



Registration instructions for private employment agencies

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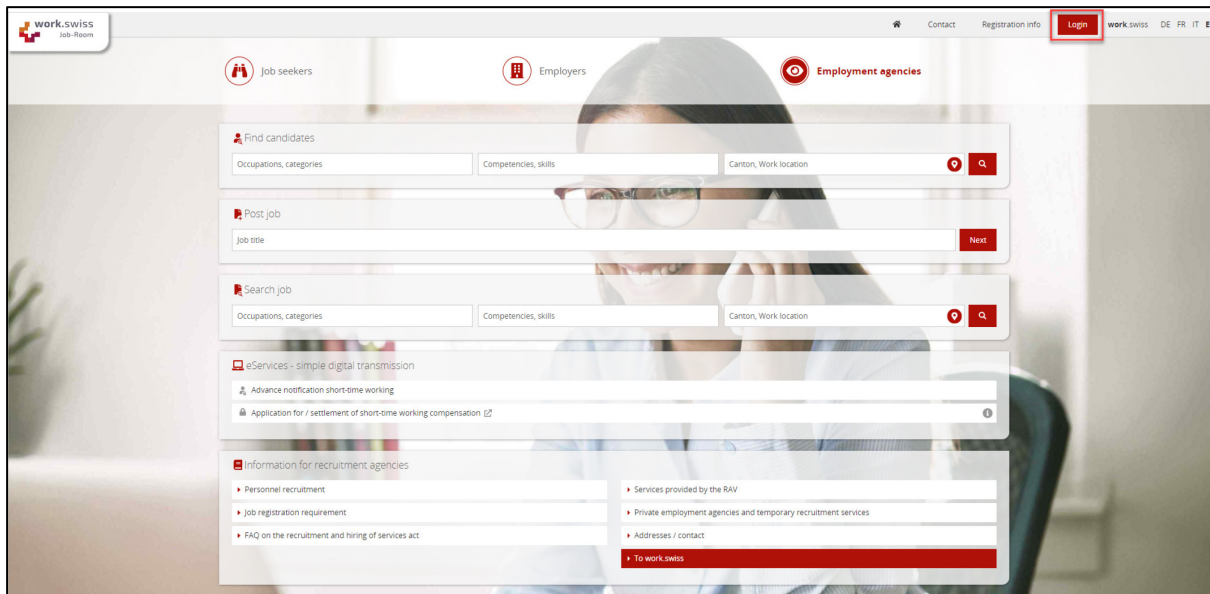
If you need assistance, please contact the following page:

<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.



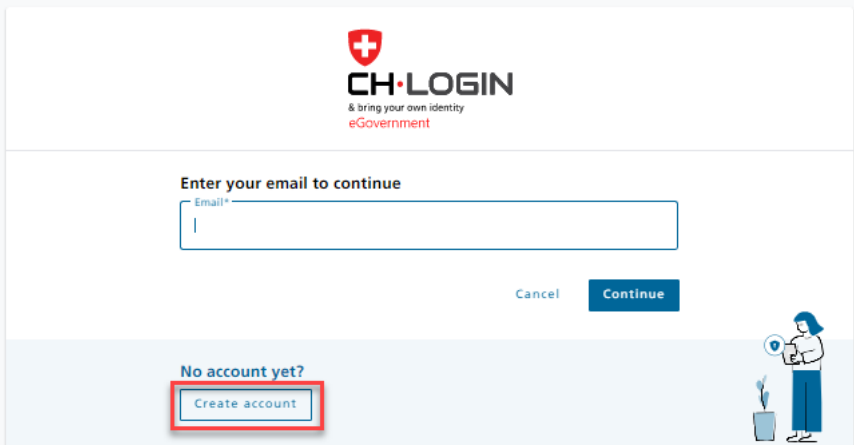
The screenshot shows the 'work.swiss Job Room' website. The header includes the logo, navigation links for 'Contact', 'Registration info', and a red 'Login' button. Below the header, there are three main sections: 'Job seekers', 'Employers', and 'Employment agencies'. The 'Find candidates' section has input fields for 'Occupations, categories', 'Competencies, skills', and 'Canton, Work location', with a search icon. The 'Post job' section has a 'Job title' input field and a 'Next' button. The 'Search job' section has input fields for 'Occupations, categories', 'Competencies, skills', and 'Canton, Work location', with a search icon. The 'eServices - simple digital transmission' section has links for 'Advance notification short-time working' and 'Application for / settlement of short-time working compensation'. The 'Information for recruitment agencies' section has links for 'Personnel recruitment', 'Job registration requirement', 'FAQ on the recruitment and hiring of services act', 'Services provided by the RAV', 'Private employment agencies and temporary recruitment services', and 'Addresses / contact'. A red 'To work.swiss' button is at the bottom 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.



The image shows the CH-LOGIN registration interface. At the top, the CH-LOGIN logo is displayed with the tagline "bring your own identity" and "eGovernment". Below the logo, the text "Enter your email to continue" is shown. A text input field labeled "Email*" contains the letter "I". To the right of the input field are two buttons: "Cancel" and "Continue". At the bottom left, the text "No account yet?" is displayed above a button labeled "Create account", which is highlighted with a red rectangular border. On the bottom right, there is a small illustration of a person standing next to a potted plant.

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.

Register

First name

Surname

Email

Use at least 10 characters, at least one (1) uppercase letter A-Z, one (1) lowercase letter (a-z) and at least two (2) digits (0-9) or special characters
(~`!@#\$%^&*()+=_~{}|;:'"/<>.,)

Password

Confirm password

☐ I accept the terms of use.

Cancel

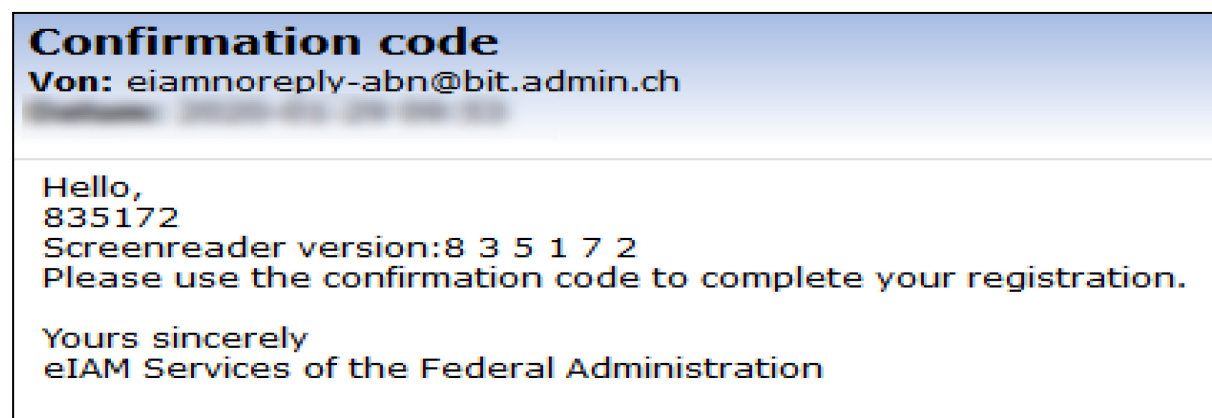
Continue

Already have an CH-LOGIN account?

Login

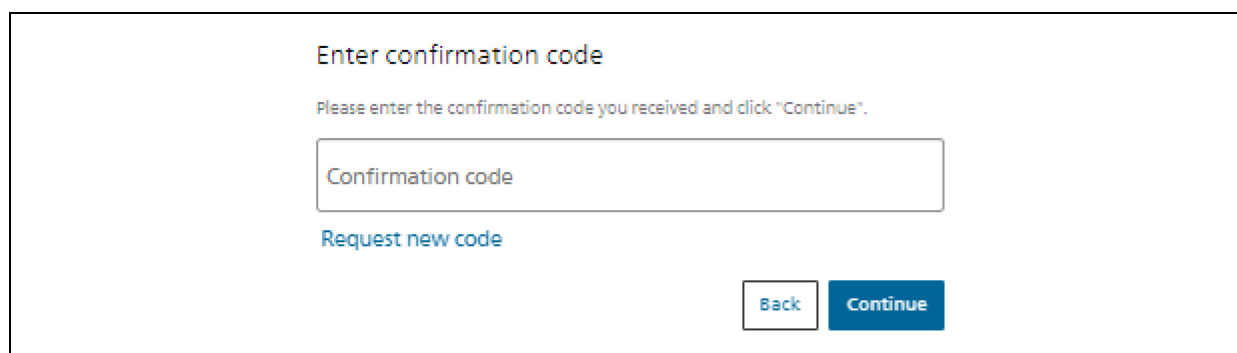
1.4 Email containing code

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».

A screenshot of a web form titled "Enter confirmation code". Below the title is a instruction: "Please enter the confirmation code you received and click 'Continue'." There is a text input field with the placeholder text "Confirmation code". Below the input field is a link "Request new code". At the bottom right are two buttons: "Back" and "Continue".

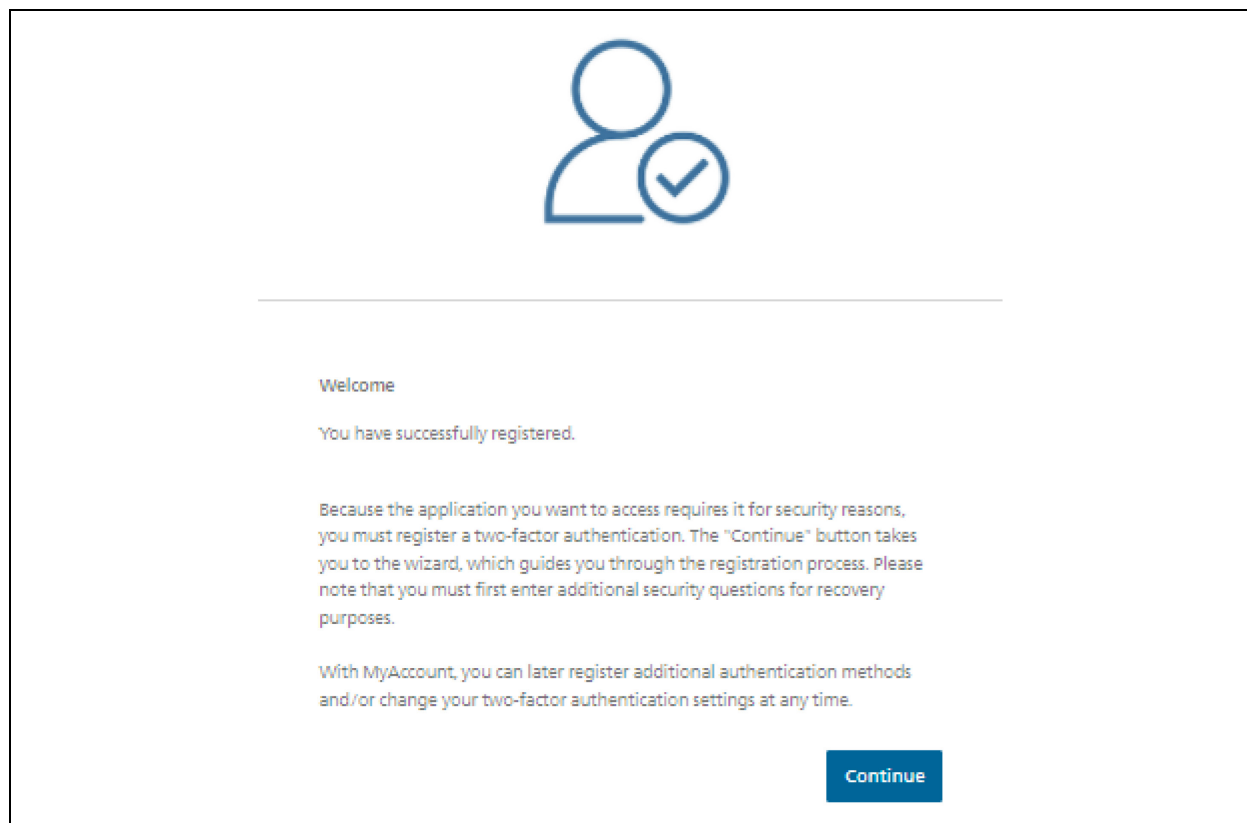
Enter confirmation code

Please enter the confirmation code you received and click "Continue".

[Request new code](#)

[Back](#) [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».

Security questions

Please select three security questions below and answer them.

Security question 1 *



Answer 1 *

Security question 2 *



Answer 2 *

Security question 3 *



Answer 3 *


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).

Select authentication method

Please select with which method you would like register at this point.



Authenticator App
(recommended)



Mobile number (mTAN)
mTAN

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”.

Mobile number (mTAN)

Please enter your mobile phone number. You will receive an SMS with the code requested to continue.

Phone number *

[Change method](#)[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".

Mobile number (mTAN)

We have sent you a confirmation code to the following phone number: 004179

Confirmation code *

[Back](#) [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".

Authenticator App

1. Download an Authenticator App to your phone if you don't yet have one installed
2. Open the Authenticator app on your device and add an account
3. Scan the QR code or enter the key below manually
4. Press "Continue" when the app has created the account



AG453WHLL5NXF5USWPAHUVWTQAIS6WEQ

[Change method](#) [Continue](#)

1.7.4 Confirmation code via Authenticator app

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

Authenticator App

Now use the confirmation code generated by the Authenticator App to verify that synchronization with the app has been set up properly.

Confirmation code *

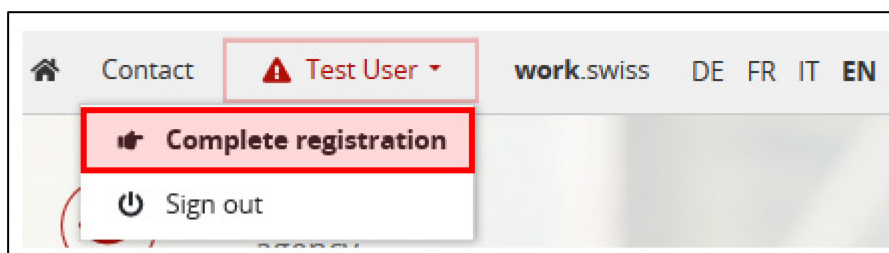
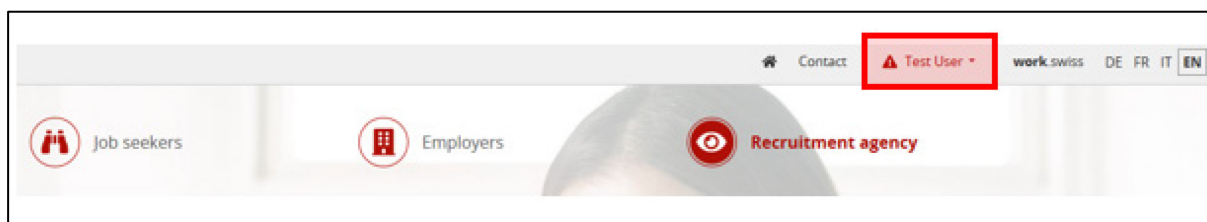
[Back](#) [Save](#)

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 a **private placement agency or a hiring of services agency**». 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».

Type of usage

Please select one of the following types of usage.

☐ I would like to use work.swiss as a **RAV customer**

☐ I would like to use work.swiss as an **employer**

☐ I would like to use work.swiss as a **private placement agency or a hiring of services agency**

☐ I accept the Privacy Policy
▶ View Privacy Policy

Cancel Next

1.8.2 Identification

Enter the name of your employment agency and then select it from the list.

and then click on «Next».

Please select your organisation from the VZ AVG list

Select organisation Request activation code Enter activation code

Please select your organisation from the VZ AVG list.

Please enter your organisation.

◀ Cancel Next

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

The screenshot shows a web form titled "Request activation code". At the top, there is a progress bar with three steps: "Select organisation" (with a person icon), "Request activation code" (with an envelope icon and currently active), and "Enter activation code" (with a lock icon). Below the progress bar, the text reads: "We will send an activation code **by post** to the address associated with the Register VZ AVG:". There is a text input field for the address. Below the input field, it says: "You can then log in to your user account using this activation code." At the bottom of the form, a red button labeled "Request activation code by post" is highlighted with a red border.

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

This screenshot shows the form after the button click. The progress bar now has the "Request activation code" step completed (with a checkmark icon) and the "Enter activation code" step active (with a lock icon). The text "We will send an activation code **by post** to the address associated with the Register VZ AVG:" and the address input field remain. Below the input field, it says: "You can then log in to your user account using this activation code." A green bar at the bottom of the form area displays the message "Activation code requested. ✓". A "Return to homepage" button is now visible in the bottom right corner.

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».

The screenshot displays the work.swiss Job Room website interface. The top navigation bar includes the work.swiss logo, a 'Login' button, and links for 'Contact', 'Registration info', and language options (DE, FR, IT, EN). Below the navigation bar, there are three main sections: 'Job seekers', 'Employers', and 'Employment agencies'. The 'Job seekers' section contains a 'Find candidates' form with fields for 'Occupations, categories', 'Competencies, skills', and 'Canton, Work location', along with a search icon. The 'Employers' section has a 'Post job' form with a 'Job title' field and a 'Next' button. The 'Employment agencies' section includes a 'Search job' form with fields for 'Occupations, categories', 'Competencies, skills', and 'Canton, Work location', along with a search icon. Below these forms, there is a section for 'eServices - simple digital transmission' with links for 'Advance notification short-time working' and 'Application for / settlement of short-time working compensation'. At the bottom, there is a section for 'Information for recruitment agencies' with links for 'Personnel recruitment', 'Job registration requirement', 'FAQ on the recruitment and hiring of services act', 'Services provided by the RAV', 'Private employment agencies and temporary recruitment services', and 'Addresses / contact'. A red button labeled 'To work.swiss' is located at the bottom right of the page.

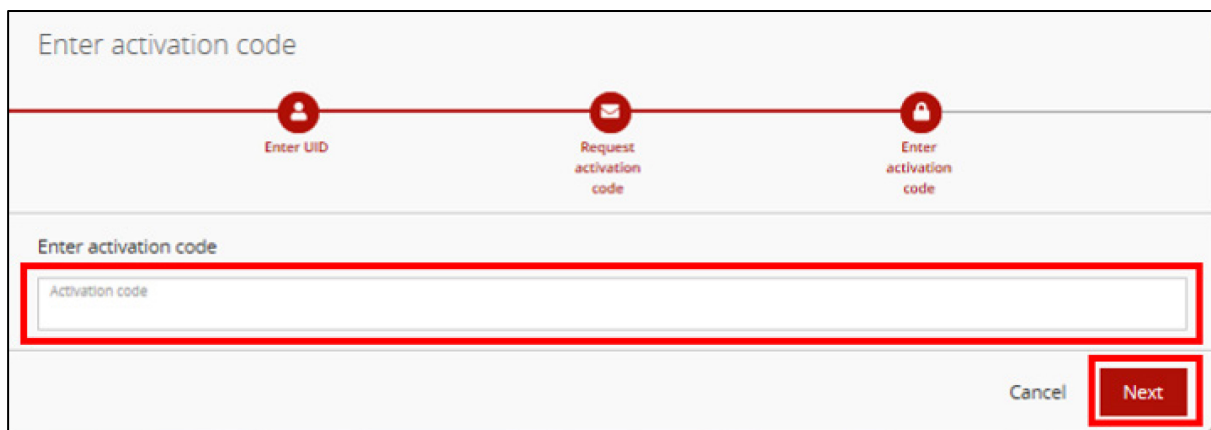
Enter your e-mail to continue click on «Continue». Enter your password to log in and click on «Login».

The image displays two screenshots of the CH-LOGIN eGovernment interface. The top screenshot shows the 'Enter your email to continue' step, with a red box highlighting the email input field and the 'Continue' button. The bottom screenshot shows the 'Enter your Password to log in' step, with a red box highlighting the password input field and the 'Login' button. Both screenshots include the CH-LOGIN logo and a 'No account yet? Create account' link.

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".

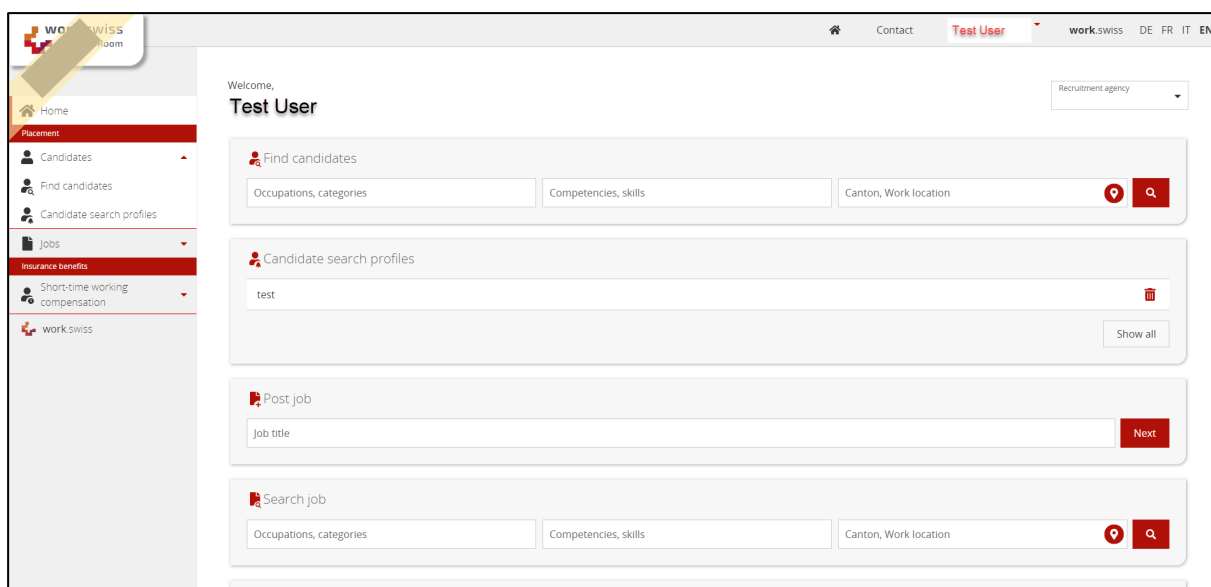
<p>Mobile number (mTAN)</p> <p>We have sent you a confirmation code to the following phone number: 004179</p> <p>Confirmation code *</p> <p>Back Save</p>	<p>Authenticator App</p> <p>Now use the confirmation code generated by the Authenticator App to verify that synchronization with the app has been set up properly.</p> <p>Confirmation code *</p> <p>Back Save</p>
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Enter the activation code that you received by mail and then click on «Next».



The screenshot shows a web form titled "Enter activation code". At the top, there is a progress bar with three steps: "Enter UID" (with a person icon), "Request activation code" (with an envelope icon), and "Enter activation code" (with a lock icon). The "Enter activation code" step is the current one. Below the progress bar, the form has a label "Enter activation code" and a large text input field with the placeholder "Activation code". The input field is highlighted with a red border. At the bottom right of the form, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red border.

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.



The screenshot shows the "Test User" dashboard. On the left, there is a sidebar menu with the following items: "Home", "Placement" (highlighted in red), "Candidates" (with a sub-menu "Find candidates"), "Candidate search profiles", "Jobs" (with a sub-menu "Insurance benefits"), "Short-time working compensation", and "workswiss". The main content area is titled "Welcome, Test User" and features a "Recruitment agency" dropdown menu. Below this, there are four main sections: "Find candidates" (with input fields for "Occupations, categories", "Competencies, skills", and "Canton, Work location"), "Candidate search profiles" (with a search input field containing "test" and a "Show all" button), "Post job" (with a "Job title" input field and a "Next" button), and "Search job" (with input fields for "Occupations, categories", "Competencies, skills", and "Canton, Work location").

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