

ID and access management for Swissmedic eGov services

Setting up CH-LOGIN and linking the user account with the applications (onboarding)



1 Overview

This document describes the procedure for logging into (identity and access management) Swissmedic eGov services (applications) after users and user rights have been migrated from the Swissmedic Portal to the Federal Administration's eIAM access authorisation portal.

Registration and log-in involves two steps:

- Creating/setting up a CH-LOGIN user account for verifying users' identity and authorisation rights.
- Linking the CH-LOGIN user account with the applications released in the eIAM portal (onboarding).

1.1 Important

Existing individual Swissmedic user accounts for specific applications are no longer valid and will have to be replaced by a CH-LOGIN user account.

1.2 Preparation

Please make sure you have your mobile phone to hand. You will need it to log in.

[Alternatively, you can use a landline number. The eIAM service will send a confirmation code (mTan) by text message to the phone number you specify. Your landline provider will then convert this text message into a voicemail. You then have to call the voicemail service, which will read the code out to you. However, you should make certain beforehand that your provider offers this service].

1.3 Procedure

- If you do not yet have a CH-LOGIN user account, please continue with step A (CH-LOGIN).
- If you already have a CH-LOGIN user account and have already set up your security questions and mobile phone number (for resetting your password and two-factor authentication) in your user account, please continue with step B (Onboarding).
- If you have not yet set up your three security questions and mobile phone number in CH-LOGIN, please log into your CH-LOGIN account in the <u>eIAM</u> <u>portal</u> and do so under **Access Data** on the **MyAccount** tab before continuing with step B (Onboarding).



2 Step A: Setting up/configuring CH-LOGIN

Click the link:	eIAM selfadminPortal (MyAccount)						
	(https://www.myaccount.eiam.admin.ch)						
Click CH-LOGIN (eGovernment)	Solveizersche Eidgenosenschaft Contederation susses Contederation warzers						
	Selection of login procedures Please select with which login procedure you would like to access the application of your choice. You can find out more about the individual procedures in the help.						
	CH-LOGIN (eGovernment)	FED-LOGIN (Federal administration)	SuisselD-Login				
	CH·LOGIN eGovernment	FED-LOGIN Administration federale Administration federale Administration federale	suisselD				
Click New registration.	Confédération suisse Confédération suisse Confédération suisse Confédération suitza	Confederation surver and the surver and the survey of the					
	Login User account e-mail address Password Forgot password? Cancel	You d Admin Then r	v registration o not have a user account of the Federal histration yet? register an account here. This can be to log in to a wide range of applications.				



Complete the registration details.	eGovernmen	t Identity and Access Management (eIAM)	DE FR IT EN			
Read and accept the terms of use.	New registra	tion Please complete the registration details				
	Surname First name	Sample				
Click Continue .	E-Mail addresse	sam.sample⊕sample.com ✓ E-mail address is valid				
	Repeat E-Mail addresse	sam.sample@sample.com ✓ E-mail.addresses are identical				
	Password	✓8 or more characters				
		 At least Lapital letter ✓ At least Lower case letter ✓ At least 2 digits or special characters 	C2			
	Confirm password	✓ Password was repeated correctly				
		Show terms of use Image: Control of the terms of use				
		Contrue				
Enter the registration code that you receive by e-mail and click Continue .	Confederazien skizza	code	Dr			
	Enter registration code We have sent you an email containing your registration code. Please enter this code below word click on "Continue". augundprers-shareshareshareshareshareshareshareshare					
	Registration code	New code Cancel Continue				
	eIAM confirmation code					
	Von: eiamnoreply-ref@bit.admi	in.ch ()				
	156353					
	Kind regards, eIAM-Service					
Once you have successfully registered, you will	Extension Engineering Conference Force Conference Conference	nd Access Management (eIAM) 🛛 🕫 🕫				
see this confirmation message.	Completion of regist	tration				
Click Continue .	Negen Service Desk FOIT Phone: 41.58 405.88 85 ₀ 0	Continue				



You are now in the MyAccount section, where you can view your personal details and modify	Internet of termination of terminatio oterminatio otermination of termination of termination of termina				
them as needed.	Luser Data	Personal Data	Addresses		
	a, Access Data	Salutation Mr. Ms.	Address line 1		
Switch to the Access Data tab.		Given name Sam	Address line 2 (optional)		
		Last name Sample	Country Please select country V		
		Date of birth	City Zip code		
		Correspondence language			
		DE FR IT EN			
			Discard changes Save		
Click Register to save your security questions and answers.	Contention Representation Contention of the Cont				
	Home My Account				
This step is mandatory to enable you to enter	LUSer Data	Access data	Two-factor authentication - Default (Last Login)		
your mobile phone number for two-factor	Liser Data	User-ID CH1306114	You have not used two factor authentication yet.		
	-	User-ID CH1305114 Email address eu*****am@gm****il.com	You have not used two-factor authentication yet. Other authentication methods		
your mobile phone number for two-factor	-	User40 CH1305114 Email address	You have not used two factor authentication yet. Other authentication methods Image: Washington to the second sec		
your mobile phone number for two-factor	-	Uter+ID CH1305114 Email address eu*****amBigm****1Loom Password	You have not used two-factor authentication yet. Other authentication methods		
your mobile phone number for two-factor	-	User-ID Cr1330114 Email address evitationalization for the second	You have not used two factor authentication yet. Other authentication methods Image: State of the sta		
your mobile phone number for two-factor	-	User-ID CH1305114 Email address eu****am@gm***iLcom Password ************************************	Vor have not used two-factor authentication yet. Other authentication methods Image: State of the sta		



Select a question and enter an answer for all three security questions.	Account recovery options	
Then click Save .	Edit security questions	
	i Information By clicking on the save button, the registered security questions will be overwritten by the new ones defined here.	
	Security question 1	
	Please select a security question \checkmark	
	Security question 2	
	Please select a security question ~	
	Security question 3	
	Please select a security question ~	
	Cancel Save	



	Schweizerische Edgeweizerschaft Genfeberazien sinne Genfeberazien sinze	al MyAccount	DE FR IT E			
Click Activate to enter your mobile phone	Home My Account					
number.	Luser Data	Access data	Two-factor authentication - Default (Last Login)			
	a _e Access Data	User-ID CH1306114	You have not used two-factor authentication yet.			
		Email address eu****am@gm****il.com	Other authentication methods			
		Password **********	Mobile / Landline number Not Active •			
		Account recovery options	Vasco Digipass Authenticator No Vasco Digipass Authenticator registered Please note that registration/ordering is only possible if mobile/landline			
		Security questions 3 security questions registered	 Prease note that registration/ordering is only possible if mobile/landnine number is already registered. Phone number required 			
Enter vour mobile abone number (er						
Enter your mobile phone number (or alternatively your landline number, see 1.2 above)	Two-factor authentication - Default (Last Login)					
,	You have not used two-factor authentication yet.					
Next click Continue .	Other authentication methods					
	Activate phone number for two-factor authentication					
	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.					
	Phone number					
			Cancel Continue			



Enter the text message confirmation code that you receive on your mobile phone. Then click Check code .	eiamnoreply-prod elAM 4 6 16 5 3 SMS- Bestätigungscode Mit freundlichen Grüssen Ihre elAM Services der Bundesverwaltung Two-factor authentication - Default (Last Login) You have not used two-factor authentication yet. Other authentication methods	
	Confirm phone number An SMS containing a confirmation code has been sent to the following phone number: 0041792187420. If you have provided a landline number, the SMS will be converted into a voice message. Confirmation code from SMS 461653 No SMS received? Send a new code Back Check code	
Log out of eIAM Portal.	Confederation Suizers Confederation Suizers Confederation Suizers Confederation Suizers Confederation Suizers Confederation Suizers	DE FR IT EN My Account
Then continue with step B (Onboarding)		Log out 🔚



.

3 Step B (Onboarding)

This step associates your user authorisations (as automatically migrated by the system) for applications (Swissmedic eGov services) with your CH-LOGIN user account.

Open the onboarding invitation that you should have received by e-mail.	eiamnoreply-a	ıbn	Onboarding Invitation - [Dear User You a	are invited to onboard on eIAM (eGov Identity and Access Mar
Highlight the onboarding code and copy it to your clipboard by pressing Ctrl+C.	Onboarding Invitation >> Posteingang x eiamnoreply-abn@bit.admin.ch an eugendperez+Sam; eugendperez+HAdmin; eugen.perez ↓ XA Englisch ↓ >> Deutsch ↓ Nachricht übersetzen				
	Dear User You are invited to onboard on eIAM (eGov Identity and Access Management) to use eGov Applications. The following Administrator has invited you. Please contain Please use the following link https://www.myaccount-a.eiam.admin.ch/portal/selfadminservice/app/onboarding to start your Onboarding with this code: 1020-463804-tifzp-2Lsqr-koovu-91plz-LaDsY-7mMVK Please note, that you have to create an account, if you are the first time in contact with eGov applications of the federal administration. If you are familiar to eIAM a access to the specific applications through the eIAM Portal, if you don't know the direct links. Granted Permissions				
	Profile	Granted	Application	Role	
	Profile-CHL1020100039	By Application role	Swissmedic - eSubmissions Platform	mlp-appl-download	
	Profile-CHL1020100039	By Application role	Swissmedic - eSubmissions Platform	n mlp-appl-read	
	Profile-CHL1020100039	By Application role	e Swissmedic - eSubmissions Platform	n mlp-appl-upload	
			Swissmedic - eSubmissions Platform		
			Swissmedic - eSubmissions Platform		
	Profile-CHL1020100039	By Application role	Swissmedic - eSubmissions Platform	mlp-private	
	We wish you a successful Onboarding and access.				
	Yours sincerely, eIAM S	ervices of the Fede	ral Administration		



Click the onboarding link in the onboarding invitation.	Onboarding Invitation > Patteringang x eiamorceply-aba@bit.admin.ch an eugendpresstriktAdmir, eugen.perez * Reglisch > Deutsch * Netvicht übersetzen Dear User You are invited to onboard on etAM (eGov identity and Access Management) to use eGov Applications. The following Administrator has invited you. Please contact him, if further informa Please use the following Inft/PEX/Wave maccounce advantation.chportal/selfadmineervice/approhosarding to start your Onboarding with this code: to following Inft/PEX/Wave maccounce advantation.chportal/selfadmineervice/approhosarding to start your Onboarding With this code: to following Inft/PEX/Wave maccounce advantation.chportal/selfadmineervice/approhosarding to start your Onboarding U204-63804 tttps-2_Larp-Kove Maccounce 4000 to the following Administration. If you are familiar to etAM and the eGov Login, you access to the specific application role/Swisemedic - eSubmissions Platform inity-appl-download Profile CH_110201000398 yApplication role/Swisemedic - eSubmissions Platform inity-appl-download Profile CH_110201000398 yApplication role/Swisemedic - eSubmissions Platform inity-appl-god Profile CH_110201000398 yApplication role/Swisemedic - eSubmissions Platform inity-appl-god Schwisterische Edigenossmenchaft CellAM Fedeeration Service [ABN] EIAM Fedeeration Service [ABN] EIAM Fedeeration Service [ABN]
	Auswahl Login-Verfahren Bite wählen Sie aus, mit welchem Login-Verfahren Sie auf die Applikation ihrer Wahl zugreifen möchten. In der Hilfe erfahren Sie mehr über die einzelnen Verfahren. FED-LOGIN (Bundesverwaltung) FED-LOGENN Bundesverwaltung Administration federale Administraziun federale
Log in using your CH-LOGIN user account.	Bowernment Identity and Access Management (eIAM) Cogin Ver accease e-aul address Forget passend? Conce Conce



Paste in the onboarding code by pressing Ctrl+V. Then click Send onboarding code	Schweizeriche Higgenssesschaft Confederazione Suizera Confederazione Suizera Confederazione svizera	eIAM Portal	Onboarding	DE FR IT EN
Once onboarding has been successfully completed, you will be redirected to MyAccount. You will find all the eGov services (applications) that you are authorised to use in My Applications.	Confederation Edgenosamethalt Confederations With Confederations Confederations Sources Confederation Sources Home My Account My Applications	elAM Portal	Home elAM selfadminPortal	DE FR IT EN
	Department EDI	Federal Office Swissmedic	Application Swissmedic - eSubmissions Platform	Notifications