1. Personal login.

You have your own username and password for your personal login. The administrator at your company manages all the user accounts for SIS Subscription. Companies that only have a licence for one user also have a personal login for SIS Subscription.

This is how you log in to SIS Subscription for the first time

1. Go to www.sis.se
2. Click Log in in the top right corner
3. Enter your email address and click ‘Continue’
4. If you have a password linked to your email address at sis.se, you can use it to log in – otherwise continue at point 5
5. Click the ‘Forgotten password?’ link
6. Open your email and click the link in the email
7. On the page you come to, enter password and click ‘Continue’
8. Log in
9. If you haven’t already done so, you’ll need to consent to the GDPR rules
10. You’re now logged in to SIS Subscription (formerly e-nav)


If your company has Office 365 installed, you may be using your company’s login system, known as SSL, to access your SIS Subscription. You log in using your own username and password. If you’re unsure whether this is the kind of login you’re using, please feel free to contact your contact person at SIS.

This is how you log in to SIS Subscription for the first time

1. Go to www.sis.se
2. Click Log in in the top right corner
3. Enter your email address
4. The service will now connect you to your company’s password system
5. Enter the password you usually use at your company (if you’ve forgotten your password, contact support at your own company)
6. If you’re a new user, enter your details (registration form)
7. If you haven’t already done so, you’ll need to consent to the GDPR rules
8. You’re now logged in to SIS Subscription (formerly e-nav)
Welcome to the start page for your own SIS Subscription

Once you've logged in, you come to the start page for your very own subscription. If you're an administrator, this is where you can define a number of settings to suit the company. You'll find all the settings under the ‘Settings’ heading in the menu on the left.

**Menu** This is where you'll find all the options for your subscription.

If you're an administrator you can also find your settings here.

**Centre column** This is where the page is displayed for the menu choices made in the menu on the right. If you are an administrator, you can select which page is displayed here when your users arrive at SIS Subscription.

**Place for logo** You can insert your company’s logo here.

**Administrator** Your company’s administrators are listed here.

**Message** If you’re an administrator, you can post a message here with an image.

**News** This is where news items from SIS may be found.
This is how the search function works together with SIS Subscription

The search function is the main tool you can use at sis.se to find your way around standards, both those included in your subscription and others. Below we show you how you can use your search results.

Choose to filter your search results.

A standard that is included in your subscription has a grey area mark in the search result.

The shopping cart indicates purchases in progress, which can be standards that you want to add to your subscription or buy as an individual item.

Choose between just searching for standards or among all pages at sis.se.

If a standard is included in your subscription, you can define it as a favourite or add it to a list directly from the search result.
Extending a subscription

You can easily suggest or add standards to your subscription. If you’re a user you can suggest, and if you’re an administrator you can add.

### Suggest extension of subscription

If you’re a user of a subscription, you can suggest an extension to your subscription to an administrator at your company.

**This is what you do:**

1. Locate the standard you wish to add to your subscription
2. Click ‘Extend subscription’ from the search result or the product page
3. Complete the form and choose which administrator is to receive the suggestion
4. Click ‘Send’

### Add standard to the company’s subscription

If you’re an administrator, you can add standards to your subscription.

**This is what you do:**

1. Locate the standard you wish to add to your subscription
2. Click ‘Add to shopping cart’ from the search result or the product page
3. When you’ve finished adding standards to the shopping cart, click ‘Go to checkout’
4. Click ‘Add to subscription’
Administration of your subscription

Settings

Under 'Settings' there are a number of opportunities for you to customise your subscription.

- Subscription specification
  Here you can export a list from SIS Subscription, to see which products are included in the company's subscription.

- Logo for subscription
  Under 'Logo for subscription' you can add your company's logo. The image must be in .jpg or .png format to be displayed. If the image you upload is bigger than the width of the column, the image will be scaled down so that it fits into the column.

- Start page for subscription
  If you're an administrator, this is where you can choose which start page is to greet your users when they've logged in to SIS Subscription. Choose between greeting users with Our Standards, Lists or Updates.

- Message to subscription users
  You can write your own text here and upload an image to be displayed in the column on the right for your subscription. The image must be in .jpg or .png format to be displayed.

If you're an administrator of your company's subscription, you have access to the following functions, which are explained in this section.

- Settings
- Users
- Order history

The text requires some HTML code for formatting. You can find an example of HTML code here:

- Blank line is written as <br> so for spaces between line 1 and line 2 write<br>Line 1<br>Line 2
- A word in bold font is written <strong>bold</strong> followed by other text.

- Standard setting for search
  If you're an administrator, you can choose which standard setting the website's search engine is to use, either all pages on sis.se or only among standards. Each user can change this setting to the one they find most suitable.

- Prepaid packages
  Prepaid standards that can be added without payment are listed here. If you have any questions, please contact SIS Customer Service, kundservice@sis.se

- Language for mailings
  When the administrator adds new users, a welcome message is sent automatically to each person. Select whether the message is to be sent in Swedish or English.
If you’re an administrator of your company’s subscription, you have access to the following functions, which are explained in this section.

- **Settings**
- **Users**
- **Order history**

**Users**

Under ‘Settings’ there are a number of opportunities for you to customise your subscription.

- **Users**
  If your company uses personal logins, this is where you manage this. There are two ways to add new users:

  **Individual users**
  Here you enter the details of the person you want to add as a user. The new user will be notified by email.

  **File of users**
  If you have a large number of users to add at the same time, you can upload their details in an Excel file. You can find examples of how to structure such a file under the heading File of users. See also the image below; the details needed are forename, surname and email address, each in a separate column.

<table>
<thead>
<tr>
<th>Forename</th>
<th>Surname</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sven</td>
<td>Svensson</td>
<td><a href="mailto:sven.svensson@foretag.se">sven.svensson@foretag.se</a></td>
</tr>
<tr>
<td>Karl</td>
<td>Karlsson</td>
<td><a href="mailto:karl.karlsson@foretag.se">karl.karlsson@foretag.se</a></td>
</tr>
</tbody>
</table>

Once you've added a file of users, messages will be sent by email to all users included in the list. The new users will be notified by email.

The email sent out to the newly-registered user also contains information about passwords.

All users you've added appear under the ‘Users’ menu item further down the page. Here it’s easy for you to delete users who are no longer relevant for the subscription service.

**Order history**

This is where you can see your orders and sort them by order number, date and order type. You can also export the details to an Excel file.

If you have any questions about SIS Subscription that are not answered in this manual, please feel free to contact SS Customer Service at kundservice@sis.se or call +46 (0)8-555 523 10.