Claiming Expenses with Abacus:
A Quick Guide

Guidelines for the IIHF Stakeholders

IIHF – August 2026

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1 Preamble

In today's digital age, managing expenses efficiently and securely is essential, especially when handling claims from around the world. To streamline this process, we've introduced the Abacus expense management system, which allows for electronic submission and processing of expenses, reducing the risk of lost or overlooked claims.

Gone are the days of managing expenses via email; with Abacus, everything is done within the system, ensuring a more reliable and organized workflow. Whether you're using the MyAbacus website or the AbaClik 3 mobile app, you can easily capture receipts, enter expense details, and track approvals from anywhere. We recommend using MyAbacus for this, as it's clearer and easier to use.

This guide will walk you through the steps of using Abacus, making the transition smooth and straightforward. Our goal is to make the expense claiming process faster, more secure, and accessible, no matter where you are in the world. Should you have any questions during the process, Gion Veraguth, Administration & Finance Director (gion.veraguth@iihf.com) and Samuel Müller, Finance Manager (samuel.mueller@iihf.com) are ready to assist.

Let's explore how you can efficiently manage your expenses with Abacus.

2 MyAbacus Account Setup

2.1 Setting Up Your MyAbacus Account

You will receive an email from finance@iihf.com containing a link to set up your MyAbacus account. Click on the link provided in the email to choose your password (your username is your email address). Once completed, you'll be ready to start using Abacus to manage your expenses.

IMPORTANT: Do not share the email, link, or AMID with a third party!

From: IIHF Resource, Finance <finance@iihf.com>
Sent: Monday, August 3, 2026 11:52 AM
To: IIHF
Subject: ESS access data

Below please find your ESS access data:

AMID: ******
User name: *******@iihf.com

Click on the link below to create a new password:

https://iihf.axeptcloud.ch/oauth/pwm/form.html#user=**

You can then log in with your user name and the new password.

Finance | IIHF
IIHF | Brandschenkestrasse 50 | 8002 Zurich | Switzerland
finance@iihf.com | www.iihf.com | T: +41 44 562 22 00

Please take a look at our Privacy Policy. This message may contain confidential information intended solely for the use of the individual or entity to whom it is addressed. If you are not the intended recipient, please advise the sender immediately by replying to this e-mail and delete this message and any attachments without retaining a copy.

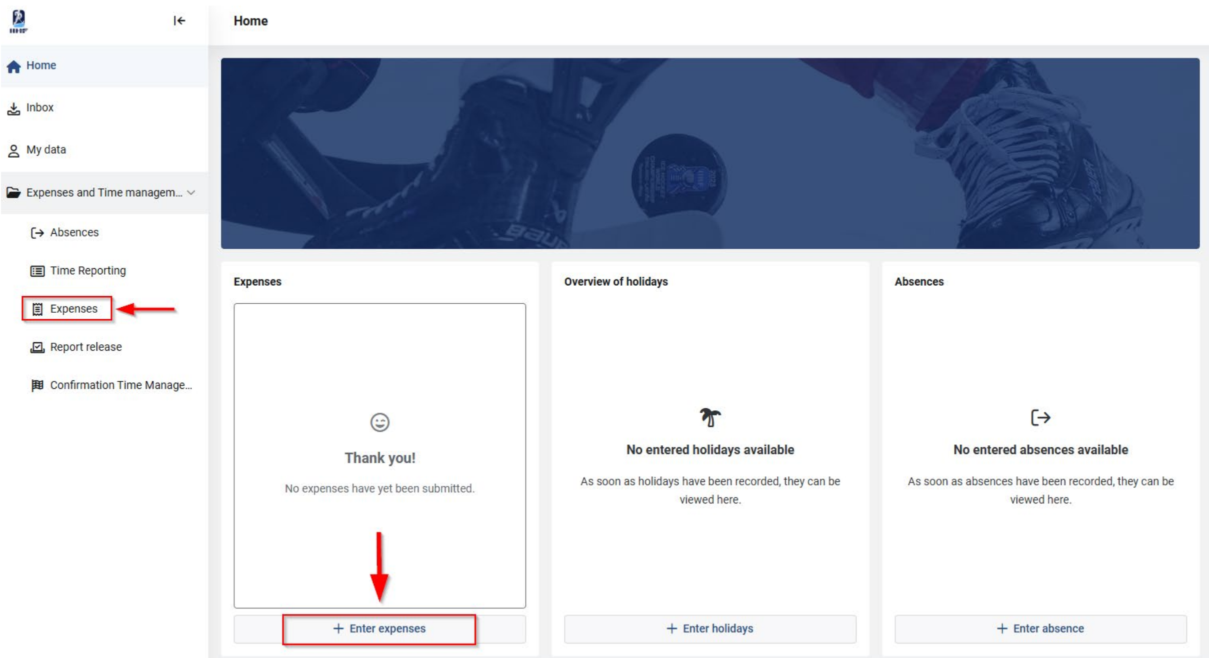
2.2 Accessing MyAbacus

To access your MyAbacus account simply go to the website (**iihf.axeptcloud.ch**) and put in your login credentials.

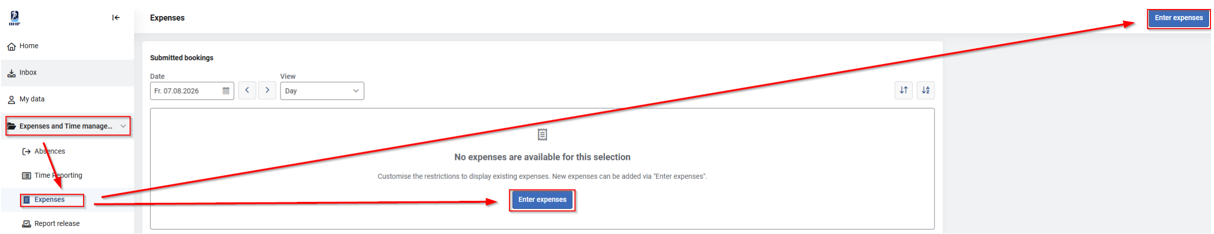
3 Claiming Expenses with MyAbacus

3.1 Accessing MyAbacus and Claiming Expenses

Once your account is set up, you can access the MyAbacus website (iihf.axeptcloud.ch) anytime by logging in with your credentials. To claim expenses, simply navigate to the "Expenses" section on the dashboard.



After clicking on "Expenses", click on "Expenses" within that section and then click on "Enter expenses", or go directly to "Enter expenses" on the home page.

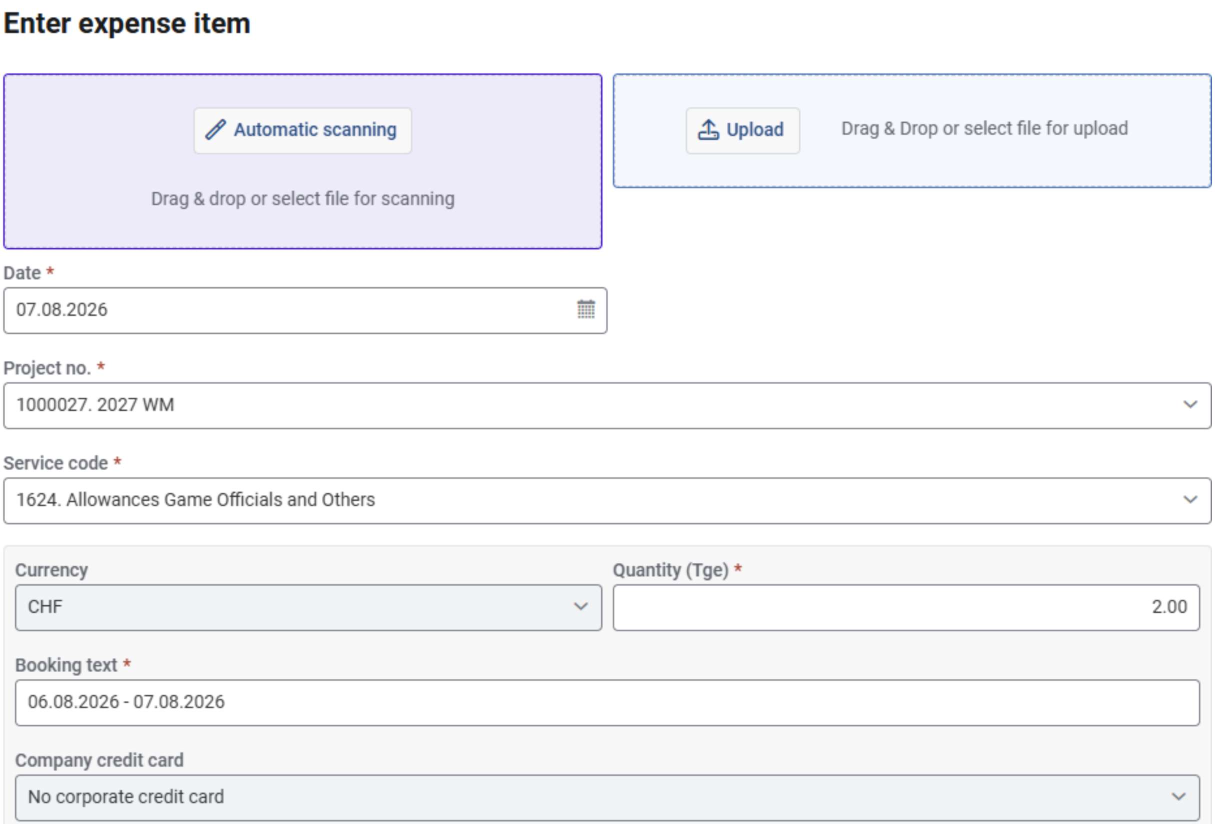


3.2 Entering a New Expense Item

After clicking on “Enter expenses”, a new window labeled “Enter New Expense Item” will pop up. In this window, you’ll be prompted to fill in the following details:

- Date of expense (the date the expenses were incurred or the event end date)
- Project Number related to the expense (Only 50 projects are shown. Please enter a project name to search for the correct project.)
- Service Code associated with the expense
- Amount of the expense
- There are certain expense types where you will not need to put in an amount of money but rather a number of days (Tge) or a number of games (Stk).
  For Example: allowances, incidentals and meal money are calculated in days, while game fees are calculated in number of games.
- Currency used for the expense
- Text to provide any additional details or descriptions

Please remember that every expense – except for allowances, game fees, incidentals, and meal money **– requires an attached receipt**. Make sure to upload your receipt before submitting the expense to ensure smooth processing.
Copies of bank or creditcard statements are not considered valid receipts!



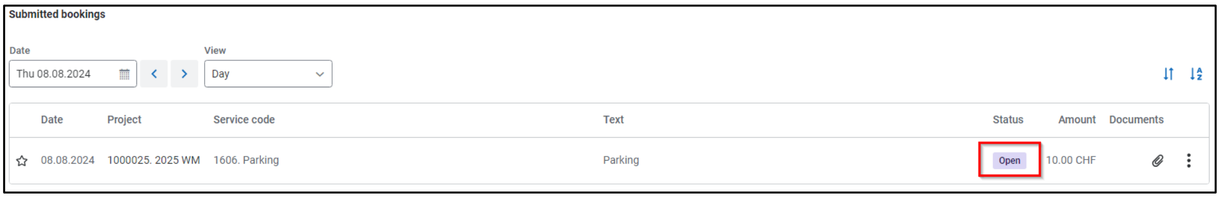
3.3 Submitting Your Expense for Approval

If you are only going to save the expenses for now and edit them later, please make sure the correct currency has been entered. It may happen that it is changed to CHF.

Once you have filled out all the necessary information in the "Enter New Expense Item" window, the status of your expense will automatically be set to "Open". At this stage, your expense submission is awaiting approval.

The person responsible within the IIHF will review and approve your expense. Once approved, the expense will be processed for payment with the next payment run. Keep an eye on the status of your submission in MyAbacus to stay updated on its progress.

Please note that it may take approximately 14 days from the time the status changes to "confirmed" until payment is made.



Please note that for the filed expense to be visible, the correct date has to be entered.

4 AbaClik 3 Setup

In addition to using the MyAbacus website, you can also manage your expenses on the go with the AbaClik 3 mobile app. The app offers the same straightforward process for submitting and tracking your expenses, right from your smartphone.

4.1 Download the AbaClik 3 App

To get started, download the AbaClik 3 app on your smartphone with the provided QR-Codes or by simply searching for “AbaClik 3” in the Apple App Store or the Google Play Store.

Apple App Store

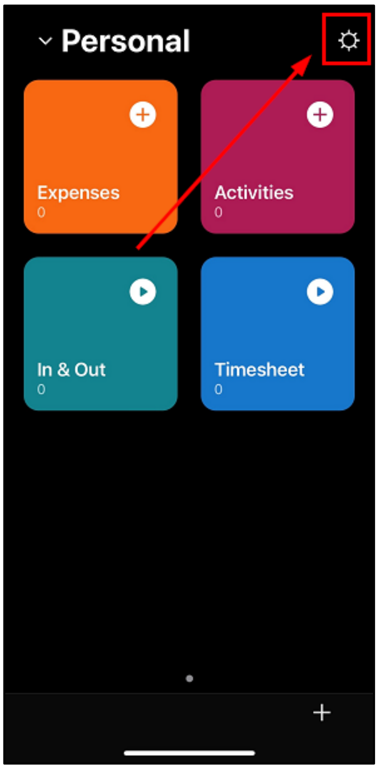
Google Play Store

Please note that in some countries, the app may not be available due to geo-restrictions. If this should be the case for you, you may only be able to claim expenses via the MyAbacus website.

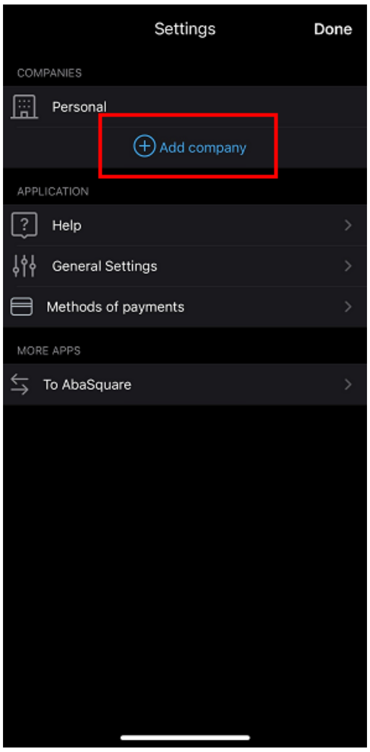
4.2 Connect to the IIHF’s Expense System

Once the AbaClik 3 app is installed, you’ll need to connect it to the IIHF’s expense system to start managing your expenses.

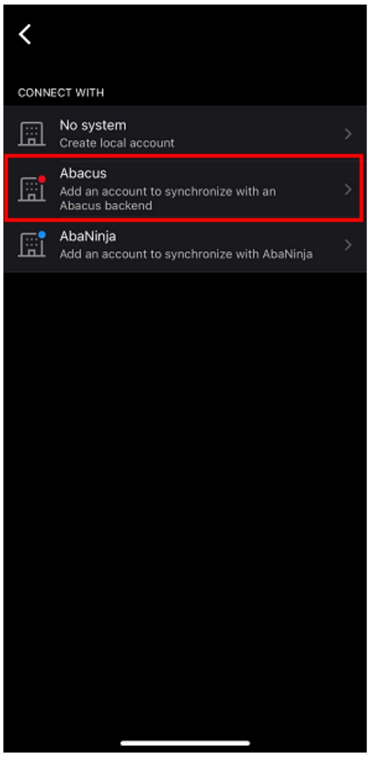
Open AbaClik 3 and click on the gear-icon.



After that, click on “Add company”.

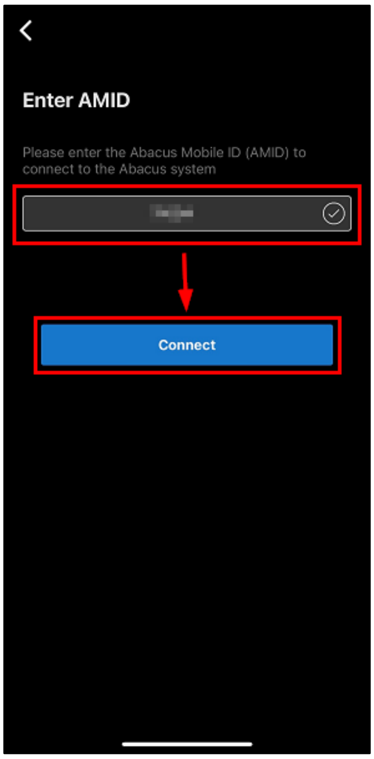


After you have clicked on “Add company”, you’ll need to click on “Abacus”.
IMPORTANT: Do not click on “No system” or “AbaNinja” – These are other software’s that are not used by the IIHF.



After that is completed, you'll need to enter the IIHF's AMID and press "Connect".

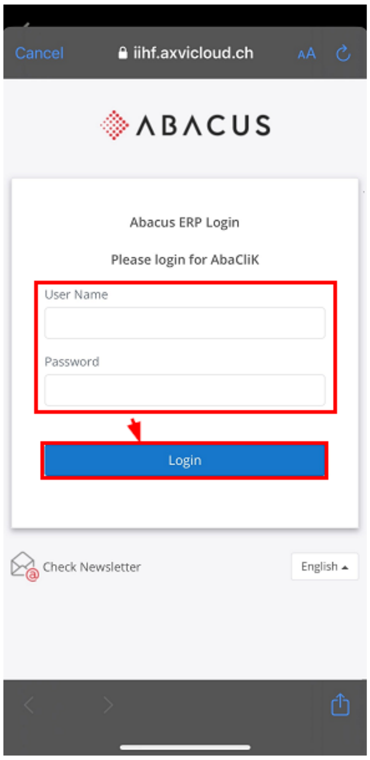
IMPORTANT: Do not share this with a third party.



4.3 Log in to your MyAbacus Account

Once that's done, you'll only need to log in using your username and password and click "Login".

After a successful login, the app will ask you for permission for a couple of things. These need to be accepted in order for the app to be able to work correctly.



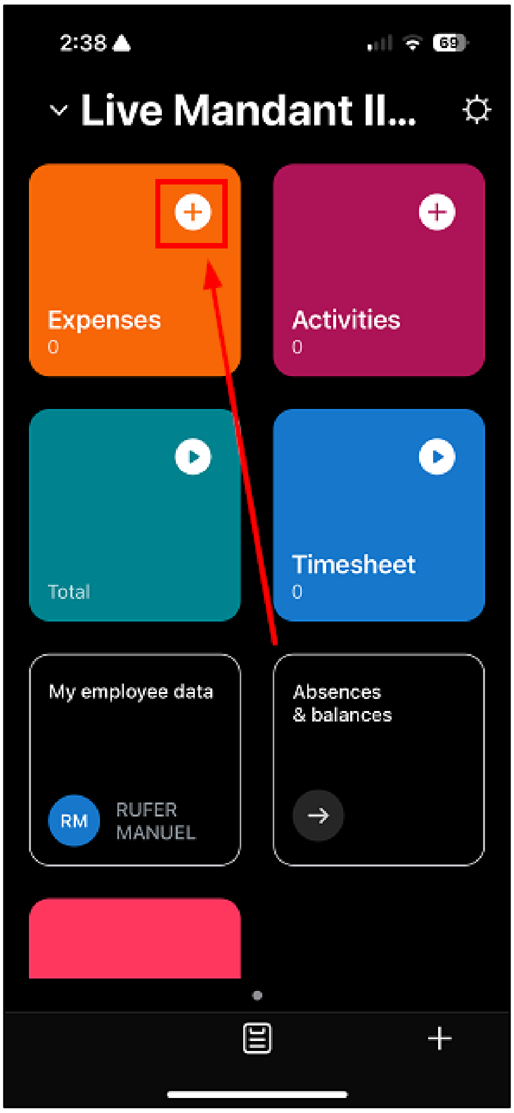
5 Claiming Expenses with AbaClik 3

Once your AbaClik 3 app is connected to the IIHF's expense system, you can start claiming expenses directly from your mobile device.

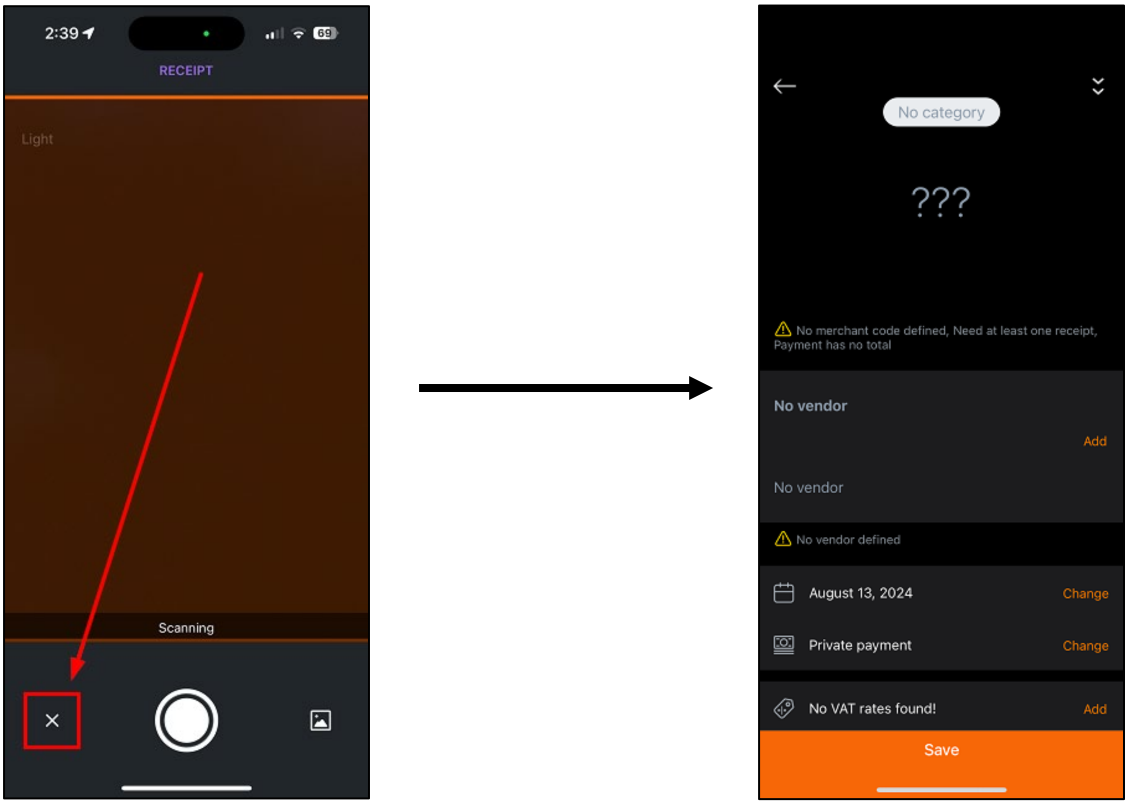
Please make sure you enter the expenses in the "Live Mandant IIHF" and not in the "Personal".
The "Personal" is not connected to Abacus, so the expenses will not be transmitted to us. We recommend setting the "Personal" to "inactive" under Settings > Companies.

5.1 Entering a New Expense Item

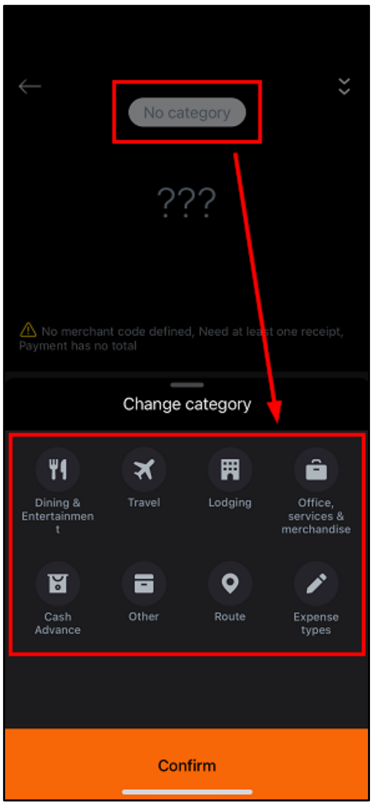
To submit an expense, simply open the app and tap the "+" button next to "Expenses". The camera will automatically open, allowing you to scan the receipt for your expense. The app will then attempt to extract as much information as possible from the receipt.



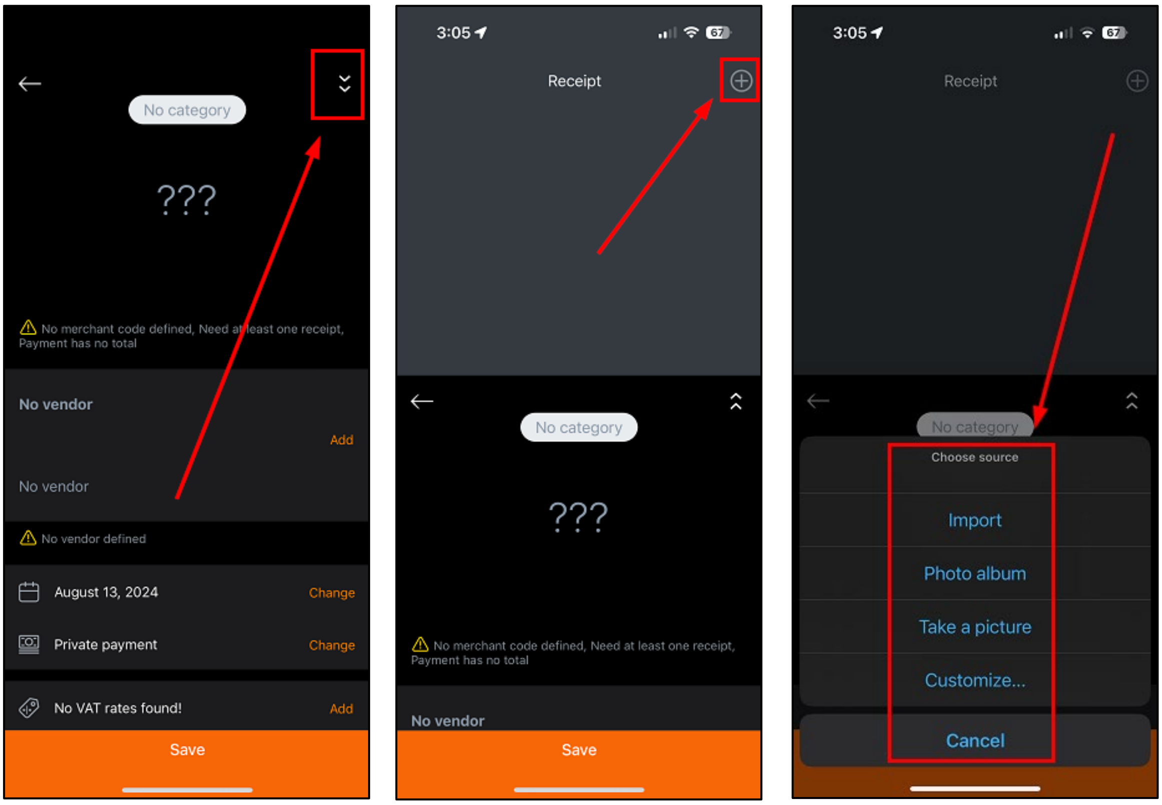
If you’re claiming an expense where you don’t need a receipt (allowances, incidentals, game fees), you can back out of the camera and the app will let you type in your expense claim manually.



To choose the type of expense, click on “No category” and you will be prompted to choose a category.



If you want or need to add a receipt after you have entered the information manually, you can do so by clicking the two arrows on the top right corner of the screen.

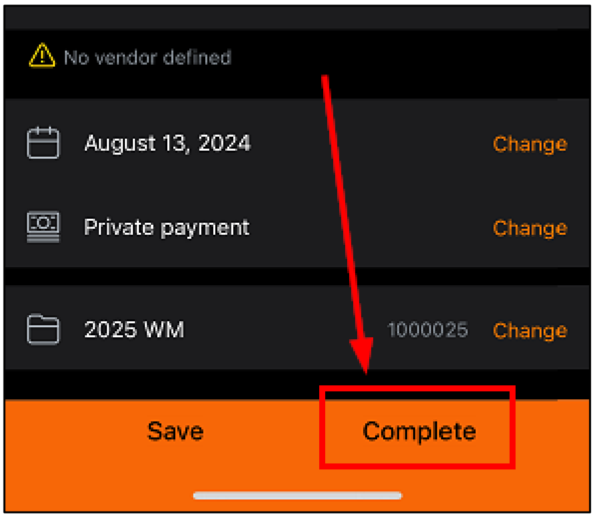


Review and complete any additional details as needed to ensure all information is accurate.

- Date of expense (the date the expenses were incurred or the event end date)
- Project Number related to the expense
- Service Code associated with the expense
- Amount of the expense
- There are certain expense types where you will not need to put in an amount of money but rather a number of days (Tge) or a number of games (Stk).
  For Example: allowances, incidentals and meal money are calculated in days, while game fees are calculated in number of games.
- Currency used for the expense
- Text to provide any additional details or descriptions

Please remember that every expense – except for allowances, game fees, incidentals, and meal money **– requires an attached receipt**. Make sure to upload your receipt before submitting the expense to ensure smooth processing.
Copies of bank or creditcard statements are not considered valid receipts!

After verifying the details, you can finalize and submit your expense claim for approval by clicking on “Complete”. If you are only going to save the expenses for now and edit them later, please make sure the correct currency has been entered. It may happen that it is changed to CHF.



If you simply save the expenses, they will only be visible to you as “pending.” To submit the expenses, you must confirm them by selecting “Complete.”

If you are unable to complete these expenses due to an error message, please send us a screenshot to finance@iihf.com