



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.
2. 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 <https://registre.arif.ch/en/login> 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 registre@arif.ch 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 <https://registre.arif.ch/en/login> 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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Advisor Register Contact GTCS

Martine Dupont Sign out English

To pay registration or renewal fees, these payment methods are accepted:





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

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Advisor Register Contact GTCS Martine Dupont Sign out

Martine Dupont

Email: martine.dupont@dupontetcie.ch

Surname: Dupont

First name: Martine

Change your password Change email address

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

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Advisor Register Contact GTCS Martine Dupont Sign out

You will be changing your email address, which also serves as your login ID to connect.

Please enter below your new email address

Save



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- 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. :



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Advisor Register Contact GTCS Martine Dupont Sign out

Martine Dupont

Email: mdupont@geneve-dupont.com
Surname: Dupont
First name: Martine

Change your password Change email address

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