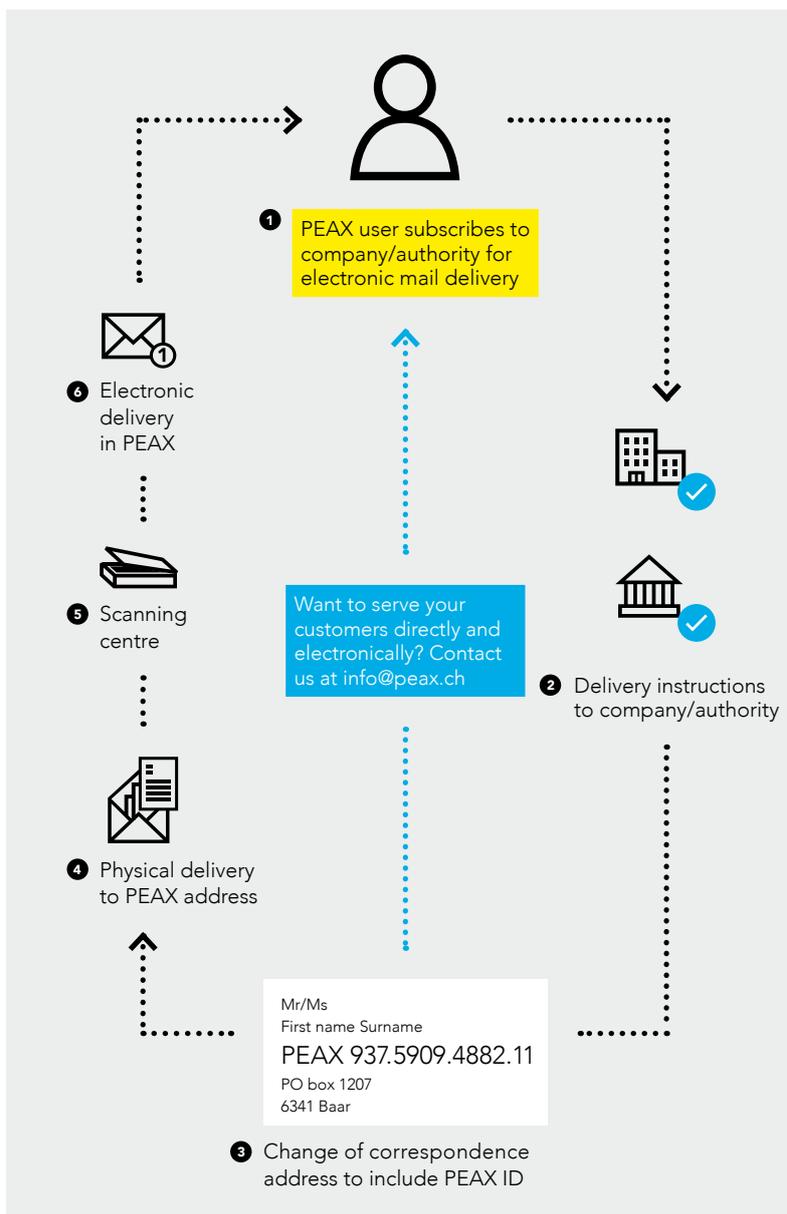


# A PEAX address, what's that? Read the facts here.



## What is PEAX?

PEAX is a digital portal for directly connecting private individuals with companies and public authorities. Key to this portal is the digital postbox, in which daily mail is delivered to the PEAX user directly in digital form or in the form of digitised print correspondence. Invoices are recorded directly in PEAX as payment orders, allowing them to be paid in easily and on time. In short: PEAX enables private users to perform all administrative tasks simply and securely online – no matter the time, place or device (PC, tablet, smartphone).



## How do I use the PEAX address?

- 1 If you are instructed by your customer to change his correspondence address to a PEAX address then your customer is a PEAX user. This means they use the PEAX portal to handle their mail and private administration and would now also like to receive mail from you in their digital postbox. They therefore subscribe to your company/authority in the PEAX portal.
- 2 Your customer use PEAX to send you correspondence instructions with their change of correspondence address.
- 3 Please add the new correspondence address as follows:

Mr/Ms  
First name Surname  
PEAX 937.5909.4882.11  
PO box 1207  
6341 Baar

A unique PEAX ID is required for correctly distributing mail. The residential address is retained but no longer used as a correspondence address.

- 4 Changing the correspondence address will result in physical correspondence being sent to a scanning centre, where it will be digitised and delivered electronically to the PEAX postbox. This requires no system modifications on your part.
- 5 All unscannable correspondence will automatically be forwarded by the scanning centre to your customer's residential address.
- 6 From now on, your customer will receive your mail digitally in their PEAX portal.