

## SPEI ONLINE SERVICES GUIDE

LADE incentives for companies  
Industry support fund



**1**

Obtain an electronic  
identification (MIE)



**2**

Create a secure account  
for your company



**3**

Add members



**4**

Access online services

All LADE incentives and Industry support fund requests addressed to the Office for Economic Affairs and Innovation (SPEI) have to be made from the State of Vaud's Secure online services portal:

[www.vd.ch](http://www.vd.ch)



"Se connecter" button at top right of screen

This document outlines the preliminary steps required to access the online services.

# SECURE ONLINE SERVICES PORTAL

The new secure portal protects users from identity theft.

A secure business platform is now mandatory for all beneficiaries of LADE incentives. This can be obtained by following the 4 steps outlined below.

- » If you've never used the secure portal before, either privately or on behalf of a company: **start at step 1.**
- » If you already have a personal electronic identifier (P.E.I.) (e.g. for your tax return): **go directly to step 2.**
- » If you already have an MIE and a secure space for your company, and would like to grant access to a new employee: **go directly to step 3.**

## LEXICON

### Secure portal

Online space for all of the State of Vaud's online services. Visit [www.vd.ch](http://www.vd.ch) ("Se connecter" button at top right of screen) to access them all.

### Electronic identification (MIE)

A system that is available to the public free of charge and that acts as a secure personal access key. It ensures that only authorized persons can access the platform.

### Unique Enterprise Identification Number (UID)

A special number for company identification. It is managed by the Federal Statistical Office (FSO), which guarantees the proper allocation, management and use of the UID.

### Contact person

The actual person who is responsible for management of the UID user account. By default, the MIE holder who has requested access to the secure portal for a specific organization is designated the contact person. He/she is the organization's contact with the relevant authorities, particularly for all issues relating to the presence and management of the organization's account.

### Member

Any person who may be called upon to use these services on behalf of a company. This person must be in mandatory possession of an MIE.

## HOW TO ACCESS THE NEW PORTAL?



### 1. Obtain an electronic identification (MIE)

- 1.1 **Access request:** read the information available at [vd.ch/demande-mie](http://vd.ch/demande-mie) and press the "START" button to complete the form. You will receive an e-mail containing a secret code.
- 1.2 **Check your identity:** arrange a video appointment or go in person to the Vaud prefecture of your choice, with your secret code and identity papers, within three months of your request for access. All info is found here: [vd.ch/adresses-delivrance-mie](http://vd.ch/adresses-delivrance-mie)

At the end of the appointment, you will be given a document containing your personal identifier (MIE), and an activation e-mail will be sent to your e-mail address.

- 1.3 **Activate your secure account:** activate your **personal** secure account according to the instructions in the activation e-mail, and set your secure account password.

You now have a secure personal account and **can continue with step 2 "Create a secure professional account for your company"**.

**WARNING:** the MIE is a personal identifier for all your interactions with the cantonal authorities, and must not be shared under any circumstances!

## WHAT YOU'LL NEED

- › AVS number
- › Identity document
- › Mobile phone number (for double authentication when logging in)
- › Security code received by email



## 2. Create a secure account for your company

**2.1 Account creation request:** log on to your personal secure account using your MIE on [www.vd.ch](http://www.vd.ch) (“Log on” button at top right). Check that you have all the necessary documents (see box). After reading the information available at: [vd.ch/documents-account-ide](http://vd.ch/documents-account-ide), press the “START” button and complete the form.

If you are not authorized to represent your company alone (collective signature), download and complete the form for appointing a representative on the [vd.ch/documents-account-ide](http://vd.ch/documents-account-ide) page.

**2.2 Company account activation:** you will receive an activation code by post to the address of the company registered in the UID\* register. Log in to your personal secure account. Click on “Traiter les demandes” and enter the activation code. Log out of the secure portal.

**2.3 Log in to the company area:** log in at [www.vd.ch](http://www.vd.ch) (“Se connecter” button at top right), selecting your company when prompted during login.

You now have a **secure personal account** and a **secure professional account for your company**.

\* If your company does not have a UID number, you can request one [using this downloadable form](#).

### WHAT YOU'LL NEED

- › Legal structure of the company
- › UID number
- › Document designating the contact person, signed by the persons authorized to represent the UID organization
- › Identity documents of the persons signing the document to designate the contact person



## 3. Add members

If other people are to use the services on behalf of your company, they must have an MIE (see step 1).

The company’s contact person can attach someone else’s MIE to his or her professional account using the “Gérer les membres” menu (in the secure area, click on the menu icon at top right).

Any user who has an MIE can request to be connected to the secure professional account by themselves, through the “Demander l’accès à l’espace sécurisé d’une entreprise” menu. The company’s contact person will need to approve this request.



## 4. Accessing LADE services online

In the secure professional area, click on “Access to services”.

**LADE incentives:** type “LADE” in the search field and select “Demander une aide financière LADE pour un projet d’entreprise” (to apply for support) or “Demander un paiement d’une aide financière LADE pour un projet d’entreprise” (to apply for payment).

**Industry support fund:** type “Industrie” in the search field and select “Demander une aide financière au titre de Fonds de soutien à l’industrie” (for the request for support) or “Demander un paiement d’une aide financière au titre de soutien à l’industrie” (for the request for payment).

After initial use, services are accessible via shortcuts on your portal home page.

## FAQ

### Why do I need to use the new secure portal?

The new secure portal is part of the State Council's plan to make the State of Vaud's website more secure. This system guarantees personalized, remote, continuous and fully secure access to all the services of the cantonal administration for the entire population.

### How long will it take to complete the procedure?

You can finalize the procedure for obtaining the MIE (step 1) as soon as you go to the prefecture, by clicking on the link received by email. Once the online form has been submitted, it may take a few days for the activation code to be sent by post to create the secure professional account (step 2). Make sure that the person who submitted the form is authorized to represent the company, or if not, that they have been designated as the contact person with the appropriate document.

### How can I change the postal address of my company in the UID register?

Please contact the Registre du commerce ([vd.ch/registre-du-commerce](http://vd.ch/registre-du-commerce)) or apply via [EasyGov.swiss](http://EasyGov.swiss) (from spring 2024).

### Do I have to pay a fee to obtain access to the portal?

No. The procedure for obtaining the MIE and creating a secure company account is completely free of charge.

### Within the company, who should be responsible for requesting an MIE (step 1) to create the secure account (step 2)?

A person authorized to represent the company or designated as a contact person with the necessary documents. Once the professional account has been created, it is advisable to connect other participants (step 3), who must also have an MIE, to ensure access to the services in case of the contact person's leave or absence.

### What do I do if I have a problem?

For all questions related to obtaining the MIE and creating your professional account, please contact the Cyber support: [vd.ch/contact-portail](http://vd.ch/contact-portail)

## LIST OF PREFECTURES



### Without prior appointment

#### Aigle

Place du Marché 2  
1860 Aigle

#### West Lausanne

Rue de Verdeaux 2  
1020 Renens

#### Lavaux-Oron

Chemin de Versailles 6  
1096 Cully

#### Riviera-Pays-d'Enhaut

Rue du Simplon 22  
1800 Vevey

#### Morges

Place Saint-Louis 4  
1110 Morges

#### Jura-Nord vaudois and Vallée de Joux

Rue des Moulins 10  
1401 Yverdon-les-Bains

#### Nyon

Rue Juste-Olivier 8  
1260 Nyon

### With prior appointment (by phone)

#### Broye-Vully

Rue du Temple 6  
1530 Payerne  
+41 26 557 37 37

#### Lausanne

Place du Château 1  
1014 Lausanne  
+41 21 316 41 11

#### Gros-de-Vaud

Place Emile Gardaz 7  
1040 Echallens  
+41 21 557 18 45