

## Partner with IncaMail

### Introduction:

Use the IncaMail e-mail encryption service to securely send sensitive information such as payslips, contracts and tax assessment notices via e-mail is fast, efficient, and convenient. But data protection is particularly important in these cases. With IncaMail, you can send sensitive information in a verifiable, encrypted format – directly from your existing business software.

#### 1. Getting Started - click the link below

- Customers require a contract with IncaMail
- Information and prices for the product IncaMail for business software can be found here:

<https://digital-solutions.post.ch/en/e-mail-encryption/incamail-for-business-software>

You can then place an online order at the end of this page under “Put your trust in IncaMail now and reap the rewards”.


#### 2. Accessing IncaMail Registration/ Initiating Registration

Step 1. Click Purchase for HR Software



Step 2. Customer Segment and Country

## IncaMail for HR software



1 Customer segment and country      2 Software & partner      3 Prices      4 Information on the person / company      5 Overview

I want to use IncaMail as...

Company

Authority

From which country do you want to use IncaMail?

Switzerland

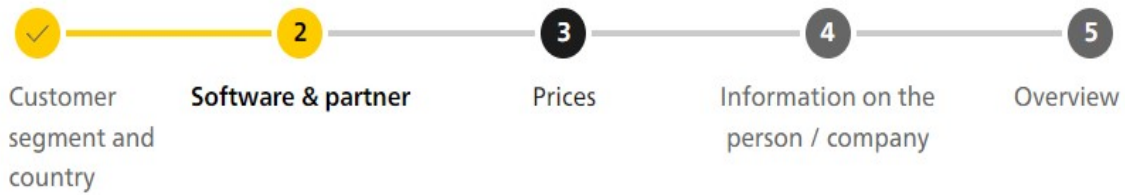
Germany

other countries

Next

Step 3. Software & Partner

# IncaMail for HR software



Please select your software

**Inntact** ▾

Please select your partner

**MRE Software AG** ▾

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Step 4. Prices - Choose whether Fixed Model or Transaction Model (see below packages)

- **Fixed Price model** applies for 50 employees or more
- **Transaction model** applies for 1-49 employees

# IncaMail for HR software



Please select your preferred payment type.

- Fixed price model with Care support package ⓘ
- Transaction model with Care support package ⓘ

Fixed price model with Care support package

Article	Price
One-off setup for small businesses of up to 500 empl.	360.
One-off setup for medium-sized businesses of up to 5,000 empl.	720.
One-off setup for large businesses of more than 5,000 empl.	1'44
One-off setup per further sender e-mail address	190.
Fixed price per employee per year <b>(The offer applies for companies with 50 employees or more)</b>	6.90
Support package Care for microenterprises of up to 50 empl. per year	149.
Support package Care for small businesses of up to 500 empl. per year	490.
Support package Care for medium-sized businesses of up to 5,000 empl. per year	990.
Support package Care for large businesses of more than 5,000 empl. per year	1'99

## IncaMail for HR software



Please select your preferred payment type.

- Fixed price model with Care support package (i)
- Transaction model with Care support package (i)

Transaction model with Care support package

Article	Price in CHF excl. VA
One-off setup for small businesses of up to 500 empl.	360.00
One-off setup for medium-sized businesses of up to 5,000 empl.	720.00
One-off setup for large businesses of more than 5,000 empl.	1'440.00
One-off setup per further sender e-mail address	190.00
Price per confidential IncaMail message	0.65
Price per personal IncaMail message	0.65
Price per registered IncaMail message	1.86
Support package Care for microenterprises of up to 50 empl. per year	149.00
Support package Care for small businesses of up to 500 empl. per year	490.00
Support package Care for medium-sized businesses of up to 5,000 empl. per year	990.00
Support package Care for large businesses of more than 5,000 empl. per year	1'990.00

## Step 5. Information on the person/company

- Sample data is provided for reference. Please take note of the highlighted sections.

## IncaMail for HR software



### Company/authority/administration

Official name of company/authority/administration Test
Name affix (optional) Name affix (optional)
Street / no. Plaridel St.
PO Box (optional) PO Box (optional)
Zip code 6014
City Mandaue City

## Contact person

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Salutation	Mrs	▼
First name	Joyde	
Last name	Paeste	
Telephone / mobile	09069224531	
E-mail	j.paeste@mre.ph	


## Invoice address

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Corresponds with the company address

## More data

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Number of employees in the company	10	
Sender e-mail (optional)	test@domain.com	<b>This field is used for registration in Incamail. The email address provided must be valid, active and currently in use.</b>
	<input data-bbox="334 1394 431 1440" type="text" value="+"/>	
		
Comments (optional)	Comments (optional)	

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## Step 6. Overview

I have read the [online contract \(PDF, 308.9 KB\)](#) of the provider and agree to them by sending the order.

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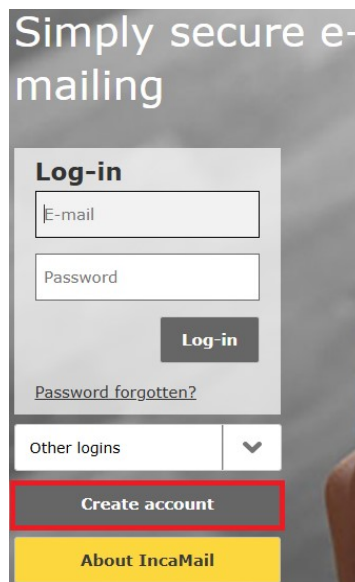
[Order with costs](#)

**Note:** Please adhere to these steps to assist you in registering IncaMail.

### 3. Create account

After ordering the contract, your customer can then open an account for the desired sending address at <https://incamail.com/>.

Step 1. Certainly! Here are steps you can follow to create an account:



The screenshot shows a mobile interface for IncaMail. At the top, it says "Simply secure e-mailing". Below that is a "Log-in" section with two input fields: "E-mail" and "Password". A "Log-in" button is positioned below the password field. Underneath the button is a link for "Password forgotten?". Below the login section is a dropdown menu labeled "Other logins" with a downward arrow. At the bottom of the form, there are two buttons: "Create account" (highlighted with a red border) and "About IncaMail" (highlighted with a yellow background).

Step 2. Provide Required Information:

**Take Note: The sender's email address used should match the email Address displayed in the field.**

### Create a free IncaMail account

1 **User details**      2 Password      3 Initial settings

test@domain.com **Note on Sender Email Address Usage: It is important to ensure that the sender email address provided is valid and accurately active**

Mr   Ms   Company   Other

First name \* **TEST**

Last name \* **TESTING**

Company **TESTING COMPANY**

Switzerland ▼

English ▼

\* Mandatory fields

Cancel **Continue**

Step 3. Creating a strong and secure password is crucial for protecting your account.

### Create a free IncaMail account

✓ 1 User details      2 **Password**      3 Initial settings

Password \*

Confirm password \*

\* Mandatory fields

Cancel **Continue**

Please enter a secure password.

- must be at least 8 characters long
- must contain at least 3 of the following characters: upper case letters, lower case letters, numbers, special characters
- may not contain your own name or the e-mail address.

Step 4. Initial Settings - To ensure secure password recovery, the following information is required.

Create a free IncaMail account

✓ Password ✓ 3 Initial settings

The following information is needed for secure password recovery.


Via email (1-factor authentication)

Via SMS + email (2-factor authentication)

☆ - Activate levels of trust  
*My communication partners and I see each other's levels of trust. This means I can assess how well the validity of an e-mail address has been checked. [More...](#)*

Yes, I would like to receive the IncaMail newsletter with info and tips about IncaMail. I can unsubscribe at any time by clicking on the link in the newsletter

I accept the [GTC](#) \*

I'm not a robot  [Privacy](#) - [Terms](#)

\* Mandatory fields

#### 4. Activate REST API

Using your email address (used in creating the account), please email POST to activate the REST API linked to your email address and send it here -> [business@incamail.ch](mailto:business@incamail.ch)

- Someone from POST would assist/email you.

#### 5. Inntact Setup

Once REST API is activated, open Inntact Financial – Options – Salary

- Enter API Address (kindly copy from the sample below)
- Login details (same login details used during registration)



Options

AR AP GL **Salary** Document/Archive Path Company Accounting

Salary Options Salary Information Salary Transaction Setup Options Mail Editor


OT/UT

Salary  Service - Only Final  Service - All

Vacation

Use Holidays until Payroll Period  
 Use Holidays until date set Da to final from Service

**eMail Settings**

Use Incamail Verify 

API Address:

Email:

Password:

Use previous unused vacation days for new balance

Vacation Balance per Year:

InntactSeven Path:  ...

InntactSeven Modified Reports:  ...

LL Temp Path:  ...

Save to Database Save Cancel

**This email address you provide during registration will be used here.**