Instructions for administrators

How to administer authorized users on the myAXA client portal

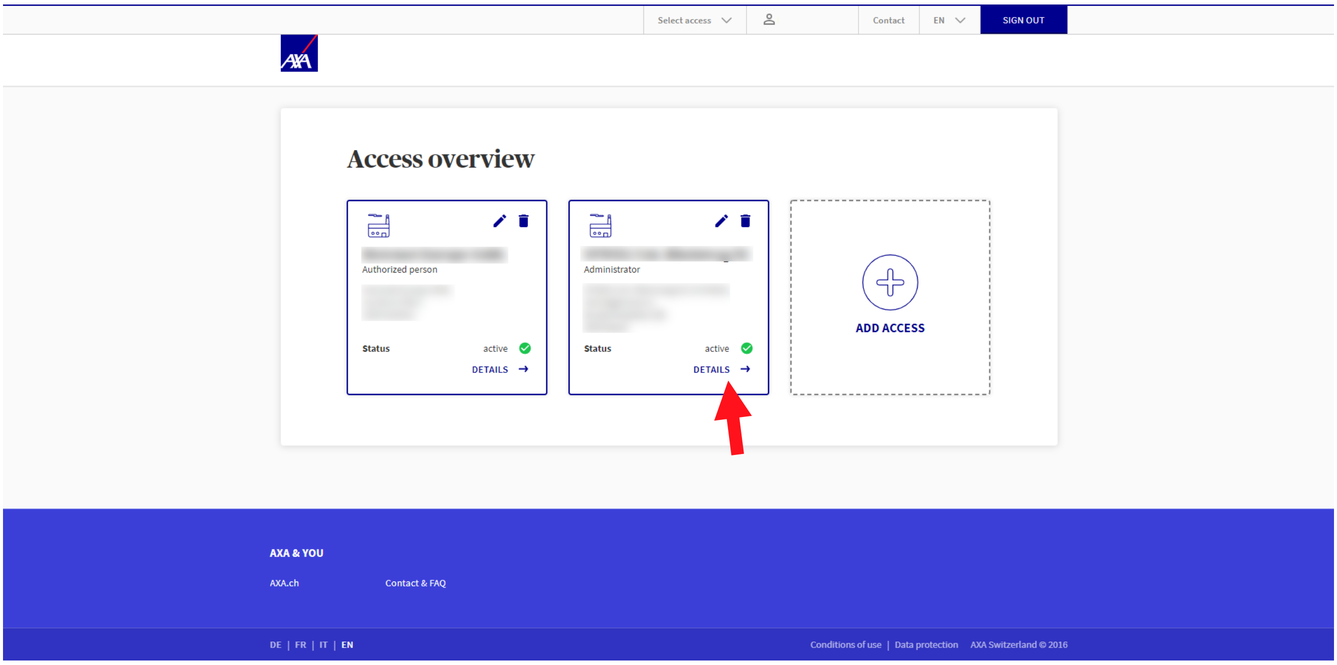
Application	How to administer authorized users on the myAXA client portal
Date of creation	13.06.2019

Contents

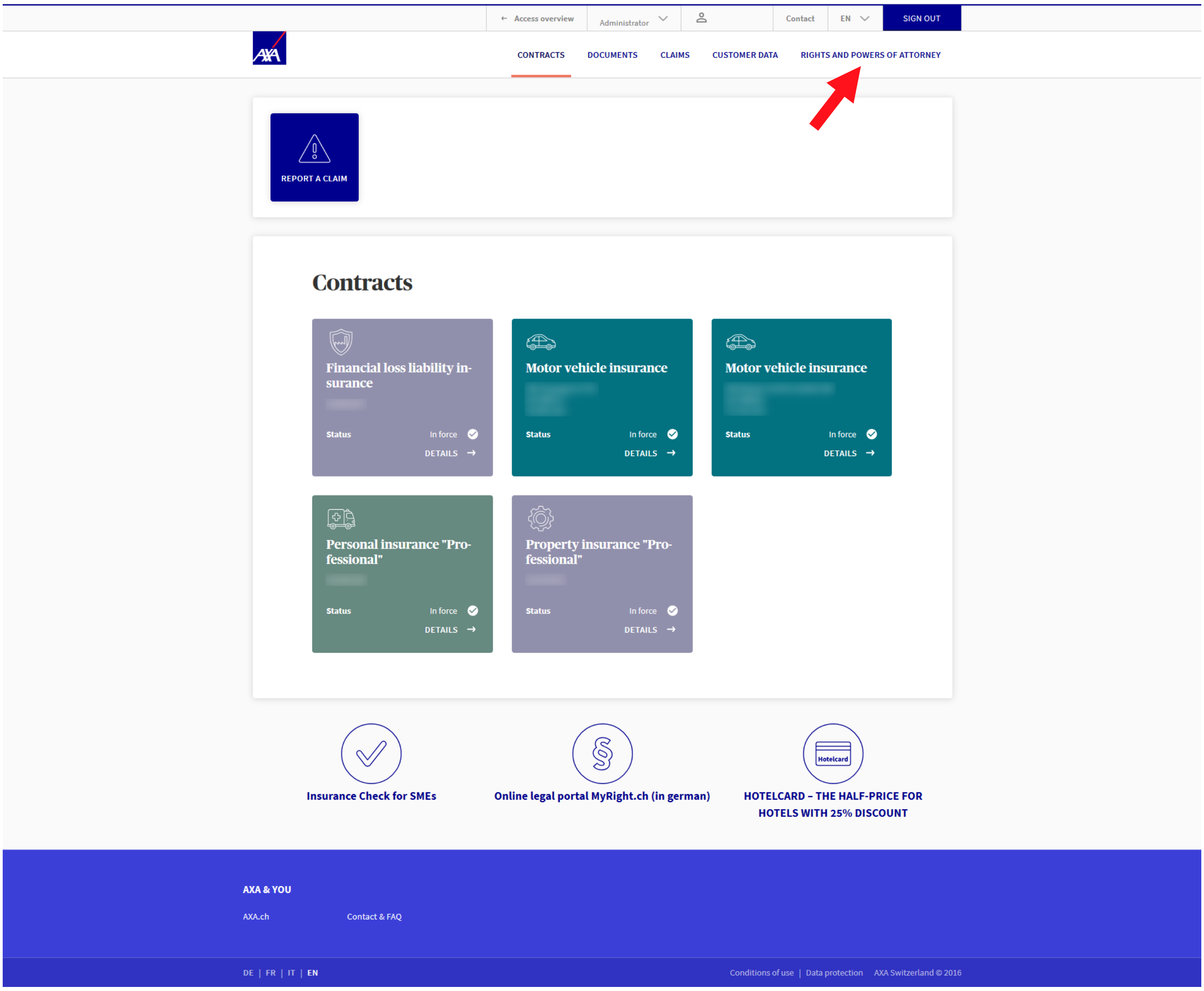
1. Entering authorized users

Are you an administrator and would you like to give a new user access to myAXA?
If so, then please proceed as follows:

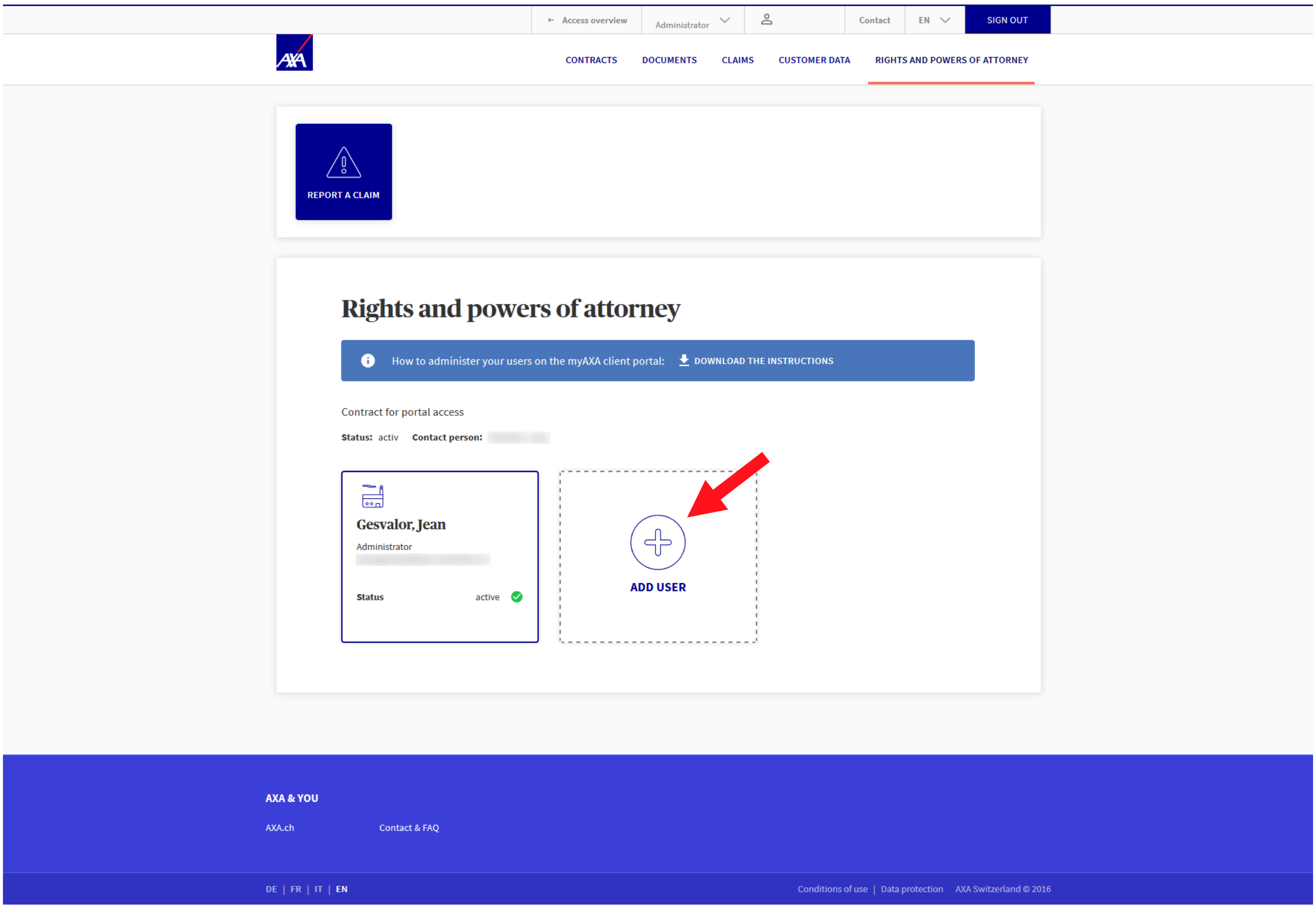
- If you have more than one access: Please select the desired access in the overview under «Select access» or on the relevant tile under Details.



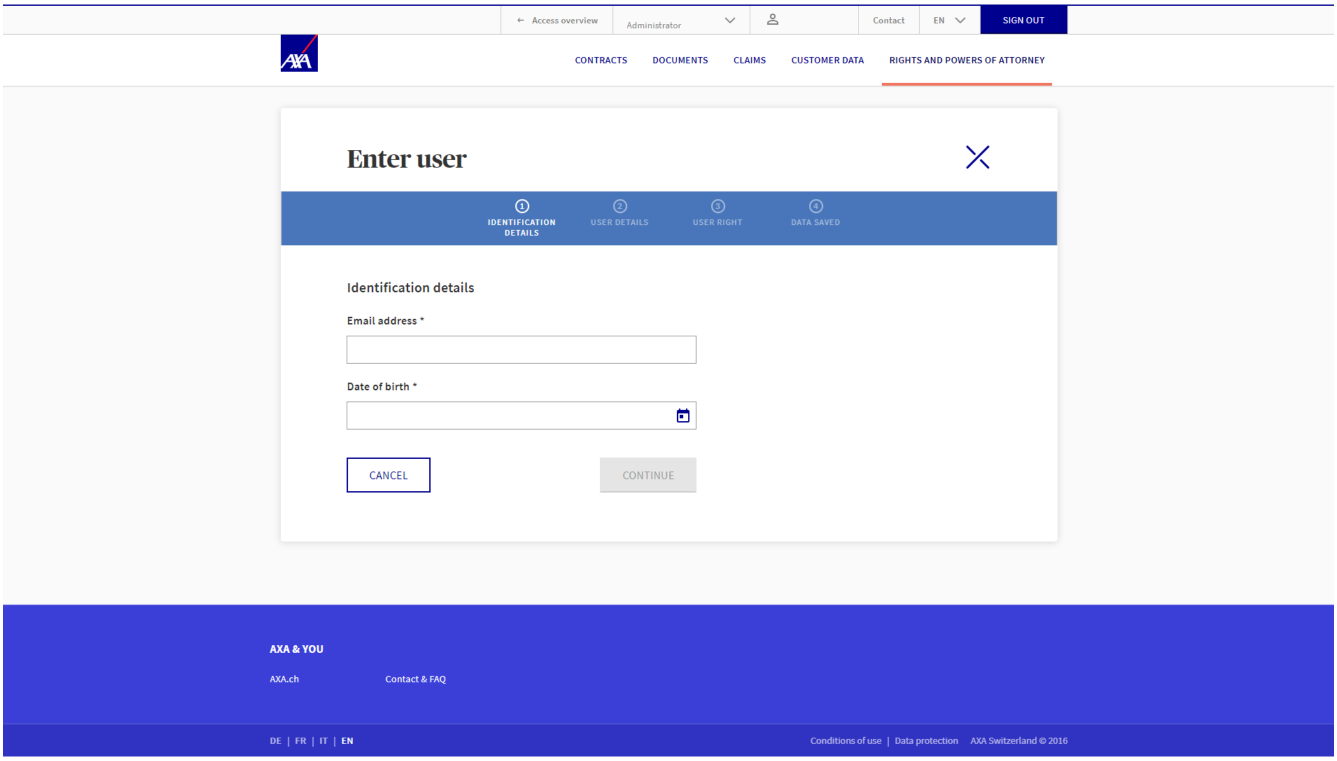
- Click on the «Rights & powers of attorney» tab.



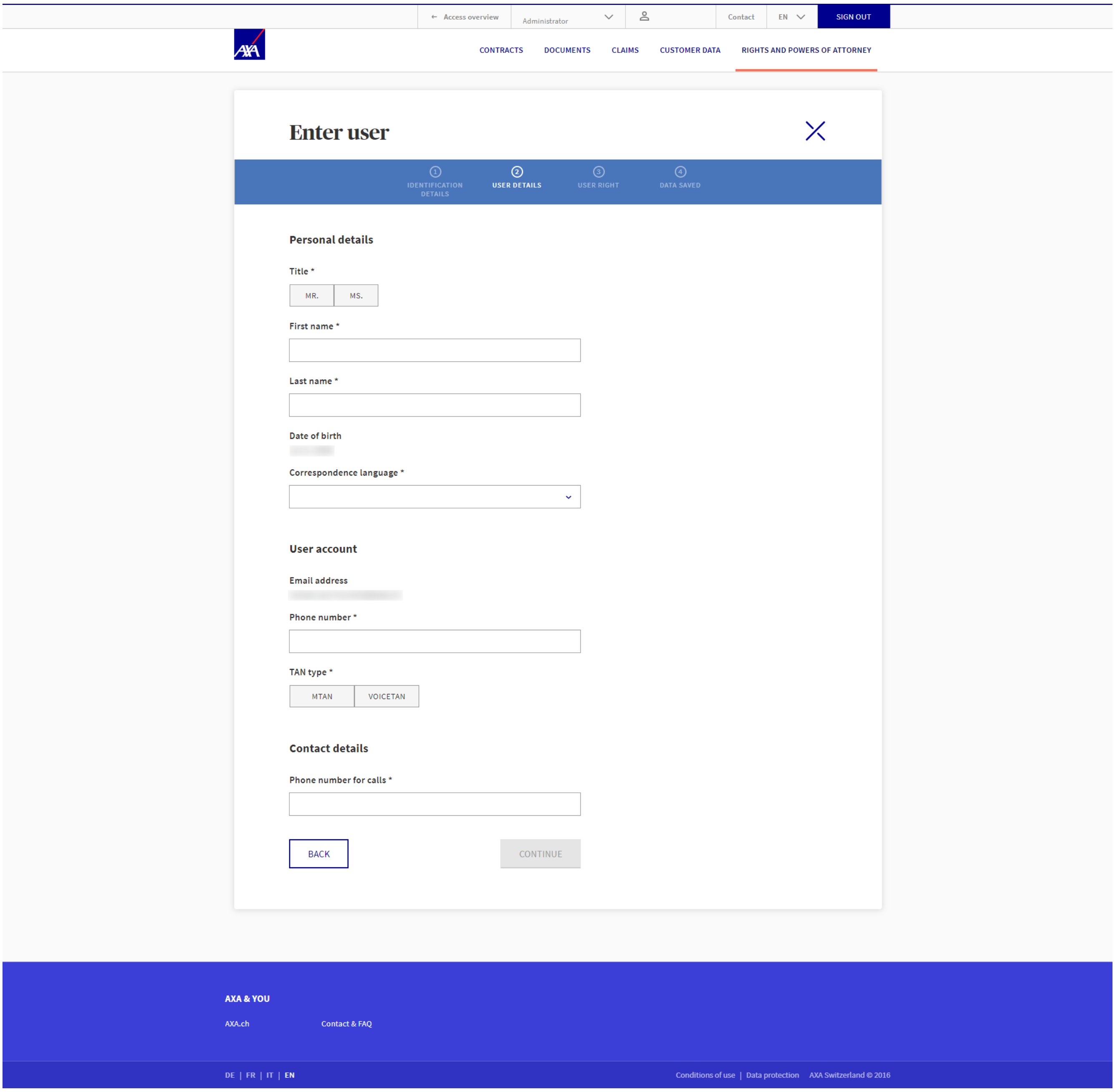
- Click on «Add user».



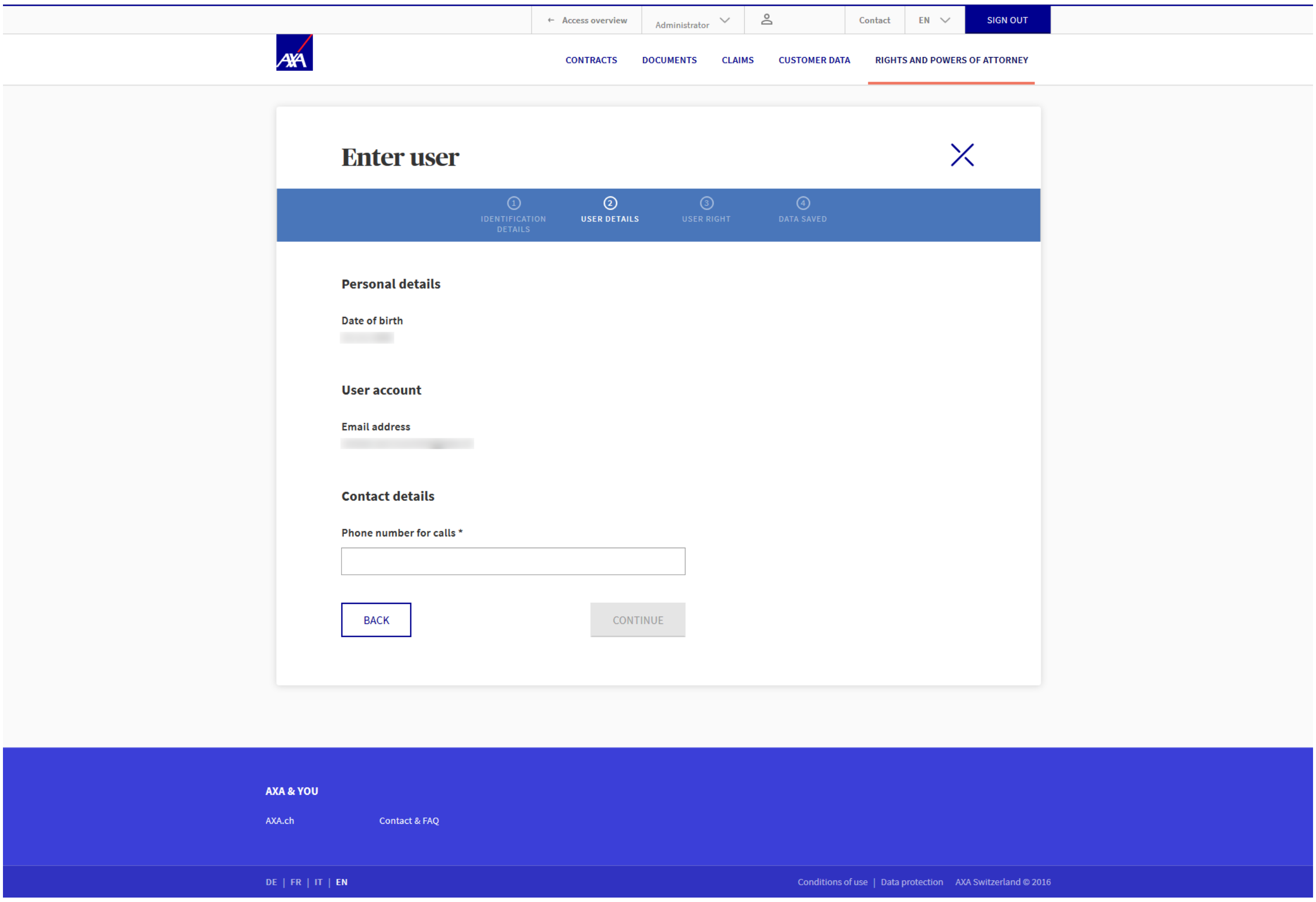
- Enter the new user's email address and date of birth.
- Click on «Continue».



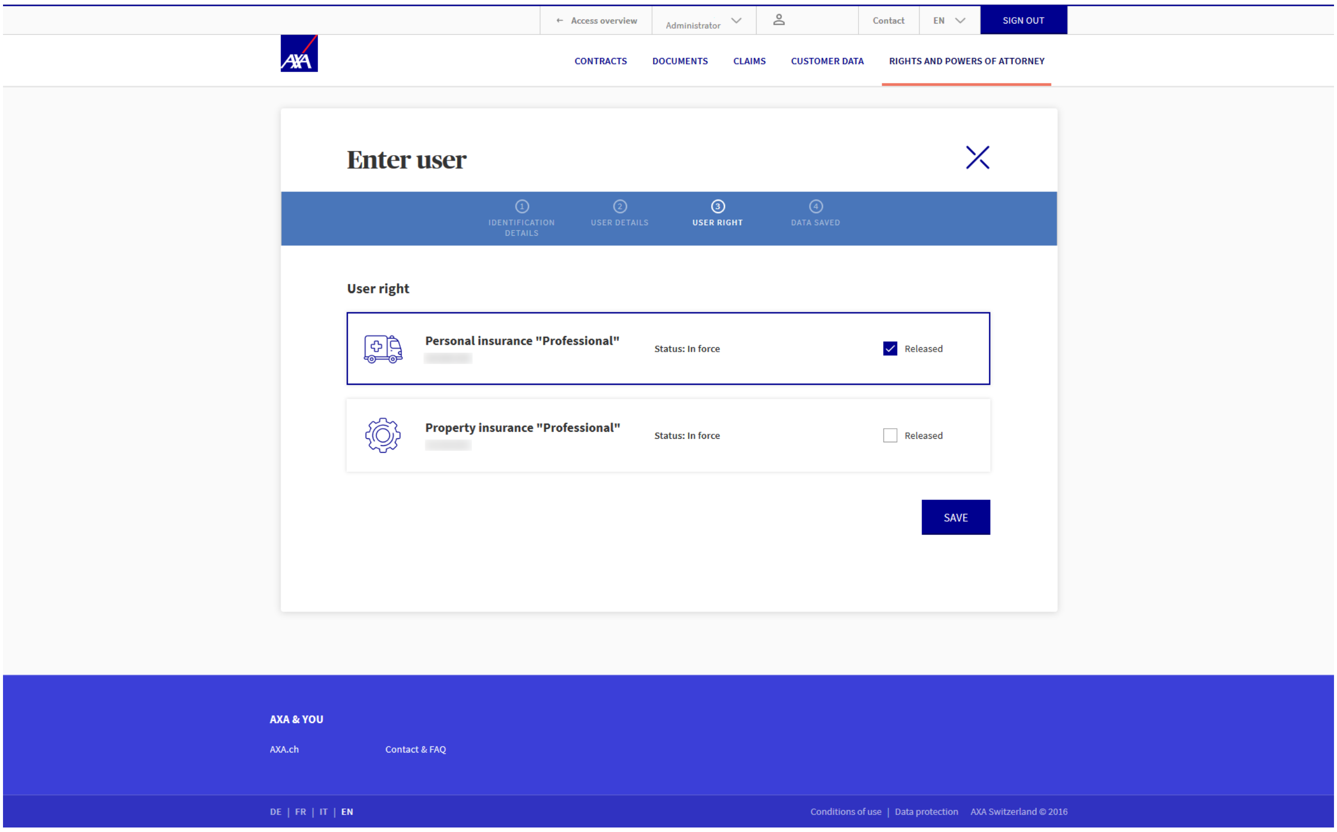
- User not yet available?
- Fill in all fields marked with *.
- Click on «Continue».



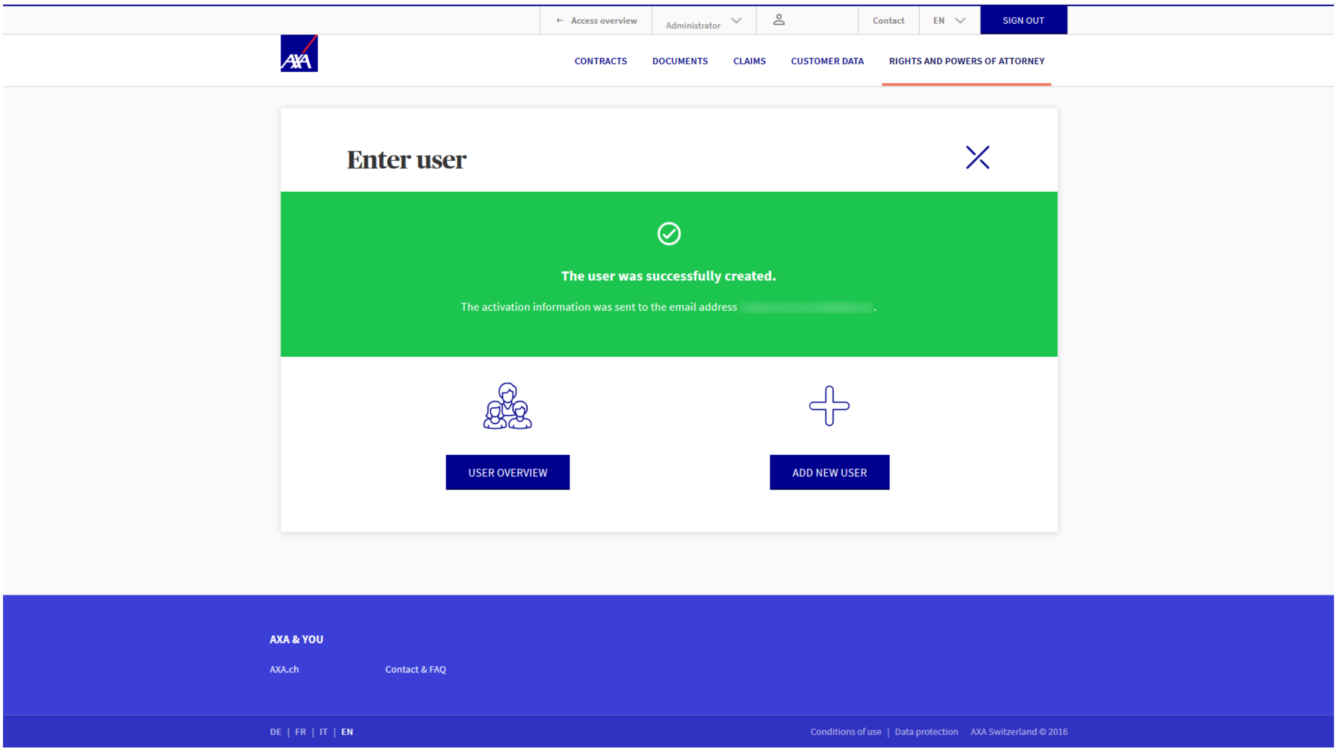
- User already existing?
- The new user’s personal information and access data will be automatically filled in if the user is already registered on myAXA.
- Click on «Continue».



- You can now assign the authorizations to the new user: By clicking on the boxes, you can select the contracts that the user may view.
- Click on «Continue» to confirm the acquisition.



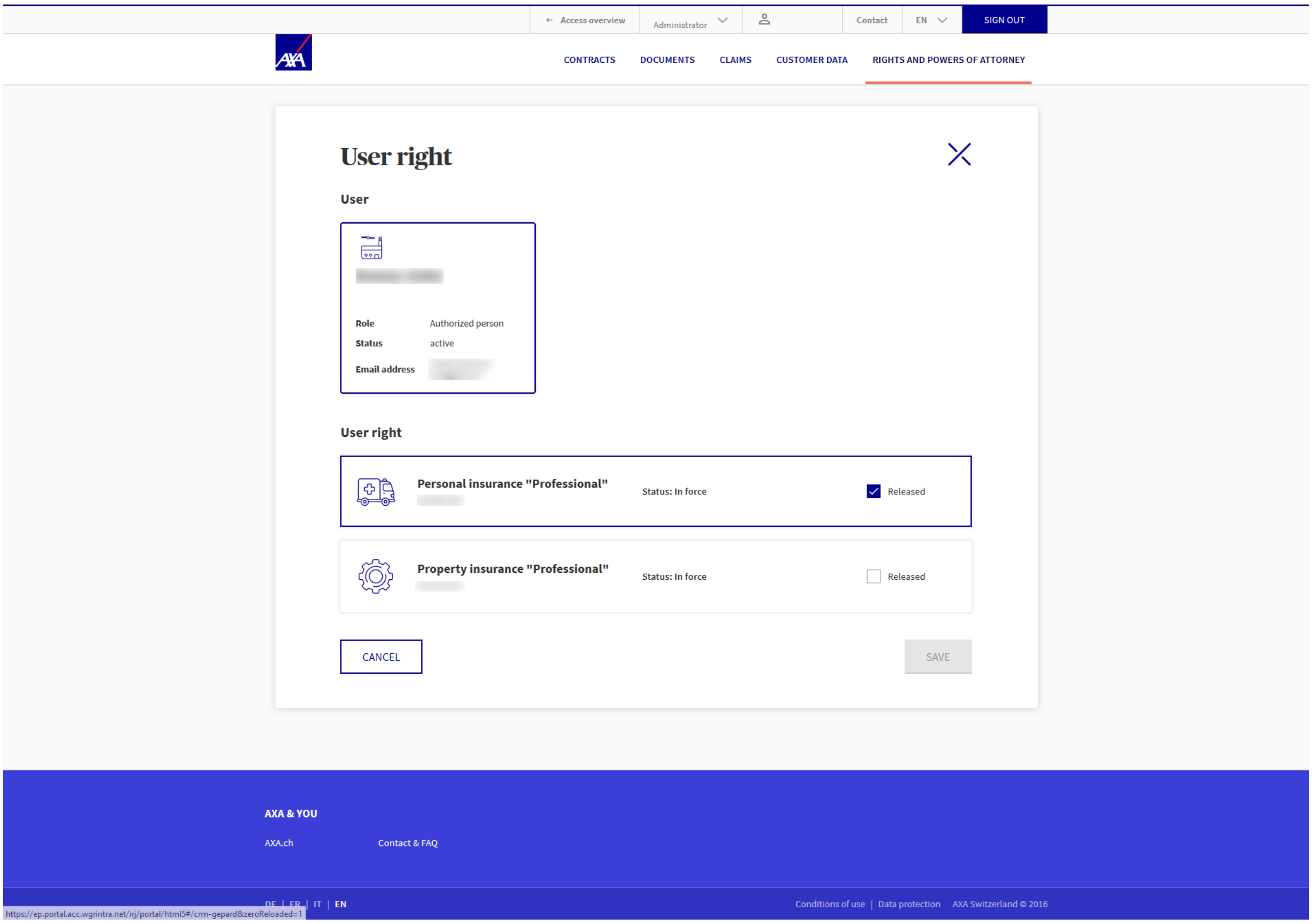
- You have successfully created the power of attorney.
- The activation information was automatically sent to the user via email.



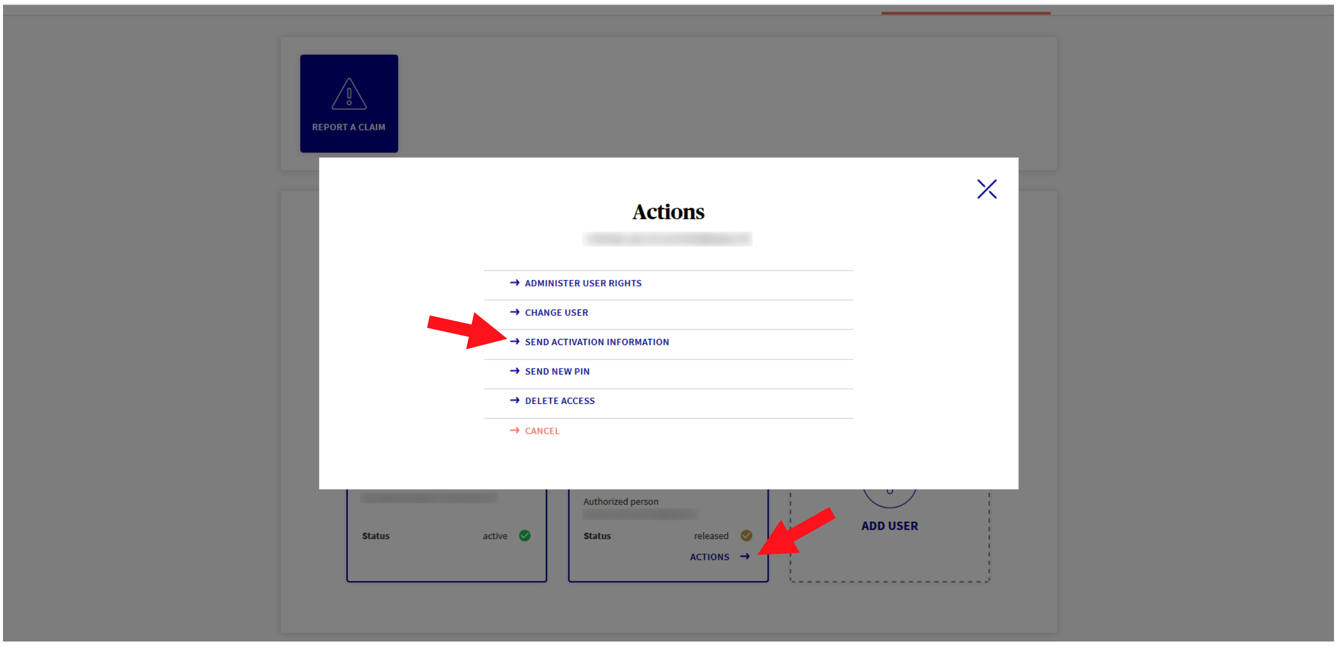
2. Manage user rights

- You can view the authorized person's rights at any time:
  On the line with the relevant person's name, click on «Actions» and select «Manage user rights».

- The various contracts are listed; if you set a checkmark under «Released» the employee can manage the data for the respective contracts.
- Close the allocation of user rights by clicking on «Save».



- If the activation information has not been received or is lost, you can resubmit it at any time.
- On the line with the relevant person’s name, click on «Actions» and select «Send activation information».



3. Carry out personnel changes

- Do you want to enter a personnel change? If so, on the line with the relevant person's name, click on «Actions» and select «Change user». You can then carry out the personnel change.

4. Delete user rights

- Do you want to delete an authorized person's access?
- If so, in the drop-down menu with the relevant person's name, click on «Actions» and select «Delete access».