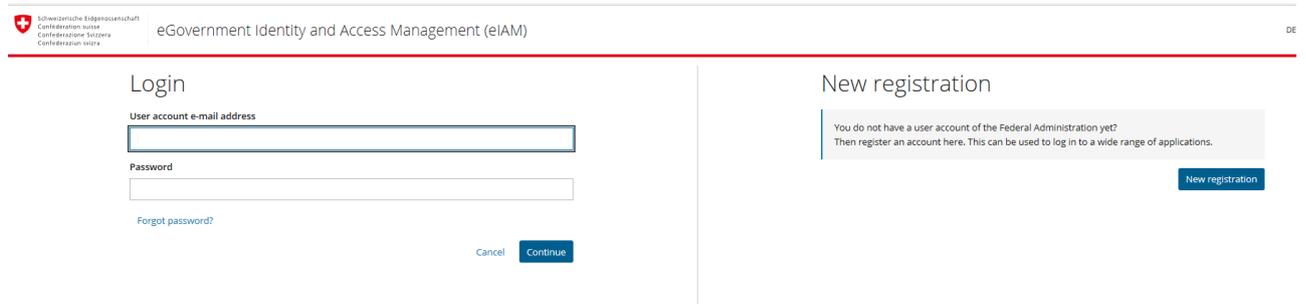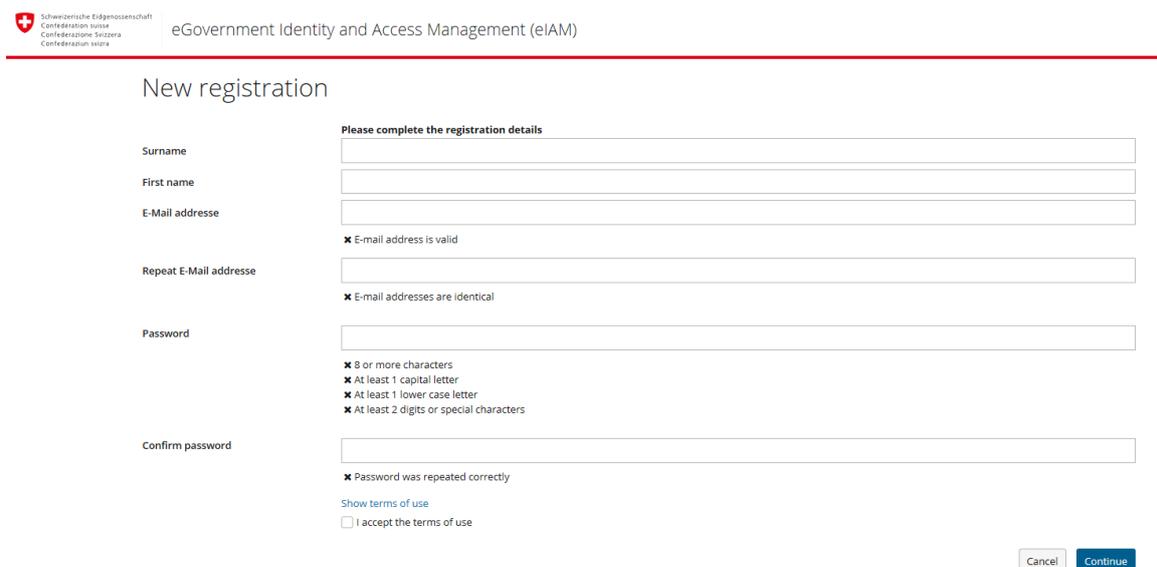# HCP self-registration for the ElViS application

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, 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".

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".
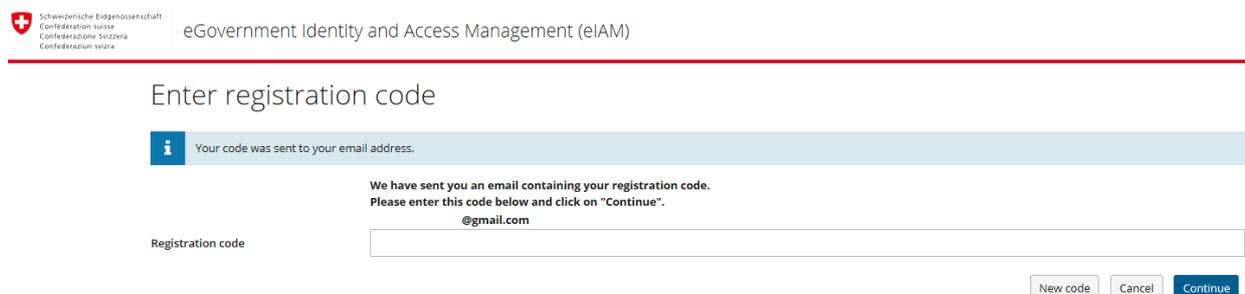

You will then receive a six-digit registration code by e-mail. Enter it on the next screen, then click "Continue".

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".

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Register security questions

ℹ 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".

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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".

Accept the terms of use on the following screen and click "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".

Once you have clicked "Continue", your access request for ElViS 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 ElViS 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 ElViS screen will open, and you will be asked to enter your contact details (address, postcode and town/city).

You can then enter a new report in ElViS.

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