

SWICA ELM PORTAL FOR PAYROLL DECLARATIONS

SWICA ELM PORTAL. USER MANUAL.

November 2022

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This user manual explains the main functions of the SWICA ELM portal for payroll declarations. It is intended for SWICA corporate clients who use the web payroll declaration.

swica.ch/en/companies/services/online-services/payroll

The payroll declaration works with the following browser versions:

- › Firefox v54.0 or higher
- › Chrome v60.0 or higher
- › Edge v14.0 or higher
- › Safari v7.0 or higher

1. REGISTRATION

Login

Username

Password

[Password forgotten](#)

You can [sign up here](#) if you don't have an account yet.

You need to **register** before you can send the first declaration via the "SWICA ELM Portal".

Data registration

Please fill in the form data.

First name*

Last name*

User Name (e.g. company name) *

Registration number*

Invoice number of the last 6 months*

Please enter the **login details** of the person using the ELM service.

SWICA sent you the **registration number** together with the request for the payroll declaration.
Please use the **number from an invoice** for one of the past 12 months.

Data registration

Please fill in the form data.

E-mail*

test.meier@swica.ch

Cancel

Continue

Enter your **email address** here. When you click on "Continue," a security code will be sent to the email address you entered.

E-mail Verification

A security code has been sent to your e-mail address. Please wait for the e-mail and enter the code below.

Security code

202983

Cancel

Verify

Enter this **security code** in this field.

Enter mobile number

Please fill in the form data.

Mobile phone number*

+ 078 123 45 67

Cancel

Continue

Enter your **mobile phone number** in this field.

Phone Number Verification

A security code has been sent to your mobile phone. Please wait for the message and enter the code below.

Security code

Cancel

Verify

Enter the **code** here.

Choose a password

Please choose a password.

Password*

• • • • • • • •

Password Confirmation*

• • • • • • • •

Cancel

Continue

The password must be at least 8 and at most 30 characters long and must contain at least one number, one lower case letter and one upper case letter.

The **password** must meet the following criteria:

- › Minimum 8 characters
- › Maximum 30 characters
- › At least one lower case letter and one upper case letter
- › At least one numeral

2. LOGIN

Login

Username

Password

[Password forgotten](#)

You can [sign up here](#) if you don't have an account yet.

Enter your **login details** and click on "Login".

Login with mTAN

A security code has been sent to your mobile phone. Please wait for the message and enter the code below.

Security code

If you haven't received the security code or if you accidently deleted it, use this button to order a new one.

Enter the **security code** and click on "Login".

3. ENTER AND SUBMIT PAYROLL DATA

Portal



Edit personal data Log off

Portal

Welcome, Test Meier I

Click a link below to access the corresponding application. Only accessible applications are displayed. If an application is missing, please contact our hotline.

Other applications

 ELM - transmit your wage data	 User Administration
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Click on "ELM – transmit your payroll data".

You will now see the overview of the declarations based on the contracts that are in effect.

BECAUSE HEALTH IS EVERYTHING **SWICA**

Help

1. Overview 2. Income totals 3. Further details 4. Transmit payroll data

Transmit income totals and portfolio report online

Declaration year 2021

Enter **payroll data** for the selected contract.
Blue tick = declaration not completed.

Sector	Contract number	Period
KTG	<input checked="" type="checkbox"/> 14	01.01.2021 - 31.12.2021
UVG	<input checked="" type="checkbox"/> 00	01.01.2021 - 31.12.2021

Enter salaries

BECAUSE HEALTH IS EVERYTHING **SWICA** Help

1. Overview **2. Income totals** 3. Further details 4. Transmit payroll data

KTG 14 2 UVG 00

Now enter the **current number of employees** and **payroll totals**.

Group Daily benefits insurance from 01.01.2021 to 31.12.2021

We kindly ask you to complete the information below by , with any wages to be declared rounded to the nearest Swiss franc.

Group of people	Number of people	Payroll
SALARIA VVG Krankheit L% (01.01.2021 - 31.12.2021) Insured maximum salary per person / year CHF 248'200		
Men		120'000
Women		120'000

Then click on **"Next page"**.

Previous page Next page

BECAUSE HEALTH IS EVERYTHING **SWICA** Help

1. Overview 2. Income totals **3. Further details** 4. Transmit payroll data

Further details

Family name: * First name: *

E-mail: *

Please enter your **contact details** and click on **"Next page"**.

Previous page Next page

BECAUSE HEALTH IS EVERYTHING **SWICA** Help

1. Overview 2. **Transmit payroll data**

Important: Click here once to definitively submit the data!

Transmit payroll data
You can see a preview of your data and check it once more. Then please click the button "Transmit payroll data"

Click here for Payroll data transmission

Payroll total declaration document can be viewed as a PDF at any time.

Declaration year 2021

Sector	Contract number	Period	Preview
KTG	✓ 14	01.01.2021 - 31.12.2021	PDF
UVG	✓ 00	01.01.2021 - 31.12.2021	PDF

Transmit payroll data

The following declarations will be communicated:

- KTG 14
- UVG 00

Do you want to submit your payroll declarations?

Yes

Please confirm that **you want to submit** the payroll data.

Thank you for sending us your payroll data. We have just received it and will now process it. Below you will find a receipt in PDF format. Please save it.

Declaration year 2021

You can now open the PDF file with the payroll data that's been entered.

Sector	Contract number	Period	Receipt
KTG	✓ 14	01.01.2021 - 31.12.2021	PDF
UVG	✓ 00	01.01.2021 - 31.12.2021	PDF

Green tick = declaration completed.

Replace

You can still edit the data if necessary.

3.1 WARNING AND ERROR MESSAGES

The system will send you a warning or error message if it detects that something went wrong.

KTG 14 UVG 00

Group Accident insurance from 01.01.2021 to 31.12.2021

We kindly ask you to complete the information below by , with any wages to be declared rounded to the nearest Swiss franc.

Mandatory insurance as per UVG	Men	Women
Compulsory occupational account Employee payroll	0	CHF 0
Compulsory non-occupational account Payroll for employees who work at least 8	0	CHF 0

Note: Be sure to check your payroll data once more. You can ignore this warning if the payroll data has been entered correctly.

Transmit payroll data

Please check the following messages. The data cannot be modified once it has been approved

! The following declarations will be communicated:

- KTG 14
- UVG 00

UVG 00

Warning No sum has been filled in

When you activate the checkbox, you confirm that you have read the hints. You can then continue with the declaration export.

Cancel Yes

Then click on "Yes" to submit the payroll data.

When you submit the payroll data, the system will prompt you again if it detects an **inconsistency**. Please tick the checkbox to confirm that the inconsistency is OK.

4. USER ADMINISTRATION

The screenshot shows a user portal with a teal header containing 'Portal', 'Edit personal data', and 'Log off'. The main content area is titled 'Portal' and includes a welcome message for 'Test Meier I'. Below this, there is a section for 'Other applications' with two cards: 'ELM - transmit your wage data' and 'User Administration'. A callout box points to the 'User Administration' card.

Portal

Edit personal data Log off

Portal

Welcome, Test Meier I

Click a link below to access the corresponding application. Only missing, please contact our hotline.

Other applications

ELM - transmit your wage data

User Administration

The "User Administration" application lets you administer **further users** and authorisations.

The screenshot shows the 'User management' interface. It features a search filter, a table of users, and a 'Create new user' button. A callout box points to the 'Create new user' button.

User management

Filter

User ID	First name	Last name	Email address	Not valid after	Blocked	Actions
			@swica.ch			

Logged in as EN

SWICA

Create new user

Click on "**Create new user**" to authorise further persons to use the application.

The screenshot shows the 'Create new user' form. It includes fields for 'Email address *', 'Username', 'First name *', 'Last name *', 'Language', and 'Not valid after'. There are 'Cancel' and 'Save' buttons at the bottom. A callout box points to the 'Email address' field.

Create new user

Email address *

test.muster@swica.ch

Username

test.muster@swica.ch

First name *

Test

Last name *

Muster

Language

EN

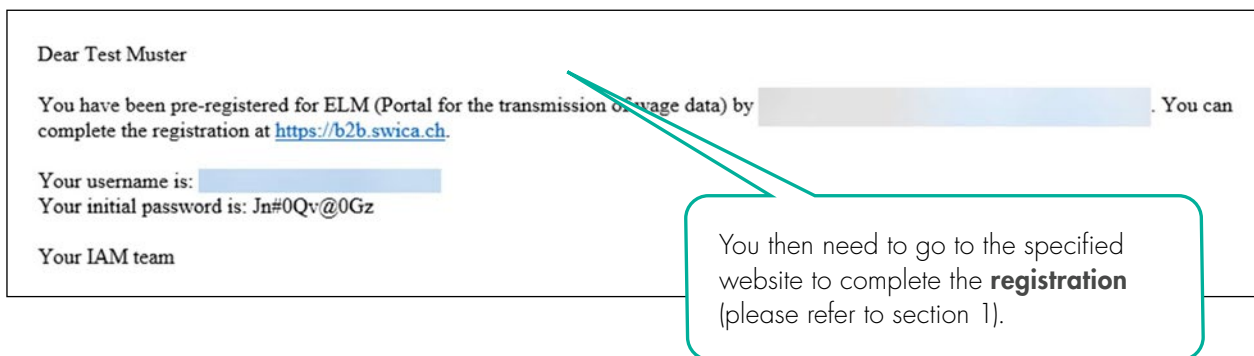
Not valid after

DD.MM.YYYY

Cancel Save

Here you can enter the details of the new user. Please note that the **email address** will also be the **user name**.

The new user then receives an email with the username and an initial password.




Dear Test Muster

You have been pre-registered for ELM (Portal for the transmission of sewage data) by [redacted]. You can complete the registration at <https://b2b.swica.ch>.

Your username is: [redacted]
Your initial password is: Jn#0Qv@0Gz

Your IAM team

You then need to go to the specified website to complete the **registration** (please refer to section 1).



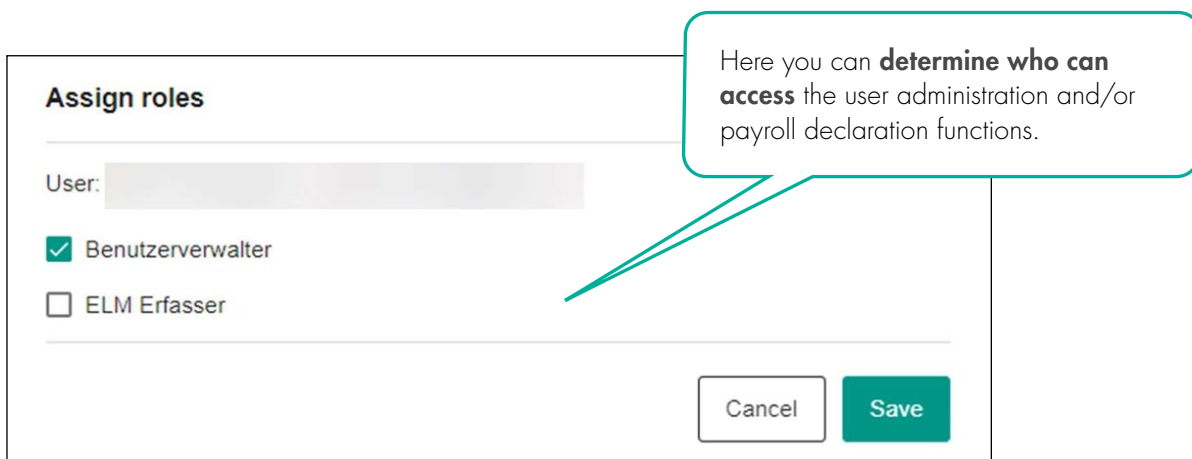
Logged in as [redacted] EN

SWICA

Create new user

Blocked	Actions

Click on the **shield button** to manage the authorisations.



Assign roles

User: [redacted]

Benutzerverwalter

ELM Erfasser

Cancel Save

Here you can **determine who can access** the user administration and/or payroll declaration functions.

5. QUESTIONS

If you have any questions, please contact our staff at the service centre. They will be glad to help. You will find the contact details for your service centre on every document from SWICA.