



## New Member Registration/ Members Manual

V 2.5

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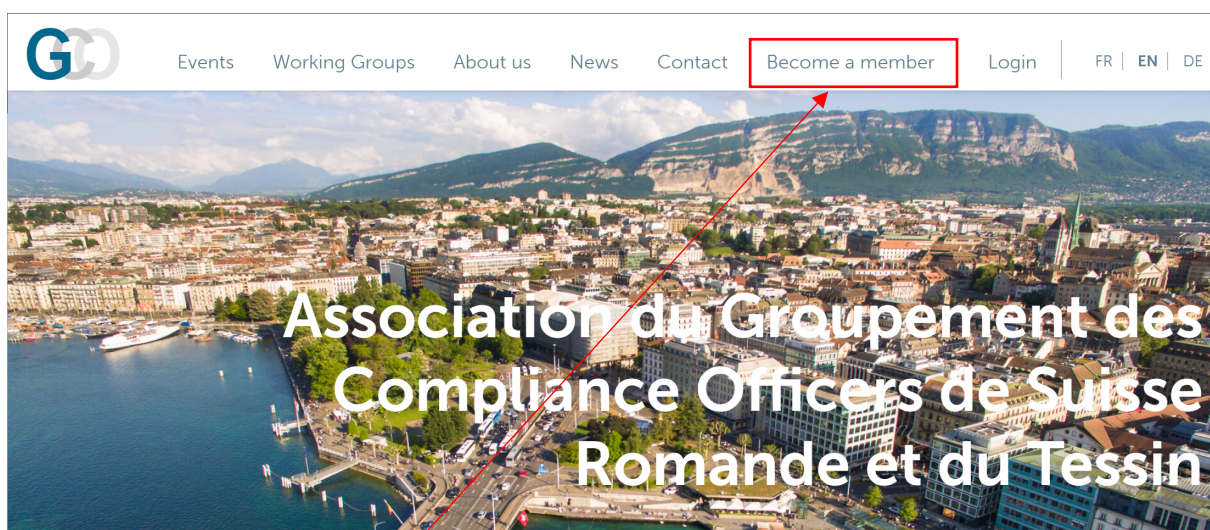
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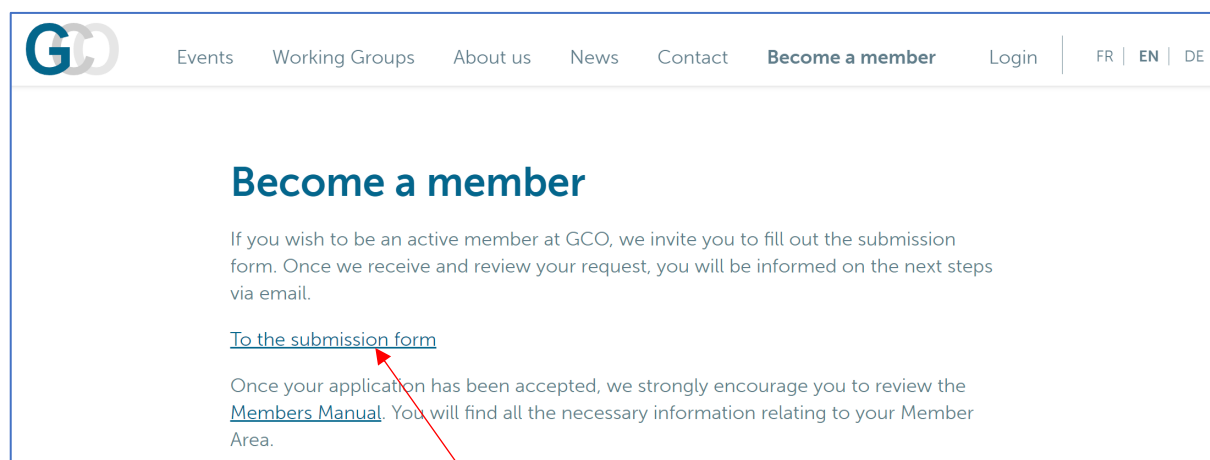
# Association du Groupement des Compliance Officers

## 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](http://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.
2. The “Private Email” is your **primary/main correspondence email address for continuous communication reasons, therefore please make sure to use the email address which you have regular access to so that you do not miss out on any correspondence.**

The screenshot shows the 'Become a member' form on the AGCO website. The form is divided into two main sections: 'Your Profile' and 'Employer Details'. In the 'Your Profile' section, there is a profile picture placeholder, a 'Select photo' button, and several input fields: 'Salutation' (a dropdown menu with 'Mr' selected), 'Private E-Mail\*' (with an information icon), 'firstname\*', 'Last name\*', 'Password\*', and 'Repeat password\*'. A red arrow points from the second instruction in the list above to the 'Private E-Mail\*' field. The 'Employer Details' section contains input fields for 'Company\*', 'Function\*', 'Street', 'Nr.', 'ZIP', 'City', and 'Company E-Mail' (with an information icon).

3. Enter your employer’s details. Please note that the “Company Email” is considered as your **secondary email address**.



4. Enter your private postal address information. This is also the **mandatory billing address**, please make sure to enter up-to-date information.



EventsAbout usNewsContactBecome a memberWorking Groups

LoginFR | EN

## Private billing address (mandatory)

Street\*

Nr.\*

ZIP\*

City\*

Company (optional)

---

### Additional Information

Membership\* ⓘ

Contributing member

Comment\* ⓘ


Professional Background \*

Sponsor (Optional)

Phone\*

Mobile\* ⓘ

---

 **Group interested in\***

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

COMITE DIRECTEUR





## Association du Groupement des Compliance Officers

5. Enter any additional information. Mandatory fields are marked with “ \* ”.

### Additional Information

Membership* ⓘ Contributing member ▼	Comment* ⓘ 
Professional Background * 	Sponsor (Optional) 
Phone* 	Mobile* ⓘ 

---

👤 Group interested in\*

Group 1

Group 2

Group 3

Group 4

Group 5

Group 6

Group 7

Group Regulatory Consultations

COMITE DIRECTEUR

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☒ 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 or 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

6. 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.
7. 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.



## Activating and validating your GCO member account

The GCO website is at [www.gco-association.ch](http://www.gco-association.ch) .

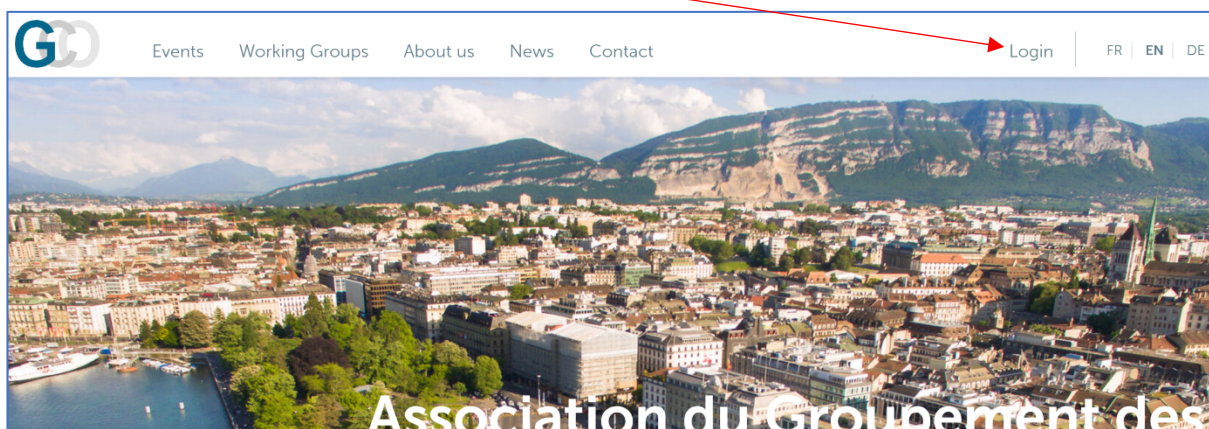
You can also access it on your smartphones and tablets.

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](http://www.gco-association.ch)





# Association du Groupement des Compliance Officers

**Login**

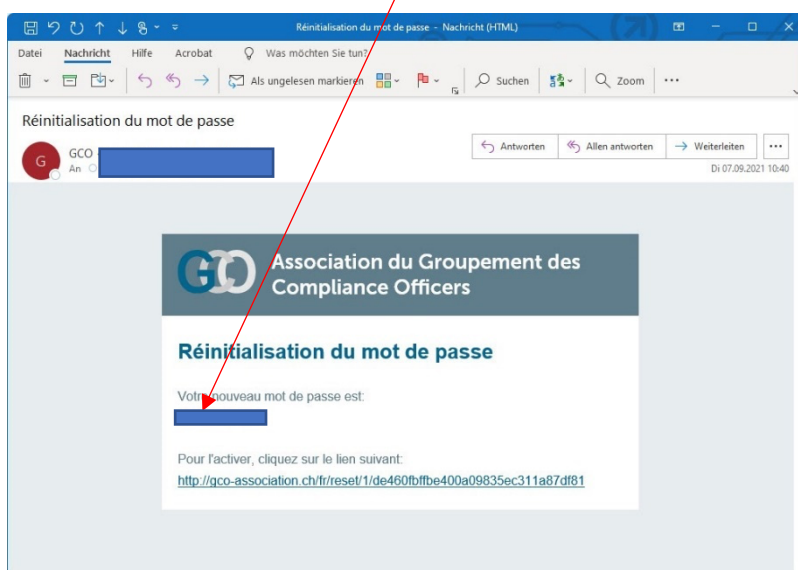
E-Mail

Password

[Forgotten password?](#) | [Become a member](#)

Login

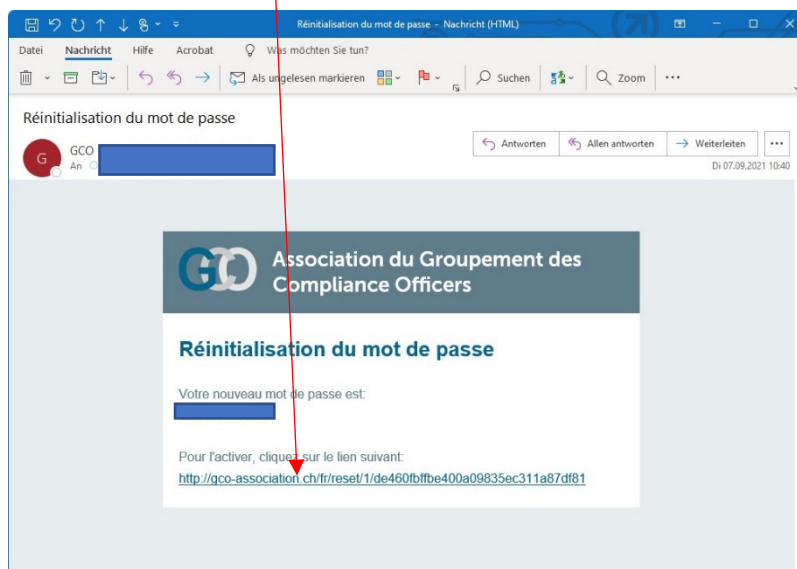
- 2) Click on "Forgotten password?"
- 3) Check your private email and/or your employer's mail inbox (including Spam folders). You must have received a password activation email from "GCO". Enter the email address where you received that message to reset your password and click on the "Reset Password" button. If you have not received the message or you have a new employer (since 14<sup>th</sup> 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.





## Association du Groupement des Compliance Officers

5) In the same email, click on the link 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](http://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.



## Association du Groupement des Compliance Officers

### 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.

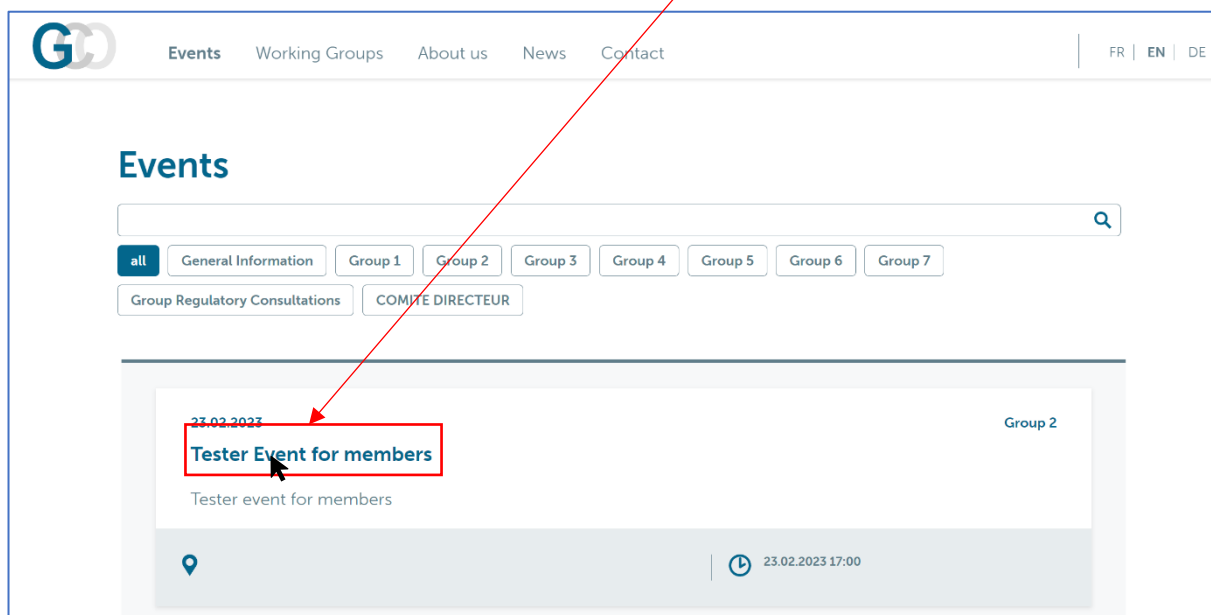
### Registering to “Events”

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”.

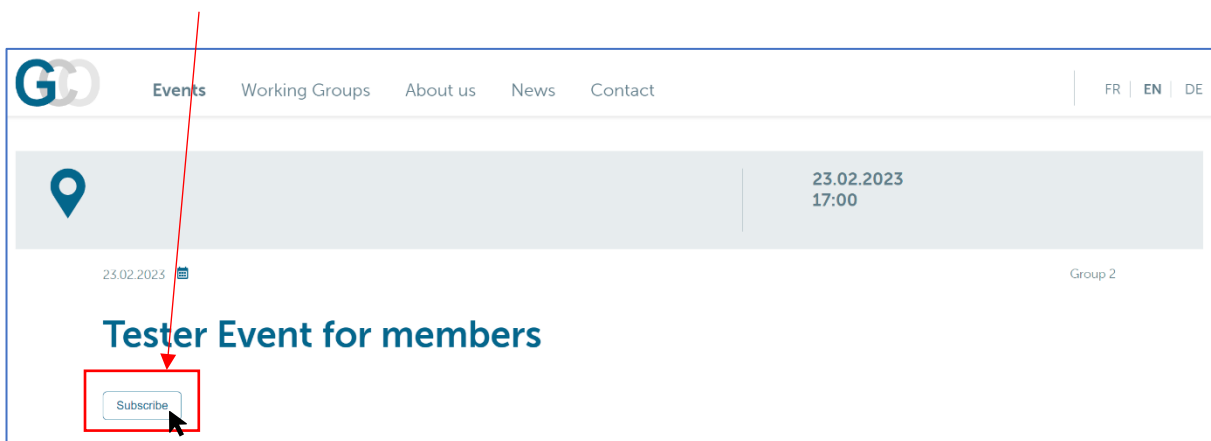




Below picture is an overview of the events. Simply click on an event to select.



1. Click "Subscribe"





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.



Association du Groupement des  
Compliance Officers



Association du Groupement des  
Compliance Officers

Dear Member,

We hereby confirm your subscription to the event.

Best regards,

GT2





## Paying for an “Event” by bill

You may have to pay to subscribe to some events.

Please note that we do not take payments by credit card, or Twint, anymore. The “Credit Card” Option will be removed soon, until it is implemented we kindly ask that you just tick the “Bill” payment method.

Click “Subscribe”

The screenshot shows the GCO website with the URL [gco-association.ch/en/events/event-payment-test--89](https://gco-association.ch/en/events/event-payment-test--89). The navigation bar includes links for Events, Working Groups, About us, News, and Contact. A user is logged in as a Member. The event details section shows the location as Musterstrasse 1, 8000 Zürich, the date and time as 25.02.2023 18:00, and the price as CHF 100.00. Below this, the event title 'Event payment test' is displayed, and a 'Subscribe' button is visible. A red arrow points from the 'Subscribe' button in the previous block to this button.

Please choose to pay by bill:

The screenshot shows the 'Event payment test' form. Under the heading 'Payment options', there are two radio button options: 'Bill' (selected) and 'Credit card' (crossed out with a red X). Below these options is a checkbox labeled 'I accept the [terms and conditions](#)'. At the bottom of the form is a 'Next' button. A red arrow points from the 'Payment options' heading to the 'Bill' option.

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

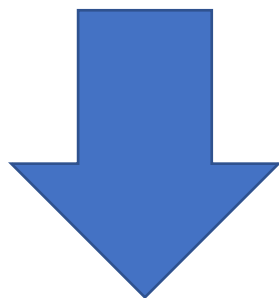
**Payment options**

☒ Bill

☐ ~~Credit card~~

☒ I accept the [terms and conditions](#)

Next



## Registration confirmation

Thank you for your registration.



# Association du Groupement des Compliance Officers

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



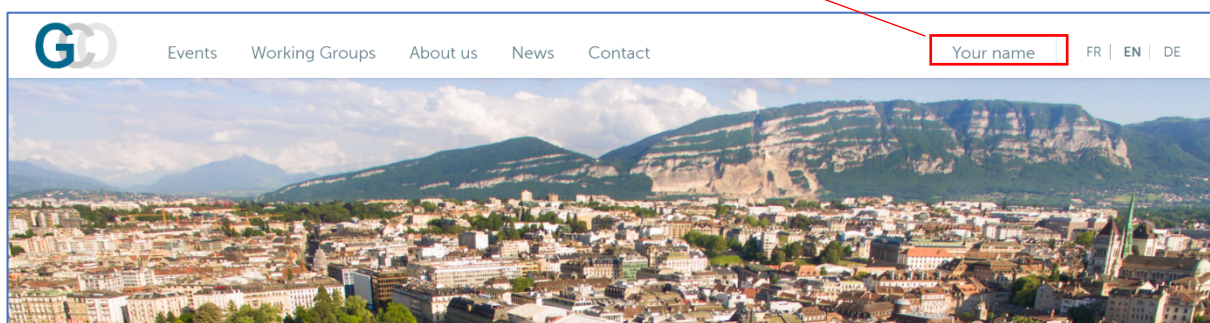


# Association du Groupement des Compliance Officers

## 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.

Dashboard **Profile** My Events Documents

### Your Profile

 [Select photo](#)

Salutation	E-Mail*
<input type="text" value="Mr"/>	<input type="text"/>
first name*	Last name*
<input type="text"/>	<input type="text"/>
Password	Passwort wiederholen
<input type="text"/>	<input type="text"/>

### Employer Details

Company*	Function*
<input type="text"/>	<input type="text"/>



## Association du Groupement des Compliance Officers

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:


### Get Dashboard notifications for Events in:

### Get E-Mail notifications for News in:

### Get E-Mail notifications for Events in:



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



## Changing your membership type

You can find the setting to change your membership type in your profile settings: “Ordinary Member” or “Contributing Member”. If you chose “Contributing Member”, you will need to contact GCO to request to become a member of a working Group.

The screenshot shows the GCO website's profile settings page. The navigation bar includes links for Events, About us, News, Contact, Become a member, and Working Groups. The user is logged in as Alex Frei. The main navigation bar shows Dashboard, Profile (selected), My Events, and Documents. The 'Your Profile' section includes a profile picture placeholder with a 'Select photo' button. The form fields are: Salutation (Mr), Private E-Mail\* (alexfrei@frei.com), first name\* (Alex), Last name\* (Frei), Password, and Password wiederholen. The Membership\* dropdown menu is set to 'Ordinary member'.

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

The screenshot shows the bottom of the profile settings page. It includes a section for 'Get E-Mail notifications for Events in:' with buttons for Group 1, Group 2, Group 3, Group 4, Group 5, Group 6, Group 7, and Group Regulatory Consultations. A red arrow points from the 'Save' button to the 'Save' button.



### Profile

Change has been saved



## How to contact GCO

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

The screenshot shows the GCO website's navigation bar with links: Events, Working Groups, About us, News, and **Contact**. Below the navigation bar, the 'Contact' form is displayed with the following fields: Name, E-Mail, Phone, and Message. A 'Submit' button is located at the bottom of the form.

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



**Contact**

Thank your for your message. Will get reply as soon as possible