

Association Romande des Intermédiaires Financiers Rue de Rive 8 - Case postale 3178 - 1211 Genève 3 Tél. 022 310 07 35 - Fax 022 310 07 39 - www.arif.ch - info@arif.ch

## How to change the email address of my user account in the Register of Advisors

- 1. I need to know my old address and the password. If I have both, I can go straight to step 4.
- If I still have access to the messages in the inbox of my old address, but I have forgotten or lost my password, I can set a new password. To do this, I go to <u>https://registre.arif.ch/en/login</u> and click on «I have forgotten my password». I then enter my old address and receive a message in my inbox with a link. I click on the link within 24 hours of receiving the message and I can set a new password. I then move on to step 4.
- 3. If I don't know my password nor have access to the messages in the inbox of my old address, I send a message to <u>registre@arif.ch</u> to ask the register staff to change my address. In my request, I specify: my old address, my new address, my first name and surname, and my date of birth.

When I receive confirmation that the address has been changed, I set a new password as in step 2, but using my **new address.** 

After that, I use my new address as my login ID to log in to my account. The following steps are not necessary in my case.

- 4. I log in to <u>https://registre.arif.ch/en/login</u> with my old address and password.
- 5. Then I click on my name (instead of Martine Dupont) at the top right of the page :



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6. I then see the page below. I click on «Change email address».

	AR F	Asso	ciation	Romande des Intermédiai	res Financiers				
visor Re	egister	Contact	GTCS	3			Martine Dupont	Sign out	•
I	Martine	Dupo	nt						
	Email:	mart	ine.dup	oont@dupontetcie.ch					
	Surname:	Dup	ont						
	First name	e: Mart	ine						
	Change y	our pass	word	Change email address					

7. I enter my new address in the designated field and click on «Save» :

NOT OF INTER	Association Romande des Intermédiaires Financiers		
visor Register	Contact GTCS	Martine Dupont	Sign out 🝷
	I be changing your email address, which also serves as your ) to connect.		
Please en	ter below your new email address		
Save			

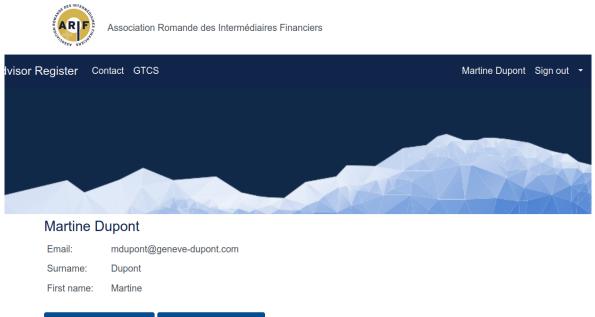


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8. I receive a message with a link in the inbox of my new address. I click on the link within 24 hours of receiving the message. This confirms that I can read messages that come to my new address. The address change is effective only after this verification.

I can check that my new address is saved by repeating steps 5 and 6, but this time without clicking the «Change email address» button again. :



Change your password Change email address

Thereafter, I always use my new address as my login ID to log in to my account.