

# **Product Library**

## **A guide to EB-Life**

July 2017

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## A. Introduction

This guide includes best practices and sequences for creating and updating products. It is important to consider following steps to increase your global visibility.

To position yourself in the global market you can promote your products and services offered in the local market through EB-Life. Hence, multinational clients will be able to browse through the products library and get directly in contact with you.

### Login to EB-Life

Connect on <https://www.swisslifecorporateclients.com> (Google Chrome recommended) and login with your Email, your Password and the Activation Code sent by sms.

- ➔ If you do not have access to *EB-Life*, please fill in the form on <https://www.swisslife-global.com/online-services/EB-life/EB-Life-request.html>.
- ➔ If your access is denied or if you face login problems, please contact us at [employeebenefits@swisslife.com](mailto:employeebenefits@swisslife.com).

## B. Checking your portal access

The option to create and modify products is granted to only one person within your company.

In order to see whether you have the right to create and modify products:

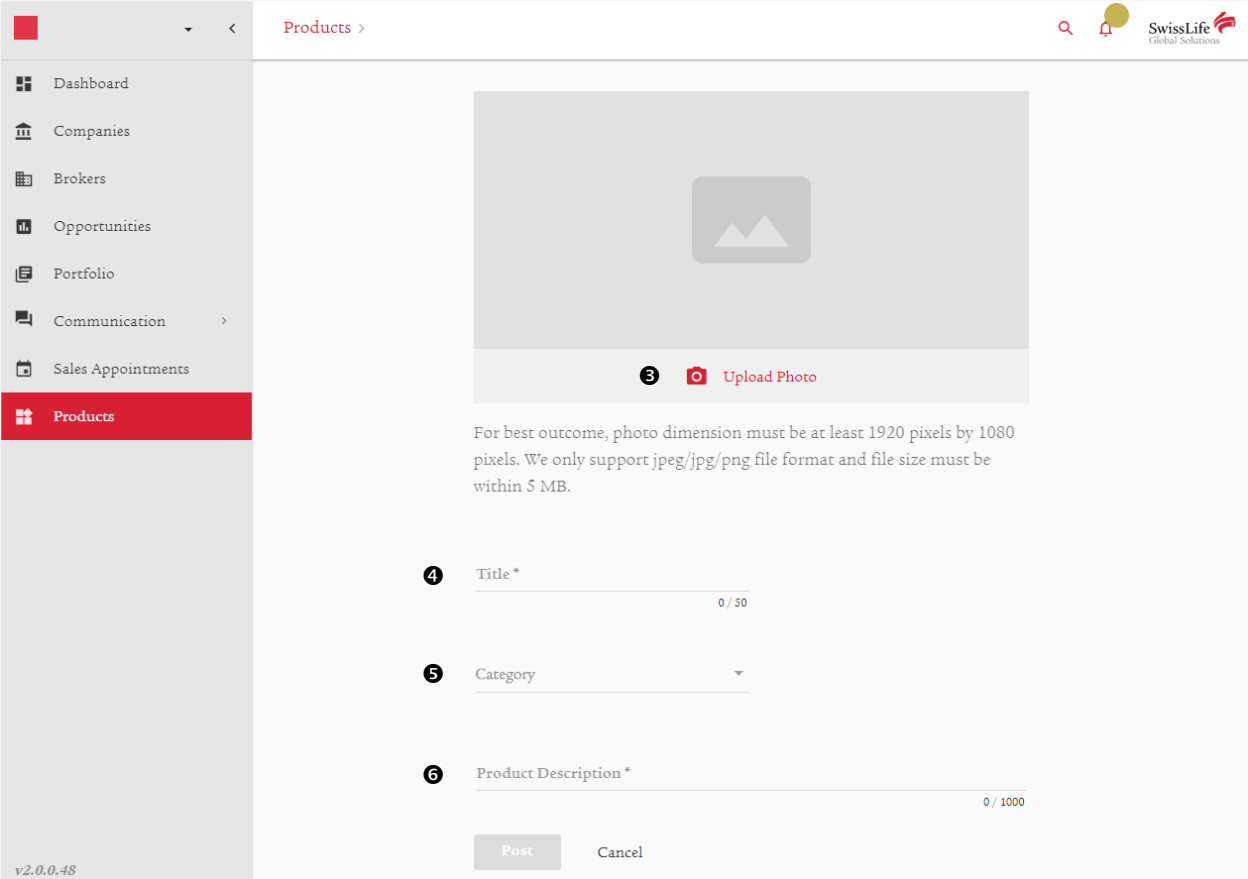
- 1 Click on <**Products**> in the menu bar
- 2 Check if there is a <**New**> button in the upper right corner of the window

If the <**New**> button appears in the upper right corner of the window, then you can create and modify products. If the <**New**> button does not appear, you don't have the right to create and modify products.

In case you cannot upload products and services, please contact us at [employeebenefits@swisslife.com](mailto:employeebenefits@swisslife.com).

## C. Creating a new product

- 1 To upload a new product click on **<Products>** in the menu bar
- 2 Click on **<New>**



For best outcome, photo dimension must be at least 1920 pixels by 1080 pixels. We only support jpeg/jpg/png file format and file size must be within 5 MB.

4 Title \* 0 / 50

5 Category ▼

6 Product Description \* 0 / 1000

Post Cancel

v2.0.0.48

*\* Note: all fields above are mandatory*

### 3 Click on **<Upload Photo>**

To ensure a consistent client experience, we recommend to use images that represent the product and your corporate identity (not just logos). The images and titles you select will give the first impression to the client when browsing and viewing your offering.

- Ensure the logo is in high definition (preferably at least 1920px by 1080px)
- The file must only have an extension .jpg, .jpeg or .png
- The file size must not exceed 5MB

### 4 Click on **<Title>**

We recommend to mention your company name in the title, along with the product name.

- Use a relevant title that clearly describes your product so that clients immediately understand what to expect from the product
- The title must not exceed 50 characters

5 Click on **<Category>** to choose among the coverages

Choose the coverages offered by your products from the given selection. You can search for a particular category or tick the provided box.

6 Click on **<Product Description>**

The product description gives a sneak peek to clients about suitability, requirements as well as differences in features or services.

The description must contain between 1 and 1000 characters. The text cannot currently be formatted (i.e. you cannot create titles, bulleted lists, paragraphs, etc.).

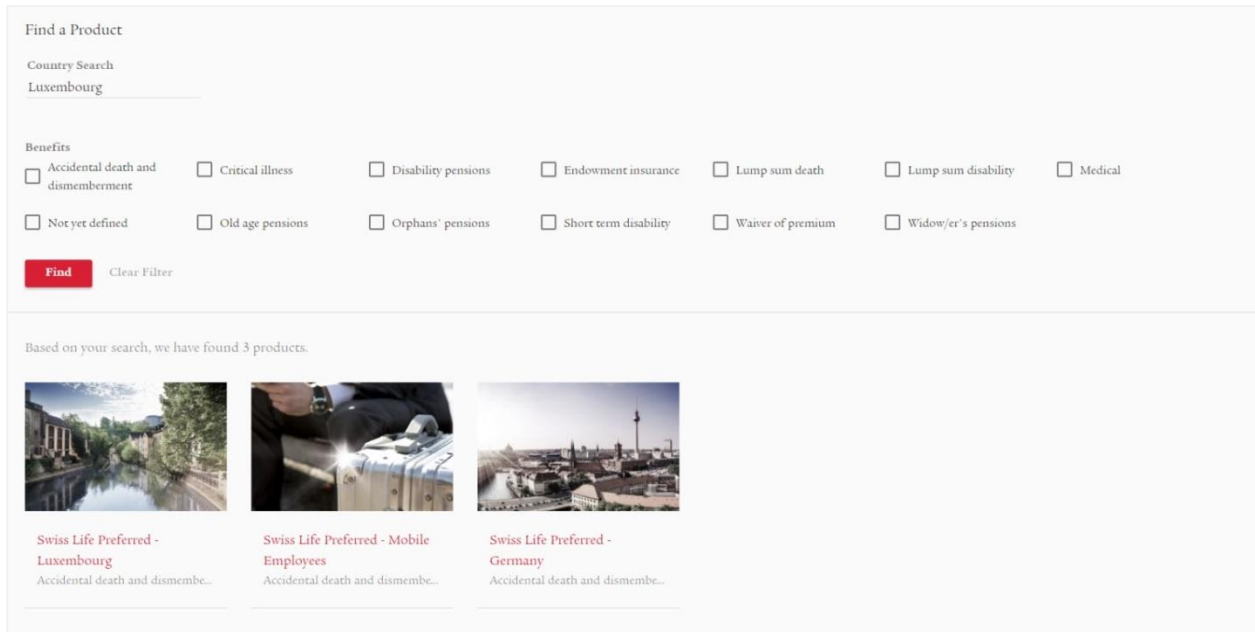
## D. Modifying an existing product

- 1 Click on **<Products>** in the menu bar
- 2 Click the product you want to modify
- 3 Press on **<Edit>** in the upper left corner
- 4 Follow steps C.from 3 to 6

Modifications can be done at any time by choosing the **<Edit>** option.

## E. Example of a product (client view)

Clients screen the solution offering of the entire network. They can search for coverages or countries.



**Find a Product**

Country Search  
Luxembourg

**Benefits**

Accidental death and dismemberment     Critical illness     Disability pensions     Endowment insurance     Lump sum death     Lump sum disability     Medical

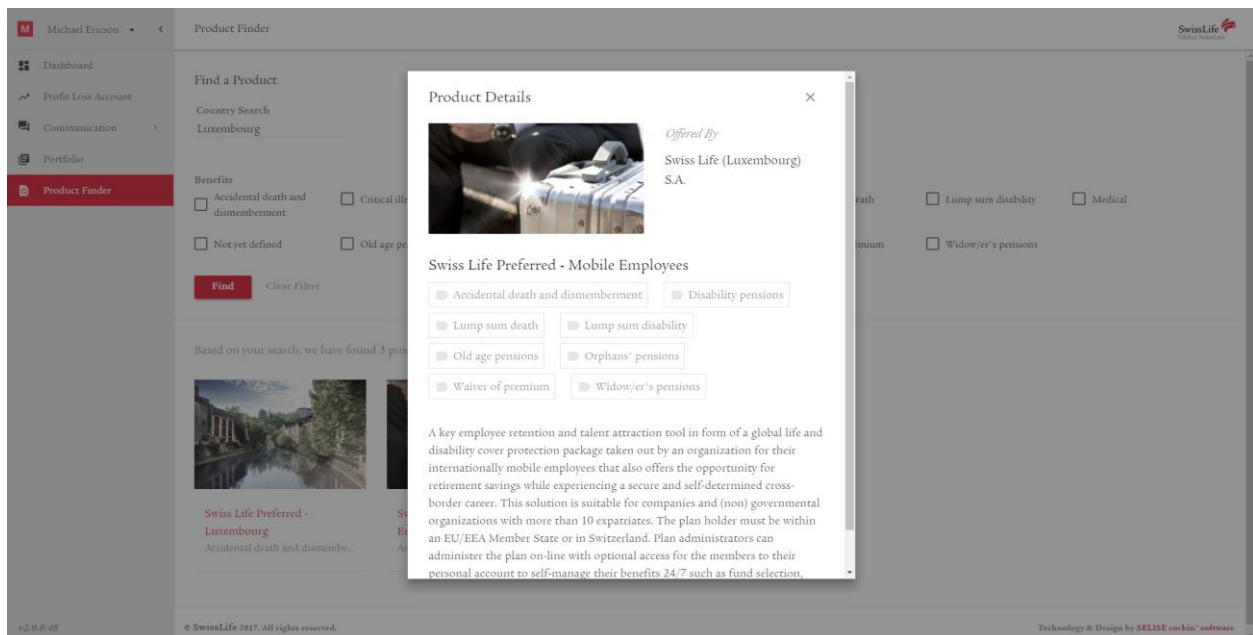
Not yet defined     Old age pensions     Orphans' pensions     Short term disability     Waiver of premium     Widow/er's pensions

**Find**    Clear Filter

Based on your search, we have found 3 products.

- Swiss Life Preferred - Luxembourg**  
Accidental death and dismembe...
- Swiss Life Preferred - Mobile Employees**  
Accidental death and dismembe...
- Swiss Life Preferred - Germany**  
Accidental death and dismembe...

They can then select a product and read your description.



**Product Details**

*Offered By*  
Swiss Life (Luxembourg) S.A.

**Swiss Life Preferred - Mobile Employees**

- Accidental death and dismemberment
- Disability pensions
- Lump sum death
- Lump sum disability
- Old age pensions
- Orphans' pensions
- Waiver of premium
- Widow/er's pensions

A key employee retention and talent attraction tool in form of a global life and disability cover protection package taken out by an organization for their internationally mobile employees that also offers the opportunity for retirement savings while experiencing a secure and self-determined cross-border career. This solution is suitable for companies and (non) governmental organizations with more than 10 expatriates. The plan holder must be within an EU/EEA Member State or in Switzerland. Plan administrators can administer the plan on-line with optional access for the members to their personal account to self-manage their benefits 24/7 such as fund selection.

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## F. Support

If you have questions or need further assistance, please contact us at [employeebenefits@swisslife.com](mailto:employeebenefits@swisslife.com).

### **Important notice**

Privacy and confidentiality of all your data is guaranteed. All of your information submitted via *EB-Life* cannot be viewed by any other Network Partner than you. Any of your local contracts, quotations and opportunities and its related information can only be seen by you.