



Customer portal instructions for the employer.

This is how you order Reka Money
for your staff.

Content

1	Introduction	3
2	Registration	3
3	Overview	4
4	Profile settings	5
5	Forms of Reka Money	6
6	Staff	7
7	Quotas	9
8	Dispatching documents to staff members	11
9	Bonus payments	11
10	Invoices	12
11	Support	12

1 Introduction

You can quite simply manage the emission of Reka Money in your personal profile in the Reka customer portal: you record your staff members' personal details and update admissions and departures.

Once you have completed all the necessary steps, we send your staff a letter enclosing pay-in slips. With these they can draw their Reka Money credit. Otherwise, we can carry out the Reka-Card loading for you as you require.

It may occur that specific functions described here in the Introduction are not available in your customer portal. This can be attributed to the offer in your company.

2 Registration

Access the customer portal as follows: on reka.ch, log in top right, under Login, using your email address and your password. You received your login data following conclusion of the contract by email.

3 Overview

The homepage gives you an overview of your offer, news, open invoices or direct access to key functions.

Quotas Current month: August 2021

 Reka-Pay 20% Company share Open invoice amount CHF 0.00	 Reka-Lunch 20% Company share Open invoice amount CHF 0.00	 Reka-Rail Activate Reka-Rail Activate Reka-Rail →
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To quotas →

News

Display all →

Employees (1)

Show all employees →

 0 birthdays this month

Order birthday bonus

 Register entry

 Register departure

Active standing order (0)

Amounts - all forms of Reka Money

STAFF	AMOUNT/EMPLOYEES	TOTAL AMOUNT	TYPE
There are no records to show			

Display all →

Birthday bonuses recorded (0)

Bonus payments - all forms of Reka Money

NUMBER OF EMPLOYEES	AMOUNT/EMPLOYEE	TOTAL AMOUNT
There are no records to show		

Display all →

Invoices (0 open)


All forms of Reka Money

INVOICE DATE ^	AMOUNT	STATUS	INVOICE
There are no records to show			

Display all →

Last order

Bonus payments

DATE ^	AMOUNT	STATUS	REASSIGN
29.06.2021	CHF 0.10	Open	

Display all →

4 Profile settings

You have a "Company profile" as well as a "My profile" where all your master data are recorded. To edit these, click on the "Process" button. Under "Admin – Administration", register more users and assign authorizations.

Company profile

Main data

Company
Reka Mitarbeiter

Customer number
10483

Release model
Rcd

Status
Active

Sector
Dienstleistungsbetriebe (ohne Banken und Vers.)

Address

Street
Neuengasse 15

Post office box
Postfach

Zip code
3001

Town
Bern

Country
Switzerland

Newsletter and telephone

Subscribed to Newsletter
No

Email

Telephone number
031 329 66 99

Edit

My profile

Main data

Customer name

Testfirma

User ID

TEST_300

Birthday

Account number

Email address

Your registered email address

You received a confirmation email.
Re-delivering confirmation email. →

Process

5 Forms of Reka Money

Under this menu item, your active offer is referred to. Other forms of Reka Money can be activated or an existing offer extended.

Reka-Pay

This form of Reka Money is active in your company with the following terms and conditions:

Staff quotas: CHF 1.00
Company share: 100%

Quotas also possible:

- CHF 750.00 with 20% company share
- CHF 1'000.00 with 20% company share
- CHF 1'500.00 with 20% company share
- CHF 3'000.00 with 20% company share

Add new contingent

Reka-Lunch

This Reka money form is not yet activated for your company. You can activate this form of money at any time.

More information →

Possible quotas:

- CHF 750.00 with 20% company share
- CHF 1'000.00 with 20% company share
- CHF 1'500.00 with 20% company share
- CHF 3'000.00 with 20% company share

Reka-Lunch order

Reka-Rail

This Reka money form is not yet activated for your company. You can activate this form of money at any time.

More information →

Possible quotas:

- CHF 10.00 with 20% company share
- CHF 10.00 with 50% company share
- CHF 165.00 with 100% company share
- CHF 3'000.00 with 20% company share

Reka-Rail order

Reka-Pay

This form of Reka Money is active in your company with the following terms and conditions:

Staff quotas: CHF 3'000.00
Company share: 20%

Staff quotas: CHF 1'500.00
Company share: 20%

Staff quotas: CHF 1'000.00
Company share: 20%

Quotas also possible:

- CHF 750.00 with 20% company share

Add new contingent

Reka-Lunch

This form of Reka Money is active in your company with the following terms and conditions:

Staff quotas: CHF 1'000.00
Company share: 20%

Staff quotas: CHF 1'500.00
Company share: 20%

Staff quotas: CHF 3'000.00
Company share: 20%

Staff quotas: CHF 3'000.00
Company share: 20%

Quotas also possible:

- CHF 750.00 with 20% company share

Add new contingent

Reka-Rail

This Reka money form is not yet activated for your company. You can activate this form of money at any time.

More information →

Possible quotas:


- CHF 10.00 with 20% company share
- CHF 10.00 with 50% company share
- CHF 165.00 with 100% company share
- CHF 3'000.00 with 20% company share



Reka-Rail order

6 Staff

In the "Staff" menu item, your staff members' data is imported. You can either use the «Create employee» button for individual admissions or the «Import employees» button in the Excel template for several employees. Please only use the Reka template. It can be downloaded at all times in the customer portal. The completed file can then be uploaded via the function.

Employees ⁽¹⁾ Status

Active ▾ 

STAFF NUMBER	LAST NAME ▲	FIRST NAME	STREET	ZIP	CITY	REKA-CARD AVAILABLE
	Müller	Hans	Teststrasse 7	3011	Bern	 

< < **1** > >


[Export list](#)




[Create employee](#) [Import employees](#) [Create exit](#) [Manage exits](#)

After uploading, the data sets will be displayed in the «Invalid» tab, which contains missing or invalid entries. You can make entry changes directly in the customer portal by clicking on the 'pen' icon (framed in red) behind the corresponding data set. You will then see which entries contain errors and which compulsory details must be completed. As soon as you have corrected the erroneous data sets, you can terminate the process with "Confirm import". Complete and accurate data sets can also be checked and processed before import confirmation in the «Valid Staff data» tab.

Invalid (3) **Valid (8)** **Disregarded (0)**

Staff data



STAFF NUMBER	SURNAME ▲	FIRST NAME	BIRTHDAY	COST CENTER	REKA-CARD AVAILABLE
	Müller	Hans	06.01.1990		Ignore 
	Müller	Hans	07.01.1990		Ignore 
	Müller	Hans	11.01.1990		Ignore 



< < **1** > >

Your staff members' data can also be modified under this menu item. With the search function, individual employees can be located. Subsequently, master data can be processed.

If an employee has left your company, you can also record their departure in this register.

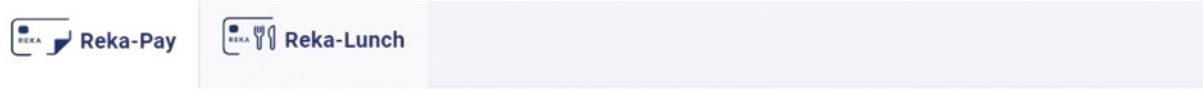
Search employees



STAFF NUMBER	LAST NAME ^	FIRST NAME	STREET	ZIP	CITY	REKA-CARD AVAILABLE
	Müller	Hans	Teststrasse 7	3011	Bern	 

7 Quotas

In the "Quotas" menu item, you allocate staff members' quotas as you require, or refresh them if necessary.



Assign quota for Reka-Pay

Kontingent für Erwachsene

Kontingent für Kinder

Year	Annual quota	Total quota	Discount
<input type="radio"/> 2022	Kontingent 1500	3	20%
<input type="radio"/> 2022	Kontingent 3000	6	20%
<input type="radio"/> 2021	Kontingent 1000 RCC	2	20%
<input type="radio"/> 2021	Kontingent 1500	3	20%
<input type="radio"/> 2021	Kontingent 3000	6	20%

Forward

Renew quota

Renew quota

Assigned quota ⁽¹⁾

Status


All

Search

DATE ^	NUMBER OF EMPLOYEES	QUOTA	PRODUCT	STATUS	
13.08.2021	21		Reka-Pay	Processed	

« < 1 > »

In the "Loading the Reka-Card" menu item, you allocate the desired amount for your staff and carry out loading. This amount will be available on your staff members' Cards the following day.


Reka-Pay

Assign new amount

Amount per staff member in CHF

Description

Next

Record new standing order

Description

Amount per employee

Termination type:

On xx. of the month:

First termination date:

Next

Birthday bonus payment

Amount per staff member in CHF

Next

Assigned amounts ⁽¹⁾

Status:

DATE ^	NUMBER OF EMPLOYEES	DESCRIPTION	REKA MONEY FORM	STATUS	REASSIGN
29.06.2021	1	Geschenk	Reka-Pay	Open	<input type="button" value="🛒"/> <input type="button" value="👁"/>

8 Dispatching documents to staff members

After an order has been placed, dispatch to your employees will be processed by Reka and sent by post. This takes place twice a week. Mailings are sent off to your staff on Tuesdays and Thursdays.

Your employees receive the following:

- An accompanying letter from Reka with login data for the customer portal including a copy of the GTCs
- Pay-in slips for withdrawal of Reka Money
- A flyer

9 Bonus payments

For special occasions, service jubilees, weddings or retirement, you'll find the function for organizing 'one-off' Reka-Card loadings under «Bonus payments».

You can however place a standing order for repeat orders..

The screenshot shows the Reka-Pay interface with three forms for bonus payments:

- Allocate a new event payment:** Fields for 'Amount per staff member in CHF' and 'Description', with a 'Next' button.
- Register new standing order for bonus payments:** Fields for 'Description' and 'Amount per employee', and dropdowns for 'Termination type' (Monthly), 'On xx. of the month' (1), and 'First termination date' (27.08.2021), with a 'Next' button.
- Birthday bonus payment:** Field for 'Amount per staff member in CHF', with a 'Next' button.

Allocated bonus payments ⁽¹⁾

Status

All

Search



DATE ^	NUMBER OF EMPLOYEES	BONUS PAYMENT	REKA MONEY FORM	STATUS	REASSIGN
13.08.2021	5	juhee	Reka-Pay	Completed	

10 Invoices

Your monthly invoice is displayed in the customer portal. You are informed of this by email. It is no longer sent by post.

The screenshot displays the Reka-Pay customer portal interface. At the top left, there is a Reka-Pay logo and a summary card showing the 'Open invoice amount' as 'CHF 0.00'. Below this, the main heading is 'Rechnungen Reka-Pay (0)'. To the right of the heading, there is a 'Zeitraum' (Period) dropdown menu set to 'Laufendes Jahr 2021' and a search box labeled 'Suchen' with a magnifying glass icon. Below the search area is a table with the following columns: 'RECHNUNGSDATUM', 'FAKTURANUMMER', 'TEXT', 'BETRAG', 'STATUS', 'RECHNUNG', and 'RECHNUNGSDetail'. The table content is empty, with the message 'There are no records to show' centered below the header. At the bottom of the table area, there is a pagination control showing a single page '1' with navigation arrows.

11 Support

You'll find answers to the most important questions in the Support section, as well as a tutorial which explains the key functions in the customer portal.

We will gladly assist you if you have any further questions: +41 31 329 66 69 or business-support@reka.ch

