Association du Groupement des Compliance Officers

Members Manual
V 2.0

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Activating and validating your GCO member account

The GCO website is at www.gco-association.ch .

You can also access it on your smartphones and tablets.

This document explains step by step how to validate your registration on the site. This validation is a **mandatory pre-requisite** to be able to have access to the member space of the site, registering to the meetings of your Working Groups (WG), Annual and other Conferences and General Assemblies.

Providing your private email is recommended in your member's profile to ensure that you have access to the Webex events independent of your employer, and to receive communications and notifications from GCO regardless of who your employer is.

How to activate your GCO account (if you did not do it yet):
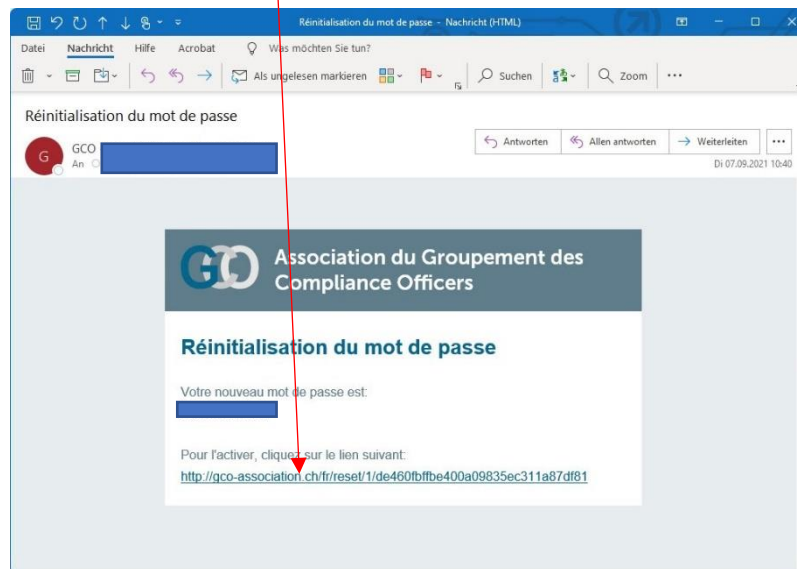
1) Click on "Login" on www.gco-association.ch
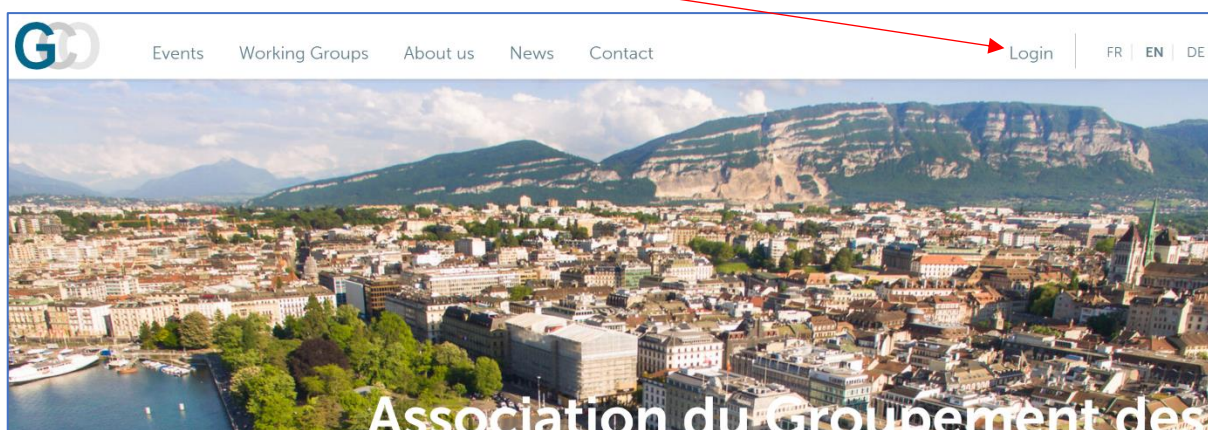
2) Click on "Forgotten password?"

3) Check your private email and/or your employer's mail inbox (including Spam folders). You must have received a password activation email from "GCO". Enter the email address where you received that message to reset your password and click on the "Reset Password" button. If you have not received the message or you have a new employer (since 14th September 2021 not yet communicated to GCO), then contact the Association by filling out the "Contact" form if necessary.

4) You will receive an email with a new password.
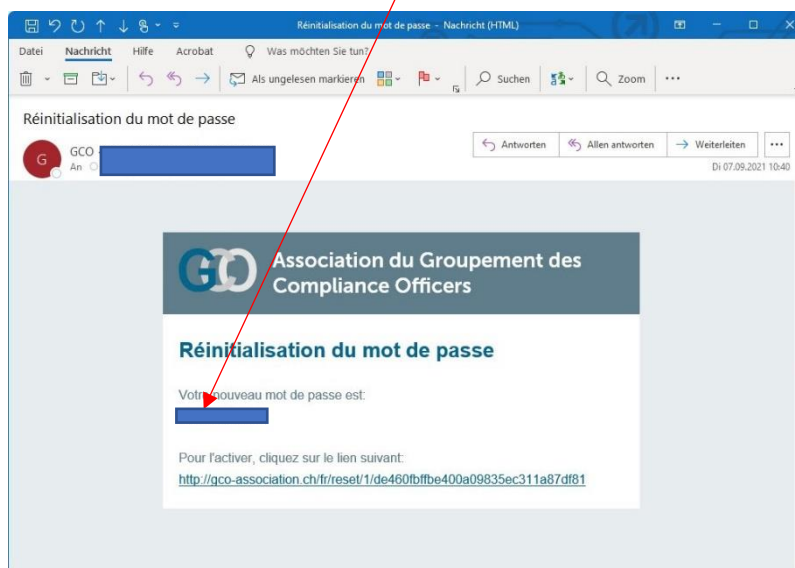
5) In the same email, click on the <u>link</u> to activate your password for the first time

6) You will view the confirmation page of the activation of your account (with the title "Réinitialisation du mot de passe").

7) Log in to the member page by clicking on "Login" of the www.gco-association.ch page by typing your new password, to check and modify your personal data in the "Profile" menu.
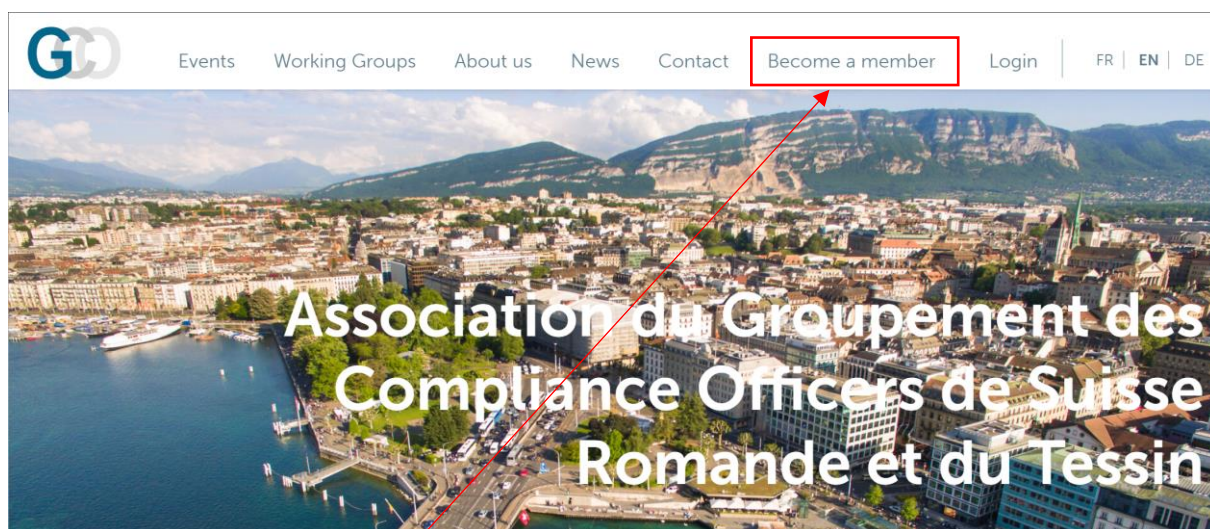
Events are only visible to members after activating their accounts, i.e. being logged in as a member. Register to the events by going to the "Events" menu.
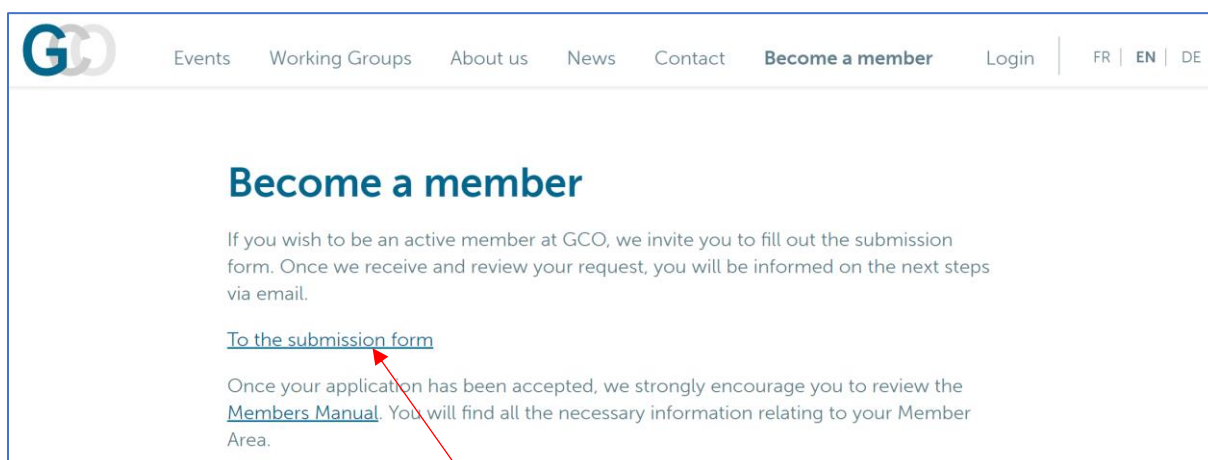
Requesting to become a new GCO member

To become a member of the GCO Association, you will need to send a request. Go to
www.gco-association.ch

1. Click on "Become a member"

Now you may click on "To the submission form".

Go ahead and fill out the form with the help of the below indications:

1. Enter your information, choose a profile picture if you wish to, and choose a password. Please make sure to use the email address which you have regular access to so that you do not miss out on any correspondence and events.

2. Enter your employer's details and the billing address.

3. Enter any additional information. Mandatory fields are marked with " * ".

Additional Information

Comment* ⓘ

Private E-Mail* ⓘ

Professional Background *

Sponsor*

👥 **Group interested in***

| Group 1 | Group 2 | Group 3 | Group 4 | Group 5 | Group 6 | Group 7 | Group Regulatory Consultations |

☐ I agree to the disclosure of my data entered above in the members section of this website. I agree to use the member data exclusively for OCG related activities. I agree not to give out acor give access to this data to unauthorized persons, third parties, or any person not a member of COG. I agree to the Bylaws and the Code of Conduct of the Association.

Register

4. Choose the working group that you request to join. You can find a description and activity of each particular group in the "About Us" section of the website.

5. Once you click on "Register", you will get the following confirmation:

Become a member

Thank you for your registration. We will check your application and let you know as soon as possible whether you will be accepted or not.

As soon as the Committee accepted your request, you will receive a notification per email. You will then be invited to the group meetings and to other events, in due time.

Paying your annual membership fee

Once you have been registered as a member, you will receive the annual membership fee per email, in the form of a payment slip. Simply make the payment according to the information on the payment slip per banking wire.

Registering to "Events"

The following section shows how you can register to an event. When an event is created, you will have the option to subscribe to the event. To get an overview of the events available for subscription, go to "Events".
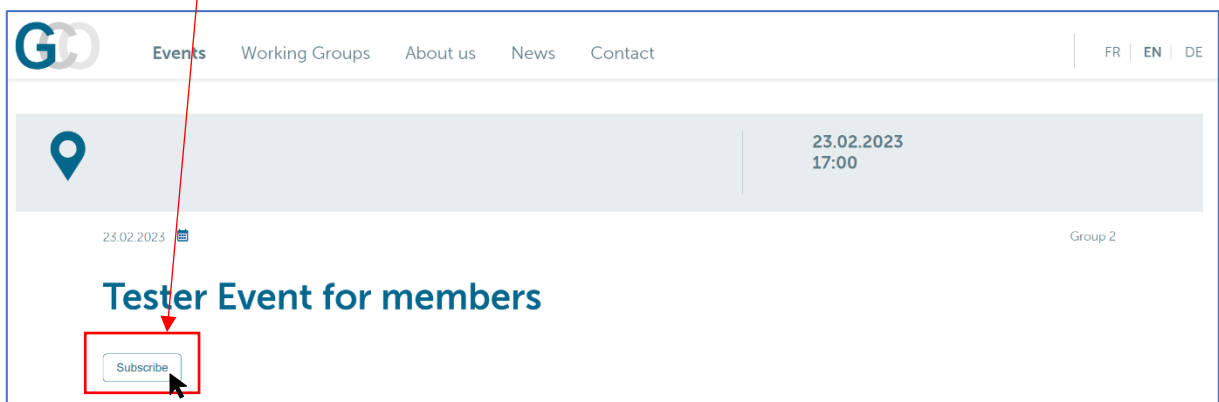
Below picture is an overview of the events. Simply click on an event to select.

1. Click "Subscribe"

Association du Groupement des
Compliance Officers
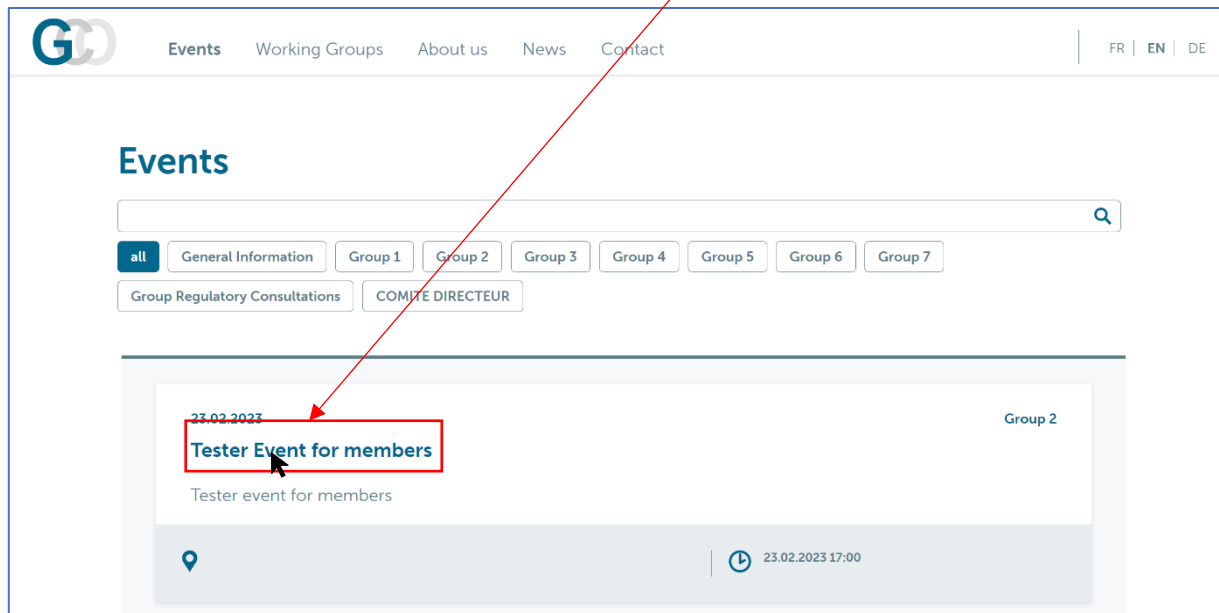
2. Read and accept the terms and conditions. To accept, simply check the white box.

Tester Event for members

☐ I accept the terms and conditions

3. Click on "Next"

Registration confirmation

Thank you for your registration.

Next

When the subscription is successful, you will see a Registration confirmation message on the screen. At the same time, you also receive an email confirmation per below.

Dear Member,

We hereby confirm your subscription to the event.
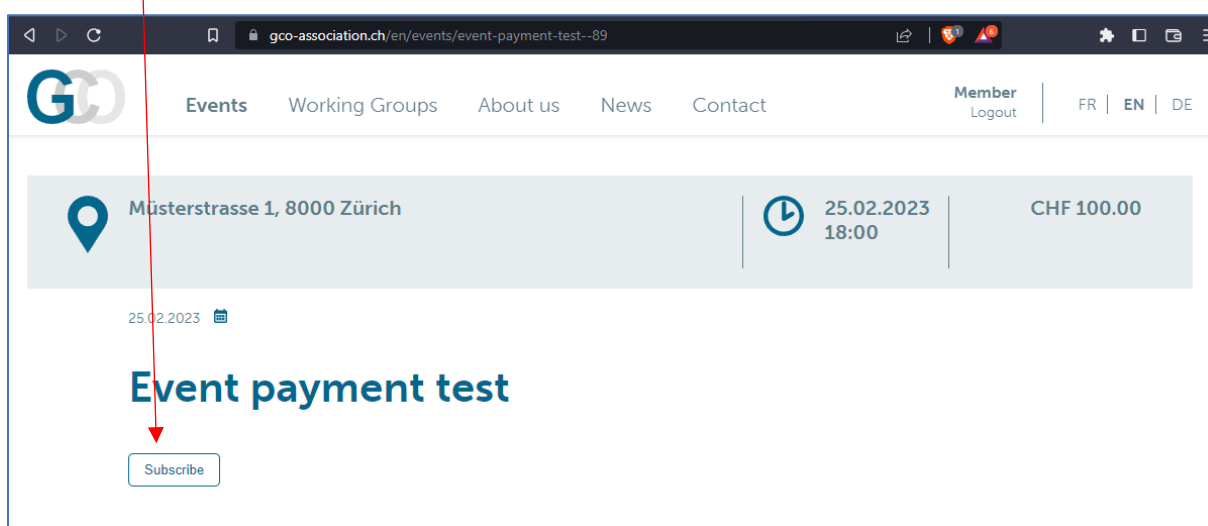
Best regards,

GT2

Paying for an "Event"

Paying by bill

You may have to pay to subscribe to some events. Payment methods include credit cards, payment slips with QR code ("Bill") and Twint.

Click "Subscribe"

You will be presented with the options to pay:

Read the terms and condition and click accept accordingly.

If you choose to pay by bill, you will be prompted a "Registration confirmation" message after clicking "Next"
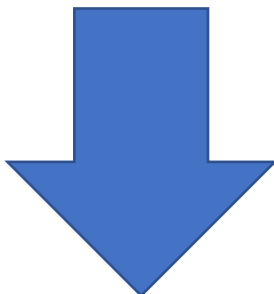
Event payment test

Payment options

◉ Bill

◯ Credit Card

☑ I accept the terms and conditions

[Next]

Registration confirmation

Thank you for your registration.

Now you should have received a confirmation email with the bill attached in .pdf format:

	Nr.	902
	Date	25.02.2023
	Due / Expiration	07.03.2023

Facture / Invoice

Description	Total
Event payment test	CHF 100.00

Please pay the amount with the payment slip attached below.

Veuillez payer le montant à l'aide du bulletin de versement joint ci-dessous.

Separate before paying in

Receipt

Account / Payable to
CH45 3080 8007 4098 0710 0
Association du Groupement
des Compliance Officers (GCO)
1204 Geneva

Reference
48 18900 00000 00000 00000 09020

Payable by

Currency	Amount
CHF	100.00

Acceptance point

Payment part

Currency **Amount**
CHF   100.00

Account / Payable to
CH45 3080 8007 4098 0710 0
Association du Groupement
des Compliance Officers (GCO)
1204 Geneva

Reference
48 18900 00000 00000 00000 09020

Additional information
Nr. 902

Payable by

Paying by credit card

If you wish to pay by credit card, simply choose the "Credit Card" option, and click "Next"

Event payment test

Payment options

○ Bill
● Credit Card

☑ I accept the terms and conditions

[Next]

For credit cards: click on your payment option and follow the on-screen instructions.

Event payment test

CHF **100.00**

Payment GCO

Please select your preferred payment means:

Pay with a card

[Mastercard]   [VISA]

Pay per online payment service

[TWINT]

Saferpay - powered by **WORLDLINE**

To pay by Twint, simply click here and follow the on-screen instructions.

Maintaining your member's account and profile

To maintain your account, please make sure to login every now and then.

To access and edit your information, click on your name

From there, you can edit your personal information.

To subscribe to notifications from various groups, simply click on the group which you wish to receive notifications from. You can save your preferences for Dashboard and email notifications for both news and events.

🗐 **Get Dashboard notifications for News in:**

| Group 1 | Group 2 | Group 3 | Group 4 | Group 5 | Group 6 | Group 7 | Group Regulatory Consultations |

🗓 **Get Dashboard notifications for Events in:**

| Group 1 | Group 2 | Group 3 | Group 4 | Group 5 | Group 6 | Group 7 | Group Regulatory Consultations |

🗐 **Get E-Mail notifications for News in:**

| Group 1 | Group 2 | Group 3 | Group 4 | Group 5 | Group 6 | Group 7 | Group Regulatory Consultations |

🗓 **Get E-Mail notifications for Events in:**

| Group 1 | Group 2 | Group 3 | Group 4 | Group 5 | Group 6 | Group 7 | Group Regulatory Consultations |

Make sure to save your changes by clicking "Save" at the very bottom of the settings page.

📅 **Get E-Mail notifications for Events in:**

Group 1   Group 2   Group 3   Group 4   Group 5   Group 6   Group 7   Group Regulatory Consultations

Save

Profile

Change has been saved

How to contact GCO

To contact GCO, you need to use the "Contact" form, under "Contact" on the website.

Type in your personal information, your message, and click submit.