



Receiving Payroll Documents via Post, Here's How It Works:



Receiving payroll documents with the Post-App

1.

Create a SwissID (if you don't have one yet)

- Go to **swissid.ch** and register for free.
- **Important:** If you already have a SwissID, please inform your HR department of the email address where you would like to receive your payslip. If you do not yet have a SwissID, please create one using the email address you have provided to your HR department for receiving your payslip.

2.

Download the Post-App

- Install it from the App Store or Google Play and log in with your SwissID.



3.

If you use another e-mail address

- Have you already registered with SwissID or ePost using a different email address than the one under which you receive your payslip?
 - **No problem:** after completing your registration in the Post app, you can add additional email addresses.
 - Here's how:** open the Post app and go to **«ePost – My digital mail»**, then **«Profile»**→ **«Personal data»**.

4.

Add your address (optional)

- **Residents in Switzerland:** not required, but recommended to receive additional Digital Letters.
- **Residents abroad:** no address needed.
Optionally, use the paid ScanningService to receive your physical mail digitally in the Post-App.

5.

Receive your payslips

- Your employer sends your payslip directly to your Post-App.
- If notifications are enabled, you'll automatically be alerted to new documents.



Receiving Payroll Documents without the Post App (via link and one-time password)

1.

Check the notification e-mail

- You'll receive an e-mail from Swiss Post notifying you of a new document.

2.

Request a secure link

- Scroll to the bottom of the message and click the underlined link.
- You'll then receive another e-mail with the access link.

3.

Open the document in your browser

- Click the link, accept the terms and conditions, and view your payslip.

4.

Save the document

- Save the file locally on your device.

Good to know:



Your payslip delivery is secure, encrypted and GDPR-compliant.



With **ePost – My digital mail**, you also benefit from:

- automatic filing of documents,
- easy access to all your Digital Letters,
- receiving additional Digital Letters from other senders,
- the optional ScanningService for physical mail.