



## Notification procedure from March 17, 2025 via [www.easygov.swiss](https://www.easygov.swiss)

Dear Customer,

The current application for reporting short-term work in Switzerland will no longer be available as of March 14, 2025.

Starting March 17, 2025, you can submit your notifications exclusively through [EasyGov.swiss - The online counter for companies](https://www.easygov.swiss). There are fundamentally no changes to the notification process or the information requested.

The new notification platform will provide you with improved user guidance. As legally required, one profile can be created for each company/employer in the future. Within this profile, you can authorize additional individuals and grant them mutual access to the entered individuals and reports.

### Preparation for you as a customer

- You can delete/clean up any employees who are no longer needed in your customer profile.
- If you use the notification procedure as a company/independent service provider:
  - Based in Switzerland: Register on [EasyGov.swiss](https://www.easygov.swiss) and create an organization account (if you don't already have one).
  - Based in the EU/EFTA/UK: Register on [EasyGov.swiss](https://www.easygov.swiss). During registration, you can also apply for a Company Identification Number (UID), which will be mandatory for using the notification procedure (except for private individuals).
- If you have previously used the reporting procedure as a private individual: Prior registration on [EasyGov.swiss](https://www.easygov.swiss) is not possible. You can register for the first time from the Go-Live date on 17. March 2025.

### First Login and Migration of your Data after the Go-Live

- The migration will be carried out automatically. When you use the new application for the first time, you will be able to import your profile.
- To import this data, you will need your username and also access to the email address stored in your current notification profile.
- Afterward, you can access your employees and the archived confirmation of notifications. Without this information, you will no longer have access to the archived confirmation of notifications or the recorded employees after the Go-Live on EasyGov.
- Only one import is possible per notification profile. Therefore, please back up all data and confirmation of notifications in advance to avoid data loss.

On EasyGov, all the information you need to use the notification procedure will be available after the Go-Live. Information about other available administrative services and the general use of EasyGov can be found on [EasyGov.swiss](https://www.easygov.swiss).

Please note already that the online notification procedure is expected to be unavailable from Friday, March 14, 2025, to Monday morning, March 17, 2025. The exact downtime will be communicated later.

For specific questions about EasyGov, please contact the EasyGov support team. You can find the contact details on [EasyGov.swiss](https://www.easygov.swiss).