
Key points on eSurvey

1. The SNB's online reporting system

Reporting institutions have the possibility of submitting their data to the Swiss National Bank (SNB) via eSurvey, the SNB's online reporting system.

1.1. Data security

The transmission of data takes place via a secure channel (https). SSL encryption ensures that the recipient is the SNB and that submissions cannot be intercepted by third parties. In addition, institutions are no longer responsible for the installation and periodic updating of security certificates necessary for e-mail encryption.

1.2. Access protection

Access to an eSurvey account¹ is secured via two-factor authentication. This enables account holders that forget their passwords to reset them themselves.

In contrast to a simple login procedure using a user ID and a password, two-factor authentication uses two independent communication channels for logging on; eSurvey uses mTAN, whereby SMS is deployed as one of the communication channels. In order to send an SMS during the login process, a mobile telephone number must be provided.

The SNB uses this mobile number exclusively for the purpose of two-factor authentication. It does not use the number for queries or any other function; the number is not passed on to third parties. The number is also not visible to other persons in the same institution

¹ This is only possible for personal accounts, and not for group or team accounts.

(e.g. administrators). The SNB thereby ensures that privacy is guaranteed at all times in the event that a private mobile phone number is used.

1.3. Functionality

eSurvey contains a range of functions to support users in the submission of their statistical data.

Overview of submissions due:

eSurvey offers users an overview of submissions that are due with the corresponding deadlines, as well as each submission's status.

Upload and download:

For each outstanding survey, eSurvey users can download the current version of the corresponding survey forms. Uploading xls, xlsx and xml files is easy and secure, and confidentiality is guaranteed.

Similarly, supplementary remarks on submissions can also be entered as files into eSurvey.

User administration:

Companies manage access to eSurvey themselves by creating their own users and administering the responsibilities for the submission of individual surveys.

Companies must make use of the user administration system if they wish to use eSurvey for transmitting statistical banking data.

Viewing contact details:

eSurvey users can view and edit their contact details and responsibilities in the system, and are responsible for ensuring that these are kept up-to-date.

2. User administration:

A company may create as many users as necessary in the user administration. For this purpose, it must first nominate administrators, who can create and manage users as required. Through the allocation of responsibilities for given surveys, these users receive access to the SNB's online reporting system.

2.1. Administrators

The eSurvey administrators ensure controlled access to the online reporting system for the reporting institution. For this purpose, they create new users, manage them or delete them.

Administrators see all of the company's reporting obligations and can obtain an overview of the deadlines and status for actual reports at any time.

For each survey, administrators determine who is responsible (e.g. for providing data or information) and thereby also who has access to the SNB's online reporting system, and the surveys for which these people can view the reports due and submit them. Only if the

responsibilities have been properly allocated, will a company be able to meet its reporting obligations under eSurvey.

The administrators (maximum 2) are nominated by executive management of the reporting institution.

To create, change or delete administrator accounts, the eSurvey administrator application form should be filled in and sent to dataexchange@snb.ch (cf. section 3, Additional information).

The SNB will set up the administrator account. To prevent inappropriate use of eSurvey, the company's executive management will then be sent a list of the people reported to the SNB as administrators for managing access to eSurvey for the company in question. If no objection is received within the defined period, the SNB will send the access data to the administrators by post.

Administrators must have a workplace address in Switzerland or in the Principality of Liechtenstein. In addition, they must be employed by the company or group for which they carry out their activities as administrators.

The administrators' contact information will be held by the SNB alone.

2.2. Users without administrator rights

Users without administrator rights can access and submit due reports for the surveys for which they are authorised data suppliers.

The SNB sends the initial access data to the new users by post. In the case of individuals whose **domicile is outside Switzerland**, the access data are sent to the administrator, who forwards them to the person in question.

Accounts for people outside the reporting institution are set up by the SNB only upon application by the administrators.

2.3. Companies without user administration

Companies with access to eSurvey but not to the user administration may apply for connection to the user administration system.

3. Additional information

www.snb.ch, *Statistics, Surveys, Information on reporting*

eSurvey administrator application form:

www.snb.ch, *Statistics, Surveys*