Guidelines for registration and login to the online portal
Register on the online portal

Registration and login to the online portal are carried out via the "elAM CH-Login" page.

**Important:** The user must complete the registration and login up to the last step.

**Step 1:** Select the login procedure

Open the link to the online portal [https://www.becc.admin.ch/becc/app/fada/_sypres](https://www.becc.admin.ch/becc/app/fada/_sypres) and choose the “CH-LOGIN & AGOV” option.

**Step 2:** Create an account

Click on “Create account”.

**Important:** Registration is only necessary if you do not already have a CH-LOGIN account. The CH-LOGIN is not linked to any particular application and can therefore be used for various applications of the Federal Administration.

**Step 3:** Register

Please fill in all fields and accept the terms of use. Then click on "Continue". A confirmation code (6 digits) will be sent to the e-mail address provided.

**Important:** The elAM user account is personal. For representatives: You must provide your personal data as well as your personal e-mail address. Do not use collective mailboxes, e.g. info@.
Step 4: Enter confirmation code

Enter the confirmation code received by e-mail and click on “Continue”.

Enter the confirmation code that we sent to the following email address:

Confirmation code

Request new code
Step 5: Completion of registration

The registration was successful. Click on “Continue” to register the two-factor authentication.

Completion of registration

Welcome

You have successfully registered.

Because the application you want to access requires it for security reasons, you must register a two-factor authentication. The “Add 2nd Factor” button takes you to the wizard, which guides you through the registration process. Please note that you must first enter additional security questions for recovery purposes.

With MyAccount, you can later register additional authentication methods and/or change your two-factor authentication settings at any time.

Step 6: Security questions

These questions are necessary for a possible restoration of your eIAM user profile. Concretely, they offer the possibility to change your access data at any time.

Define the security questions and provide the answers. Finally click on “Continue”.

Add 2nd factor
Guidelines for registration and login to the online portal

Step 7: Second Factor Selection

Select one of the following options and click on “Continue”:
- Authenticator App
- Mobile number (mTAN)

Second Factor Selection

Please select the second factor option you would like to register.

- **Authenticator App**
  Authenticate with generated one-time codes.

- **Mobile number (mTAN)**
  Authenticate with codes sent to your mobile number.

- **Passkey (HID)**
  Authenticate with a Passkey. You can add 4 additional Passkey(s).
Step 8: Authenticator app or mobile number (mTAN)

If you have selected the "Authenticator App" option, you must now download an authenticator app on your phone (e.g. TOTP Authenticator) and scan the QR code.

Enter the code displayed in the authenticator app and click on "Save".

Authenticate App
1. Download an Authenticator App to your phone if you don’t yet have one installed
2. Open the Authenticator app on your device and add an account
3. Scan the QR code or enter the key below manually
4. Press "Continue" when the app has created the account

Authenticate App
Now use the confirmation code generated by the Authenticator App to verify that synchronization with the app has been set up properly.

Confirmation code *

Back  Save
If you have selected the "Mobile Number (MTAN)" option, you must now enter your mobile phone with the country code number and click on “Continue”.

Enter the code received by SMS and click on “Save”.

**Mobile number (mTAN)**
Please enter your mobile number with the country code (e.g. +4179...). You will then receive an SMS with the requested code.

**Mobile number (mTAN)**
We have sent you a confirmation code to the following phone number.

**Confirmation code**

Step 9: Request access

Your CH-Login account has been successfully created. With this step you are now applying for access to the online portal.

The field "The number of your identity card or passport" does not need to be filled in.

Read and accept the terms of use and click on “Continue”.

Request access

Please fill in all necessary fields. For additional information, please use the comment field. Read and accept the terms of use. Then click on “Continue”.

Surname
First name
Organisation
Telephone number
Comment

The number of your identity card or passport

n/a

Show Terms of Use

I accept the terms of use.

Cancel  Continue
Step 10: Completion of the access request

The access request has been successfully registered and you have been granted access to the online portal.

Click on “Back to the application” and log in again.

Completion of the access request

You now have access to the desired application. The new access authorizations are only active when you log on to the application again. With "Back to application" you restart the login process.

- Your access request for the application 'Professional Education Competence Centre' was successfully submitted.

Logged out

- You have been successfully logged off.

Important: The registration of your CH-LOGIN account and also the access to the online portal are now completed.

Are you having problems registering or logging in to eIAM? Then contact the Federal Office of Information Technology, Systems and Telecommunication (FOITT): +41 58 465 88 88

Please follow the instructions on the next pages.
Guidelines for registration and login to the online portal

Login to the online portal

Step 1: Select the login procedure

Open the link to the online portal https://www.becc.admin.ch/becc/app/fada/_sypres and choose the “CH-LOGIN & AGOV” option.

Step 2: Enter email address

Enter your email address and click on “Continue”.

Step 3: Enter your password

Enter your password and click on “Login”.

Forgot password?
Step 4: Confirmation code authenticator app or SMS

Enter the confirmation code displayed in the authenticator app or received by SMS and click on “Continue”.

Two-factor authentication
Enter the 6-digit confirmation code displayed in the Authenticator App

- Confirmation code

Cancel  Continue

Step 5: Enter your personal data

You are now logged into the online portal. Before you can submit a declaration, you have to enter your personal details, agree to the consent form and click on “Save”.

Declaration procedure for service providers from the EU/EFTA

EU/EFTA nationals wishing to practise a regulated profession in Switzerland for up to 90 days per calendar year must first submit a declaration to SERI (www.tbfl.admin.ch/edeclarati...)
Step 6: Create declaration

Once you have entered your personal data, you can submit a declaration by clicking on “Create declaration”.

Important: After you have entered the declaration and uploaded the required documents, you have to click on “Submit declaration”.

Declaration procedure for service providers from the EU/EFTA

Create declaration

Click on ‘Create declaration’ to create a first declaration or renew an existing declaration. If you have already submitted a declaration to SERI in previous years, and if it appears in the list below, you can click on the symbol with the round arrow under ‘Actions’ to proceed with a renewal.

Submit declaration