



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

1 Prerequisite

Have you already set up an account with PrivaSphere?

Registering on one of the recognised platforms is only the first step. The same account must also be authenticated in the eGov subscriber directory in order to receive correspondence from the IPI electronically.

2 How to register

1. Log in to your Privasphere account and under “My Account” then “eGov/Registered”, find the current status and options for registering for eGov:

The screenshot shows the PrivaSphere user interface. At the top, there is a navigation bar with 'My Mail', 'My Contacts', and 'My Account'. Below this, there are links for 'Account Profile', 'Buy credit', 'Billing Log', 'My Address', and 'Short Links'. The 'Profile' section is expanded, showing a list of options: Overview, User Preferences, Subscription and Prepaid, Secure Contact, Login-Settings, POP-Setup, eGov/Registered (highlighted), Save options, Inbox configuration, Reporting, Delivery, and Archive/Storage. The 'eGov' section is highlighted in yellow and contains the following information:

eGov

Status CH: eGov status unknown

Registration - options **I : Qualifizierte digitale Signatur "All-in Signing Service" der Swisscom** (with help icon); Falls Sie über eine digitale Signatur "All-in Signing Service" der Swisscom verfügen, können Sie sich selbst direkt für den Empfang von eGov-Einschreiben identifizieren: **Identifikation für den Empfang von eGov-Einschreiben** (Gemäss Verordnung BJ)

II. Certificate:

1. Certificate-Login: activate
2. Zertifikat beschaffen (SuisseID, FMH-HPC, etc.)
3. [Login \(with certificate\)](#)

III. : Qualified signed confirmation for law firm-e-mail (send via platform)

IV. Paper activation code: [Send a confidential e-mail to support](#) (Fee: CHF 5.-)

Screenshot from www.privasphere.ch © PrivaSphere AG

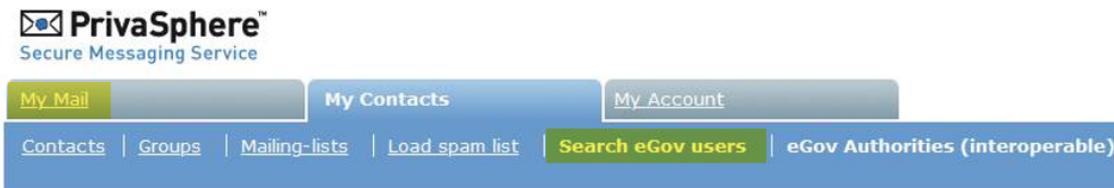
Please note: If you choose to register via paper activation code, a letter will be sent to you by post with an activation code (which you can then enter under “My Account” > “eGov/Registered”), which may take a few working days. In addition, PrivaSphere charges a fee of CHF 5 for this option.

2. Only when the small symbol (for eGov) is visible here and the status has changed to “identified citizen” have you been activated in the eGov subscriber directory:



Screenshot from www.privasphere.ch © PrivaSphere AG

3. You should now be able to find your address in the search. If you can do so, then your email address is ready for electronic delivery:



Screenshot from www.privasphere.ch © PrivaSphere AG

4. You can now send an email to tm.admin@ekomm.ipi.ch, patent.admin@ekomm.ipi.ch or design.admin@ekomm.ipi.ch notifying us of all titles of protection for which you would like to use the email address registered in the eGov subscriber directory as your delivery address.