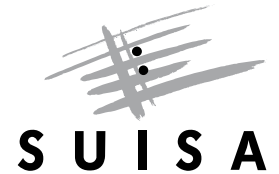


MY ACCOUNT



INSTRUCTIONS FOR USER ADMINISTRATION

Do you want your manager to have access to your “My Account”? As a publisher, do you want your employees to work with “My Account”? These instructions show you how to grant other persons access to your “My Account” and assign them certain rights, e.g. the right to register a work. At the bottom of these instructions you will find a list of services currently offered to “My Account” users.

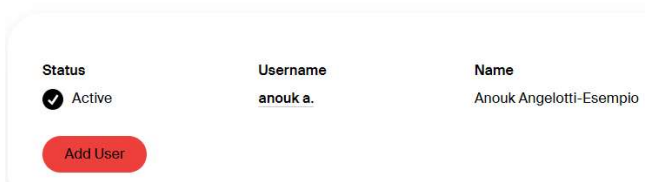
Add a new user



Select “**User Administration**” by clicking on the top right-hand side of the page.

User Administration

In this area you can manage users and their permissions or add new users.



In the “**User Administration**” area there is a list of all the users having access to your “My Account”.

If you want to grant a new user access to “My Account”, click on “**Add user**”.

Add User

In this area you can create a user account and assign permissions. After you have filled in all the necessary data, press “Save and send invitation”.

Account Information
Enter the user's details. The user name can be freely chosen.

| | |
|-------------|----------------------|
| Username* | <input type="text"/> |
| First name* | <input type="text"/> |
| Surname* | <input type="text"/> |
| E-mail* | <input type="text"/> |
| Language* | Select... |

Notifications by e-mail

*Mandatory field

The “**Add User**” area will pop up.

First fill in the “**Account Information**”.

You are free to enter the username of your choice. Choose the language in which to send the new user an email invitation.

Notifications by e-mail



If you tick the “**notifications by email**” box, SUISA will notify the relevant user when a new bill or other items become available in “My Account” for example.

Account security

Create a "shared secret" that must be shared with the user in order for them to log in for the first time. The "shared user account information themselves.

Shared secret* ⓘ

Can update account information

Can update account information

Permissions

Specify which profiles the user has access to and which services are available to them.

Select profile ⓘ

Profil (Reference No)* ⓘ

Permissions

Specify which profiles the user has access to and which services are available to them.

Manage services ⓘ

| Administrator ⓘ | PRF ⓘ | OWA ⓘ | WLD ⓘ | ABR ⓘ | ROR ⓘ | ZLG ⓘ | ANH ⓘ |
|-----------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Author | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Permissions

Specify which profiles the user has access to and which services are available to them.

Manage services ⓘ

| Administrator ⓘ | PRF ⓘ | OWA ⓘ |
|-----------------|-------------------------------------|-------------------------------------|
| Author | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Manage services ⓘ

| Administrator ⓘ | PRF ⓘ |
|---|-------------------------------------|
| Authorization to view and edit personal information (e.g. name, address, bank details). | <input checked="" type="checkbox"/> |

Enter a "shared secret". The shared secret is the one-time password that the new user will have to use to sign in the first time. Afterwards, they must set their own password.

The shared secret must be at least six characters long and is valid three days.

If you tick the box "Can update account information", the user may modify their own user account data, i.e. they can change their name or update their email address. If you do not tick this box, you will be responsible for any updates.

In the "Permissions" area, you decide which profiles the user can access, and which services are available to them.

Select profile: If you are the administrator for a single profile, you will only be able to select that profile. If you have more than one profile, select them from the drop-down "search and add" menu.

For publishers with subsidiary publishing entities, select the main publisher first. Then you can bundle the services together for all the subsidiary publishing entities.

Manage services Now decide which services you want to be made available to the user.

To select a service, click the relevant box under the service.

If you want to bundle together all the rights for a main publisher with several subsidiary publishing entities and assign them to a user, you can do that by ticking the box. The corresponding service will then be activated for all the listed subsidiary publishing entities.

Click of the info button near the relevant service for information about the service.

Manage services ⓘ

ANGELOTTI-ESEMPIO ANOUK 0.0794.185 Author ✖

Administrator ⓘ

Permissions

Specify which profiles the user has access to and which services are available to them.

Manage services ⓘ

ANGELOTTI-ESEMPIO ANOUK 0.0794.185 Author

Administrator ⓘ

PRF ⓘ

ANGELOTTI-ESEMPIO ANOUK 0.0794.185 Author

Yes, I agree with the **terms and conditions of use.**

Invitation has been sent to: [mailto:angelotti@suissa.ch](#)
Please communicate the shared secret to the user.

[Back to User Administration](#)

User Administration

In this area you can manage users and their permissions or add new users.

| Status | Username | Name |
|--|----------|------------------------|
| <input checked="" type="checkbox"/> Active | anouk a. | Anouk Angelotti-Eempio |
| <input checked="" type="checkbox"/> Active | john s. | John Smith |

By ticking the “**Administrator**” box, you assign the user administrator rights for your “My Account”.

NB. This user will then be allowed to grant other persons access to your account, manage existing user accounts and assign permissions for the individual services.

After filling in all the fields, accept the terms and conditions of use.

Click on “**Save and send invite**” to send an email to the designated new user containing the link to obtain access to your “My Account”.

They must then enter the “shared secret” to obtain access. For security reasons, we recommend you do this verbally.

A new user will now appear in the User Administration.

An account has been created for you at SUIISA My account SCHU. In order for you to access the user account, you need the "shared secret", contact the MyAccount administrator.

[If you know the shared secret, you can continue here](#)

The validity of the link will expire in 3 days. After expiration, the shared secret must be set again by the administrator.

Verify registration

Enter the shared secret

Shared secret

[« Back to Login](#)

Sign In

Update password

You need to change your password.

New Password

Confirm password

The password must contain:

- 10 characters
- special characters
- upper and lower case letters
- numbers

Submit

The new user must now click the link in the email sent to them by SUIISA

This gives them access to the area "Verify registration".

The "shared secret" must be entered here.

The user is then asked to change the password.

Mobile Authenticator Setup

SUISA provides two-factor authentication for login. With two-factor authentication, you lock out hackers. Even if they have cracked your password.

The following options are available:

1 Authenticator (very secure)

Install an Authenticator app (FreeOTP, Google Authenticator, Microsoft Authenticator) on your smartphone and enter the generated authentication code when logging in.

Enable two-factor authentication with Authenticator

2 SMS (secure)

Enter your mobile number and enter the SMS authentication code when logging in.

Enable two-factor authentication with SMS

[« Back to Login](#)



The new user must activate the two-factor authentication either with an authenticator or with an SMS in order to create the link with your profile.

Once the two-factor authentication is set up, the new user can access your "My Account".

If you do not grant the user administrator rights, they will only have access to your "My Account" and not to "User Administration" and will be unable to modify the services.

Overview of services

| | |
|--|---|
| PRF – Profile | Permission to view and edit personal information (e.g. name, address, bank details). |
| OWA – Online Works Registration | Permission to register new works, edit drafts and view already created work registrations. |
| OAA – Sub-publishing Agreement Advice | Permission to register new agreements, edit drafts and view previously created agreement registrations. |
| WDB – Works Database | Permission to access extended works database and search for works. |
| ABR – Settlements | Permission to view and download statements. |
| ROR – Royalty Report | Permission to access Royalty Report and analyse settlements information. |
| ZLG – Payments | Permission to view and download payment notifications. |
| ANT – Applications | Permission to submit applications to SUISA. |

QUESTIONS?

Please check our help area for answers to the most common questions:

<https://www.suisa.ch/my-account/help>

CONTACT

memberportal@suisa.ch