

How to add a new subscription to an existing AdminBox account?

A new subscription means that you will receive documents from Securex for a new contract. In fact, each employment contract has its own AdminBox account. This means that if you have had several employment contracts, either with the same employer or with different employers, but all of which used AdminBox, then you will have several AdminBox accounts for each of them.

In fact, at the time of a new subscription, you will receive a notification e-mail to allow you to activate this new AdminBox account.

There are two possible scenarios:

- If you receive a notification email on the same email address registered in Adminbox for your first AdminBox account, you do not need to do anything. The new subscription will be automatically added to your account. You will then have access to all your documents online on AdminBox. So simply go to Adminbox and log in to your existing account to access your new document.
- If you are already logged in to your first Adminbox account when you click on the "Log in" button in the notification email, the subscription will be automatically linked to your account.

Note that if you received the notification email for the activation of a new AdminBox account on another email address than the one registered in Adminbox for your first account, but you want to continue to use your first active account for this new subscription, you must :

- Click on "Sign in". You will be redirected to the login page.
- Enter your email address (the one you used to activate your Adminbox account) and your password.
- Click on "Sign in". Once you are logged in to your account, you will see a message confirming that the new subscription is linked to your account and that the new document is available in your account.