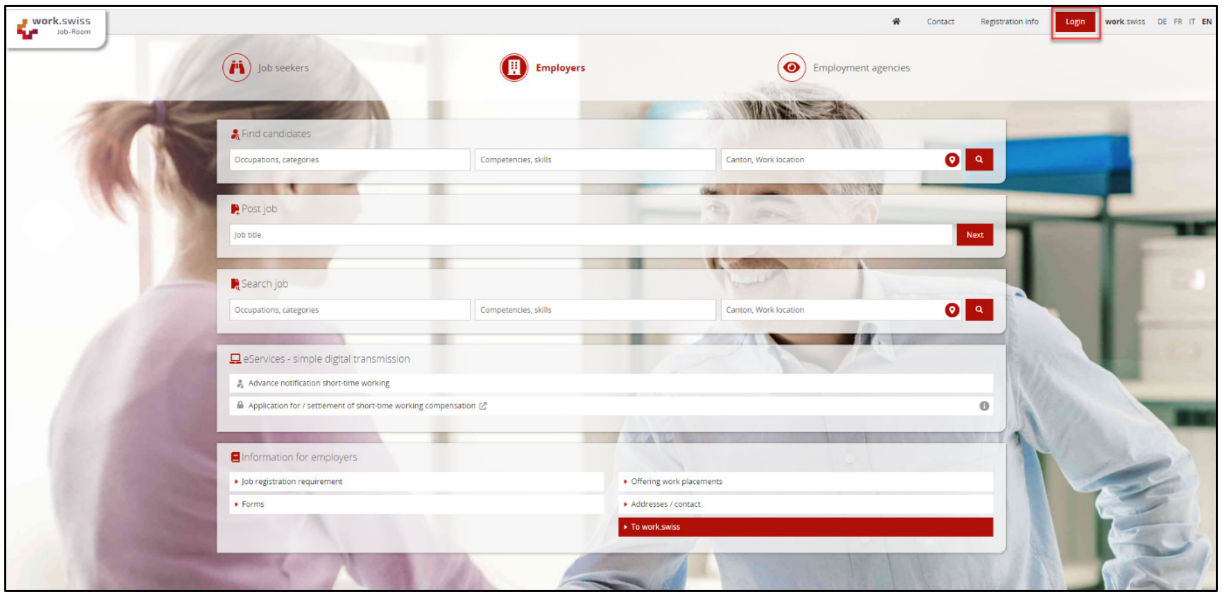
When you click the button «Request activation code by post», the text changes to «Activation code requested» and the background changes to green.



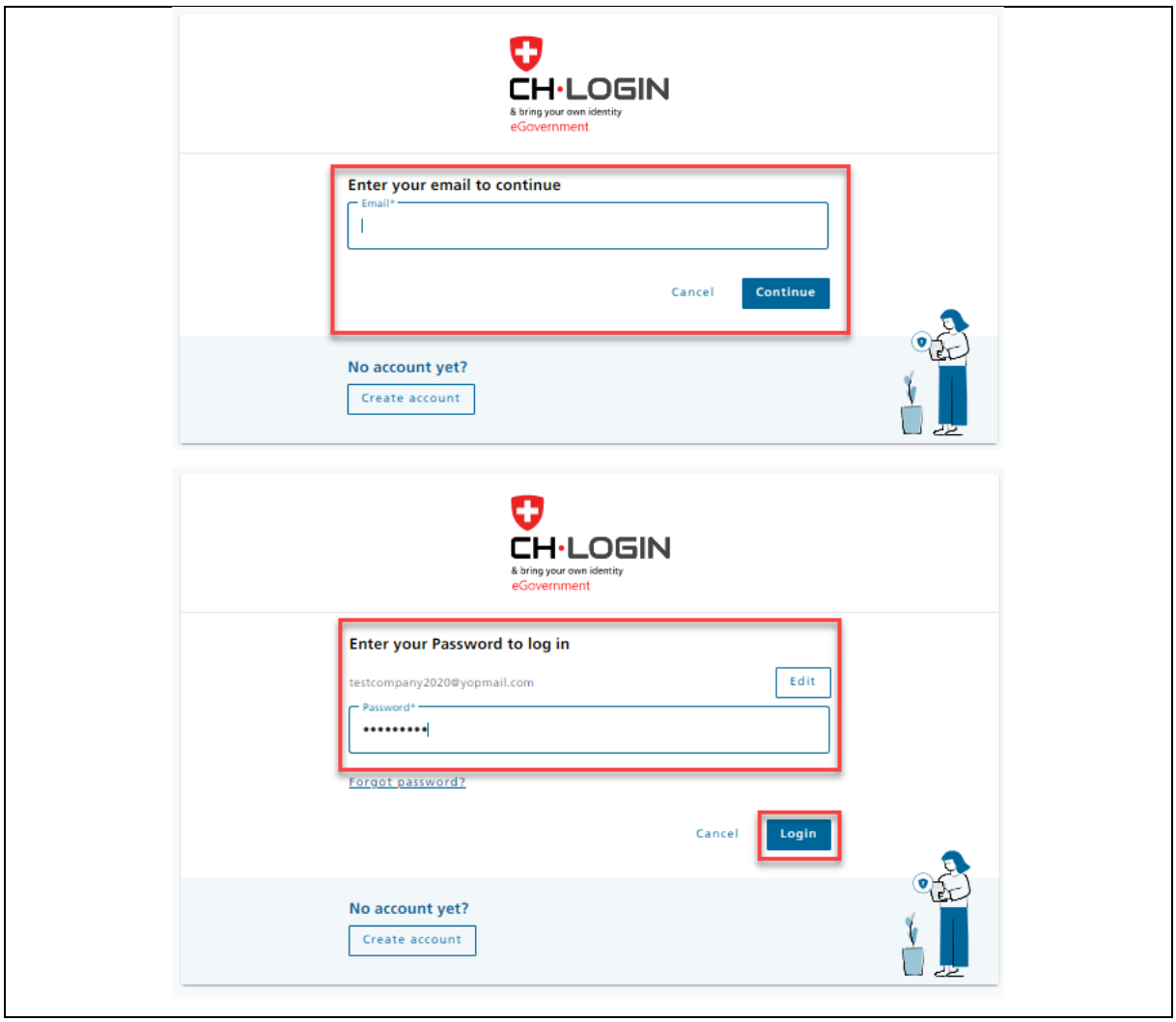
You will now receive a letter by mail sent to the selected address. Now you can close all the windows and when you receive the letter you can continue with the registration procedure.

1.9 Conclusion of registration

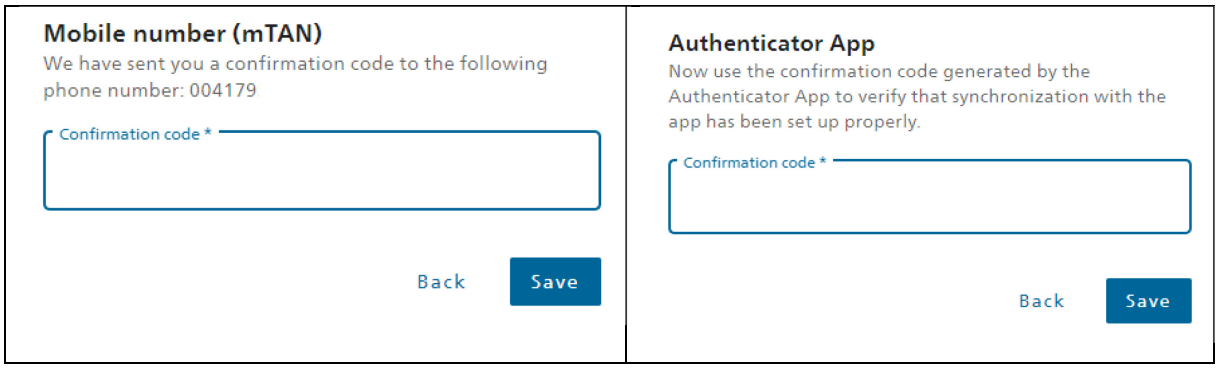
After receiving the letter, go back to Job Room https://www.job-room.ch/ and click «Login».



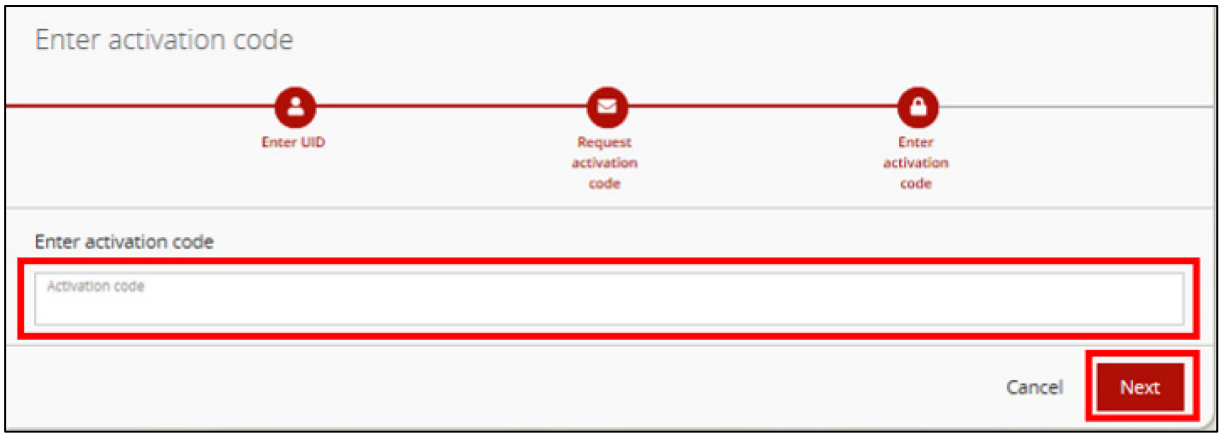
Enter your e-mail to continue click on «Continue». Enter your password to log in and click on «Login».



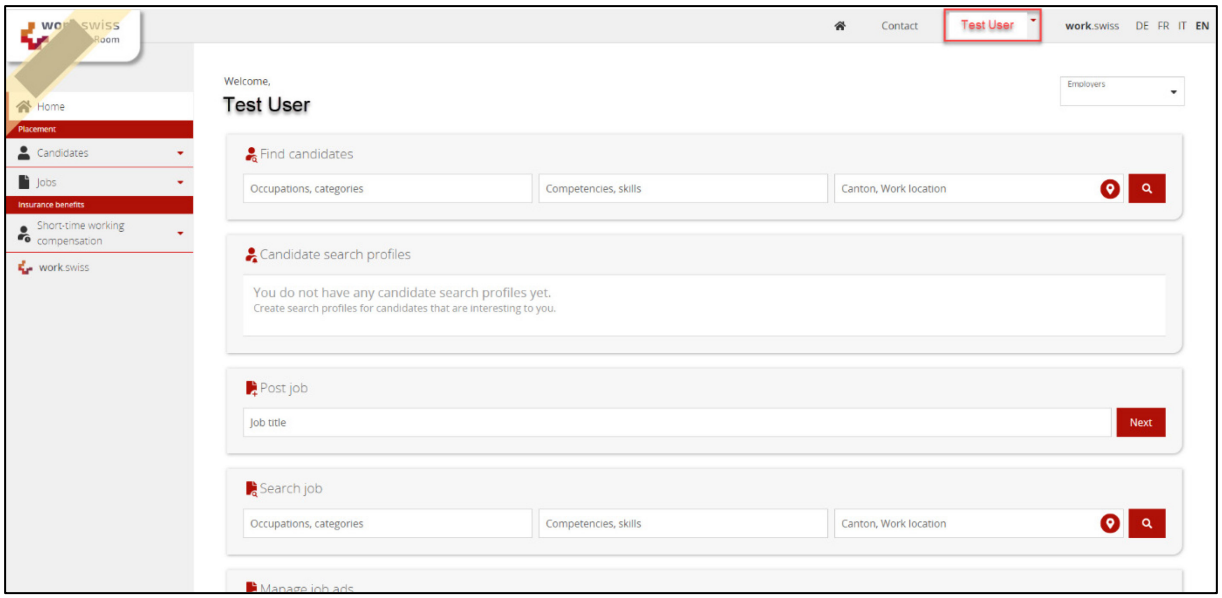
You will see a confirmation code that will be sent to you either as an SMS or via your Authenticator app. Please enter this code in the corresponding field and then click on "Save".



Enter the activation code that you received by mail and then click on «Next».



Congratulations, you have now logged on to the Job Room and you will see your personal cockpit, from where you can now use all available functions.



For technical problems, please send us an e-mail to: jobroom@alv.admin.ch.