

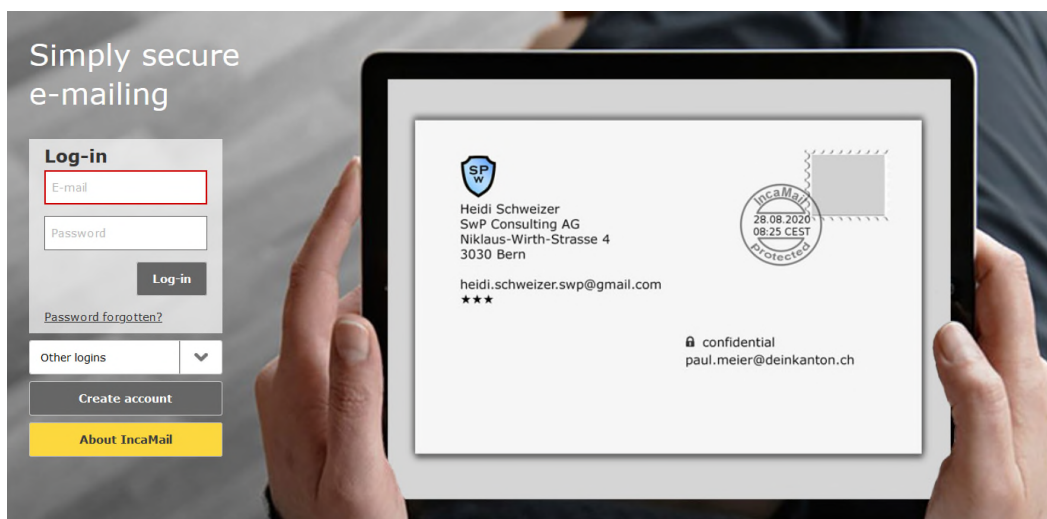
Instructions for registering your email address in the eGov subscriber directory via IncaMail

1 Prerequisite

You already have an account with IncaMail for your email address.

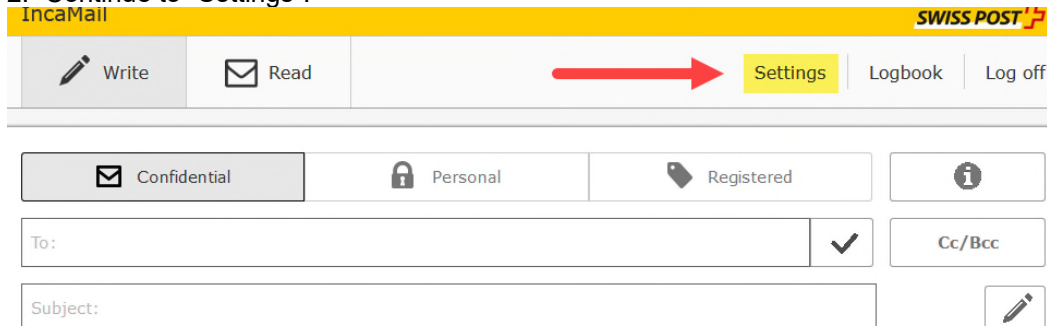
2 How to register

1. Log in to IncaMail with your email address and password:



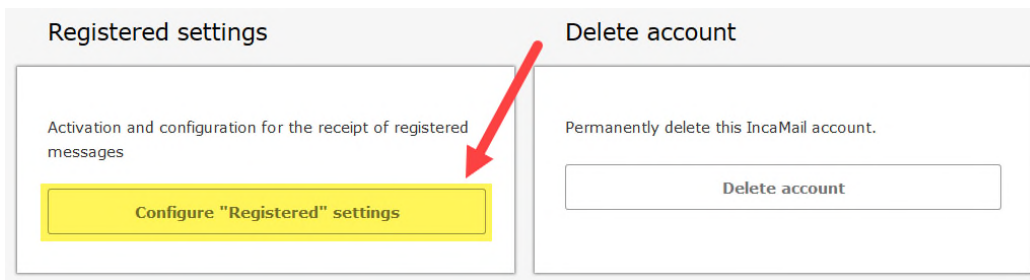
Screenshot from www.incamail.ch © Swiss Post AG

2. Continue to "Settings":



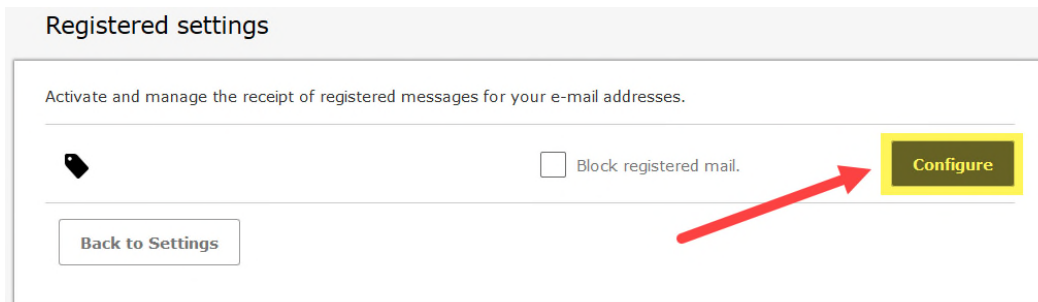
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3. Click on "Configure 'Registered' settings" at the bottom of the "Settings" menu:



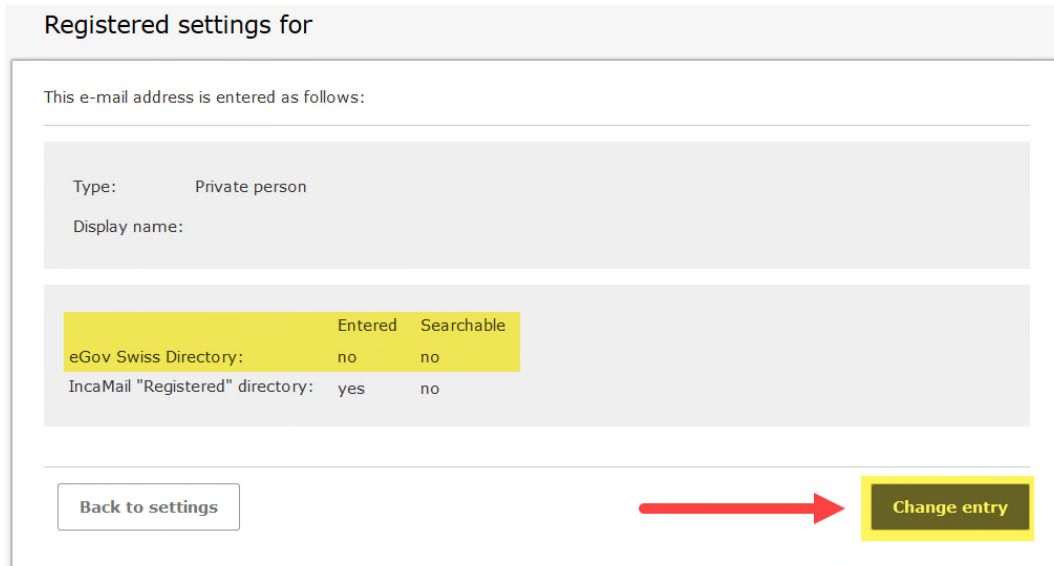
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4. Click on "Configure" in the new window:



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5. Click on "Change entry" in the new window:



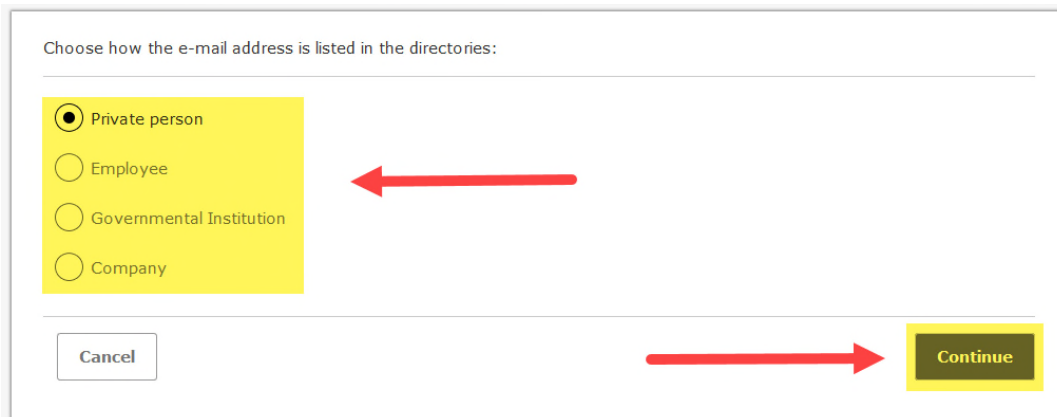
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6. In the new window, make the appropriate selection then click "Continue":

Choose how the e-mail address is listed in the directories:

Private person
 Employee
 Governmental Institution
 Company

Cancel Continue



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7. In the new window, select the checkbox for "Entered" under "eGov Swiss Directory" then click on "Continue":

Choose your directory settings:

Detlev Bouda Eidg. Institut für Geistiges Eigentum

Entered Searchable

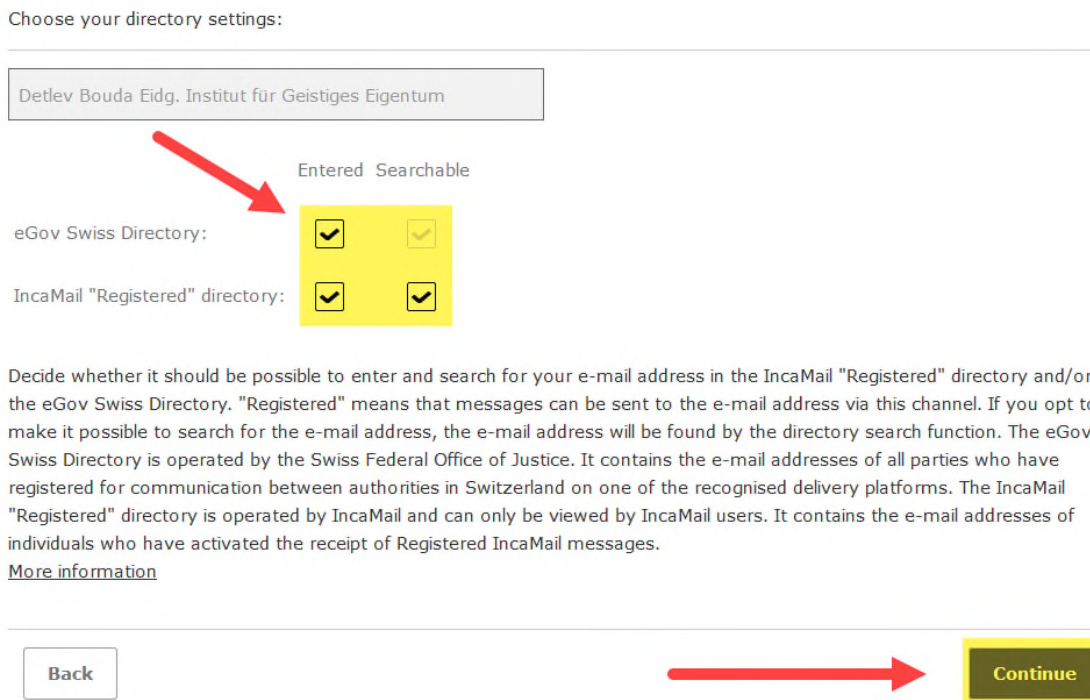
eGov Swiss Directory:

IncaMail "Registered" directory:

Decide whether it should be possible to enter and search for your e-mail address in the IncaMail "Registered" directory and/or the eGov Swiss Directory. "Registered" means that messages can be sent to the e-mail address via this channel. If you opt to make it possible to search for the e-mail address, the e-mail address will be found by the directory search function. The eGov Swiss Directory is operated by the Swiss Federal Office of Justice. It contains the e-mail addresses of all parties who have registered for communication between authorities in Switzerland on one of the recognised delivery platforms. The IncaMail "Registered" directory is operated by IncaMail and can only be viewed by IncaMail users. It contains the e-mail addresses of individuals who have activated the receipt of Registered IncaMail messages.

[More information](#)

Back Continue



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8. In the next window, accept the declaration of consent then click on “Save”:

Accept the declaration of consent:

The Customer hereby agrees in principle to receive IncaMail messages of the "Registered" dispatch type via the defined e-mail addresses and to bear the associated legal consequences.

The case-specific legal consequences of electronic messages sent and received via the IncaMail "Registered" dispatch type shall be based on the applicable legal provisions and judicial and administrative practices under the competent national legislative system as well as any existing private agreements. Responsibility for the careful examination of the legal consequences and permissibility of electronically transmitted messages in specific cases lies exclusively with the Customer.

With regard to the legal effect and permissibility of the IncaMail "Registered" dispatch type, reference is also made to the relevant provisions in the IncaMail GTCs and - where applicable - the business customer agreement. The IncaMail GTCs can be found on the website at [here](#).

I accept the declaration of consent.



Back to configuration



Save

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9. IncaMail will send you a letter by post with an activation code to verify your address.

Once you have received the activation code, please log in to IncaMail again and enter the activation code.

Afterwards, please make sure that your email address is entered and searchable in eGov via the method described above:

Registered settings for

This e-mail address is entered as follows:

Type:	Private person	
Display name:		
	Entered	Searchable
eGov Swiss Directory:	yes	yes
IncaMail "Registered" directory:	yes	yes

Back to settings

Change entry

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Once you have done this, please send an email to tm.admin@ekommi.ipi.ch notifying us of all the trade marks and applications for which you would like to use the email address registered in the eGov directory as your delivery address in future.