

Guidelines for registration and login to the online portal



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of Economic Affairs,
Education and Research EAER
**State Secretariat for Education,
Research and Innovation SERI**

Register on the online portal

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

Important: The user must complete the registration and login up to the last step (page 11).

Step 1: Select the login procedure

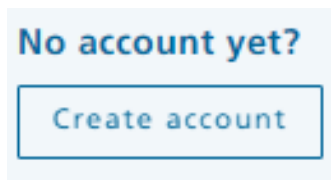
Open the link to the online portal https://www.becc.admin.ch/becc/app/fada/_sypres and choose the "CH-LOGIN" option.



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 eIAM 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@.

Register

First name

Surname

Email

Use at least 10 characters, at least one (1) uppercase letter A-Z, one (1) lowercase letter (a-z) and at least two (2) digits (0-9) or special characters (~`!@#\$%^&*0+=_~{}|:;?*/<>.,)

Password

Confirm password

I accept the terms of use.

Cancel **Continue**

Step 4: Enter confirmation code

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

Enter confirmation code

Please enter the confirmation code you received and click «Continue».



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

Confirmation code

[Request new code](#)

Back

Continue

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.

[Add 2nd factor](#)


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”.

Security questions


Please select three security questions below and answer them.

Security question 1 * 

Answer 1 *

Security question 2 * 

Answer 2 *

Security question 3 * 

Answer 3 *


Continue


Step 7: 2FA Selection


Select "Mobile number (mTAN)" and click on “Continue”.

2FA Selection

Please select the 2FA 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 (FIDO)
Authenticate with a Passkey. You can add 4 additional Passkey(s). 

Continue

Step 8: Mobile number (mTAN)

Enter your personal mobile phone number **incl. prefix** and click on “**Continue**”.

Mobile number (mTAN)

Please enter your mobile phone number. You will receive an SMS with the code requested to continue.

Phone number *

[Change method](#)

Continue

Step 9: Enter confirmation code

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

Mobile number (mTAN)

We have sent you a confirmation code to the following phone number:

Confirmation code *

[Back](#)

Save

Step 10: Request access

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	<input type="text"/>
First name	<input type="text"/>
Organisation	<input type="text"/>
Telephone number	<input type="text"/>
Comment	<input type="text"/>
The number of your identity card or passport	<input type="text" value="n/a"/>

[Show Terms of Use](#)
 I accept the terms of use.


[Cancel](#) [Continue](#)

Step 11: Completion of the access request

The access request has been successfully registered. Click on **“Back to the application”**.

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.

[Back to the application](#)

Step 12: Session already terminated

The disconnection has been carried out successfully.

Session already terminated

This session has been terminated earlier.

Important: The registration of your CH-LOGIN account has been completed, but this does not automatically give you access to the online portal.

Please follow the instructions on the next pages.

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" option.



Step 2: Enter email address

Enter your email address and click on "Continue".

Enter your email to continue

Cancel

Continue

Step 3: Enter your password

Enter your password and click on "Login".

Enter your Password to log in

 Edit

[Forgot password?](#)

Cancel


Login

Step 4: SMS confirmation code

Enter the SMS confirmation code and click on **“Continue”**.

Two-factor authentication

Please enter the SMS confirmation code to log in.

 We have sent you a confirmation code to the following phone number:

Confirmation code

Phase 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.sbf.admin.ch/edeclaration).

 Please enter your personal details

Personal data

Title *	<input type="text" value="- Select -"/>	Correspondence language *	<input type="text" value="- Select -"/>
Surname	<input type="text"/>	Date of birth *	<input type="text" value="dd.mm.yyyy"/>
First name	<input type="text"/>	Email	<input type="text" value=""/>
Company	<input type="text" value="Company"/>	Phone *	<input type="text" value="Format +41 12 345 67 89"/>
Address *	<input type="text" value="Address"/>		
PO box	<input type="text" value="PO box"/>		
Postal code *	<input type="text" value="Postal code"/>		
City *	<input type="text" value="City"/>		
Country *	<input type="text" value="- Select -"/>		

 **Consent form**

hereby agree to my personal data being stored.

* = mandatory field

Step 6: Create declaration

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

Declaration procedure for service providers from the EU/EFTA

[> General information](#)

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.

[Create declaration](#)

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

[☰ Back to overview](#) [Save](#) [◀ Back](#) [Submit declaration](#)

Problems with online portal registration:

support-iul@sbfi.admin.ch

+41 58 467 33 86 (Monday to Friday, 08:30 to 11:30 and 14:00 to 16:00)

Issues related to the declaration procedure for EU/EFTA service providers:

declaration@sbfi.admin.ch

www.sbfi.admin.ch/edeclaration