

# HCP self-registration for the ELViS application

You need to register before using ELViS, but this only takes a few minutes. It is important for you to make a one-off decision on whether

- [Login with the HIN identity](#)
- [Login with the CH-LOGIN](#)

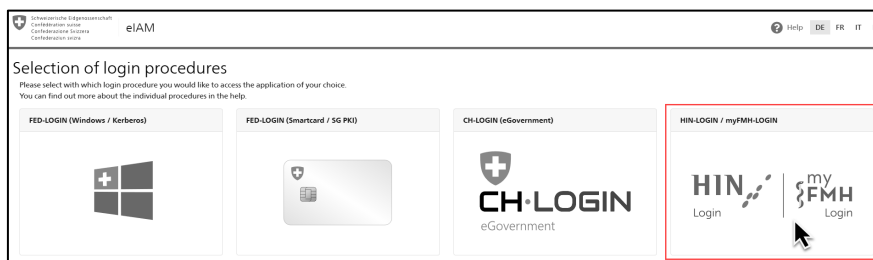
**Note:** The use of two identities and switching between these accesses is not recommended, since reports can be viewed and processed only via the respective login.

## Login with the HIN identity

**Note:** You need a HIN identity. If you do not have a HIN identity, go directly to [Login with the CH-LOGIN](#). If you already have a HIN identity, follow the steps below.

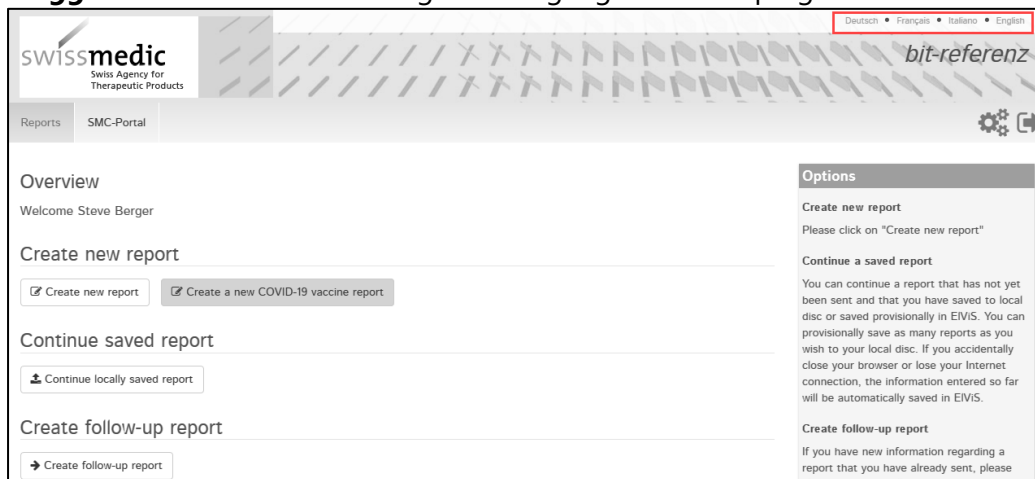
Go to [www.gate.swissmedic.ch/elvis](http://www.gate.swissmedic.ch/elvis)

Click on **HIN** login



Follow the information on the screen to log in ELViS

You are logged in ELViS. You can change the language on the top right corner



You can now close this user's manual and start using ELViS to report suspected adverse drug reactions to Swissmedic.

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)

# Login with the CH-LOGIN

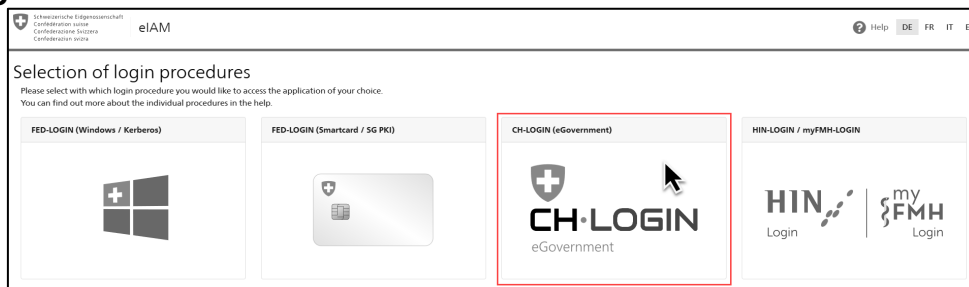
**Note:** if you have a HIN identity, please go to [Login with the HIN identity](#). If you do not have a HIN identity, follow the steps below.

## Create your account in ELViS

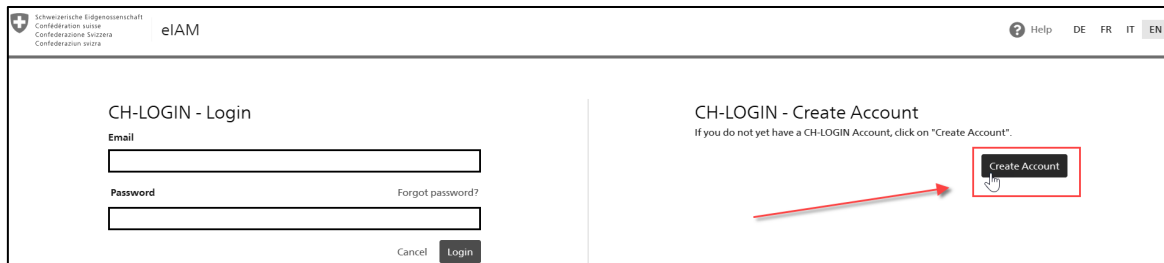
You first have to create your user's account in ELViS. This process takes about 15 minutes, but has to be done only once.

Go to [www.gate.swissmedic.ch/elvis](http://www.gate.swissmedic.ch/elvis)

### Click on **CH-Login**



### Click on **Create Account**



Enter your registration details (First name, Surname, Email, Password) and accept the terms of use

### Click on **Continue**

The screenshot shows the registration form with the following fields and values: First name: Max; Surname: Muster; Email: max.muster@abc.com; Password: [masked]; Confirm password: [masked]. There is a checked checkbox for 'I accept the terms of use.' and a 'Continue' button highlighted with a red box. A mouse cursor is pointing at the 'Continue' button.

You will receive an email with a confirmation code

Enter the **confirmation code**

Click on **Continue**

CH-LOGIN - Enter confirmation code

**i** Enter the confirmation code we sent you via email to the following email address:  
steve.berger.steve.berger@gmail.com

Request new code

Click on **Continue**

CH-LOGIN - Completion of registration

**✓** You have successfully registered.

**!** Because the application you want to access requires it for security reasons, you must register a two-factor authentication. The "Continue" 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.

Select your favourite three security **questions**. Enter your **answer** for each question

**Note:** the security questions will be used if you forget your password. It is important to select questions you can easily answer.

Click on **Continue**

Register security questions

**i** Please select three security questions below and answer them.

**Security question 1**

**Security question 2**

**Security question 3**

Select **Mobile/Landline number**

Click on **Continue**

**Select authentication method**

**i** With two-factor authentication, you add an extra layer of security to your account. We recommend therefore to use an Authenticator App (available on the appstore of your mobile device). You can also choose the Mobile / Landline number option below, if you haven't an Authenticator App.

Mobile / Landline number

Authenticator App

Continue

Enter your **phone number** in the format 07XAAABBC

**Note:** it has to be a cell phone which can receive SMS

Click on **Continue**

**Determine phone number**

**i** Please enter the telephone number (mobile or landline) which you want to use for the second factor authentication. In the next step you will receive a code by SMS to complete the registration.

XXXXXXXXXX

Change method

Continue

You will receive an SMS with a code. Enter the **confirmation code**.

Click on **Continue**

**Enter confirmation code**

**i** An SMS containing a confirmation code has been sent to the following phone number: 0041763762622. If you have provided a landline number, the SMS will be converted into a voice message.

XXXXXX

Send a new code

Back

Continue

**Wait a few seconds**, you will be automatically redirected.

Accept the **terms of use**  
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

Comment

The number of your identity card or passport

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

Cancel

Accept the **terms of use**  
Select your profile (either **Physician** or **Pharmacist**)  
Select **Direct Insert** (! do NOT select File Upload !)  
Click on **Submit**

Terms Of Use  
 I agree to the Terms Of Use.

Profile   
Pharmacist  
Other

Sign-in type   
Direct Insert

Cancel

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.

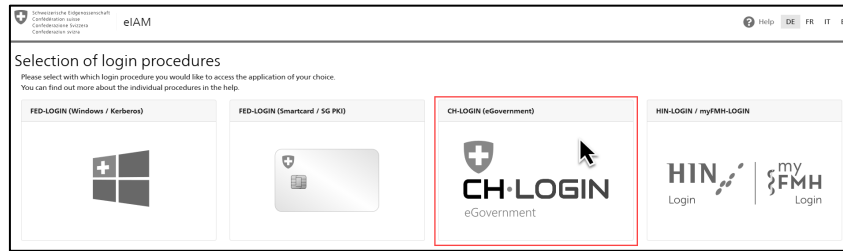
✓ Your access request for the application 'ELVIS - Elektronisches Vigilanz System' was successfully submitted.

Congratulations, you have finished the self-registration successfully. You can now follow the instructions below to [Log in EIViS](#)

## Log in EIViS

Go to [www.gate.swissmedic.ch/elvis](http://www.gate.swissmedic.ch/elvis)

Click on **CH-Login**



Enter your **Email** and **Password**

Click on **Login**

The screenshot displays two side-by-side forms. The left form, titled 'CH-LOGIN - Login', contains input fields for 'Email' and 'Password', a 'Forgot password?' link, and 'Cancel' and 'Login' buttons. The right form, titled 'CH-LOGIN - Create Account', includes the text 'If you do not yet have a CH-LOGIN Account, click on "Create Account".' and a 'Create Account' button. Red boxes highlight the input fields and buttons in both forms.

Enter your **confirmation code** you received on your phone

Click **Continue**

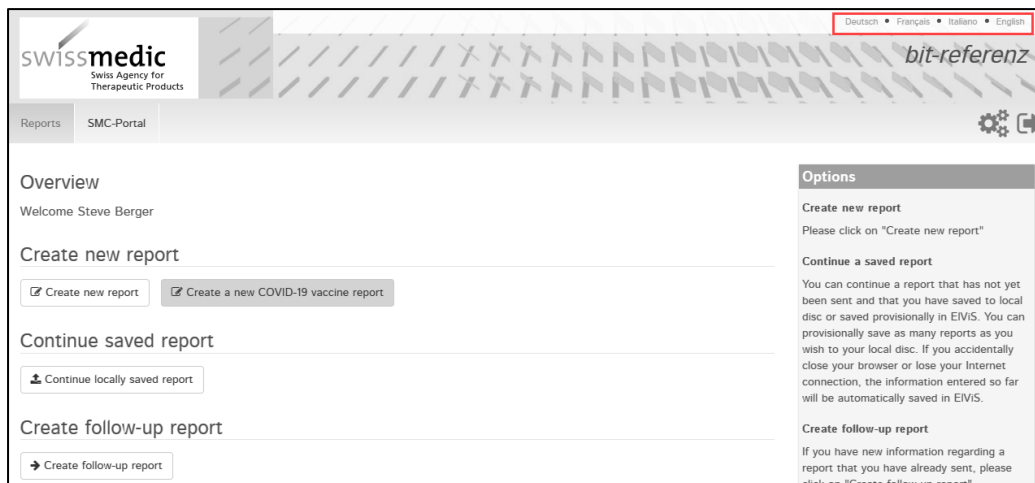
The screenshot shows the 'CH-LOGIN - Enter confirmation code' screen. It features an information icon and the instruction 'Enter the confirmation code (mTAN) we sent you via SMS'. Below this is a text input field containing '123456'. At the bottom, there are 'Cancel', 'Request new code', and 'Continue' buttons. Red boxes highlight the input field and the 'Continue' button.

Enter your **information**

Click on **Save and Close**

The screenshot displays the 'Contact information' form. It asks the user to 'Please enter your contact information.' and includes fields for 'Address \*' (Musterweg 123), 'Zip code \*' (3000), 'City \*' (Bern), and 'Phone number' (0791234567). A 'Save and Close' button is located at the bottom right. Red boxes highlight the input fields and the 'Save and Close' button.

**You are logged in EIViS.** You can change the language on the top right corner:



You can now close this user's manual and start using EIViS to report suspected adverse drug reactions to Swissmedic.

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