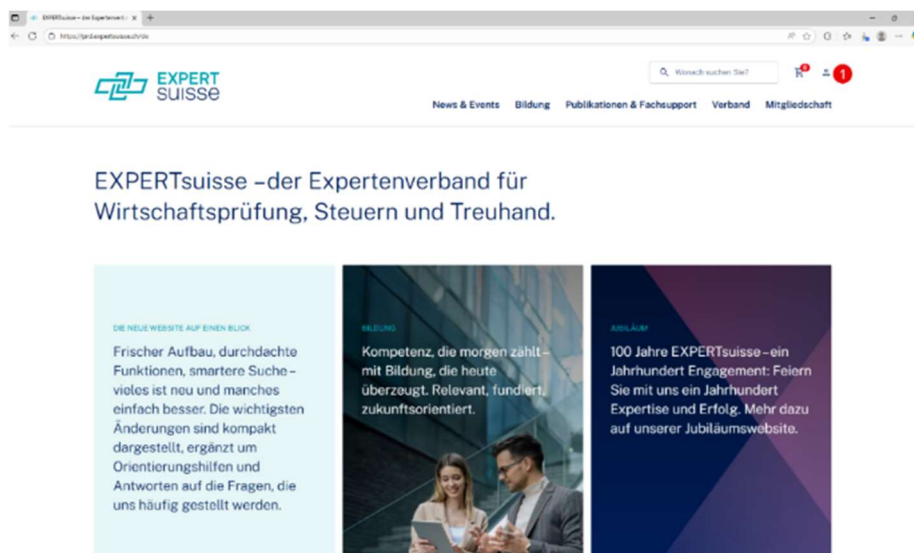


EXPERTsuisse instructions – digital webshop orders

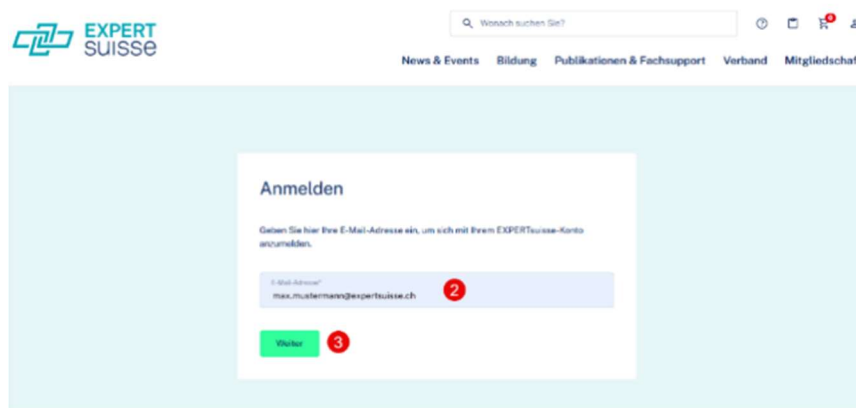
General instructions

Open the EXPERTsuisse.ch website
<https://expertsuisse.ch/en>

1. Please click on the login button (person icon) in the top right-hand corner..



2. S Please enter your registration email address in the email address field.
3. Now click on "Continue".



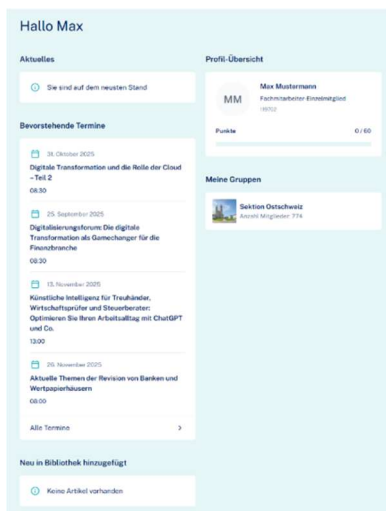
The system will now check whether you are already registered as a user with us.

4. Enter your password.
5. Click on "Log in".



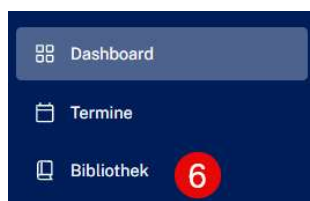
The login page for Expert Suisse features the logo at the top left. Below it, the email address 'max.mustermann@expertsuisse.ch' is displayed. The main heading is 'Kennwort eingeben'. There is a password input field with a red circle containing the number '4' next to it. Below the field are links for 'Kennwort vergessen?' and 'Mit einem anderen Konto anmelden'. A red circle with the number '5' is placed above the green 'Anmelden' button.

The EXPERTsuisse portal dashboard will now appear as the start page.

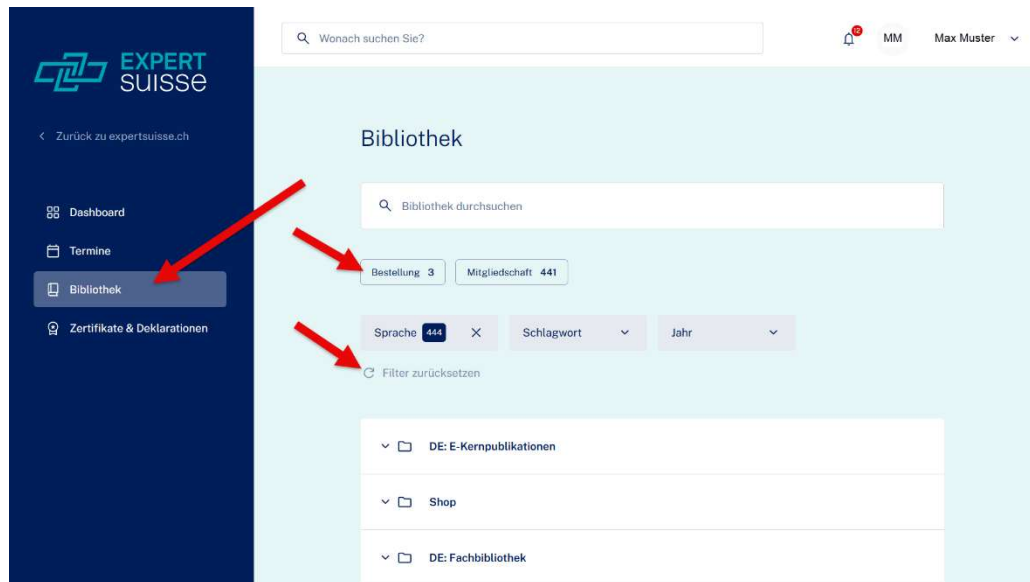


The dashboard is titled 'Hallo Max'. It is divided into several sections: 'Aktuelles' with a status indicator, 'Bevorstehende Termine' listing events like 'Digitale Transformation und die Rolle der Cloud' and 'Künstliche Intelligenz für Treuhänder', 'Profil-Übersicht' showing user details for 'Max Mustermann', and 'Meine Gruppen' listing 'Sektion Ostschweiz'. At the bottom, it shows 'Neu in Bibliothek hinzugefügt' with a status of 'Keine Artikel vorhanden'.

Now click on "Library" on the left.



The library will open. If 'Order' is not visible, first go to 'Reset filter'.



You can then download your orders from the 'Shop' folder:

