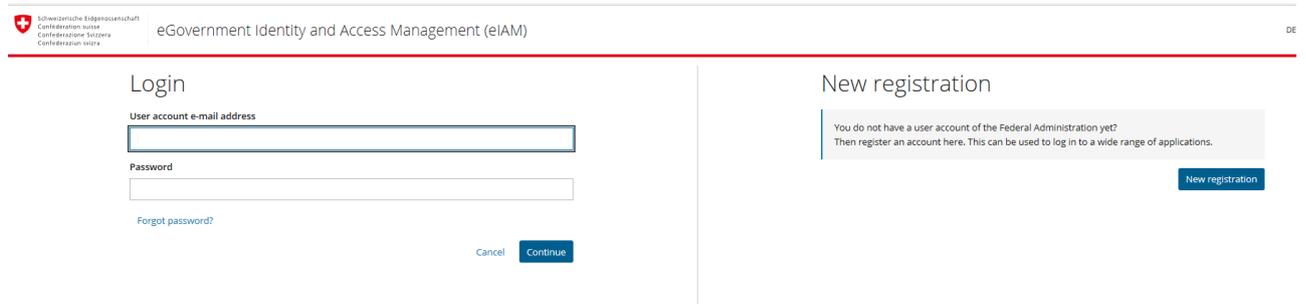


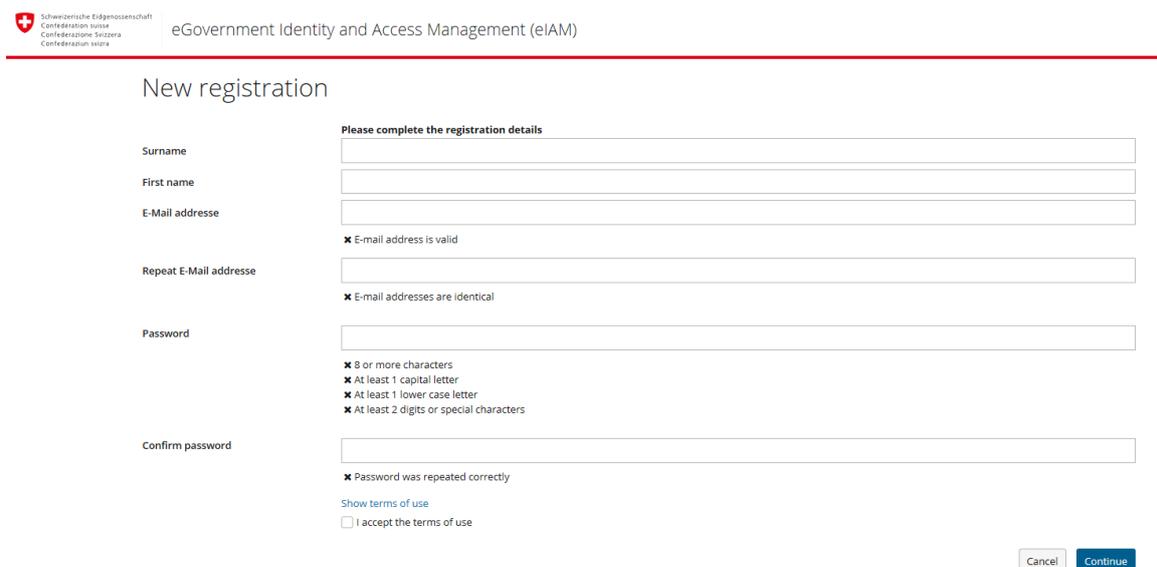
## HCP self-registration for the ELViS application

Before you can use ELViS, you need to set up a user account with which to log in to the system. You can set up this account yourself. Go to [www.gate.swissmedic.ch/elvis](http://www.gate.swissmedic.ch/elvis), then click CH-Login to go to the Federal Administration's CH-Login page. You can then register as a new CH-Login user on the right-hand side of the page by clicking "New registration".



The screenshot shows the top of the eGovernment Identity and Access Management (eIAM) page. On the left, there is a "Login" section with a "User account e-mail address" field, a "Password" field, a "Forgot password?" link, and "Cancel" and "Continue" buttons. On the right, there is a "New registration" section with a message: "You do not have a user account of the Federal Administration yet? Then register an account here. This can be used to log in to a wide range of applications." and a "New registration" button.

On the next screen, enter your registration details, accept the terms of use for Federal Administration user accounts, and confirm the information you have entered by clicking "Continue".

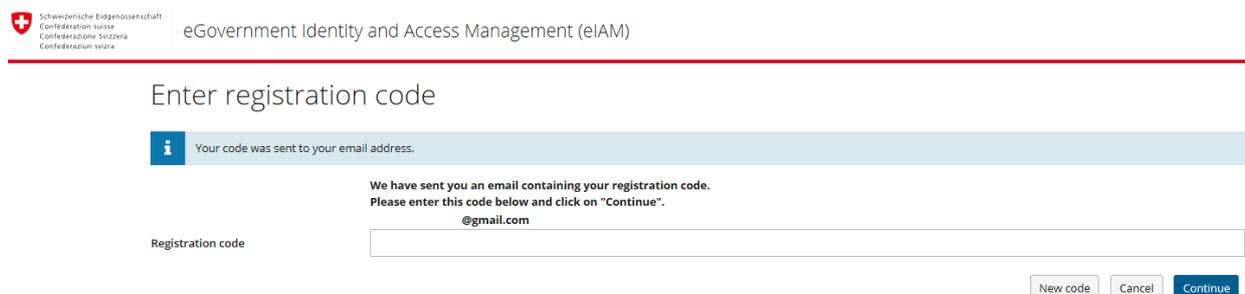


The screenshot shows the "New registration" page. It has a header with the Swiss Confederation logo and "eGovernment Identity and Access Management (eIAM)". The main content area is titled "New registration" and contains a form with the following fields and validation messages:

- Surname**: Text input field.
- First name**: Text input field.
- E-Mail adresse**: Text input field. Validation message: "✘ E-mail address is valid".
- Repeat E-Mail adresse**: Text input field. Validation message: "✘ E-mail addresses are identical".
- Password**: Text input field. Validation messages: "✘ 8 or more characters", "✘ At least 1 capital letter", "✘ At least 1 lower case letter", "✘ At least 2 digits or special characters".
- Confirm password**: Text input field. Validation message: "✘ Password was repeated correctly".

Below the form, there is a "Show terms of use" link and a checkbox labeled "I accept the terms of use". At the bottom right, there are "Cancel" and "Continue" buttons.

You will then receive a six-digit registration code by e-mail. Enter it on the next screen, then click "Continue".



The screenshot shows the "Enter registration code" page. It has a header with the Swiss Confederation logo and "eGovernment Identity and Access Management (eIAM)". The main content area is titled "Enter registration code" and contains a message: "Your code was sent to your email address." Below this, there is a text box with the instruction: "We have sent you an email containing your registration code. Please enter this code below and click on 'Continue'." followed by "@gmail.com". Below the text box, there is a "Registration code" label and a text input field. At the bottom right, there are "New code", "Cancel", and "Continue" buttons.

Once you have done so, your CH-Login user account is successfully set up.

## Completion of registration

✓ You have successfully registered.

Continue

Click “Continue”, then choose and answer your three security questions on the next screen. Should you forget your password, you will be able to use your security questions to reset it. Then click “Continue”.

## Register security questions



Registering security questions now will allow you to change your email address and/or phone number yourself later on.

Please select and answer three security questions first, then click Continue.

### Security question 1

Please select a security question

### Security question 2

Please select a security question

### Security question 3

Please select a security question

Cancel Continue

Where applications require two-factor authentication, you will be asked to provide your mobile phone number here. Alternatively, you can provide a landline number if your provider offers appropriate support. Then click “Continue”.

## Register phone number for two-factor authentication

Please enter your mobile or landline phone number and click on Continue. You will then receive an SMS containing a code to confirm your phone number. If you provide a landline number, the SMS will be converted into a voice message.

Phone number

Continue

You will now receive a text message containing a code to enter on the next screen. Next click “Continue”.

## Register phone number for two-factor authentication

**i** An SMS containing a confirmation code has been sent to the following phone number: 0041767122705. If you have provided a landline number, the SMS will be converted into a voice message.

Confirmation code from SMS

No SMS received? [Send a new code](#)

[Back](#)

[Continue](#)

Accept the terms of use on the following screen and click “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" value="Test"/>
First name	<input type="text" value="User"/>
Organisation	<input type="text" value="bitte leer lassen"/>
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](#)

On the next screen, select the profile that best matches you (physician, pharmacist or other) as well as your preferred sign-in type for ADRs (direct insert or file upload). Accept the terms of use and click “Continue”.

## Extended specifications for EIViS

**i** In the field “Type of report”, please select “Direct insert” if you wish to create your report online by means of an entry screen. This is the standard solution for most users. Select “File upload” if you have an electronic system that creates so-called E2B files that you would like to upload to EIViS. This possibility usually only exists in specialised centres. Should you wish to change your initial choice of options, please contact the EIViS Hotline: the contact details can be found on the EIViS home page.

Profile	<input type="text" value="Physician"/> Pharmacist Other
Sign-in type	<input type="text" value="File upload"/> Direct Insert

[Terms Of Use](#)

I agree to the Terms Of Use.

[Cancel](#)

[Submit](#)

Once you have clicked “Continue”, your access request for EIViS is completed.

## 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 'ELVIS - Elektronisches Vigilanz System' was successfully submitted.

[Back to the application](#)

After clicking "Back to the application", you will be notified that you have successfully logged out.

If you click on "Log in again", you will be returned to the EIViS login page. Choose CH-Login once again. The CH-Login screen will open. Enter your user account details in the "Login" section on the left-hand side of the screen. You will then receive a confirmation code by text message. Enter the code on the next screen and submit it by clicking "Continue".

## Enter SMS-confirmation code (mTAN)

i We have sent you an SMS-confirmation code (mTAN).  
Please enter this code below and click on "Continue".

Please enter the received SMS-confirmation code (mTAN)

Code

[New code](#)

[Change phone number](#)

[Cancel](#)

[Continue](#)

The EIViS screen will open, and you will be asked to enter your contact details (address, postcode and town/city).

The screenshot shows the SWISSmedic SMC-Portal interface. The top left corner features the SWISSmedic logo and the text "Swiss Agency for Therapeutic Products". Below the logo, there are navigation tabs for "Reports" and "SMC-Portal". The main content area is divided into two sections: "Overview" and "Create new report". The "Overview" section displays "Welcome User Test". The "Create new report" section has two buttons: "Upload new report" and "Create follow-up report". A modal window titled "Contact information" is open, prompting the user to enter their contact details. The form includes fields for "Address", "Zip code", "City", and "Phone number", each with a red asterisk indicating a required field. A "Save and Close" button is located at the bottom right of the modal.

You can then enter a new report in EIViS.

If you have any problems with or questions about logging in, please contact the Swissmedic service desk at [it@swissmedic.ch](mailto:it@swissmedic.ch).