

## Register for **quitt Basic**: This is how it works

You can sign up for the **quitt Basic** insurance solution at several locations on our homepage. For example, under «Prices» click on «Insure» on the Basic column. All applicable fees and insurance conditions are explained again, before you click on «Login».

### Step 1: **Register as employer**

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First of all you register as employer. Here we need the following information:

- Your date of birth
- Your complete address
- Email address
- Selection of a password
- Your social security number (optional)
- Do you want accident insurance? <sup>1</sup>
- Do you want sickness allowance insurance? <sup>2</sup>

Afterwards you will receive an email from us, which you must please confirm. You will be redirected to your user area *My quitt*.

### Step 2: **Top up your account**

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Please pay the subscription fee by topping up your prepaid **quitt** account. You can do this either via online banking or you can order your credit slips in your *My quitt* section.

### Step 3: **Add employees**

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Now please register the employees that you want to insure through **quitt.ch**.

For this, you will need the following information:

- If your employee is *already registered with quitt*:
  - quitt ID (customer number)
- If your employee is *not registered with quitt*:
  - Name and address
  - Date of birth
- If you chose sickness allowance insurance in Step 1, you should please answer the following questions about the employee's health:
  - Is the employee currently fully able to work?
  - Does the employee suffer from any chronic diseases or does he draw IV benefits?
  - In the last 12 months was the employee unable to work for longer than 30 days?

### Step 4: **Enter hours**

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Towards the end of the year we will ask you to enter the total gross wage amount per employee on **quitt.ch**. Afterwards, the total insurance premiums to be paid will be calculated and charged to your account.

<sup>1</sup> If you don't want accident insurance through **quitt.ch** this is not a problem. You can deselect the insurance here. However, it must be guaranteed that you have contracted this type of insurance elsewhere, since it is mandatory by law. Therefore, please inform us of your insurance company, your policy number and the validity of your existing insurance.

<sup>2</sup> The sickness allowance insurance is absolutely optional, you are free to select it or not.