



myAXA - just a few steps to using the online pensions portal

Instructions for insureds in a pension fund

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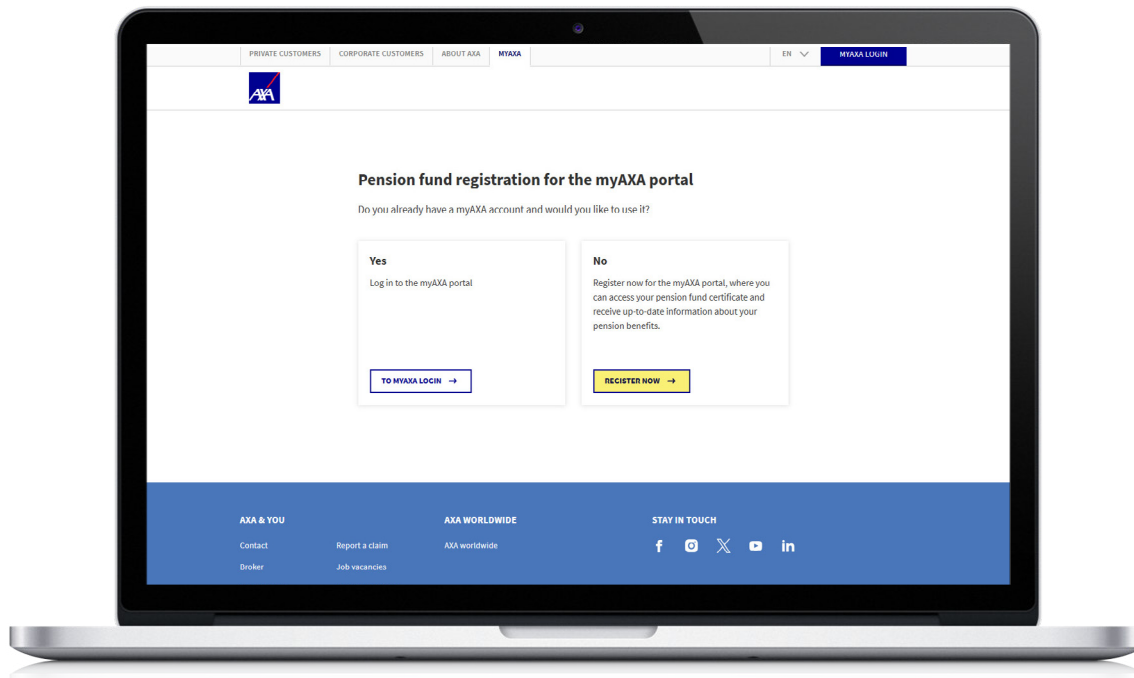
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Sign into myAXA and add your pension fund

Situation A – You do not have a myAXA account

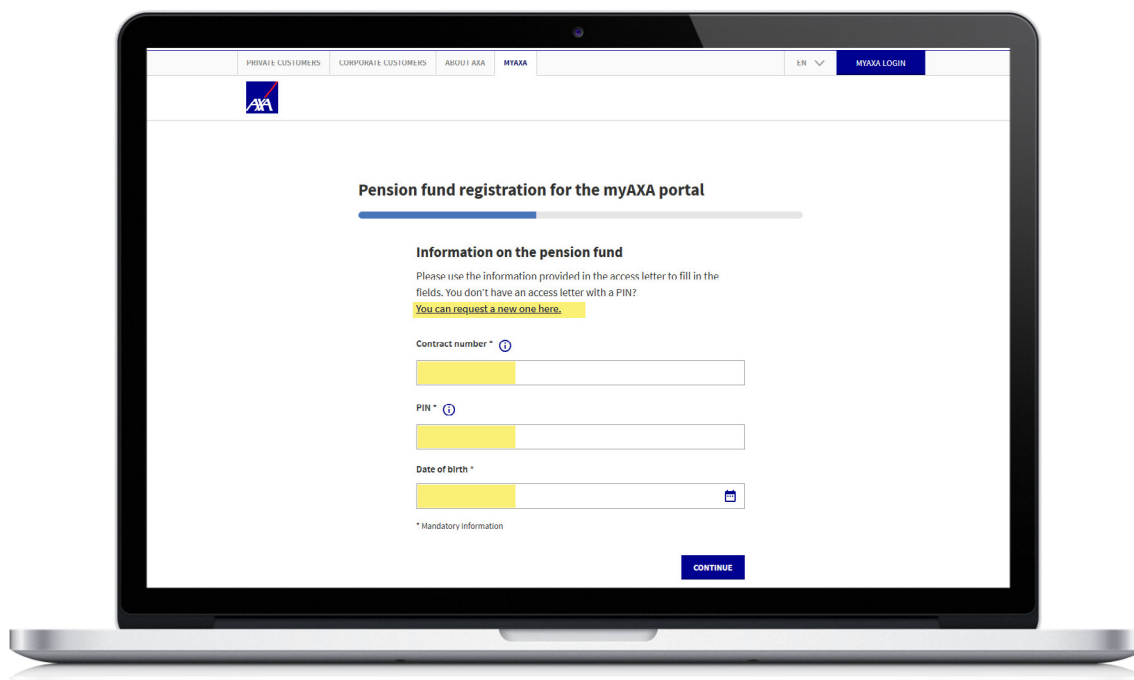
First time signing up for myAXA

You'll need the letter that you received from AXA or your employer in order to register because it contains your PIN. Go to **www.axa.ch/myaxa-pf**. Click on the “REGISTER NOW” button.

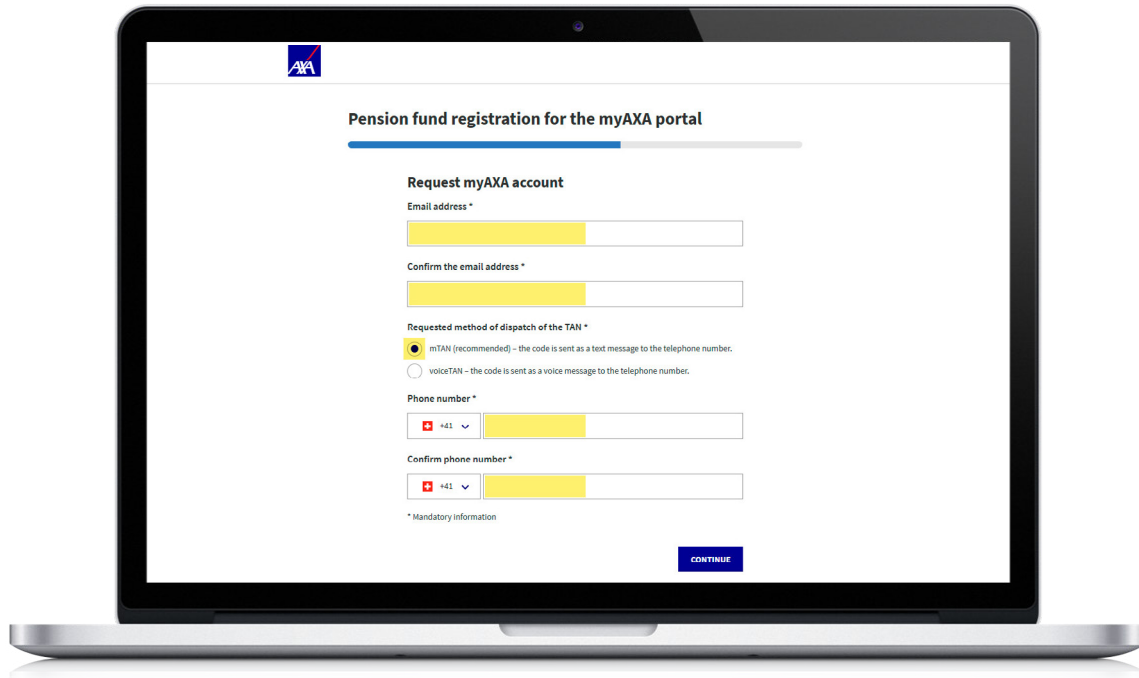


Complete the “Contract no.,” “PIN” and “Date of birth” fields and then click on the blue “CONTINUE” button.

Please note: The PIN you received in the letter is valid for 90 days. If your letter is older than 3 months or you no longer have the letter with your PIN in it, you can request a new access letter with a PIN directly during this step. Just click on “You can request a new one here.”

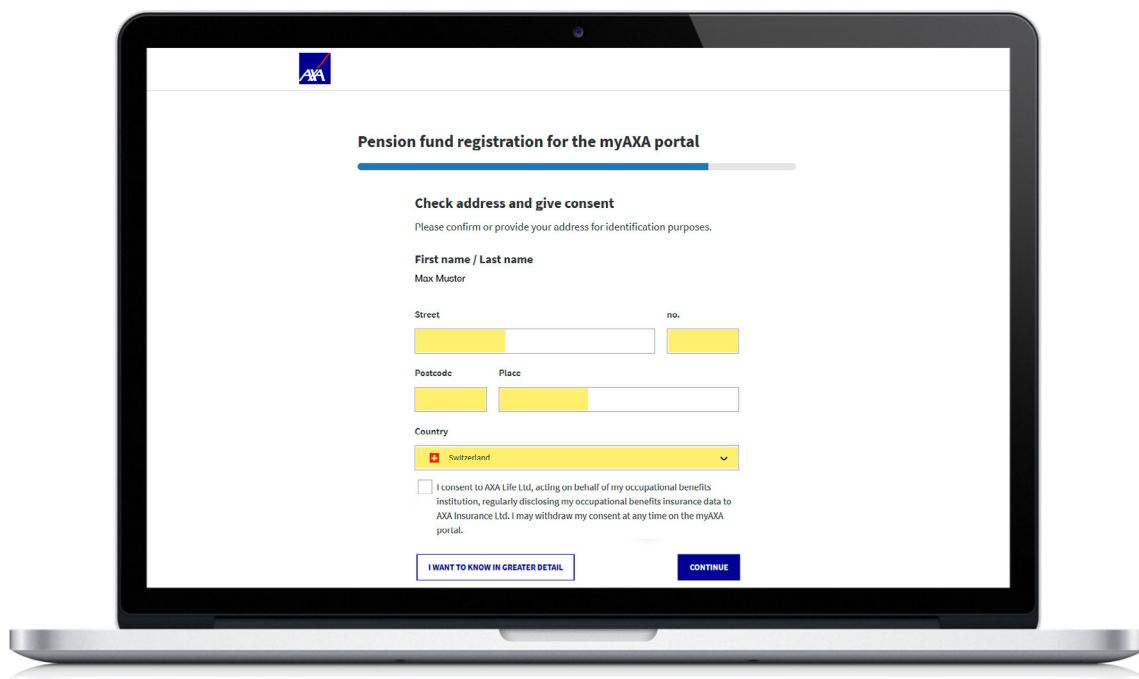


If you are registering for the first time, you must enter both your email address and your cell phone number. For security purposes, two-factor authentication is required for use of the myAXA portal. You can choose to have the TAN sent either by text message or voice mail to your cell phone. When you're done, click the blue "CONTINUE" button.



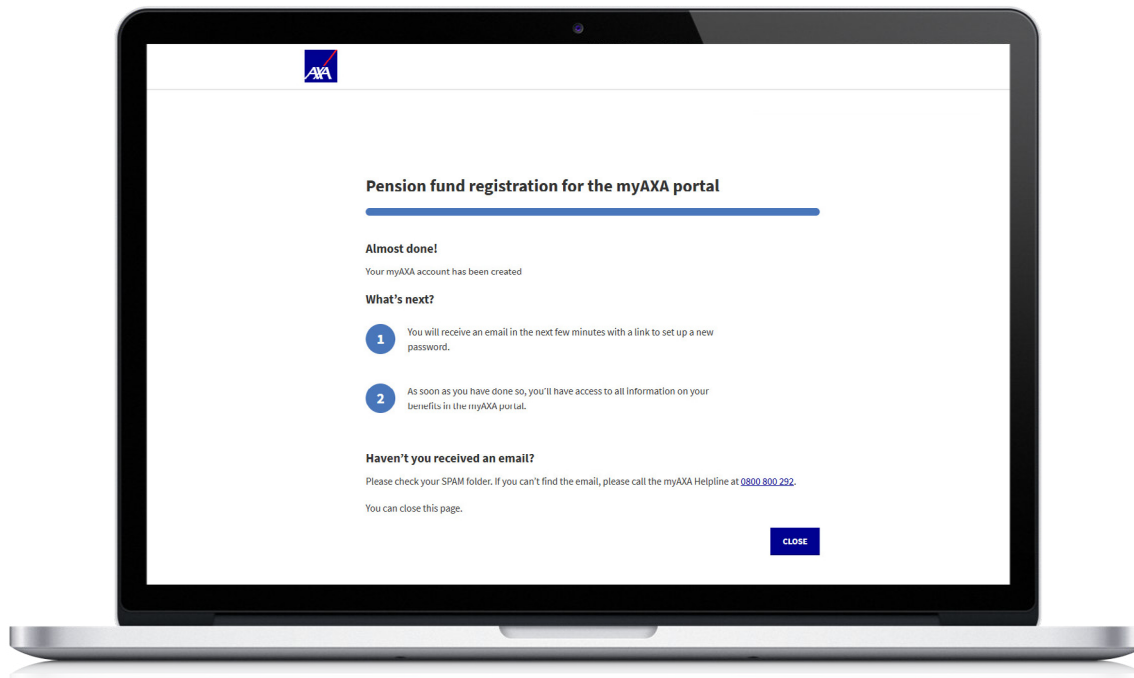
The screenshot shows a laptop displaying the 'Pension fund registration for the myAXA portal' page. The page has a progress bar at the top. The main heading is 'Request myAXA account'. Below it, there are several form fields: 'Email address *' with a yellow input field, 'Confirm the email address *' with a yellow input field, 'Requested method of dispatch of the TAN *' with two radio buttons (selected: 'mTAN (recommended) - the code is sent as a text message to the telephone number.', unselected: 'voiceTAN - the code is sent as a voice message to the telephone number.'), 'Phone number *' with a dropdown menu showing '+41' and a yellow input field, and 'Confirm phone number *' with a dropdown menu showing '+41' and a yellow input field. At the bottom right, there is a blue 'CONTINUE' button. A small asterisk indicates mandatory information.

Please confirm or enter your address for identification purposes and then click on the blue "CONTINUE" button.

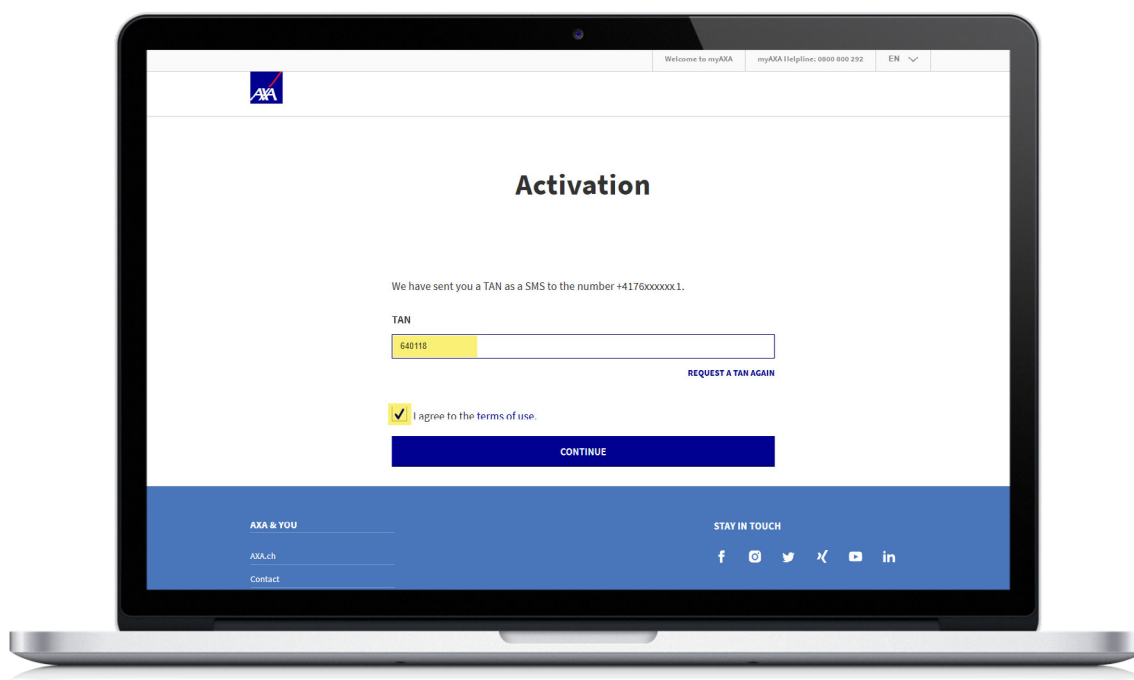


The screenshot shows a laptop displaying the 'Pension fund registration for the myAXA portal' page. The page has a progress bar at the top. The main heading is 'Check address and give consent'. Below it, there is a sub-heading 'Please confirm or provide your address for identification purposes.' followed by 'First name / Last name' with the text 'Max Mustor'. Below that, there are form fields for 'Street' and 'no.' (both with yellow input fields), 'Postcode' and 'Place' (both with yellow input fields), and 'Country' with a dropdown menu showing 'Switzerland'. At the bottom, there is a checkbox for consent, a link 'I WANT TO KNOW IN GREATER DETAIL', and a blue 'CONTINUE' button.

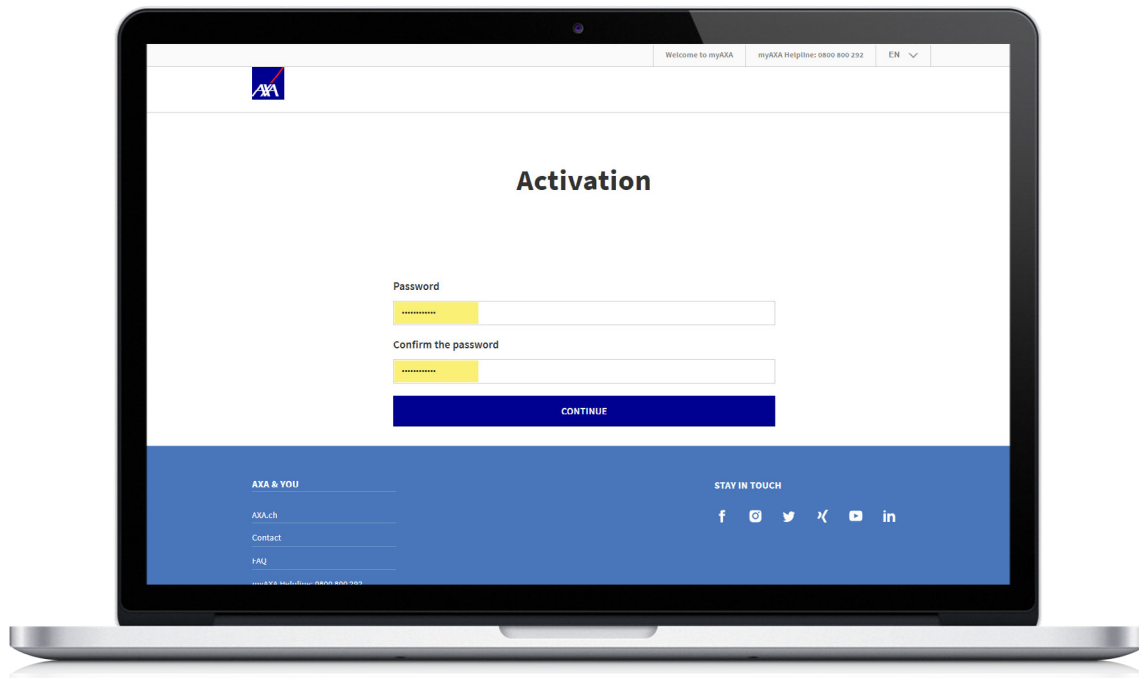
Next you'll need to create a password to register for myAXA. We've sent you an automated email that contains a link you can click on.



After clicking on the link, a new window will open and you can enter the 6-digit TAN that you received by text message or voicemail on your cell phone. Check the "I agree to the terms of use box". Then click the blue "CONTINUE" button.

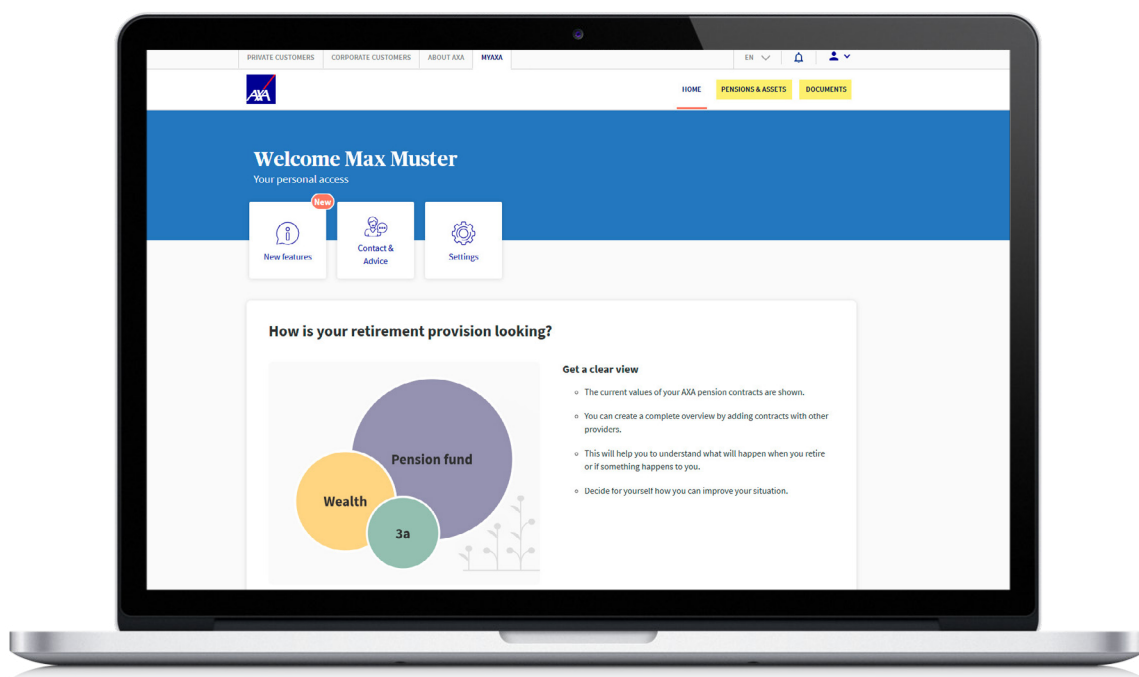


Create your password. Click on the blue “CONTINUE” button.



All done! You’re now registered and can access your pension fund information online.

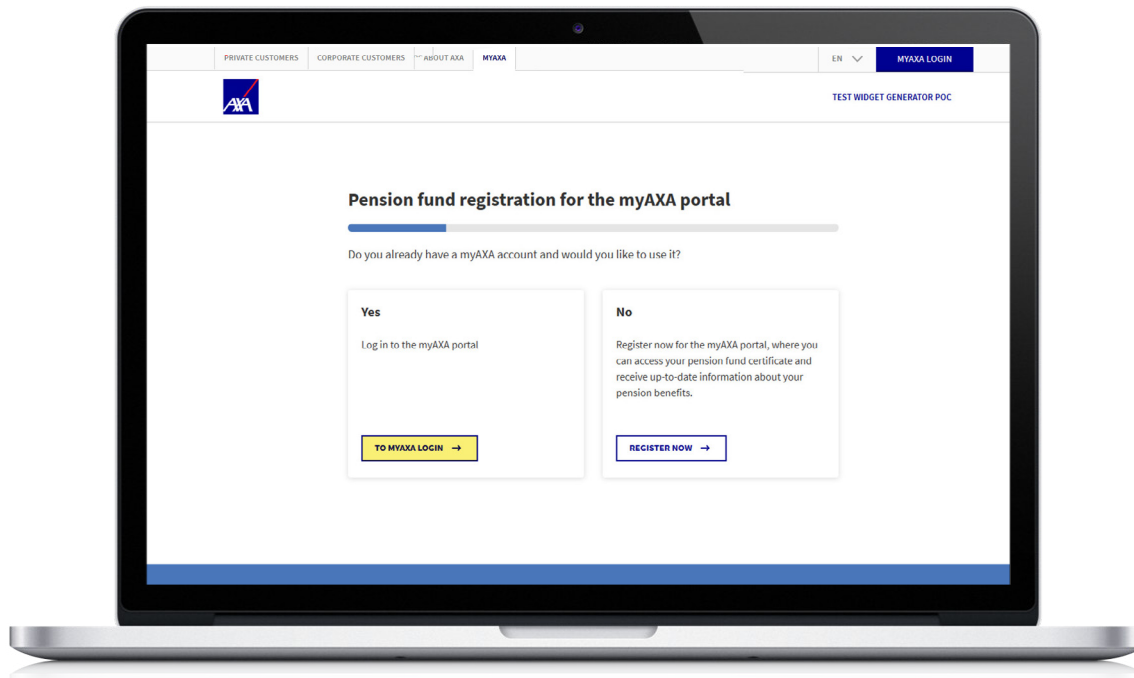
Enjoy discovering all our myAXA portal offers you. Find out more about your pension situation in the menu under PENSIONS & ASSETS. You can find your pension fund statement in the menu under DOCUMENTS.



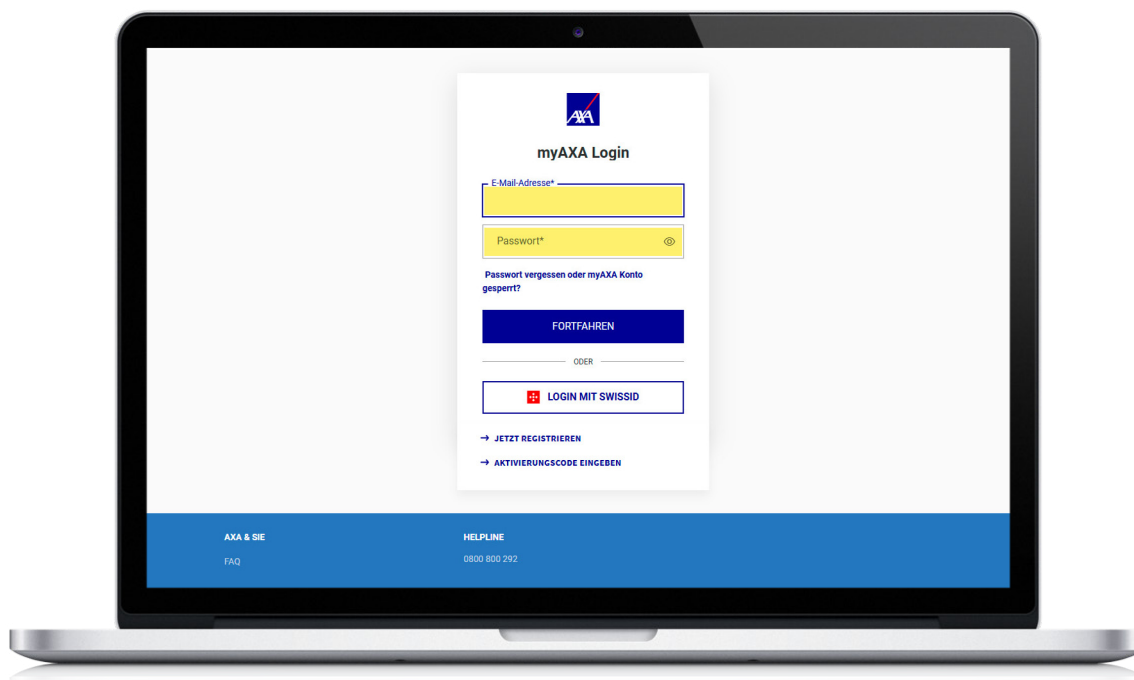
Situation B – You already have a myAXA account

Sign into myAXA and add your pension fund

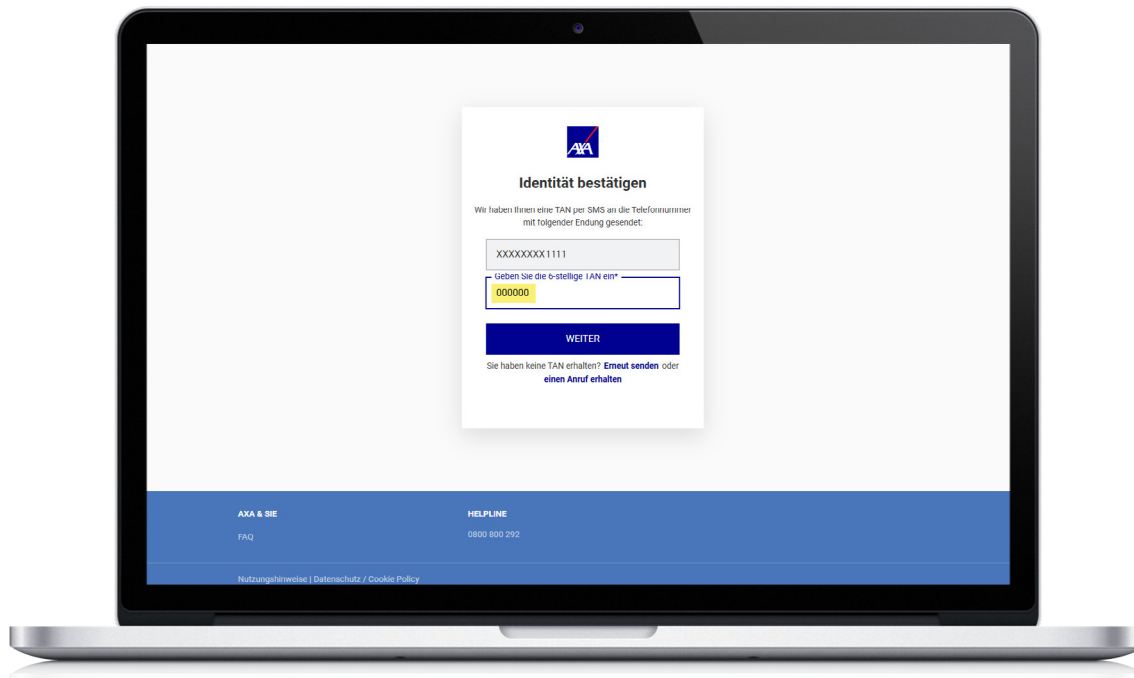
You'll need the letter that you received from AXA or your employer in order to add your pension fund to your myAXA account because it contains your PIN. Go to **www.axa.ch/myaxa-pf**. Click on the “TO MYAXA LOGIN” button.



Sign into myAXA using your email address and password. Click on the blue “FORTFAHREN” button.

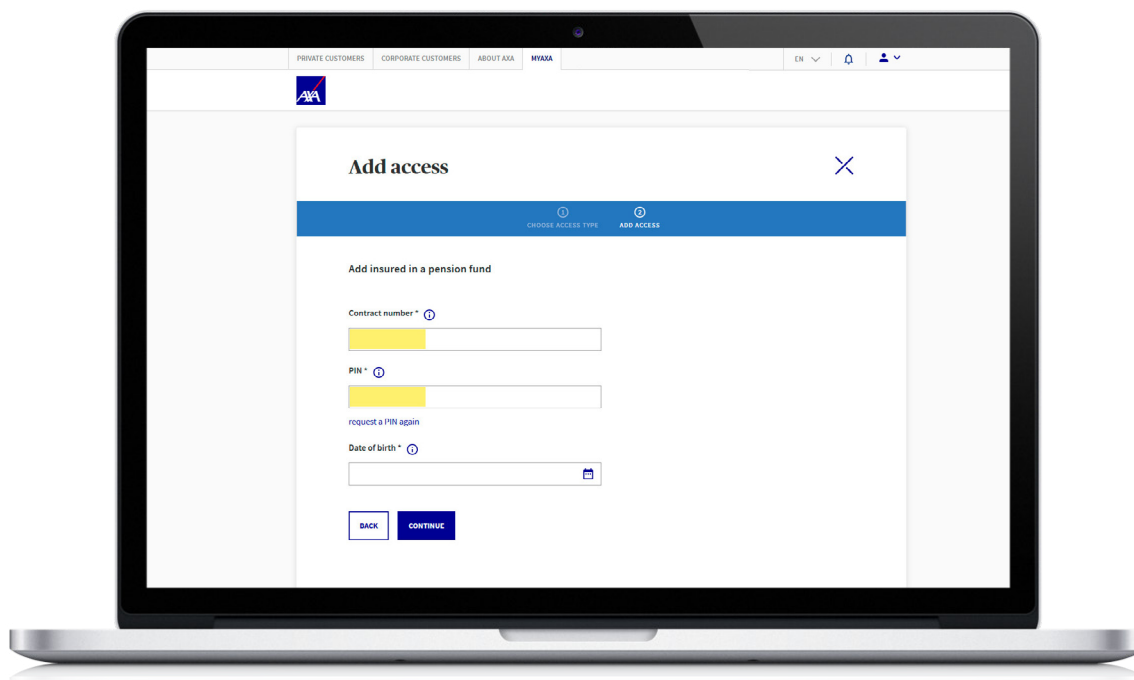


Enter the 6-digit TAN you receive in a text message or voicemail on your cell phone.

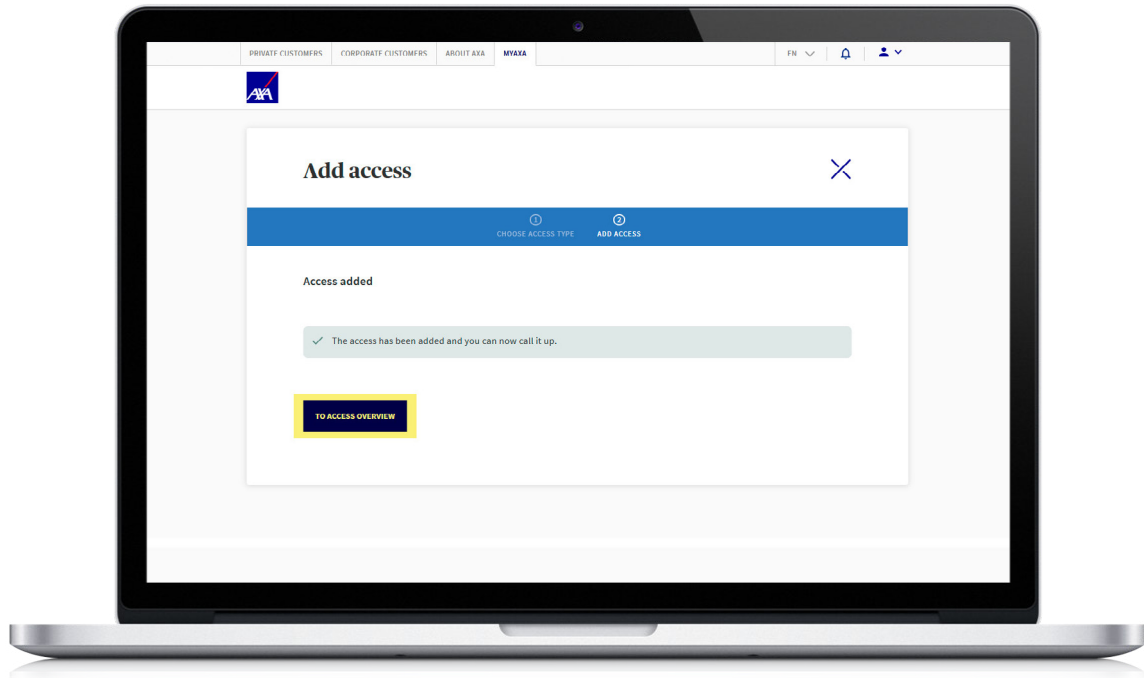


You're now logged into the "Add access" window. Enter the "Contract number" and "PIN". The Date of birth field has already been filled in. Then click the blue "CONTINUE" button.

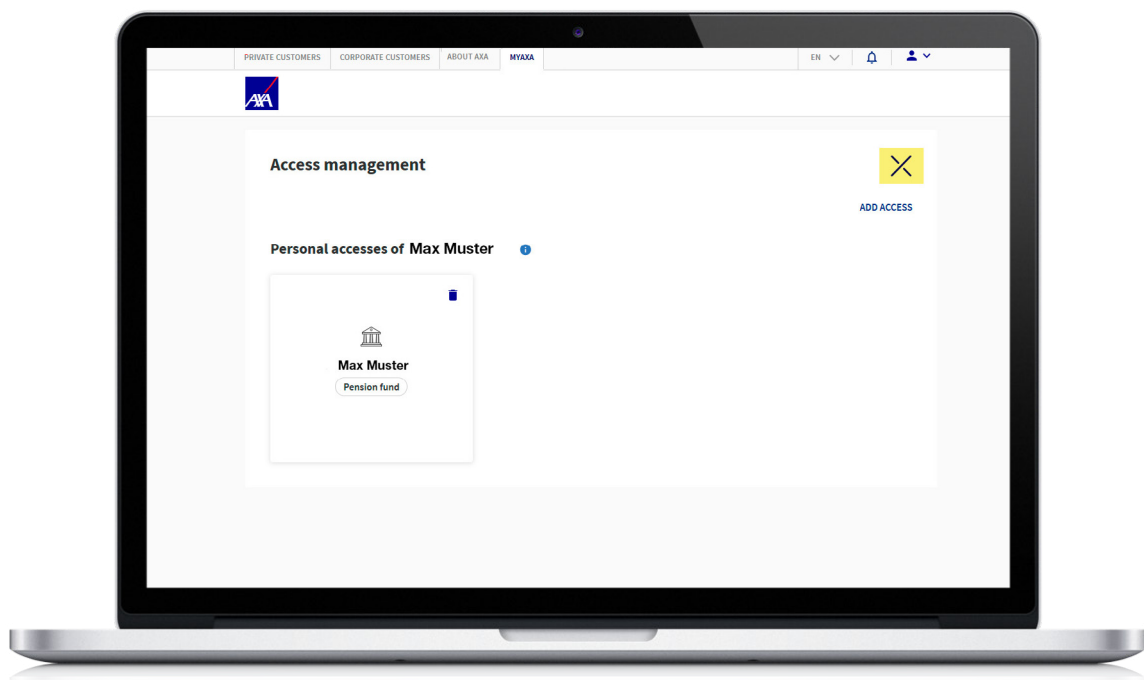
Please note: The PIN you received in the letter is valid for 90 days. If your letter is older than 3 months or if you no longer have the letter with your PIN in it, you can request a new access letter with a PIN directly during this step. Click on "Request a PIN again".



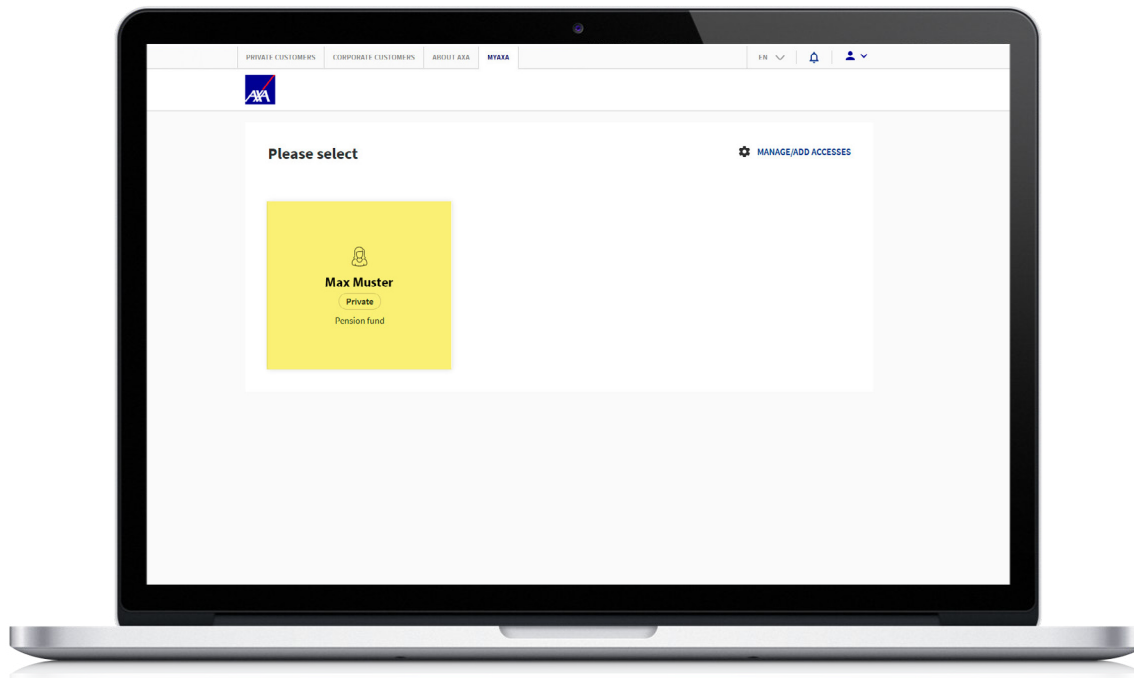
All done! Your pension fund has now been added. *Click on the blue “TO ACCESS OVERVIEW” button.*



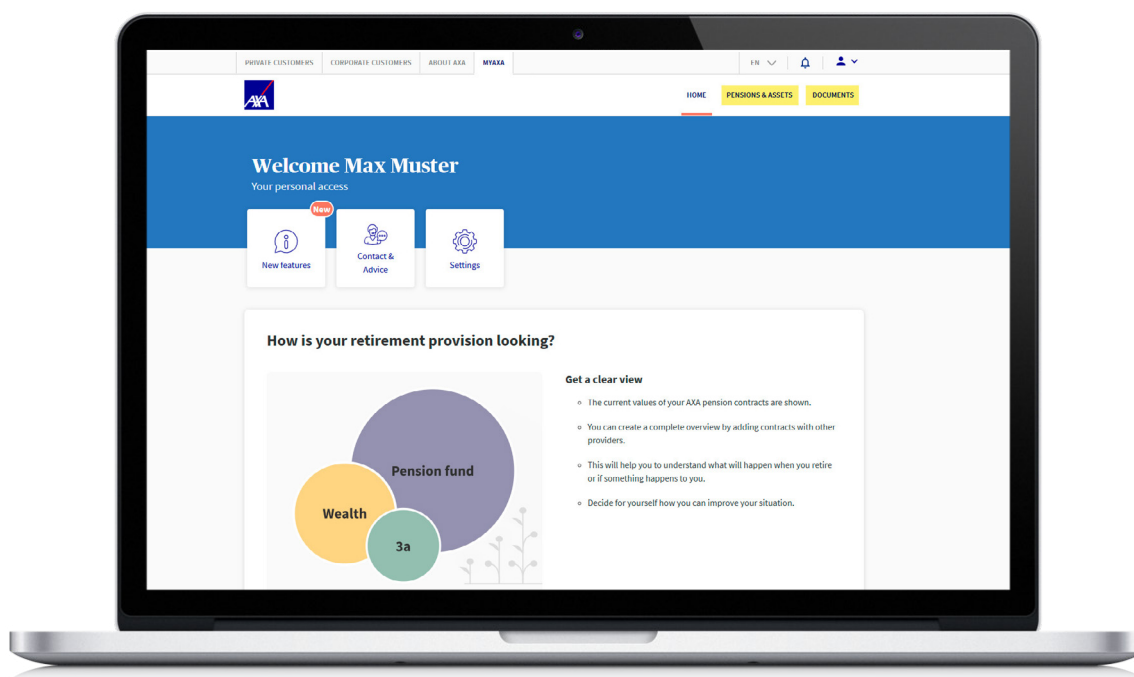
The Access management view shows you everything you have access to, including pension funds. Click on the “x” to close this window.



Clicking on your name will take you to the myAXA start page.



Enjoy discovering all our myAXA portal offers you. *Find out more about your pension situation in the menu under PENSIONS & ASSETS. You can find your pension fund statement in the menu under DOCUMENTS.*



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