Key points on eSurvey

1. The SNB’s online reporting system
eSurvey is the Swiss National Bank’s online reporting system via which reporting institutions submit their data to the SNB.

2. Security

2.1. SSL encryption
With eSurvey, data is transmitted via a secure channel (https). SSL encryption ensures that the recipient is the SNB and that submissions cannot be viewed by third parties.

2.2. Two-factor authentication
Access to a personal eSurvey account is secured via two-factor authentication using an mTAN process. This also enables account holders to reset a forgotten password themselves at any time.

An email address and a mobile phone number must be provided for this two-factor authentication. Unless it has already been provided to the SNB for other purposes, the SNB will use this information exclusively for the mTAN process.

Neither the email address nor the mobile phone number will be used for queries or any other purposes, and they will of course not be passed on to third parties. The number will also not be visible to other persons in the same institution (e.g. administrators). This ensures that privacy is protected at all times, even if personal mobile phone numbers are used.
3. Account types

3.1. Administrator accounts

eSurvey administrators are confirmed by the executive management of the reporting institution in question, and should wherever possible have a workplace address in Switzerland or the Principality of Liechtenstein.

The administrators control access to eSurvey for their reporting institution. To this end, they can create and manage users (standard accounts), and administer the responsibilities allocated to users.

To create, change or delete administrator accounts, the eSurvey administrator application form should be completed and sent to dataexchange@snb.ch (cf. section 5. Additional information).

The SNB is responsible for setting up administrator accounts. To prevent any misuse of eSurvey, the executive management of a given reporting institution will be sent an initial list of the persons registered with the SNB as administrators responsible for managing access to eSurvey for that company. Notification of any changes in respect of the administrators is to be sent immediately to dataexchange@snb.ch.

The contact information of administrators is managed by the SNB alone.

3.2. Standard account

Users with a standard account are created by the administrator and can view and submit due reports for the surveys for which they are authorised data providers.

The SNB sends the initial login details to new users by post.

4. eSurvey functions

4.1. Functions for all accounts

eSurvey provides a range of functions to support users in submitting their statistical data:

‘Reports due and forms’
eSurvey provides users with an overview of the reports due and the corresponding deadlines for the surveys for which they are authorised data providers. The corresponding Excel survey documents can also be downloaded here.

‘Submit reports’
Valid reports can be uploaded as xls, xlsx or xml files using this function.

‘Submitted reports’
This shows a list of the reports already submitted by the account holder and the processing status.

‘Comments & documents’
Supplementary comments on reports and other documents can be sent using this function.
‘My profile’
A person’s profile contains an overview of their own contact details, as well as the contact details of the administrator responsible and the surveys allocated. The password and email address for the two-factor authentication can also be changed here.

4.2. Functions for administrators

‘User administration’
This function allows administrators to manage access to eSurvey by creating users themselves and managing the responsibilities for the submission of individual surveys.

‘List of contacts’
The list of contacts shows an overview of all the contact persons the SNB has at the company in question. New contacts can be created and amended, and responsibilities for surveys can be allocated and changed.

A contact can have a survey allocated to them as a data provider and/or information provider. Data providers are given a standard account and receive the initial login details from the SNB. Information providers do not have access to eSurvey. However, they will be contacted if there are any questions regarding the content of the survey.

An administrator can enter themselves as data provider and/or information provider for specific surveys or for all surveys.

A company will only be able to meet its obligations to provide information via eSurvey and submit reports if the responsibilities for data providers have been properly allocated.

‘List of responsibilities’
Administrators can see here all of the surveys for which their company is required to provide information, and which contact person has been allocated as data provider / information provider for which survey.

5. Additional information

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

eSurvey administrator application form:
www.snb.ch, Statistics, Surveys, Transmission of data files, Submission via eSurvey