

## **Instructions for registration of a user at the OFCOM-Online platform**

## Table of contents




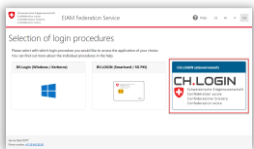
<b>1</b>	<b>Login at the website</b>	<b>5</b>
<b>2</b>	<b>User administration</b>	<b>6</b>
<b>3</b>	<b>Registration of user name and acceptance of terms</b>	<b>7</b>
<b>4</b>	<b>Identification Test</b>	<b>8</b>
<b>5</b>	<b>Validation of the e-mail address</b>	<b>9</b>
<b>6</b>	<b>Confirmation of user registration</b>	<b>10</b>
<b>7</b>	<b>Access to the OFCOM-Online application</b>	<b>11</b>
<b>8</b>	<b>Confirmation</b>	<b>12</b>

## 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

Symbol	Description
	Action shall not be carried out
	Action shall be carried out. Please follow the instructions in this document step by step.
	Note and/or observation which requires special attention
	The screenshot illustrates the information of the actions to be executed.

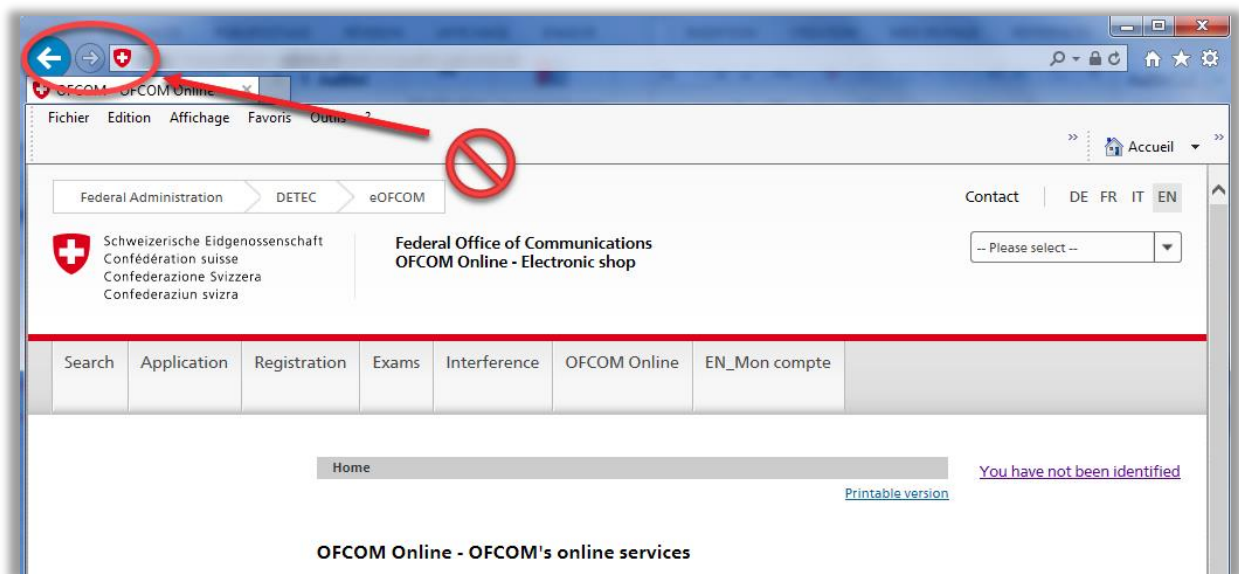
## Use and choice of internet browsers

### Note:

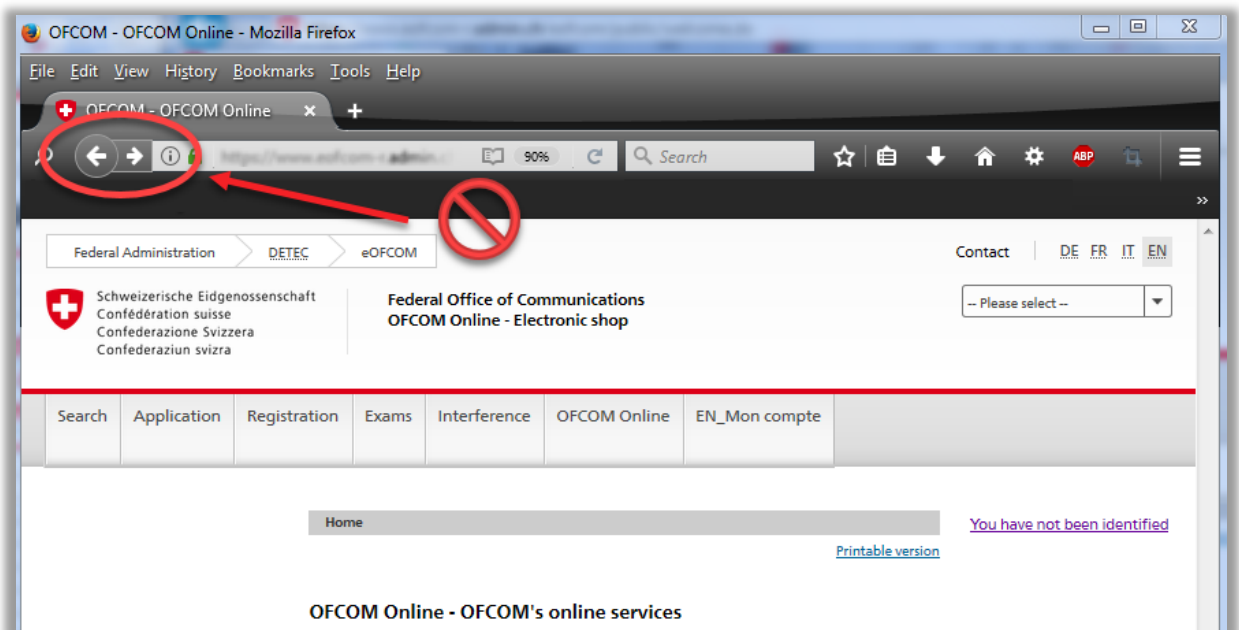
**Do not use** your browser's "**back**" and/or "**forward**" buttons. Throughout the registration process described in this document please **use the buttons at the various document screens only**

## Examples:

### Internet Explorer



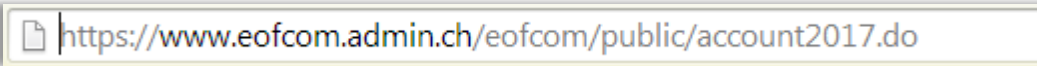
### Mozilla Firefox



## 1 Login at the website

- Go to the following internet page:

<https://www.eofcom.admin.ch/eofcom/public/account2017.do>



- Select "Connection (CH-Login)" (top right)

The screenshot shows the OFCOM Online - Electronic shop website. The header includes the Federal Administration logo and navigation links for DETEC and eOFCOM. The main navigation bar contains links for Search, Application, Registration, Exams, Interference, OFCOM Online, and My account. The 'My account' section is active, displaying the title 'Your OFCOM Online account: new login procedure (CH-Login)'. A red box highlights the 'Connection (CH-Login)' link in the top right corner. The main content area provides information about the new login procedure, including instructions for existing and new users. A 'Printable version' link is also visible.

Federal Administration > DETEC > eOFCOM

Contact | DE FR IT EN

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Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Office of Communications  
OFCOM Online - Electronic shop

-- Please select --

Search Application Registration Exams Interference OFCOM Online My account

My account

Printable version

**Connection (CH-Login)**

Services

If you need assistance, you can send us a message by using the form on the [Contact](#) page.

### Your OFCOM Online account: new login procedure (CH-Login)

From now on, OFCOM will be using the Confederation's centralised system for the creation and administration of accounts (CH-Login). As a result, you should migrate your account or create a new one.

#### Already have an OFCOM Online account?

If you already have access to our electronic one-stop shop, you should migrate your account. During the process to create the new account, **enter the same email address that you have used to date to log in**. In this way your old data will be imported into the new system.

The guide entitled "[Instructions for registration of a user in the OFCOM-Online application](#)" describes in detail the procedure to be followed. We strongly recommend that you use this document to assist you in migrating your account.

#### New to OFCOM Online?

Click on the link "[Login \(CH-Login\)](#)" to create a new account.

The guide entitled "[Instructions for registration of a user in the OFCOM-Online application](#)" describes in detail the procedure to be followed and guides you step by step to your new account. We strongly recommend that you use this document to assist you in creating your account.

➤ Select "CH - Login"

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EIAM Federation Service

Help DE FR IT EN

## 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.

**FED-LOGIN (Windows / Kerberos)**

**FED-LOGIN (Smartcard / SG PKI)**

**CH-LOGIN (eGovernment)**

Service Desk FOITT  
Phone number [+41 58 465 88 88](tel:+41584658888)

## 2 User administration

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

➤ Select "New registration"

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eGovernment Identity and Access Management (eIAM)

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## Login

User account e-mail address

Password

[Forgot password?](#)

[Cancel](#) [Continue](#)

## New registration

You do not have a user account of the Federal Administration yet?  
Then register an account here. This can be used to log in to a wide range of applications.

[New registration](#)

Support  
Service-Desk FOITT  
Phone: [+41 58 465 88 88](tel:+41584658888)

Federal Office of Information Technology, Systems and Telecommunication FOITT

Legal framework

### 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"

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eGovernment Identity and Access Management (eIAM)

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### New registration

Please complete the registration details

Surname: Black

First name: Daniel

E-Mail address: daniel.black@yopmail.com

Repeat E-Mail address: daniel.black@yopmail.com

✓ E-mail addresses are identical

Password: \*\*\*\*\*

✓ 8 or more characters  
✓ At least 1 capital letter  
✓ At least 1 lower case letter  
✓ At least 2 digits or special characters

Confirm password: \*\*\*\*\*

✓ Password was repeated correctly

Show terms of use

☒ I accept the terms of use

Cancel Continue

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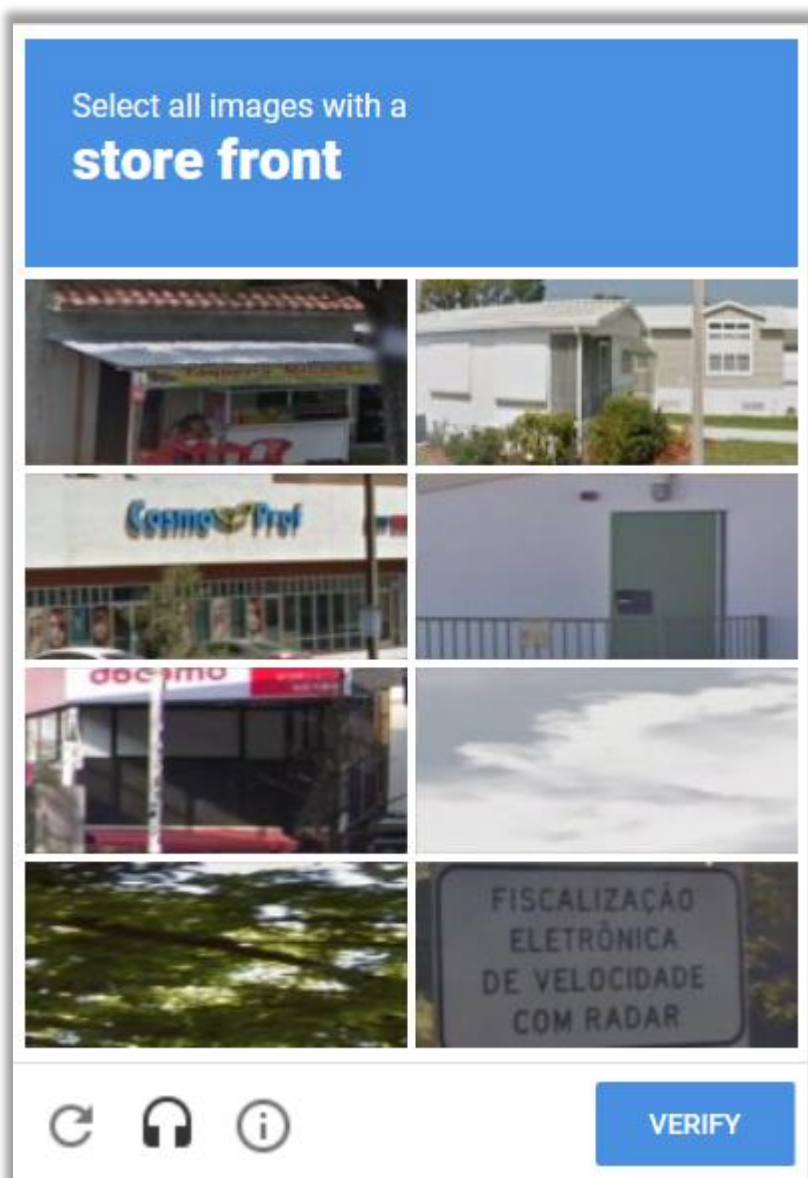
Federal Office of Information Technology, Systems and Telecommunication FOITT

Legal Framework

*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

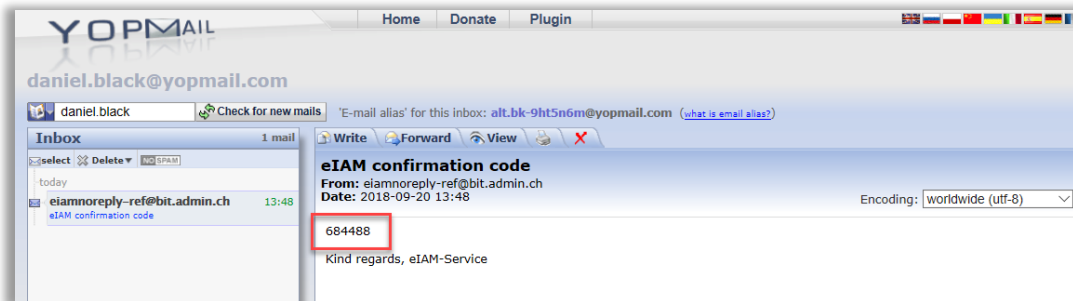
- Follow the instructions to prove that you are not a robot





## 5 Validation of the e-mail address

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



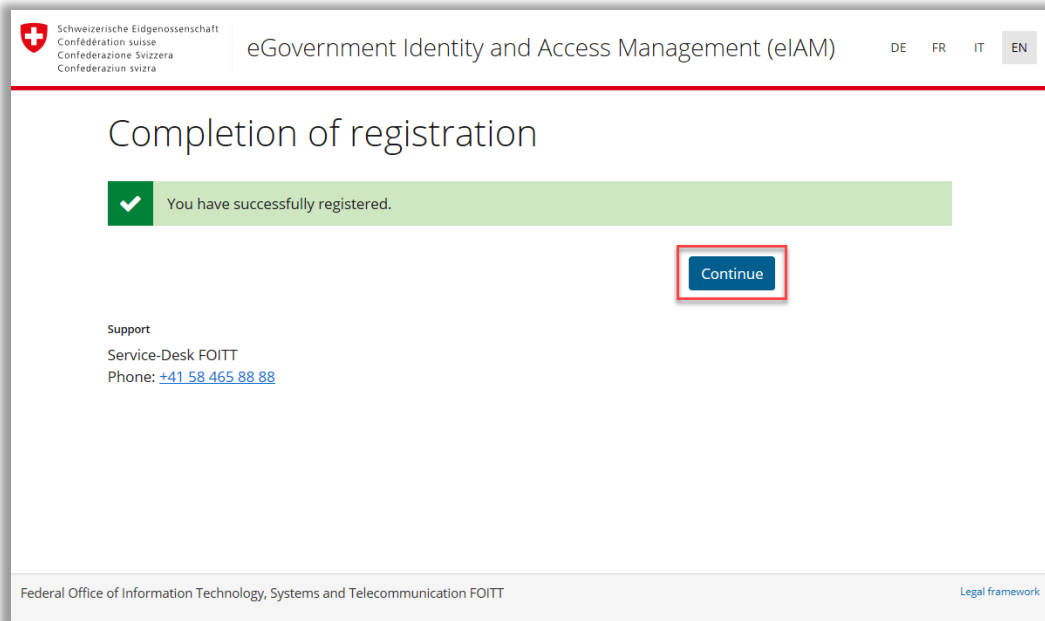
- Enter the validation code received by e-mail
- Select "Continue"

A screenshot of the 'eGovernment Identity and Access Management (eIAM)' website. The page is titled 'New registration'. A blue information box states: 'A code has been sent to your e-mail address.' Below this, a red-bordered box contains the text: 'We have sent you an e-mail with a registration code. Please enter this code below and click "Continue". daniel.black@yopmail.com'. A text input field labeled 'Registration code' contains the value '684488'. At the bottom of this box are three buttons: 'New code', 'Cancel', and 'Continue' (which is highlighted with a red box). The footer includes contact information for the FOITT and a link to the legal framework.

## 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

The screenshot shows the OFCOM Online account creation interface. At the top, there is a navigation bar with 'Federal Administration', 'DETEC', and 'eOFCOM'. The main header includes the Swiss flag and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. The 'Federal Office of Communications' and 'OFCOM Online - Electronic shop' are also displayed. A language selector shows 'DE', 'FR', 'IT', and 'EN'. Below the header is a menu with 'Search', 'Application', 'Registration', 'Exams', 'Interference', 'OFCOM Online', and 'My account'. The main content area is titled 'Creation of an account...' and 'Create your OFCOM Online account'. It includes a 'Printable version' link and a 'Connection (CH-Login)' section. The 'Old data has been lost?' section provides instructions on how to migrate data. At the bottom, there are two buttons: 'Individual person or sole proprietorship' and 'Company'. The 'Individual person or sole proprietorship' button is highlighted with a red box.

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

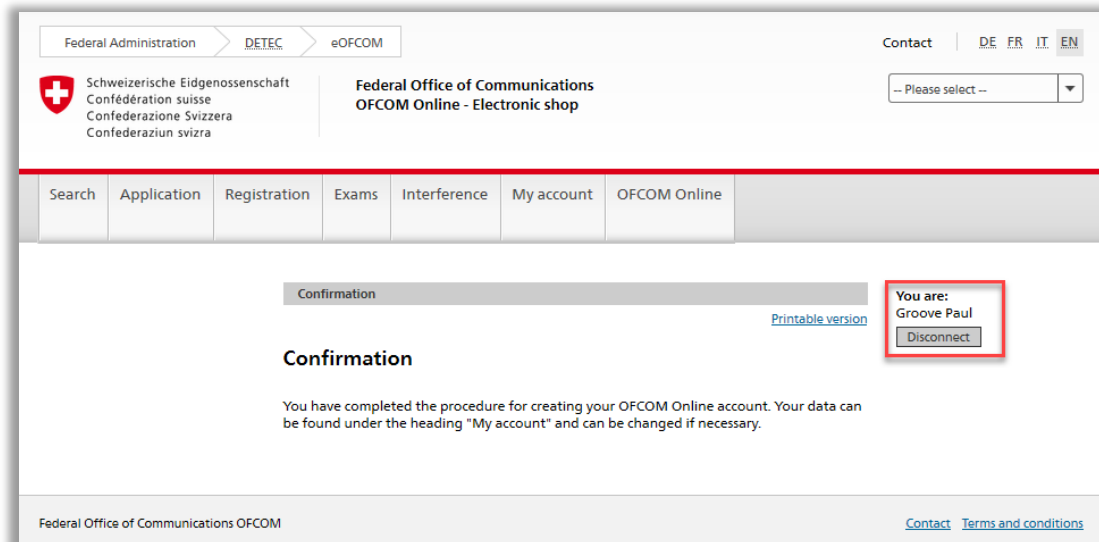
***Some fields in the following screens might be greyed out and cannot be change by yourself***

*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".*

## 8 Confirmation

*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.**