1. First Time Login and Individual Profile Set Up
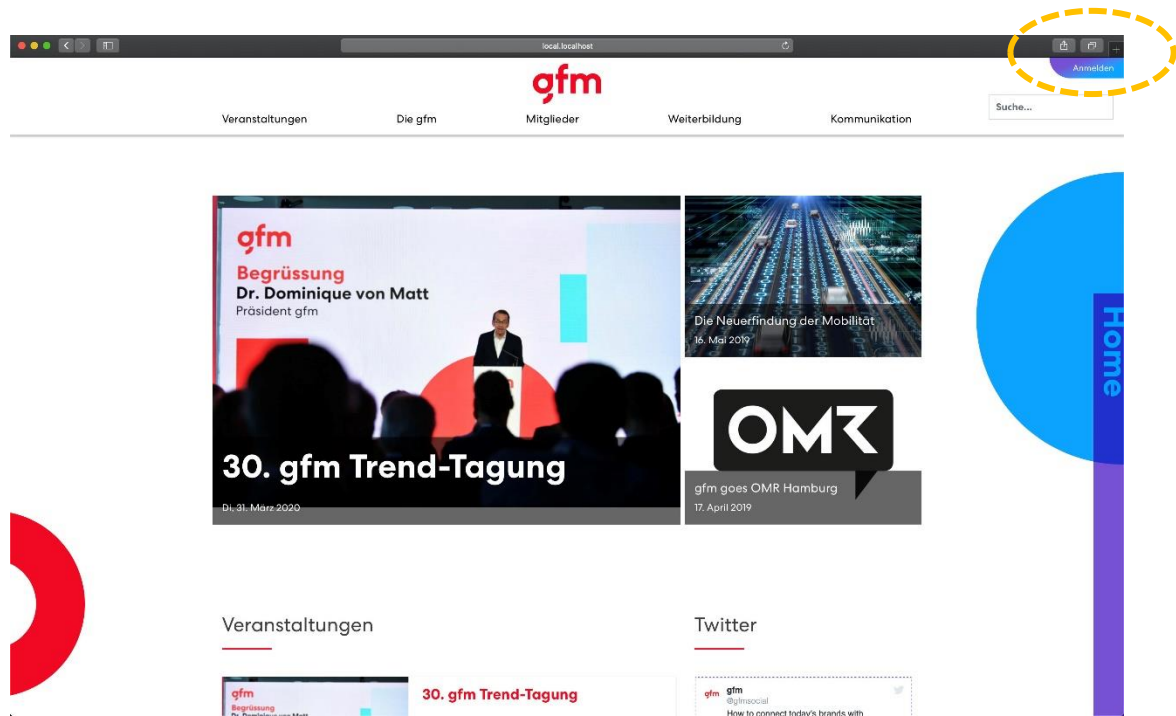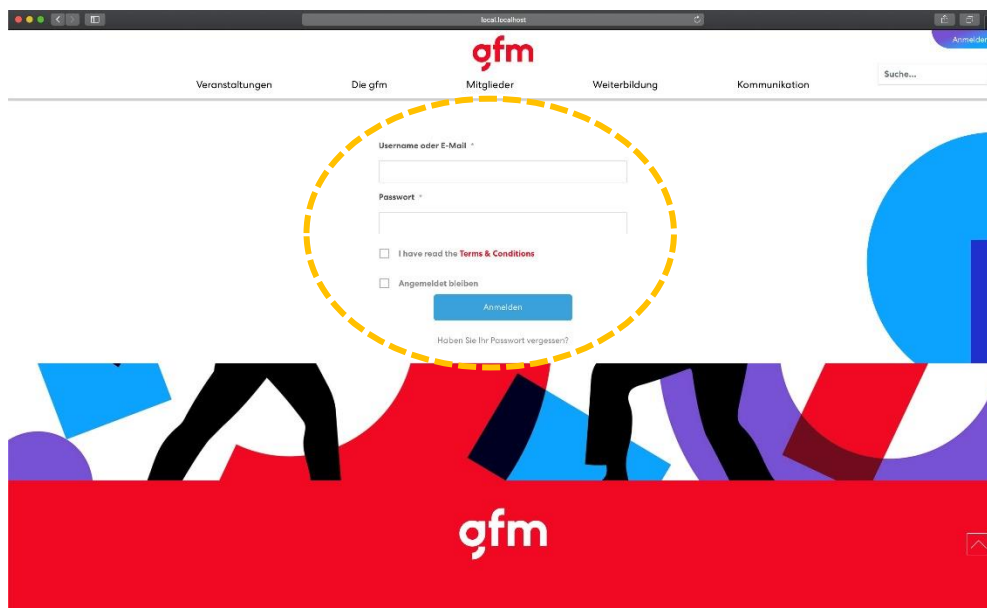
Open your internet browser and go onto the Website www.gfm.ch/login or click on www.gfm.ch to your top right onto «Login».

A registration form will appear. For your first Login you fill have to fill in a username as well as a password that you will have received through an E-Mail sent by us.
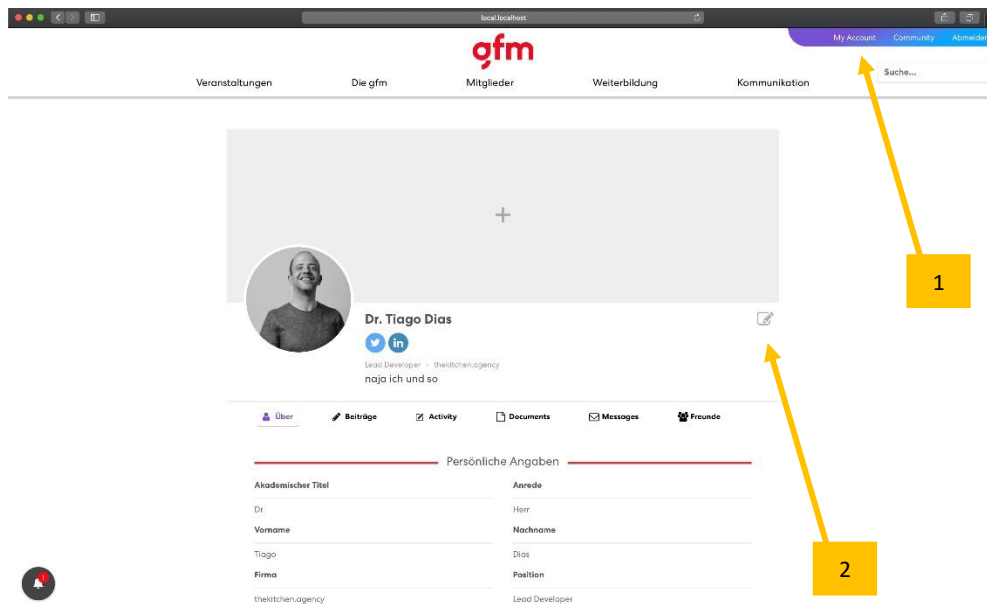

To get access to the online community platform you will have to accept the Terms & Conditions by clicking onto the square next to it.
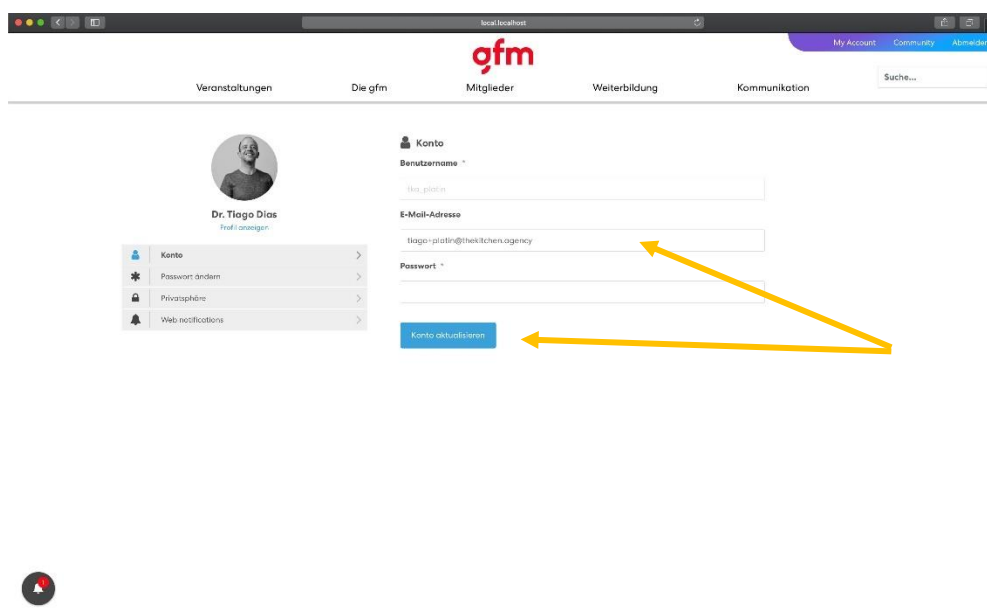
2. Change your Login Data

To change your Login data you need to click onto the field which is named «My Account» on the top right of your screen. (1)

This is how you access your profile. Now you need to press onto the edit symbol (2) and choose «My Account».
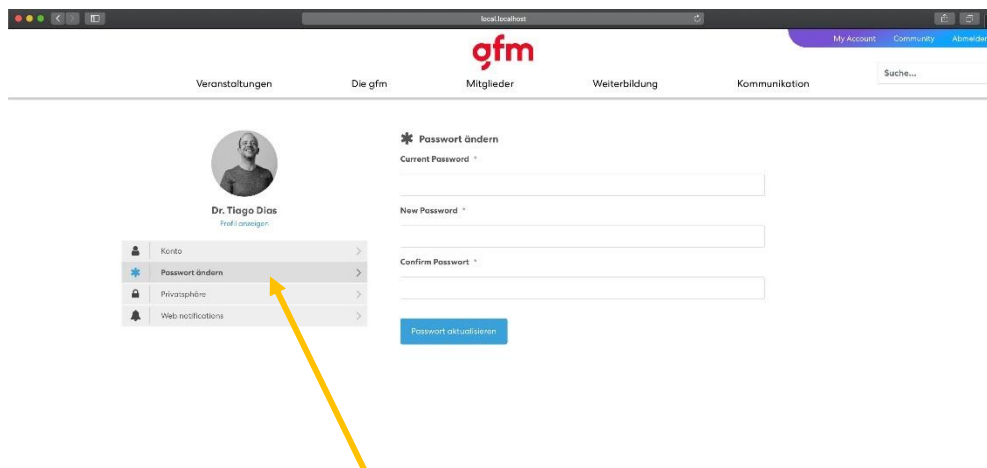

You will be able to change your E-Mail address on this page. Please do not forget to click onto «Change Account» to save your adjustments.

You cannot change your username. If you want to adjust it you will have to contact gfm (info@gfm.ch) directly.

To change your password, you will have to select «Change Password» in the Menu list.
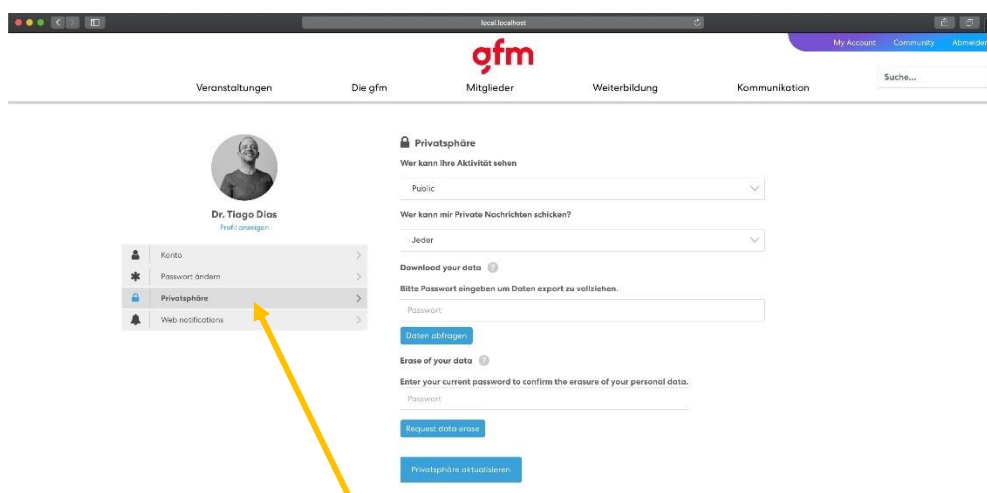

Fill in your current password into the first field. Put your new password into the field into the second field. Confirm your new password by filling it in a second time. Lastly, click onto the button «Adjust Password».

3. Secure your Privacy and Notifications
To secure your privacy and to adjust notifications you can go onto «My Account» which is found on the top right of the screen.

To change your privacy settings, click left onto menu and choose «Privacy».

Here you can adjust your settings in three areas:
1. *Profile-Privacy: Who can see your profile?*
   Possibilities: Everyone / Only Me / Friends only.

Attention: These settings are only for your gfm-community contacts (no one else can see your details)
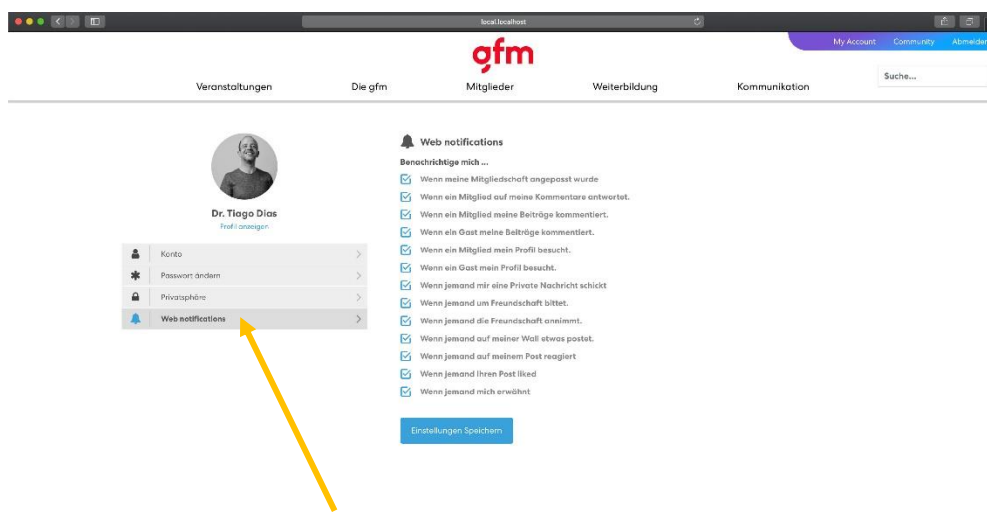2. *Who can see my activities?*
You can choose everyone / no one / my friends
3. *Who can send me private messages?*
You can choose everyone / no one / my friends

Under «Web Notifications» you can choose when you would like to receive notifications from our online community. Please remember to choose «Save Settings» in the end.
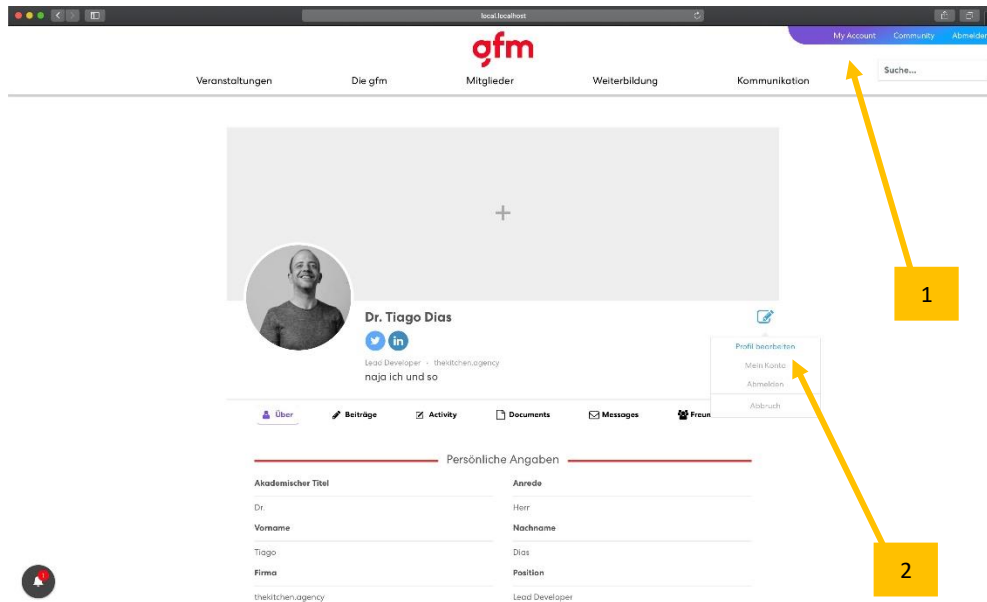
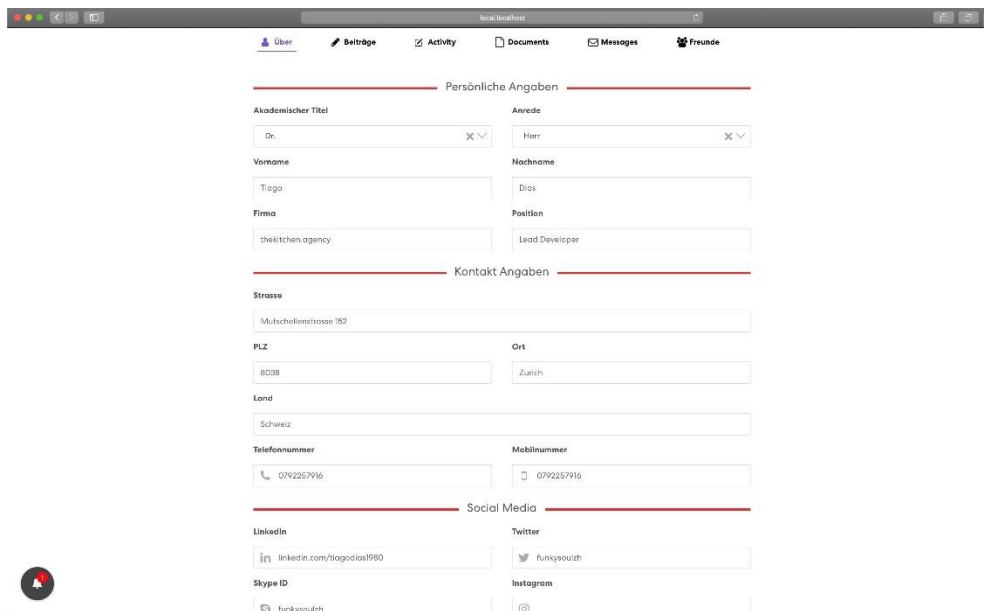The clock on your top left shows all your notifications concerning the online community.

4. Setup your Profile

To setup your profile you will have to click onto «My Account» on the top right of your screen. This enables you to see your profile settings. (1)

Then press onto the edit symbol next to your name. You will see the button «Change Profile» which will enable you to make adjustments to your account.(2)

You are still on your Profile page. However, you will be able to mutate your fields.

Your profile and background picture can be changed by clicking onto the pictures. There will be an option called «Upload Profile Picture» and «Upload Background Picture». By selecting one of these options you will be able to upload a picture of your choice from your computer.

You are able to fill in a short description of yourself or your business by choosing «Tell me about yourself...». Under social media fields you will have to complete the URL to link all of them. You Skype ID can be provided directly. Do not forget to save your adjustments by clicking on «Update Profile».

5. Profile Informations

Your header will show your four links which are only visible for you.

> **a. Visitors**
>> Here you can see who visited your profile.
> **b. Documents**
>> Research series, Marketingcheck, Commerce News Marketing-Special and other publications can be downloaded as PDF
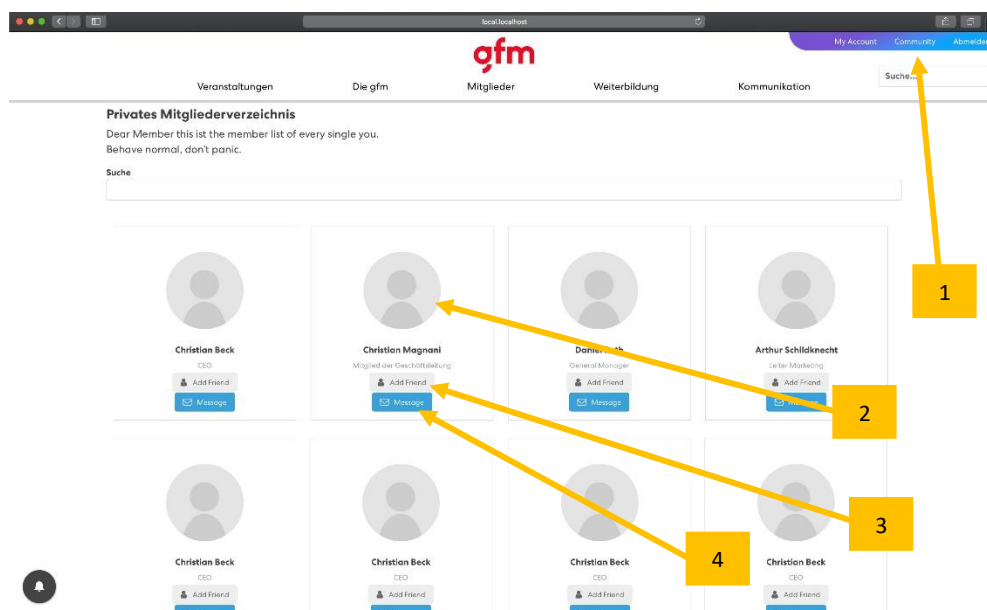> **c. Messages**
>> Here you can find all messages concerning the gfm online community and get in touch with others.
> **d. Friends**
>> Here you can friend request fellow gfm online community users and view their accounts. Here you can also find a list of all your friends.

6. Meet your gfm-Community and Engage with other Users

On the top right corner of your screen you will find a link called «Community». (1)

Here you will find all the users and business representatives. With only one click onto a profile of your choice you will be able to view a profile's information. (2) Here you can see what each user wants to make public about themselves. You will be able to see more information of your friends' profiles. (3) By choosing the button «Message» you can start chatting to your fellow users and you can contact the gfm employees. (4)

7.   Sign Up for the User List and for Events

The events can be found on the Website. The registration can be filled in automatically by going onto «Login».

If you are registered for an event you can see yourself on the guest list.

Other documents concerning events such as presentations, charts and videos can be found on our event page to your right where it says «Downloads».

Please take into account that only users who are logged into their accounts have access to this information such as the guest list.

8. Support

If you need help please contact us via:
info@gfm.ch
044 202 34 25