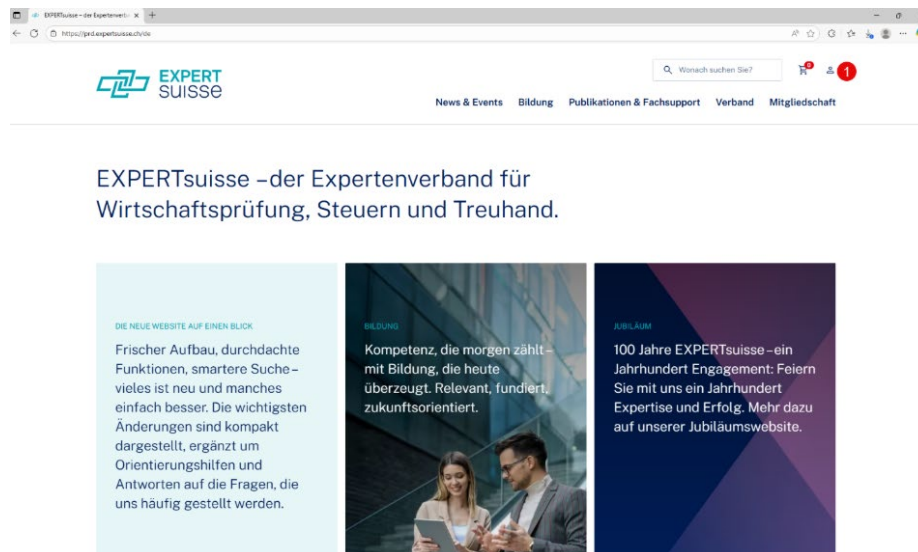


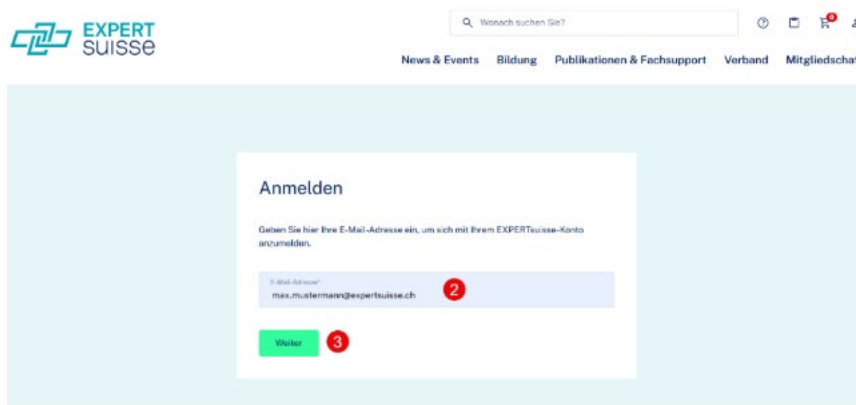
EXPERTsuisse Guide - Profile settings

Opening the EXPERTsuisse.ch website
<https://expertsuisse.ch>

1. Please click on the login button (person icon) at the top right





2. Please write your registration email address in the email address field
3. Now click on Next



The system will now check whether you are already registered with us as a user

4. Enter password
5. Click on Login





max.mustermann@expertsuisse.ch

Kennwort eingeben

4

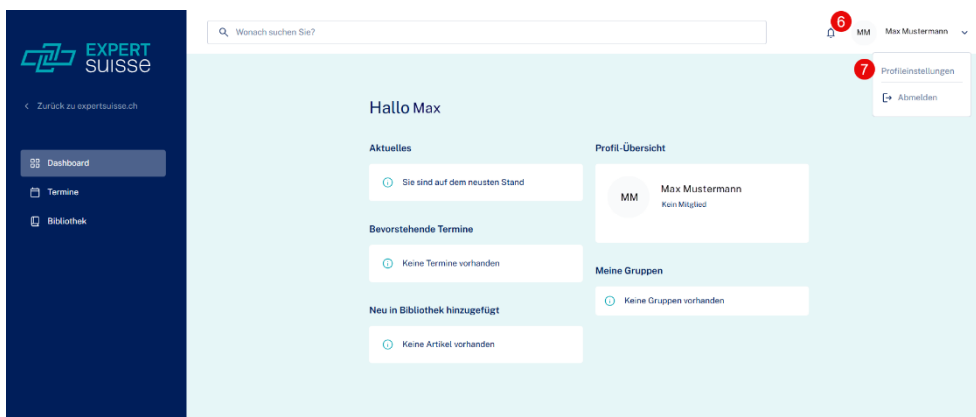
[Kennwort vergessen?](#)


[Mit einem anderen Konto anmelden](#)
5

Anmelden

The dashboard of the EXPERTsuisse portal now appears as the start page

6. Now click on your initials
7. And then go straight to Profile settings





[Zurück zu expertsuisse.ch](#)

Dashboard
Termine
Bibliothek

6 MM Max Mustermann

7 Profileinstellungen

[Abmelden](#)

Hallo Max

Aktuelles

Bevorstehende Termine

Neu in Bibliothek hinzugefügt

Profil-Übersicht
MM Max Mustermann
Kein Mitglied

Meine Gruppen

8. Here you can first customize your profile by clicking on the pencil next to the name, then continue as in point 10.
9. You also have the option of entering a contact e-mail address and your LinkedIn
Create a profile by clicking on the pen at

10. You can upload your own profile picture
11. After that, if you change something, you must fill in the mandatory fields
12. And finally confirm with Save changes

13. Now you can customize your contact address by clicking on the pencil. A window like the profile will then open where you can change your data and finally click on Save address
14. Click on the pencil next to Phone to enter and customize your phone number and confirm with Save changes
15. Click on the pencil next to Mobile to enter and customize your mobile number and confirm with Save changes
16. For the contact language, you can change your contact language by clicking on the pencil and confirm with Save changes

Kontaktinformationen

Kontaktadresse
Stauffacherstrasse 1
8004 Zürich
Schweiz

Telefon
-

Mobile
-

Kontaktsprache
Schweizer Hochdeutsch

Continue with the billing address and delivery address

17. You can easily customize your billing address by clicking on the pencil
18. Under this point you can customize your delivery address

Adressen

Rechnungsadressen
Stauffacherstrasse 1
8004 Zürich
Schweiz

Lieferadressen
Stauffacherstrasse 1
8004 Zürich
Schweiz

19. At the bottom you can define the visibility of your profile
20. Here you can see that the phone has active visibility, this is the case as soon as it is green, otherwise it is inactive

Sichtbarkeit 19

E-Mail
E-Mail im Mitgliederverzeichnis anzeigen☐

Telefon 20
Telefon im Mitgliederverzeichnis anzeigen☒

Mitgliederverzeichnis
Detailprofil im Mitgliederverzeichnis sichtbar☐

Bescheinigungen
Bescheinigungen im Mitgliederverzeichnis anzeigen☐