



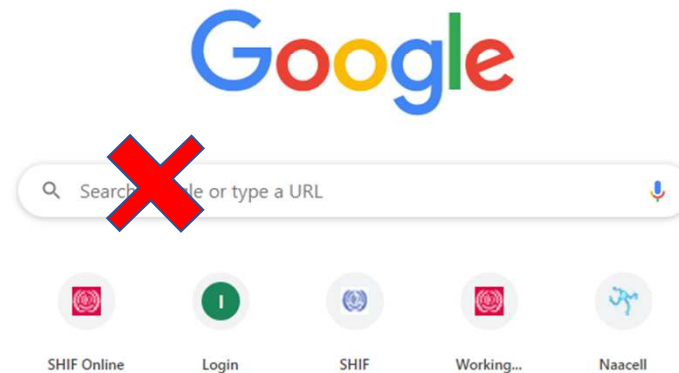
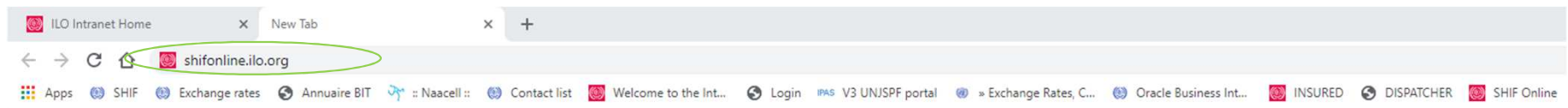
International
Labour
Organization

Staff Health
Insurance
Fund

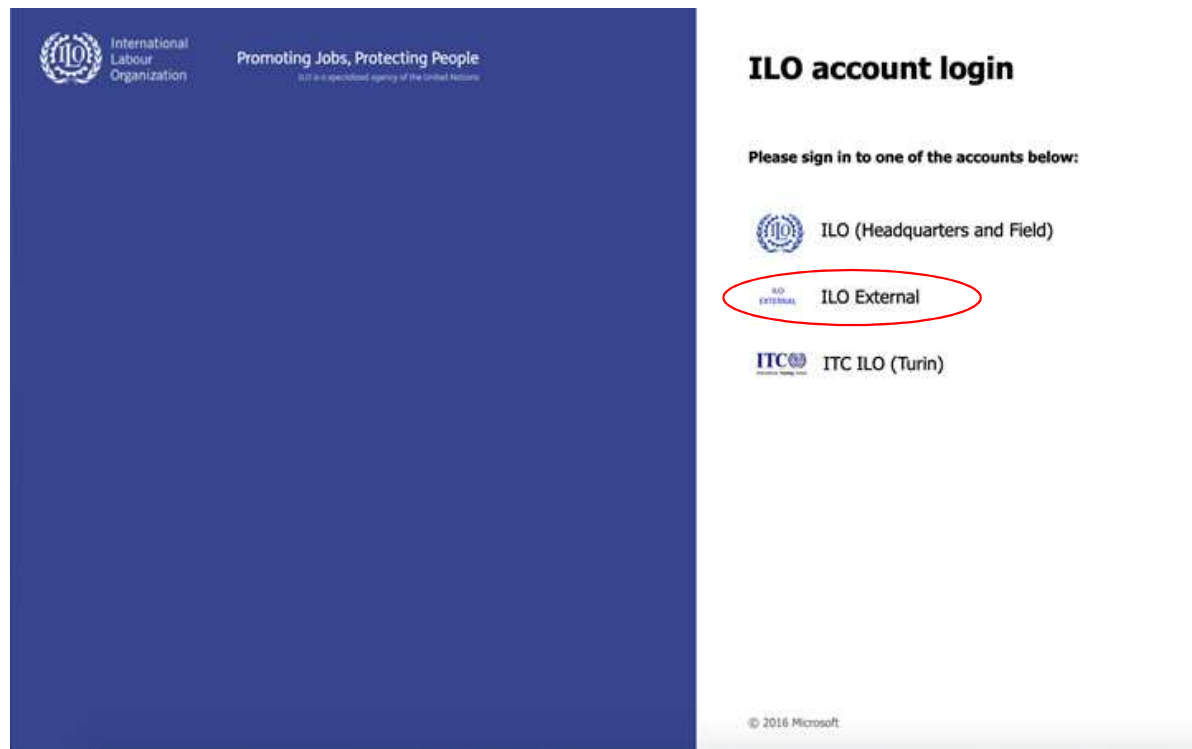
Extranet Registration for Retirees for SHIF Online

Create an external account

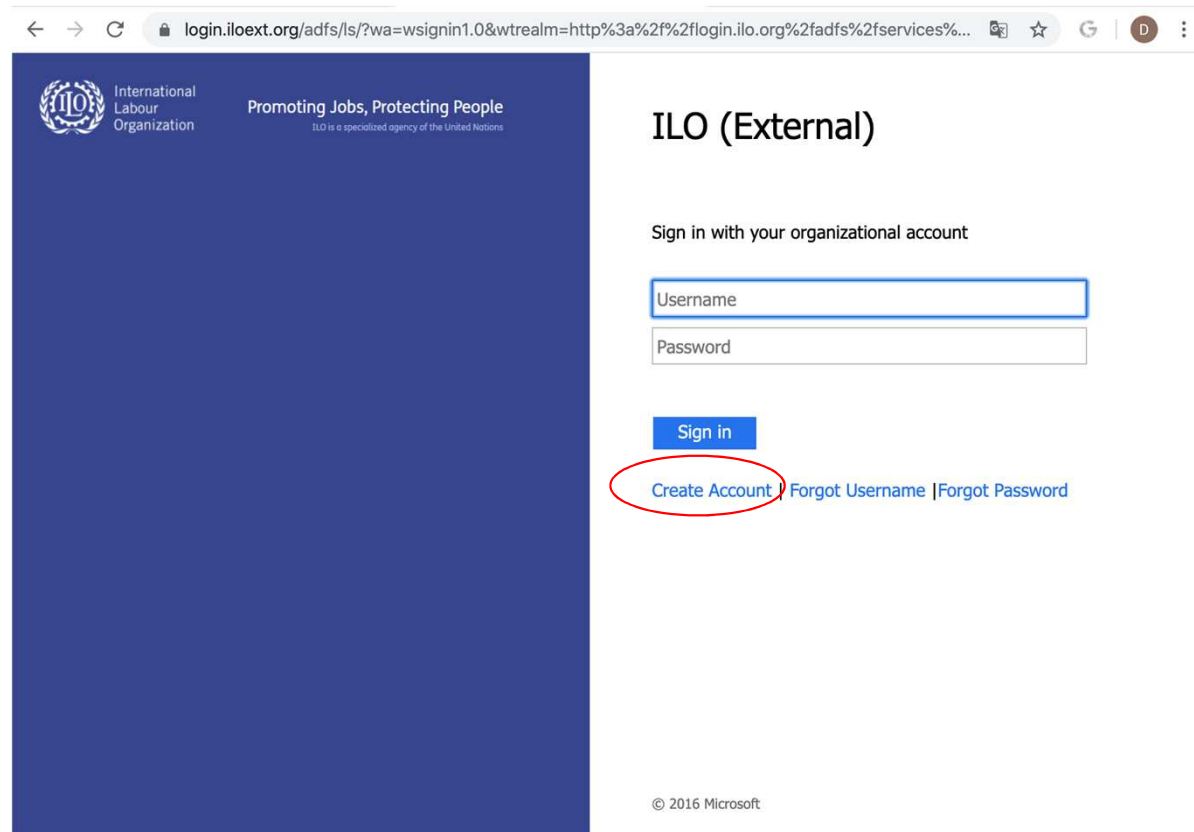
00 – Enter shifonline.ilo.org in the URL of the browser (not in the search bar of Google)




01 – Once on shifonline.ilo.org, you should see three options, select ILO External.



02 – Select create account option



login.iloext.org/adfs/ls/?wa=wsignin1.0&wtrealm=http%3a%2f%2flogin.ilo.org%2fadfs%2fservices%...

 International Labour Organization
Promoting Jobs, Protecting People
ILO is a specialized agency of the United Nations

ILO (External)

Sign in with your organizational account

Username

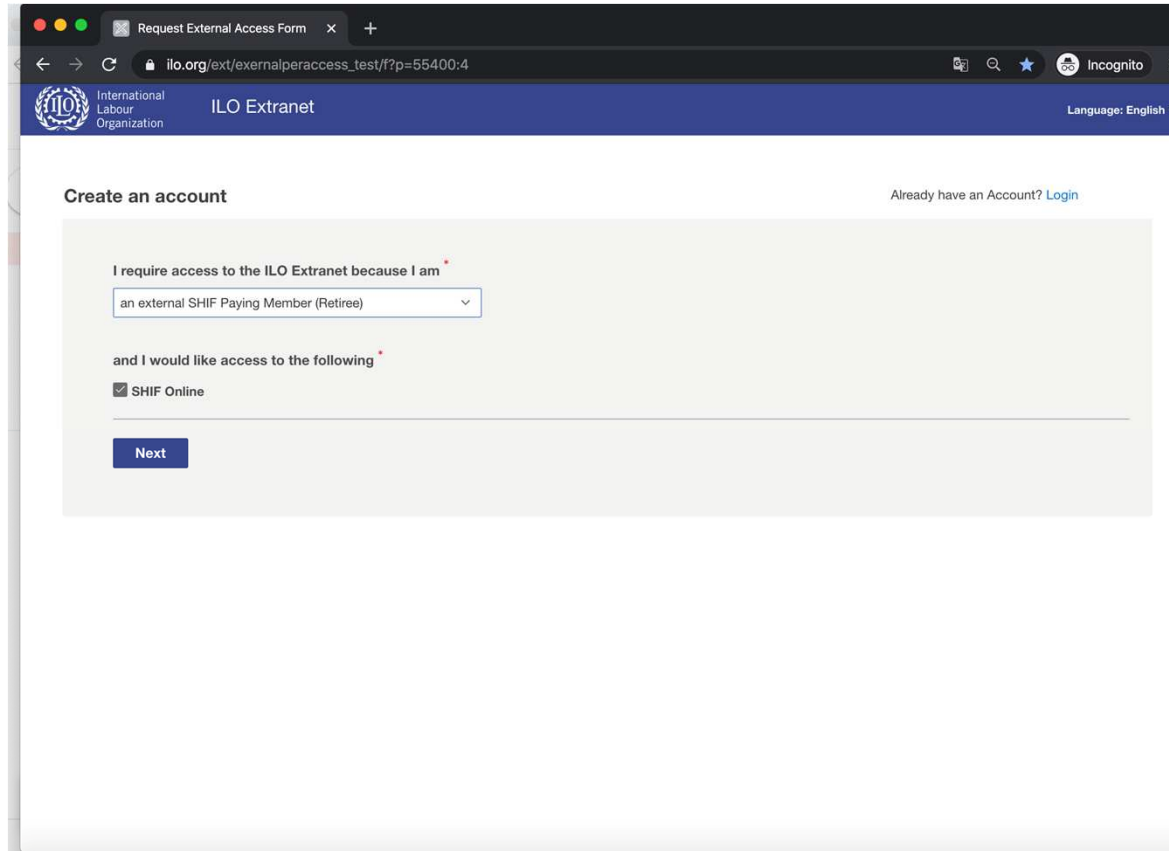
Password

[Sign in](#)

[Create Account](#) | [Forgot Username](#) | [Forgot Password](#)

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03 – Select “an external SHIF Paying Member (Retiree)” and then next



The screenshot shows a web browser window with the title "Request External Access Form". The address bar displays the URL "ilo.org/ext/externalperaccess_test/f?p=55400:4". The page header includes the ILO logo, "International Labour Organization", "ILO Extranet", and a language dropdown set to "English".

The main content area is titled "Create an account". To the right of this title is a link: "Already have an Account? [Login](#)".

The form contains two sections:

- I require access to the ILO Extranet because I am ***
A dropdown menu is open, showing the selected option: "an external SHIF Paying Member (Retiree)".
- and I would like access to the following ***
A checkbox labeled "SHIF Online" is checked.

At the bottom of the form is a blue button labeled "Next".

04 – Enter in your information. Use only the email address we used to write to you. Enter only the 4, 5 or 6 digits of your insured number, without the “XX” or the “11”. Press next.

The screenshot shows a web browser window with the title 'Request External Access Form-2'. The address bar shows the URL 'ilo.org/ext/externalperaccess_test/f?p=55400:5:8461695010138::NO:RP,5:P5_CONTEXT_VAL,P5_APP_VAL,P5_APP_G...'. The page header includes the ILO logo, 'International Labour Organization', 'ILO Extranet', and a language dropdown set to 'English'. The main heading is 'Create an account', with a link 'Already have an Account? Login'. The form fields are: 'Salutation:' with a dropdown menu showing 'Mr.'; 'First Name:' with the text 'Adam'; 'Last Name:' with the text 'Apple'; 'Personal Email:' with the text 'donilotest001@gmail.com'; 'Staff Number:' with the text '150001'; and a CAPTCHA field with the text 'Gc ikd' and a 'Reload' button. At the bottom, there are 'Previous' and 'Next' buttons, and a note: 'A verification code will be sent to email address provided above'.

Request External Access Form-2

ilo.org/ext/externalperaccess_test/f?p=55400:5:8461695010138::NO:RP,5:P5_CONTEXT_VAL,P5_APP_VAL,P5_APP_G...

Incognito

International Labour Organization ILO Extranet Language: English

Create an account [Already have an Account? Login](#)

Salutation: Mr.

First Name: Adam Last Name: Apple

Personal Email: donilotest001@gmail.com

Staff Number: 150001

Enter word that appears on the right Gc ikd Reload

Previous Next A verification code will be sent to email address provided above

05 – An email was sent to the email you provided.

The screenshot shows a web browser window with the title 'Request External Access Form-2'. The address bar displays the URL: `ilo.org/ext/externalperaccess_test/?p=55400:5:8461695010138::NO:RP,5:P5_CONTEXT_VAL,P5_APP_VAL,P5_APP_G...`. The page header includes the ILO logo, 'ILO Extranet', and a language dropdown set to 'English'. The main heading is 'Create an account', with a link 'Already have an Account? Login' on the right.

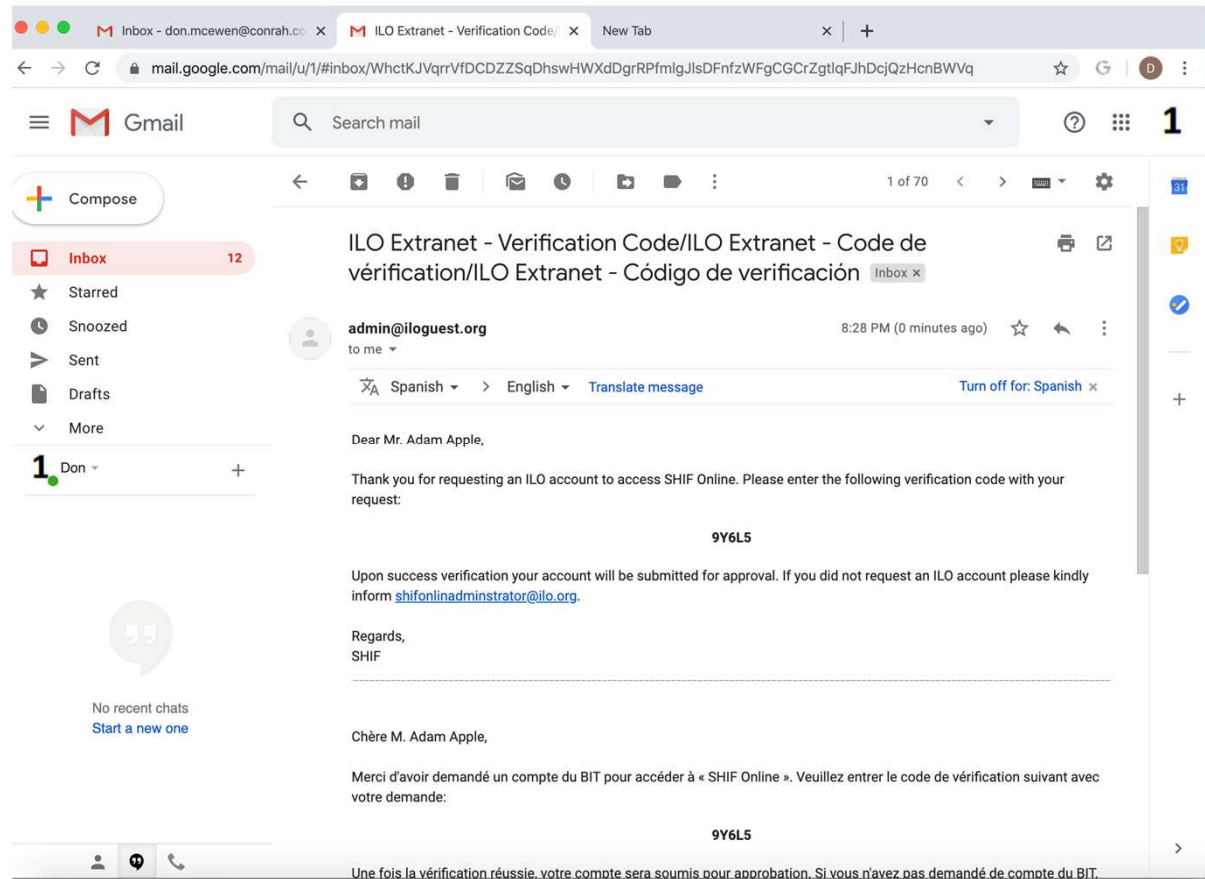
The form contains the following fields:

- Salutation:
- First Name:
- Last Name:
- Personal Email:
- Staff Number:
- Enter word that appears on the image:

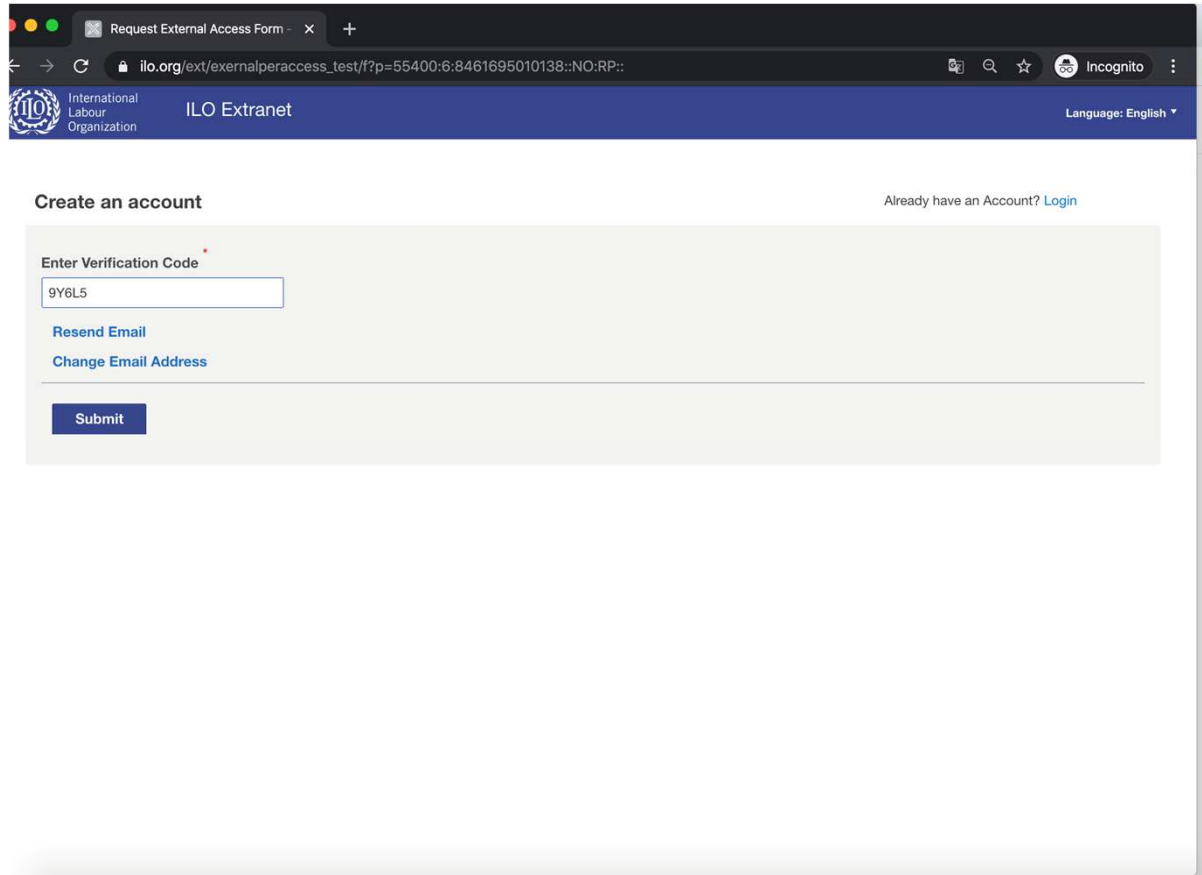
A green modal box with a checkmark icon and the text 'The verification code has sent to donilotest001@gmail.com' is centered over the form. Below the text is a blue button labeled 'Verify email'.

At the bottom of the form, there are 'Previous' and 'Next' buttons, and a note: 'A verification code will be sent to email address provided above'.

06 – Refer to code provided to you in the email



07 – Enter the code you were provided and press submit.



The screenshot shows a web browser window with the title "Request External Access Form". The address bar displays the URL: `ilo.org/ext/externalperaccess_test/?p=55400:6:8461695010138::NO:RP::`. The browser is in Incognito mode. The page header features the ILO logo and the text "International Labour Organization" and "ILO Extranet". A language dropdown menu is set to "English".

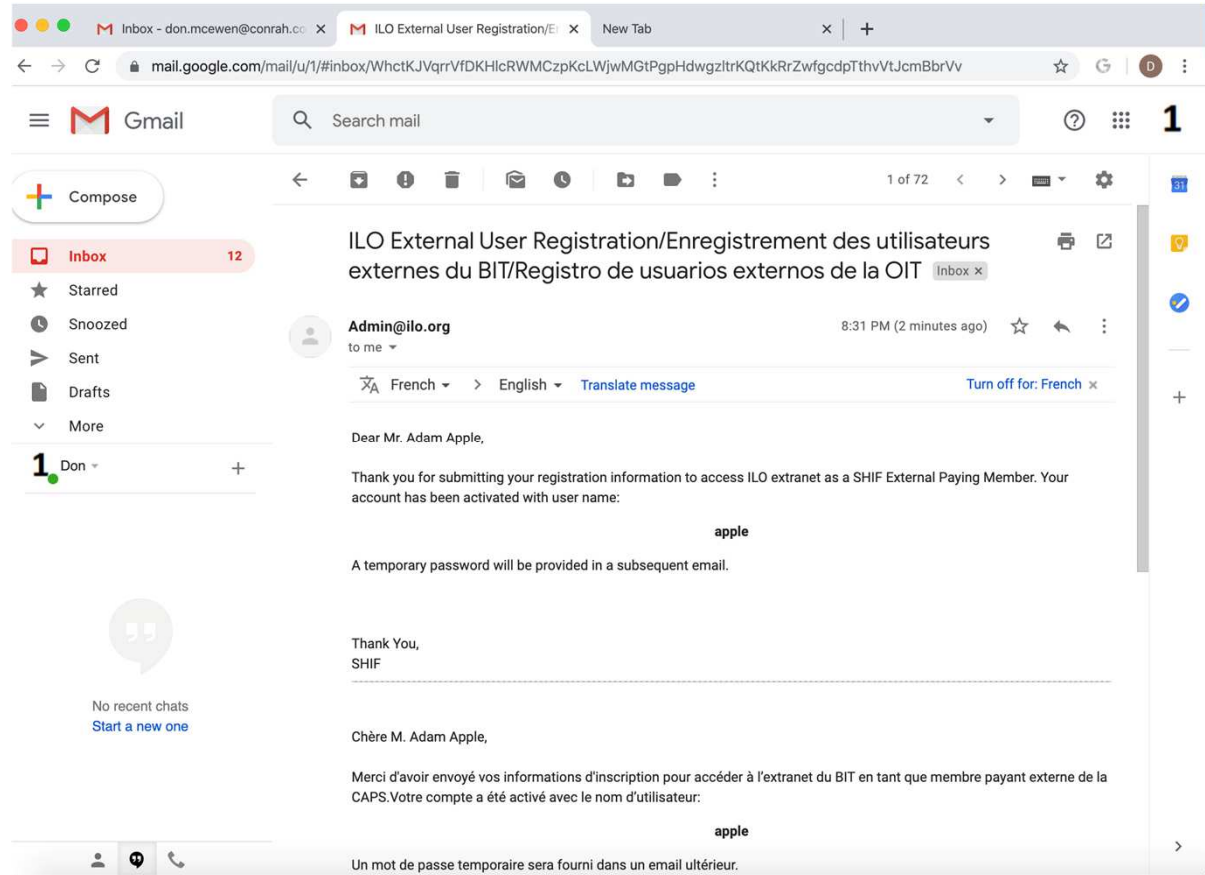
The main content area is titled "Create an account". To the right of this title is a link: "Already have an Account? [Login](#)".

Below the title, there is a form with the label "Enter Verification Code" followed by a red asterisk. A text input field contains the code "9Y6L5". Below the input field are two links: "[Resend Email](#)" and "[Change Email Address](#)". At the bottom of the form is a blue "Submit" button.

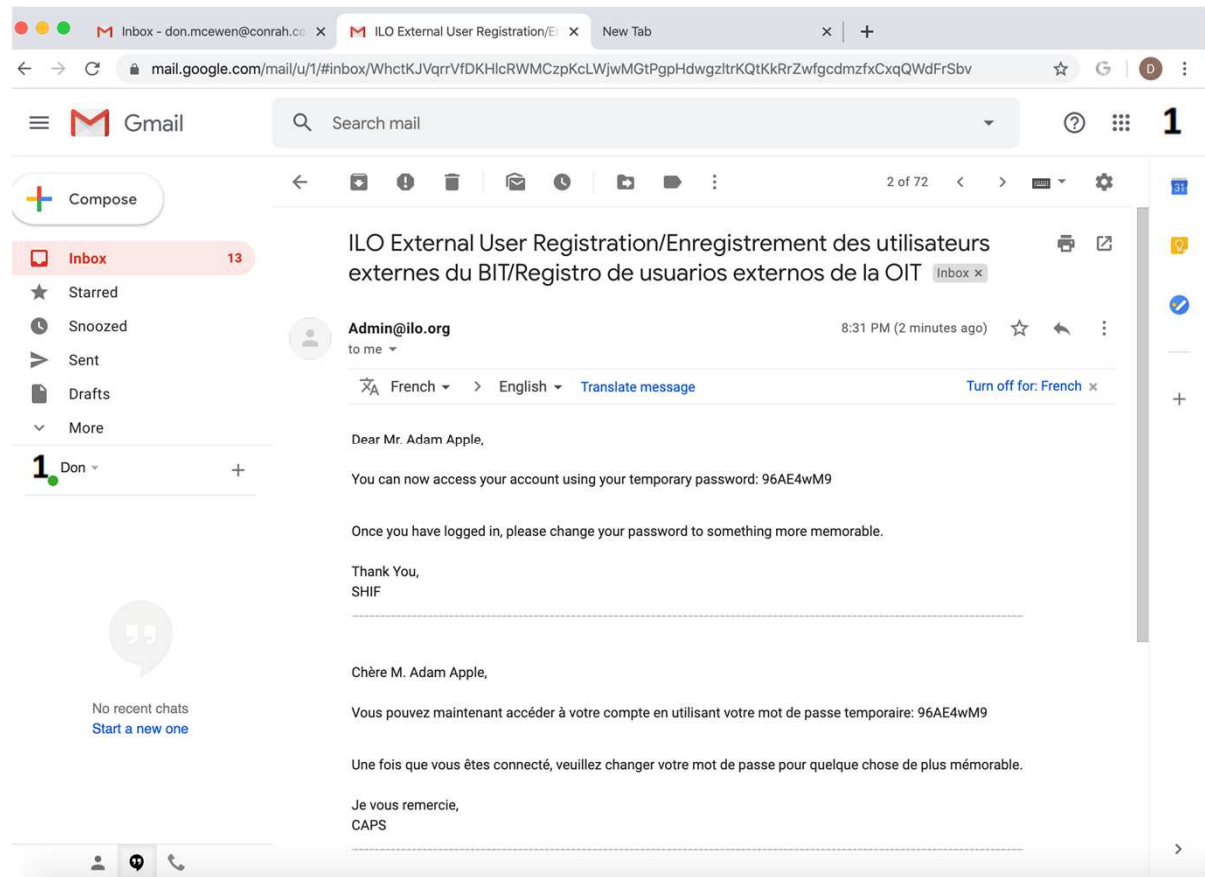
08 – If your email matches the email in SHIF database your account will be created otherwise it will go through an approval process.

The screenshot shows a web browser window with the title 'Request External Access Form'. The address bar displays the URL: `ilo.org/ext/externalperaccess_test/?p=55400:6:8461695010138::NO:RP::`. The page header includes the ILO logo, 'International Labour Organization', 'ILO Extranet', and a language dropdown set to 'English'. The main heading is 'Create an account', with a link 'Already have an Account? Login' on the right. Below the heading is a form with the label 'Enter Verification Code' and a text input field containing '9Y6L5'. There are links for 'Resend Email' and 'Change Email Address', and a 'Submit' button. A green modal box is centered on the screen, displaying the message: 'Your account is created successfully !' followed by 'You will receive emails with username and password.' and an 'Ok' button.

09 – You will be forwarded an email with your username.



10 – You will be forwarded another email with your password

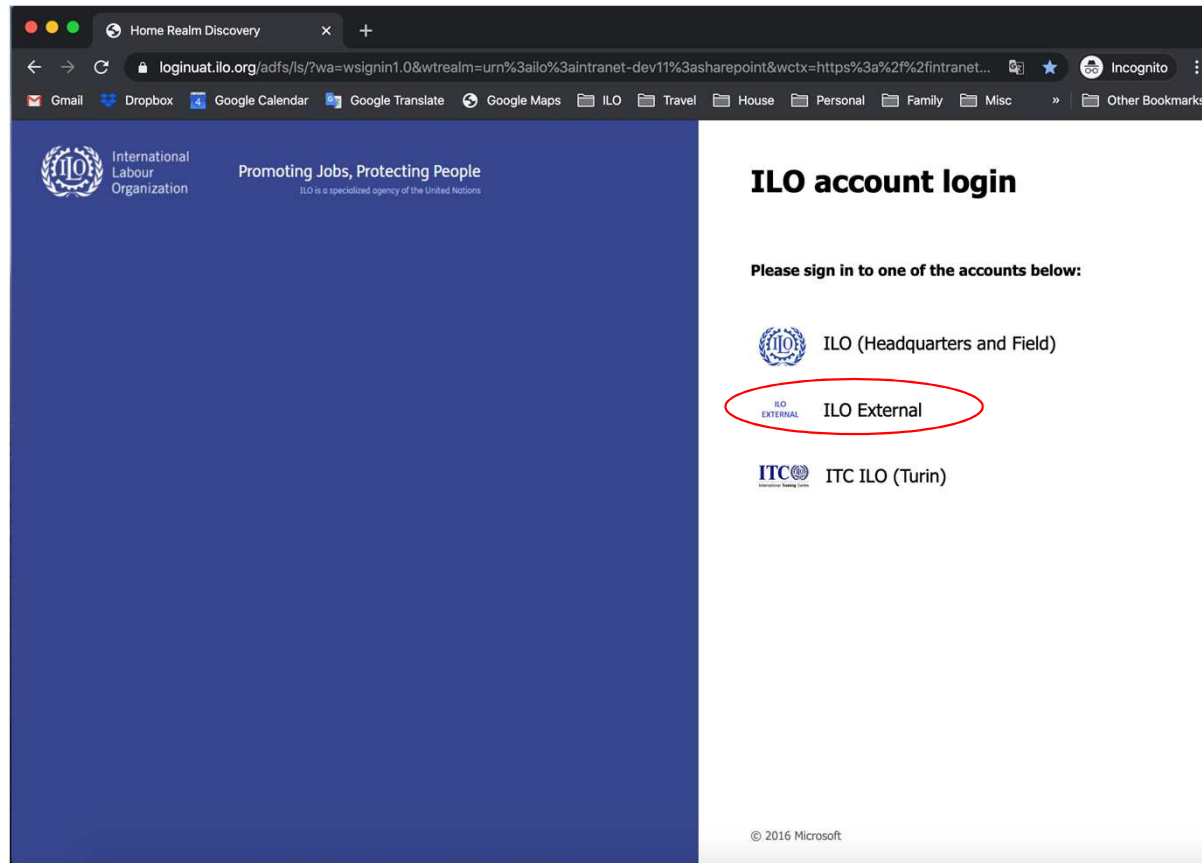


11 – Wait for an hour

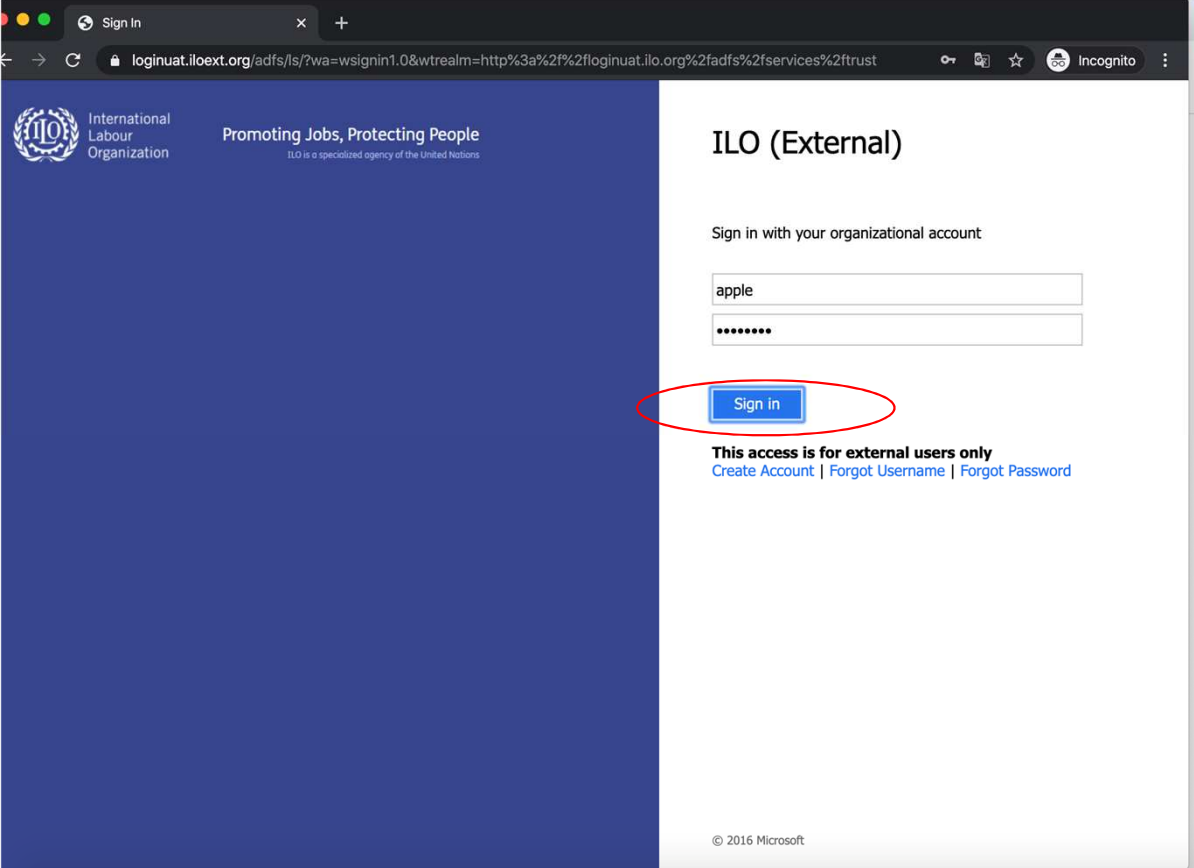
- Your account needs a maximum of one hour to be synchronized with the SHIF Database

12 – Open SHIF Online at shifonline.ilo.org

13 – You should see three options, select ILO External




14 – Enter the user name and password



Sign In

loginuat.iloext.org/adfs/ls/?wa=wsignin1.0&wtrealm=http%3a%2f%2floginuat.ilo.org%2fadfs%2fservices%2ftrust

Incognito

 International Labour Organization
Promoting Jobs, Protecting People
ILO is a specialized agency of the United Nations

ILO (External)

Sign in with your organizational account

apple

Sign in


This access is for external users only
[Create Account](#) | [Forgot Username](#) | [Forgot Password](#)

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15 –You should see your SHIF Online information.

Select language English

SHARE FOLLOW

 International Labour Organization

Intranet


Home SHIF online

Submit a claim

My claims

My invoices

Admin



Staff Health Insurance Fund

CORONAVIRUS COVID-19 Information for SHIF insured

HOW WILL COVID-19 AFFECT REIMBURSEMENT OF MY SHIF CLAIM?

SHIF staff will continue to settle your claims during the mandatory work from home policy at ILO HQ.
You may continue to call the SHIF Reception by phone at +41.22.799.8818 or email to:
SHIF@ilo.org for your questions about claims and coverage
servicedesk@ilo.org for your technical questions
By postal mail to SHIF, International Labour Office, Case postale 500, 1211 Geneva 22, Switzerland

My claims

LATEST

IN PROGRESS

STATUS

+ New claim

No records found

[View all claims submitted this year >](#)

My coverage

Paying member	Adam APPLE (197851)
Email	don.mcewen@conrah.com
Birth date	01 January 1970
Balance of advances due	0.00 USD
Supplementary benefit threshold (2020)	9,549.27 USD
Total reimbursements (2020)	0.00 USD

Patient name	Dental credit	Optical credit	Plan end date
Adam APPLE	0.00 USD	0.00 USD	31 Dec. 2020

According to Article 2.13 of the SHIF Administrative Rules, the exchange rate of reference from 1 January 2009 is CHF1.30 to US\$1.00. As a result, credits may fluctuate.

Regulations and Administrative Rules of the SHIFSHIF Regulations - 2018 Edition (English)

Useful links


- [Guide to SHIF Online](#)
- [Videos tutorial](#)
- [Newsletter 2019 n°1](#)
- [Currency converter tool](#)
- [Medical evacuation and transportation for medical purpose \(IGDS No.341\)](#)
- [Update password, email or name](#)

16 – To change your password, in the lower right, click Update password, email or name

Select language English

McEwen, Donald ?

SHARE FOLLOW

 International Labour Organization

Intranet


Home SHIF online

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My claims

My invoices

Admin



Staff Health Insurance Fund

CORONAVIRUS COVID-19 Information for SHIF insured

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servicedesk@ilo.org for your technical questions
By postal mail to SHIF, International Labour Office, Case postale 500, 1211 Geneva 22, Switzerland

My claims

+ New claim

LATEST IN PROGRESS STATUS

No records found


[View all claims submitted this year >](#)

My coverage

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[Videos tutorial](#)

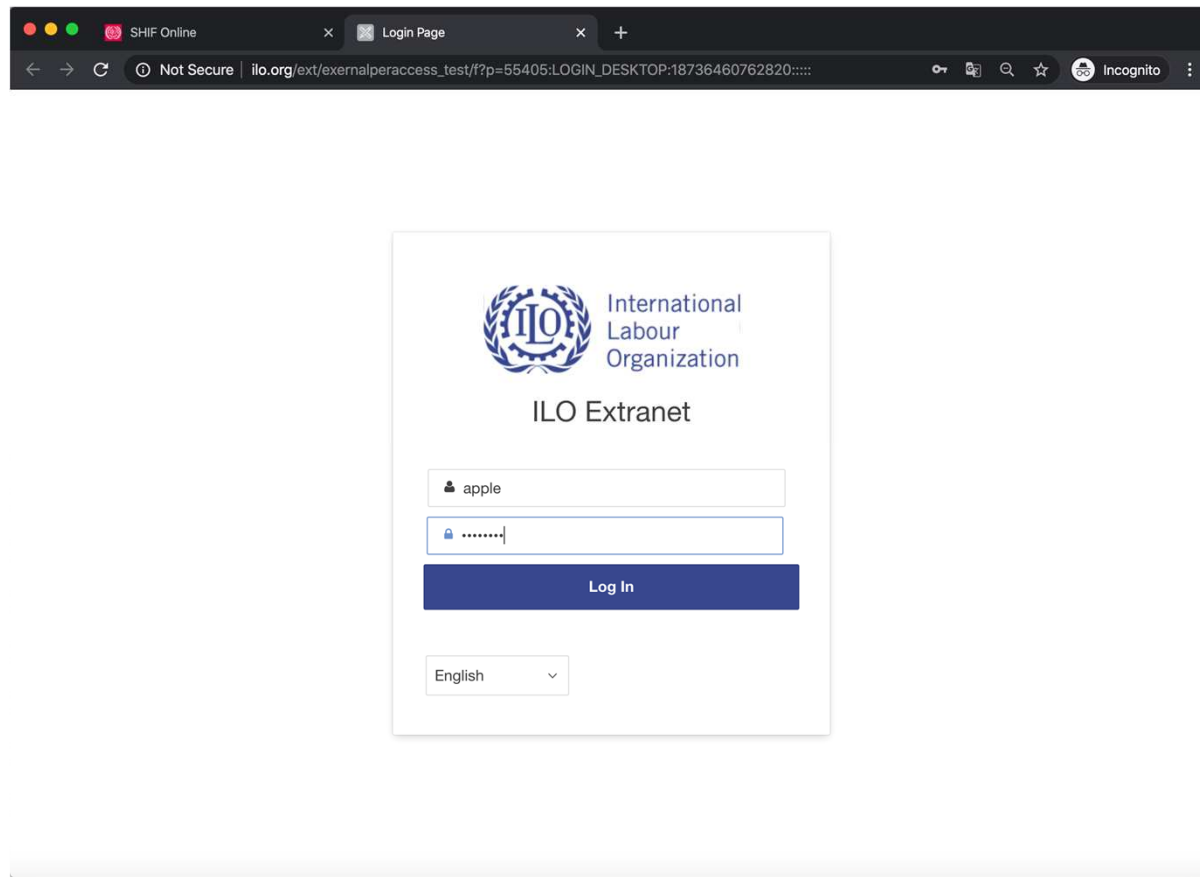
 [Newsletter 2019 n°1](#)

[Currency converter tool](#)

[Medical evacuation and transportation for medical purpose \(IGDS No.341\)](#)

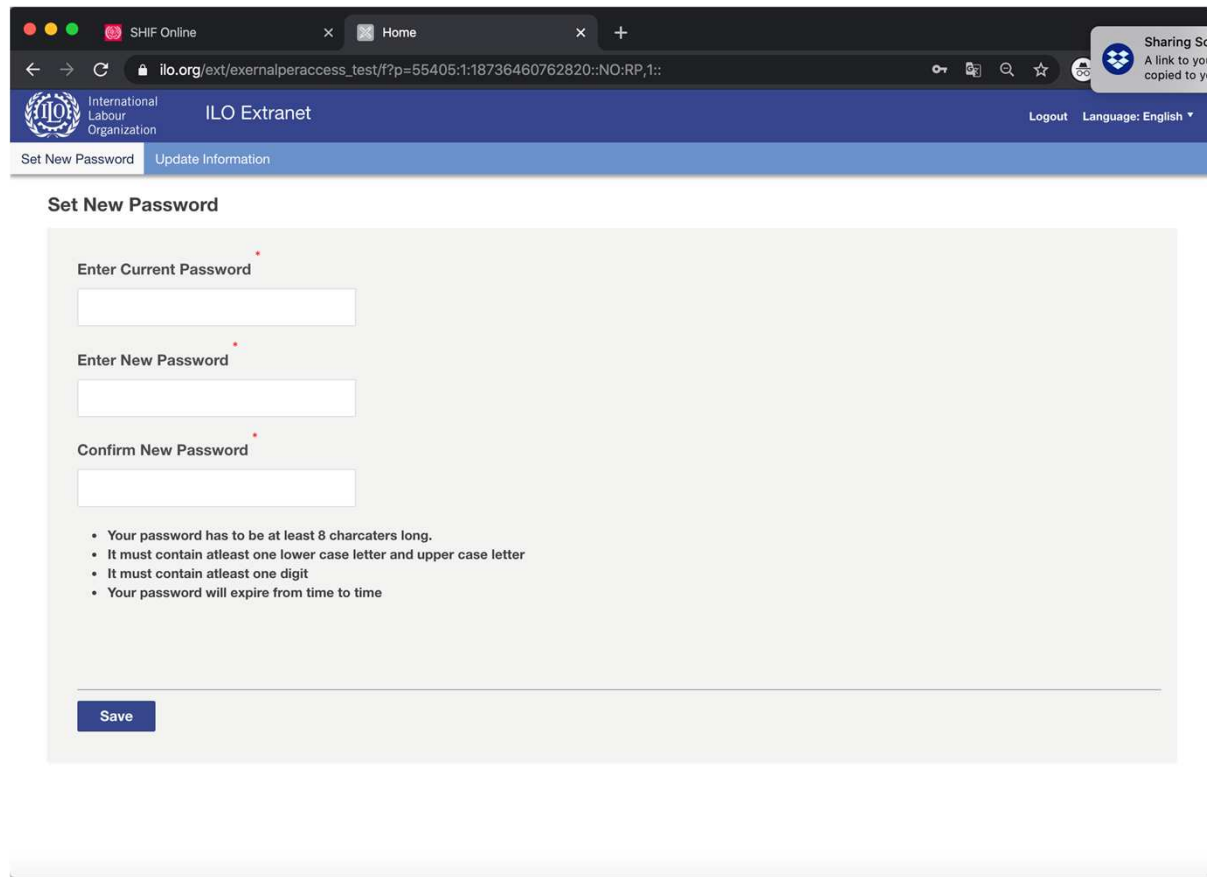
[Update password, email or name](#)

17 – You will need to provide your username and temporary password provided



The image shows a web browser window with the address bar displaying "Not Secure | ilo.org/ext/externalperaccess_test/?p=55405:LOGIN_DESKTOP:18736460762820:....". The page title is "Login Page". The main content area features the ILO logo and the text "International Labour Organization" and "ILO Extranet". Below this, there are two input fields: the first contains the username "apple" and the second contains a masked password ".....". A blue "Log In" button is positioned below the password field. At the bottom, there is a language selection dropdown menu currently set to "English".

18 – Enter current password and enter new password with confirmation, press save, then log out.



The screenshot shows a web browser window with the URL `ilo.org/ext/externalperaccess_test/f?p=55405:1:18736460762820::NO:RP,1::`. The page header includes the ILO logo, 'International Labour Organization', and 'ILO Extranet'. Navigation links for 'Set New Password' and 'Update Information' are visible. The main content area is titled 'Set New Password' and contains three input fields: 'Enter Current Password', 'Enter New Password', and 'Confirm New Password'. Below these fields, a list of password requirements is provided: 'Your password has to be at least 8 characters long.', 'It must contain at least one lower case letter and upper case letter', 'It must contain at least one digit', and 'Your password will expire from time to time'. A 'Save' button is located at the bottom of the form.

Set New Password

Enter Current Password

Enter New Password

Confirm New Password

- Your password has to be at least 8 characters long.
- It must contain at least one lower case letter and upper case letter
- It must contain at least one digit
- Your password will expire from time to time

Save

19 – Close browser

