Instructions for registration of a user at the OFCOM-Online platform
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For further information, please send an e-mail to eofcom@bakom.admin.ch
General

A change to the registration portal (CH-Login) obliges ALL users (new users and those already registered before 25.10.2017) to follow a specific registration procedure.

This document presents the various stages to be completed in order to register a user account which allows access to the OFCOM-Online platform.

Explanation of symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Red Circle" /></td>
<td>Action shall not be carried out</td>
</tr>
<tr>
<td><img src="image" alt="Green Arrow" /></td>
<td>Action shall be carried out. Please follow the instructions in this document step by step.</td>
</tr>
<tr>
<td><img src="image" alt="Red Square" /></td>
<td>Note and/or observation which requires special attention</td>
</tr>
<tr>
<td><img src="image" alt="Screenshot" /></td>
<td>The screenshot illustrates the information of the actions to be executed.</td>
</tr>
</tbody>
</table>

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Use and choice of internet browsers

**Note:**

Do not use your browser's "back" and/or "forward" buttons. Throughout the registration process described in this document please use the buttons at the various document screens only.

Examples:

**Internet Explorer**

![Internet Explorer screenshot](image1)

**Mozilla Firefox**

![Mozilla Firefox screenshot](image2)

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1 Login at the website

- Go to the following internet page:
  

- Select “Connection (CH-Login)” (top right)

For further information, please send an e-mail to eofcom@bakom.admin.ch
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2 User administration

At this stage, do not complete the fields “User account e-mail address” and “Password” fields.

Select "New registration"
3 Registration of user name and acceptance of terms

If you registered BEFORE 25.10.2017, please enter the e-mail address, which you used as identifier (ID). With that, your products related your previous account will automatically be imported to the new account.

- Enter your surname and first name
- Enter a valid e-mail address, repeat the same e-mail address in the following field
- Enter a valid password according to the requested criteria, repeat the same password in the following field
- Check the terms of use and activate the box to accept them
- Confirm by clicking "Continue"

If the repeated entries of the email address and password are not identical, the system will request to correct them following the identification test (step 4).
4 Identification Test

- Follow the instructions to prove that you are not a robot
5  Validation of the e-mail address

A validation code is sent to the e-mail address which you provided as login identifier

- Enter the validation code received by e-mail
- Select “Continue”
6 Confirmation of user registration

Note: the registration process is not completed yet. You must continue by clicking on "Continue".

➢ Select “Continue”
7 Access to the OFCOM-Online application

- You are now redirected to OFCOM-Online
- The final stage requests you to register your data depending your legal status

➢ Select the legal status of yourself / your company

OR

➢ If you have used the same e-mail address as an identifier in your previous and new account, click on the button "Finalise migration of my account" which will appear instead of the two buttons of the screen below

➢ Please complete the accessible fields displayed in the following screens.

Some fields in the following screens might be greyed out and cannot be change by yourself

The data in these fields have been imported from the previous system because you already had an OFCOM Online account before 25.10.2017 where you have used the same e-mail address.

You will be able to change the data once you have completed the identification process. Please log in to your account and select “My account / My personal data”.

For further information, please send an e-mail to eofcom@bakom.admin.ch
On completion of the registration of your personal data or company data, you will receive a confirmation by e-mail.

You are now logged in to your client account.
You can display the list of your products and execute other available actions.