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

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

Login

Password forgotten

You can sign up here if you don't have an account yet.

Data registration

Please fill in the form data.

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

First name* | Test

Last name* | Meier

User Name (e.g. company name) * | Test Meier GmbH

Registration number* | 1234567

Invoice number of the last 6 months* | 1234567891

Continue

> 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	Test Meier GmbH
Password	• • • • • • • • •

Login

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	221674

Cancel   Login

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

New Code

> 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

> Click on **"ELM – transmit your payroll data"**.

ELM - transmit your wage data

User Administration

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

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❓ 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	✓	14	01.01.2021 - 31.12.2021
UVG	✓	00	01.01.2021 - 31.12.2021

Enter salaries

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

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

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

Transmit payroll data

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

Important: Click here once to definitively submit the 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 ✕

ℹ 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.

Previous page

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

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

Declaration year 2021

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

Replace

Green tick = **declaration completed.**

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.

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

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

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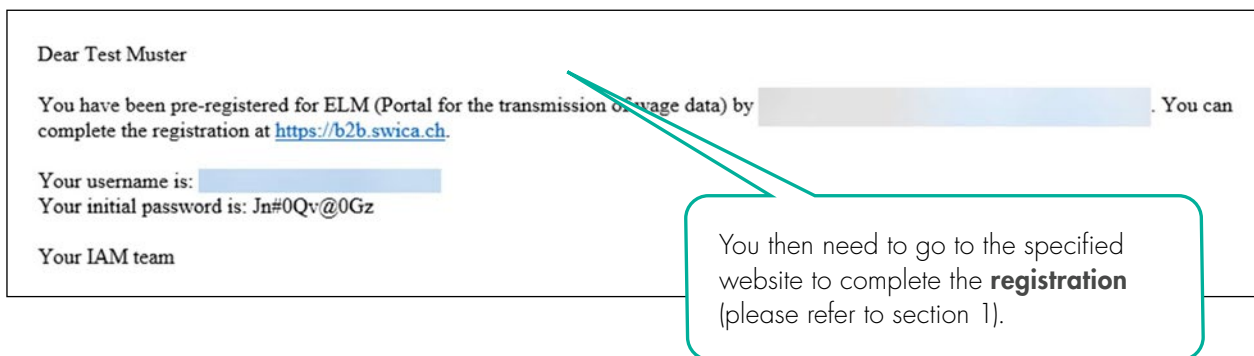

Here you can enter the details of the new user. Please note that the **email address** will also be the **user name.**

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 wage data) by ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒. You can complete the registration at https://b2b.swica.ch.

Your username is: ▒▒▒▒▒▒▒▒▒
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).
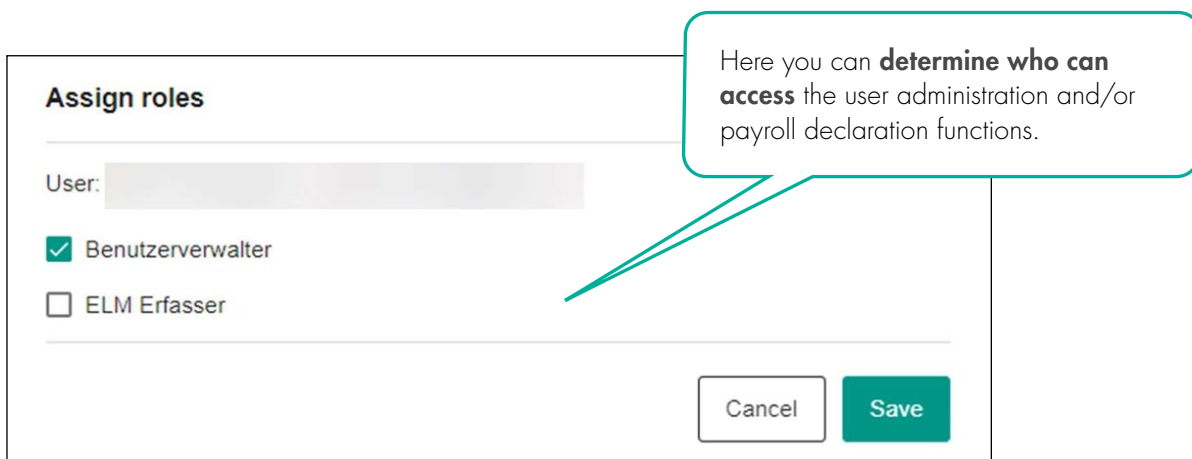

Logged in as ▒▒▒▒▒▒ EN

SWICA

Create new user

Blocked	Actions		
🔒	✏️	🗑️	🛡️
🔒	✏️	🗑️	🛡️

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

Assign roles

User: ▒▒▒▒▒▒▒▒▒▒▒

☑ Benutzerverwalter

☐ ELM Erfasser

Cancel   Save

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

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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.

THERE FOR YOU, 24 HOURS A DAY, 365 DAYS A YEAR.
Phone 0800 80 90 80 / swica.ch

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