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## 1. Registration of your company in SSG

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On top of the front page at [www.ssg.se](http://www.ssg.se), you can change the language into English prior to the registration.



Choose the possibility:  
[Register your company.](#)



Press the button: [Press here to register for SSG entre.](#)



Fields in yellow are mandatory to complete, while the grey fields are voluntary.



Click [Next](#) to start the registration.

At page 1/7, you have to choose type of registration.  
Pls. choose [Company](#).

Plant

Company

School

At page 2/7, pls. choose [Contractors](#).



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Pls. skip page 3/7.

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At page 4/7, pls. fill in contact information of the employee who needs the log-in information for [www.ssg.se](http://www.ssg.se) after the registration of the company.

Pls. remember to state the CPR no. If you do not want to register by the complete CPR no., it is possible to state the 6 first digits and replace the last four by letters, for instance the first 2 letters of your first name and your last name. (example 010203abcd). Alternatively you may choose an employee number.

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Pls. tick the remaining fields marked in yellow. It is important that the email address is entered correctly as the login information will be sent hereto.

Under contact information, we have 2 fields. The top field should be ticked if the person registering the company is also the person who is to conduct the SSG training.

The bottom field should be ticked. By doing this, you give permit that your personal information can be kept and processed by SSG according to the Swedish personal data protection act.

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I will also be a course attender (see the terms of agreement)

I agree to that my personal data can be handled in SSG Academy Tool according to PuL - Personal data legislation (SFS 1998:204).

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If another person is to register the colleagues' training and subsequently has to sign for completion, his/her personal details can be stated in the fields below under: [Contract Manager](#).

Same as the contact person above

If you are the person conducting the training, pls. tick in the field: [Same as the contact person above](#).

Pls. note that the responsible person can be changed any time.

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Press [Next](#) to continue.

[Next >](#)

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State the address of the company in the yellow field on top and the main telephone no in the bottom field. DUNS no. should be stated in the grey fields in the middle, if your company is from a country outside EU - alternatively a VAT no if your company is part of EU.

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At page 6/7, the address of the company is stated. The SSG cards will be sent to this address after establishment.

If the cards should be sent to the company's main address pls. tick the field: [Same as the delivery above](#).

Same as the delivery address above

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At page 7/7, only fill in the Message field if the person completing has a SSG card already – otherwise leave the field empty.  
State 0 in the field of order no.

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At the end, you should accept the conditions and click "send".

You will find the link to the conditions/Terms of Agreement at the page.

After app. 1 work day, you will receive the login information to SSG.

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I accept the terms of the agreement as above.

[< Previous](#) [Send](#)

[Terms of Agreement](#)