

The PEAX envelope.
Here's how it works.



PEAX – the postbox of the future

The PEAX portal is where you receive your daily mail digitally – either via mail subscription in the portal, whereby mail is delivered directly to your PEAX postbox, or via the PEAX envelope, which you can use to send in your physical mail for scanning. Either way, your mail lands in your PEAX postbox, where it can be handled directly and stored securely. Invoices are recorded as payment orders, allowing them to be paid in easily and on time. In short: PEAX enables you to perform all administrative tasks simply and securely online – no matter the time, place or device (PC, tablet, smartphone).

From mail to PEAX: a step-by-step guide

1

Fill with mail

Fill the C4 envelope addressed to your PEAX address with letters and documents. Remember to include only scannable and not bound paper documents. Mail can be placed in the PEAX envelope either opened or unopened and with or without staples.

2

Post the PEAX envelope

The PEAX envelope may be up to 2 cm thick and weigh a maximum of 500g when filled. It can be sent via A-Mail for CHF 2.00 or via B-Mail for CHF 1.80. Seal the envelope, affix the necessary postage and take it to the post office.

3

Receive mail in PEAX

As soon as the PEAX envelope arrives at the scanning centre it will be processed and the documents will be put in your PEAX portal. The physical documents will be held for 40 days before being destroyed in the appropriate manner.



PEAX envelopes

PEAX envelopes must be used for sending physically received mail to your own PEAX address. Any documents sent to your own address without a PEAX envelope, however, are subject to a processing fee, which will be calculated according to the rates stated in the GTC.

You wish to order more PEAX envelopes?

Send an email to info@peax.ch to order more envelopes. The price per envelope is CHF 6.00. An invoice for the envelopes will be sent directly to your «Invoices» box in the PEAX portal.



Data protection

A highly automated process is used in the scanning centre of sydoc AG in Baar to handle the mail in your PEAX envelope. The scanning centre meets the highest data protection and security requirements – its customers include insurance companies, banks and public authorities. More information can be found at sydoc.ch.

PEAX strictly adheres to Swiss regulations governing data protection and post and telecommunications privacy. User data and documents are stored in a certified Swiss data centre and used only in connection with the services requested by the user.