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Existing individual Swissmedic user accounts for specific applications are no longer valid and will have to be replaced by a CH-LOGIN user account.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 eIAM portal and do so under Access Data on the MyAccount tab before continuing with step B (Onboarding).
Step A: Setting up/configuring CH-LOGIN

Click the link: 

[CH-LOGIN and onboarding eGov-Services](https://www.myaccount.eiam.admin.ch)

Click CH-LOGIN (eGovernment)

Click New registration.
Complete the registration details.

Read and accept the terms of use.

Click **Continue**.

Enter the registration code that you receive by e-mail and click **Continue**.

Once you have successfully registered, you will see this confirmation message.

Click **Continue**.
You are now in the MyAccount section, where you can view your personal details and modify them as needed.

Switch to the **Access Data** tab.

Click **Register** to save your security questions and answers. This step is mandatory to enable you to enter your mobile phone number for two-factor authentication.
Select a question and enter an answer for all three security questions.

Then click **Save**.
Click Activate to enter your mobile phone number.

Enter your mobile phone number (or alternatively your landline number, see 1.2 above)

Next click **Continue**.
Enter the text message confirmation code that you receive on your mobile phone.

Then click **Check code**.

Log out of eIAM Portal.

Then continue with step B (Onboarding)
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.

Highlight the onboarding code and copy it to your clipboard by pressing Ctrl+C.

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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 continue:

Please use the following link [https://www.myaccount.eiam.admin.ch/portal/portaladminservice/app/onboarding](https://www.myaccount.eiam.admin.ch/portal/portaladminservice/app/onboarding) to start your Onboarding.

with this code:

1020-453544-88,yz-26jsp-koovs-91jgp-44unY-7rmN9X

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, access to the specific applications through the eIAM Portal, if you don’t know the direct links.

**Granted Permissions**

<table>
<thead>
<tr>
<th>Profile</th>
<th>Granted Application</th>
<th>Role</th>
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</thead>
<tbody>
<tr>
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<td>eSubmissions Platform</td>
<td>m1p-appl-read</td>
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<td>eSubmissions Platform</td>
<td>m1p-appl-upload</td>
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</table>

We wish you a successful Onboarding and access.

Yours sincerely, eIAM Services of the Federal Administration
Click the onboarding link in the onboarding invitation.

Click the CH-LOGIN (eGovernment) option.

Log in using your CH-LOGIN user account.
Paste in the onboarding code by pressing Ctrl+V.
Then click **Send onboarding code**

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.