Instructions for private clients

How to administer authorized users on the myAXA client portal

Application   How to administer authorized users on the myAXA client portal
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1.   Entering authorized users

Would you like to give a trusted person a power of attorney over your access rights 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 will now see which contracts are subject to the power of attorney. The power of attorney applies to the entire insurance portfolio, including contracts concluded in the future.
- Click on «Save» to confirm the acquisition.
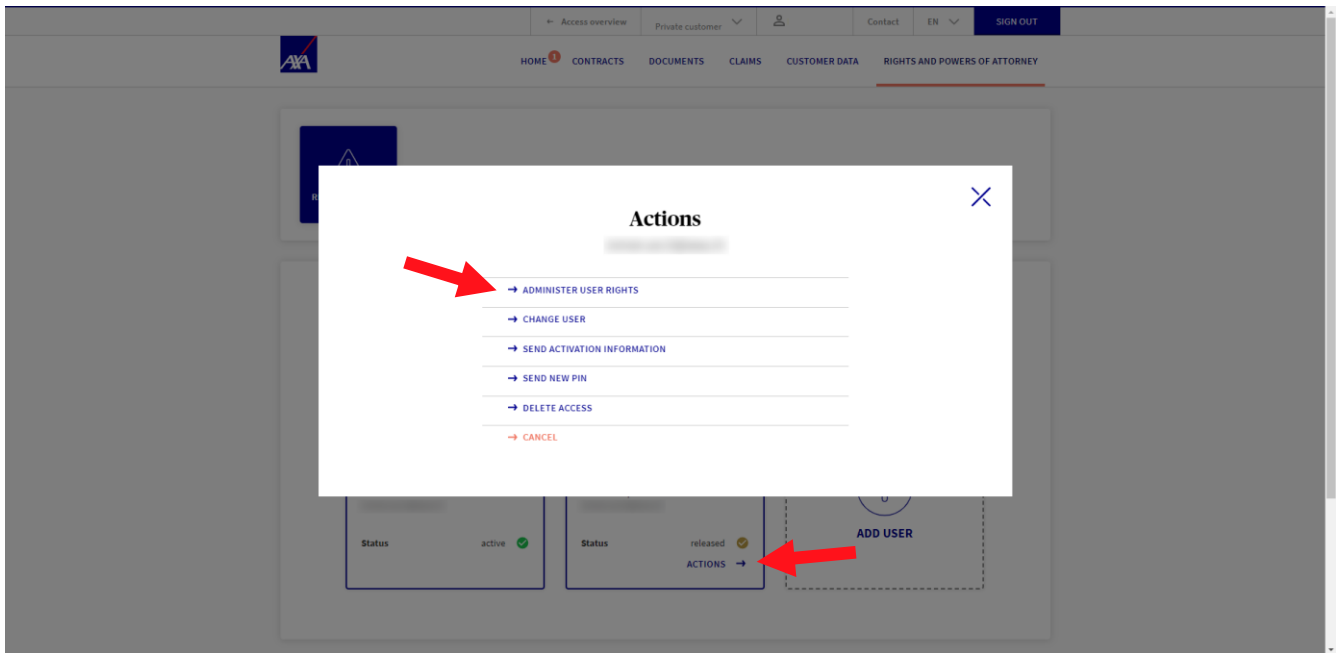
- You have successfully created the power of attorney.
- The activation information was automatically sent to the user via email.

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 «Administer user rights».

- The various contracts are listed. The power of attorney applies to the entire insurance portfolio, including future contracts.
- You can revert to the user overview by clicking on «Cancel» or «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».
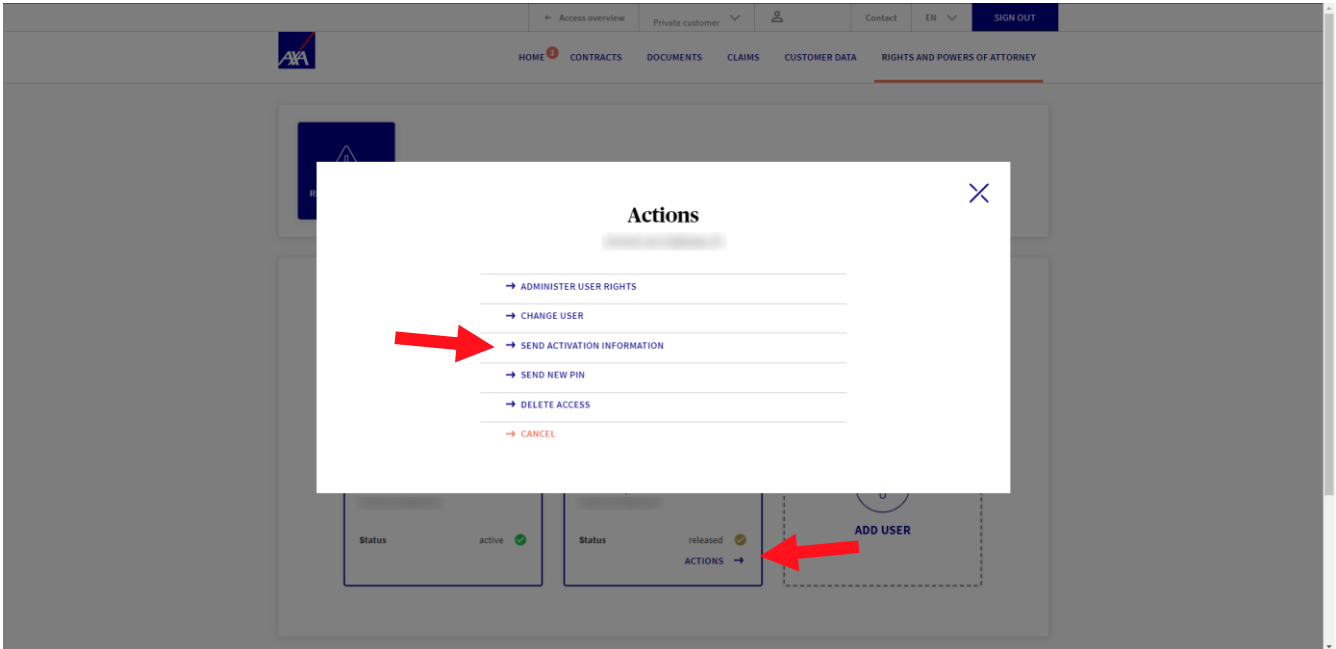
3. Carry out personnel changes

- 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.
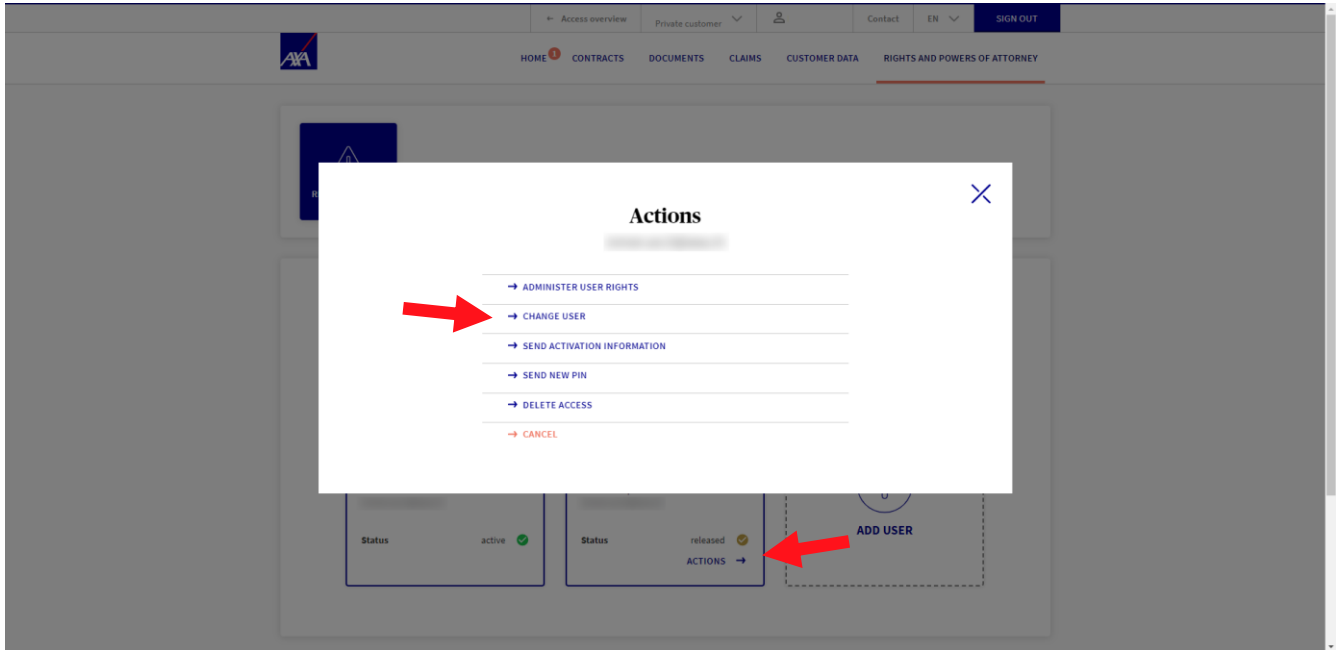
# 4.	Delete user rights

- 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».