

LADE INCENTIVES FOR COMPANIES

New terms and conditions 2022

As of year-end 2022, all LADE incentives requests addressed to the Office for Economic Affairs and Innovation (SPEI) will have to be made from the State of Vaud's Secure online services portal:

www.vd.ch



"Se connecter" button at top right of screen

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



View the digital version



1

Obtain an electronic
identification (MIE)



2

Create a secure account
for your company



3

Add members



4

Access 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.

First, the contact person must request a personal electronic identification (MIE). With their MIE, they can access their secure personal account (step 1).

From this secure personal account, the contact person can create the company's secure professional account, based on his or her UID (step 2).

The secure professional account can be shared between several users provided that they also have an MIE (steps 3 and 4).

LEXICON

Secure portal

Online space for all of the State of Vaud's online services. Visit 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. The UID reduces the administrative burden on businesses and optimizes collaboration between authorities. 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 After reading the information available at: bit.ly/3qGuVEN, press the "Commencer" button and fill in the form.
- 1.2 Once the form is submitted, make note of the security code received by email.
- 1.3 Search for a prefecture (list available at: bit.ly/381foJ7 and on p. 4) and contact them to schedule an appointment within three months of your request.
- 1.4 Visit this prefecture in person, with your identity papers and the security code sent by email, in order to receive your electronic identification (MIE).
- 1.5 Check your emails to complete the registration process within 10 days. You will have to click on a secure link, enter the ID (MIE) you were given, and define a related password.

You now have a secure **personal** account.

WHAT IS REQUIRED

- › Identity document (Swiss identity card or passport, residence permit, foreign passport)
- › OASI number
- › Mobile phone number
- › Security code received by email



2. Create a secure account for your company

Once your MIE is obtained, creating a secure professional account for your company is done in 5 steps:

- 2.1 Get your company's UID* number and log in to your secure personal account via www.vd.ch ("Se connecter" button at top right).
- 2.2 Check that you have all the necessary documents (see opposite). If you are not authorized to represent your UID organization alone, the form for appointing a member can be downloaded via the following link: bit.ly/3qJISls
- 2.3 After having read the information available at the following link: bit.ly/36PW6px, press the "Commencer" button and fill in the form.
- 2.4 You will have to log in to your secure personal account (www.vd.ch, "Se connecter" button at top right) to confirm the activation of your secure professional account.

- 2.5 Log out and then log back into the Secure services portal via www.vd.ch ("Se connecter" button at top right) by selecting your company when prompted during login.

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

* If your company does not have a UID number, you can request one using the downloadable form here: bit.ly/36DgfiN

WHAT IS REQUIRED

- › 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
- › Certificate of OASI affiliation for self-employed persons indicating the name of the person in charge of the company who is authorized to sign it



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.

A user can request to be connected to the secure professional account through the "Demander l'accès à l'espace sécurisé d'une entreprise" menu.



4. Accessing LADE services online

Once you are logged into your company's secure account, the two services "Déposer une demande de soutien LADE" and "Déposer une demande de versement LADE" will be visible in your services menu.

As long as your company has a current support registration with the SPEI, you will be able to access these two services and submit your requests.

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. The appointment at the prefecture must be made no later than 3 months after submitting the online form.

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 he/she has been designated as the contact person with the appropriate document.

If the company does not yet have a UID, a prior application must be submitted to the Federal Statistical Office, and additional time is required.

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: bit.ly/3iJTouI

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 8
1040 Echallens
+41 21 557 18 45