

Thank you for choosing the registration at **smartstaff.ch**.

There are two different ways to sign up. Please read the quick guide carefully. It will help you to get a data collection as fast and complete as possible on our platform.

### Registering via PC:

For the registration you need the following documents, which you have to upload:

- Facial image
- AHV or health insurance card on both sides
- ID on both sides
- Driver's license on both sides
- Current CV
- Certificates

The following formats are being accepted by smartstaff:

Format Word:	DOC, DOCX
Format Excel:	XLS, XLSX
Format Image file:	GIF, JPEG, PNG
Format others:	PDF



### Registering via Smartphone:



When recording data with a smartphone, You will also have the option «Photo upload» available. You can take photographs of the documents mentioned on the left in the text, or even during the collection of your data, and upload them via an image file.

This option is only available when logging in with a smartphone.

If you have any questions or problems, please contact our smartstaff hotline.

It is available at the following times:

Mon. till Fri. from 8am till 8 pm / Sat. 8from 9am till 4pm.

**+41 (0) 848 707 808**