

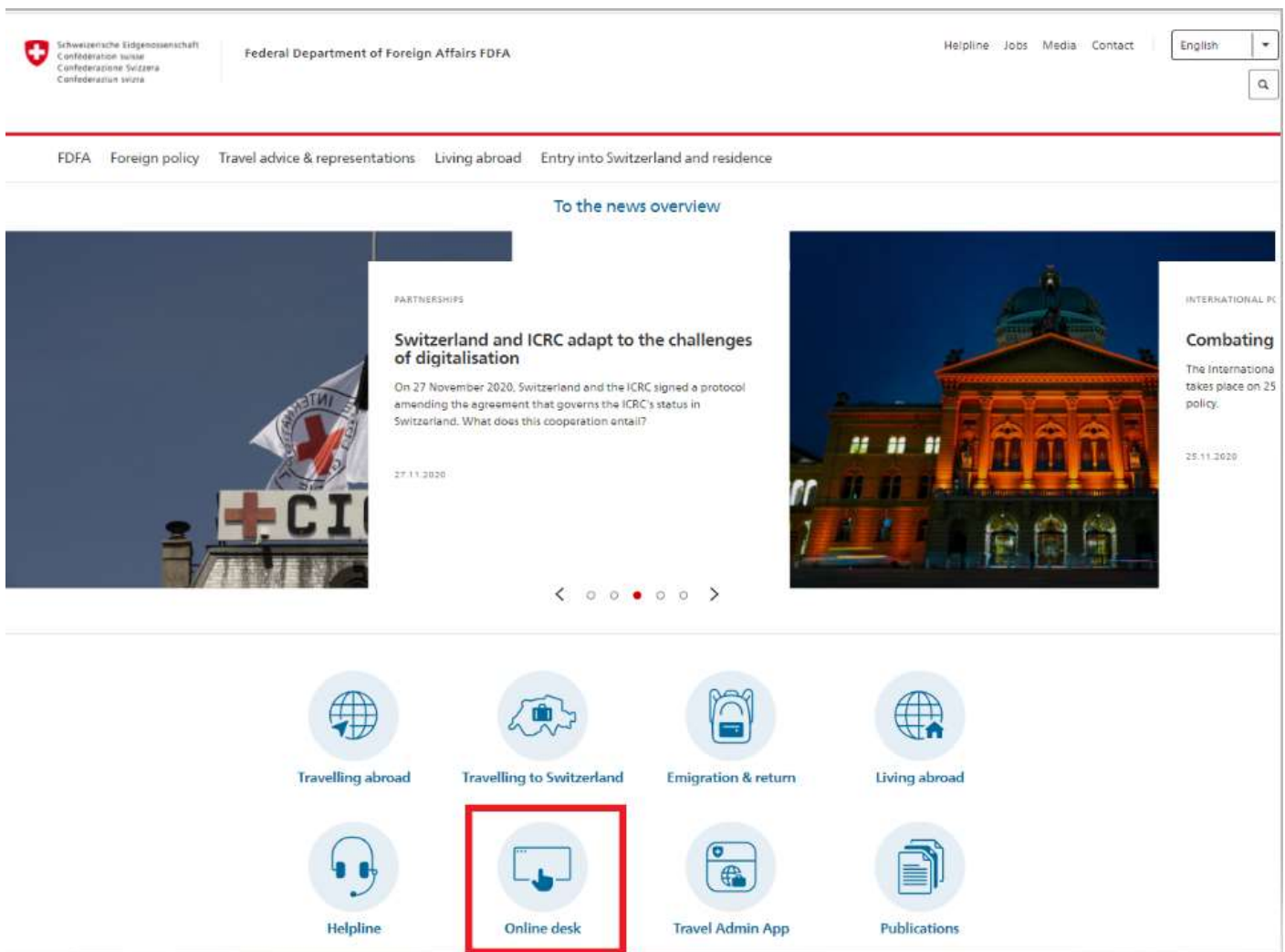
## Initial registration for the Online Desk FDFA

### Important information on registering as a user of the Online Desk FDFA:

These instructions are intended for persons who are **already registered as Swiss citizens abroad** and have provided their e-mail address and cellphone number to their representation. These instructions will guide you step by step through the process (including 2-factor authentication) of registering as a user of the Online Desk FDFA.

Thank you for your interest.

### Instructions on how to create your personal user account



The screenshot shows the website of the Federal Department of Foreign Affairs (FDFA). The header includes the Swiss flag logo, the text 'Schweizerische Eidgenossenschaft / Confédération suisse / Confederazione Svizzera / Confederaziun svizra', and 'Federal Department of Foreign Affairs FDFA'. There are links for 'Helpline', 'Jobs', 'Media', and 'Contact', along with a language selector set to 'English' and a search icon. The main navigation bar contains 'FDFA', 'Foreign policy', 'Travel advice & representations', 'Living abroad', and 'Entry into Switzerland and residence'. Below this is a 'To the news overview' link. The main content area features a carousel of news items. The first item is titled 'PARTNERSHIPS' and 'Switzerland and ICRC adapt to the challenges of digitalisation', dated 27.11.2020. The second item is titled 'INTERNATIONAL POLICY' and 'Combating', dated 25.11.2020. At the bottom, there is a grid of service icons: 'Travelling abroad', 'Travelling to Switzerland', 'Emigration & return', 'Living abroad', 'Helpline', 'Online desk' (highlighted with a red box), 'Travel Admin App', and 'Publications'.

**1.** The link to the FDFA online desk can be found on the website of the Federal Department of Foreign Affairs (FDFA). [www.eda.admin.ch](http://www.eda.admin.ch).

Here is the direct hyperlink: [Online-Schalter EDA](#).

Once the page is open, please read the content and then scroll to the bottom of the webpage until you see the following choices:



Register with SuisseID [↗](#)

You can also register with SuisseID at the online desk.

**2.** Click the option “Register with the online desk”.

The following screen will open:



**3.** Click on the **Username / Password** login method.

The following screen will open:

Login credentials

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Email address

Password

[Recover password](#)

**4. Attention:** Do not enter an e-mail address and password on this page when registering for the first time, but simply click on the link “Register new account”.

The following screen will open:

User Information

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Email address

By registering you agree to the terms and conditions located here [Terms and conditions](#)

5. Enter your e-mail address and click “Register”.

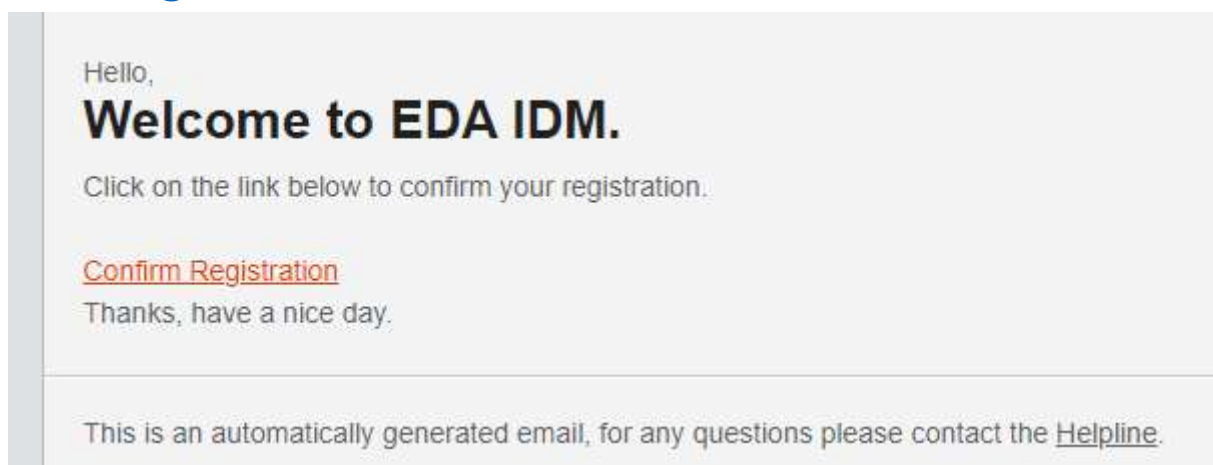
The following information will appear on your screen:

## User registration

Registration was successfully requested.

You will receive an email with further instructions within the next few minutes.

6. Please open your e-mail. You will receive the following e-mail from the sender [eda-idm@eda.admin.ch](mailto:eda-idm@eda.admin.ch)



7. Once you have received the e-mail, click on “Confirm Registration”.

The following web page will open:

Set password

To help protect you and your information, we require strong passwords. First thing to consider when creating a new password are the rules for passwords.

- Passwords being created or changed must contain:
  - At least one lowercase letter
  - At least one uppercase letter
  - At least one number
- Must be a minimum length of eight characters
- Passwords may not contain any form or part of your name or your username.
- The system remembers passwords you have already used, and will not allow you to reuse an old password.
- The password must not be publicly known.

New password\*

**Insert your personal password**

Reenter new password\*

**Insert your personal password**

8. Here you must create a password for registration and later logins. This must comply with the security requirements listed.

**9. Attention:** In the lower part of this page, under «Additional details», fill in **only** the three mandatory fields marked with an asterisk (\*): «Title», «First name» and «Last name».

Finalize the process by clicking on the “Finish” button.

Title\*

First name\*

Last name\*

Additional details

Address

Postal code / City

Country

Organization

Mobile number

Phone number

Notes

Fields marked \* must be completed.

By registering you agree to the terms and conditions located here [Terms and conditions](#)

The following window will open:

## Registration online desk

Enter your personal details according to an official document.

### Additional Details

Last Name *	<input type="text"/>
Given names *	<input type="text" value="Andrea Robin Sascha"/>
Gender *	<input type="text" value="Female"/>
Date of birth *	<input type="text" value="DD.MM.YYYY"/>
Place of origin *	<input type="text"/>
OAS Insurance number	<input type="text" value="756.0000.0000.00"/>
Agree to terms and conditions *	<input type="checkbox"/>

Fields marked \* must be completed.

**10.** Fill in the mandatory fields marked with an asterisk (\*).

**Attention:** Enter the data as shown on your Swiss passport or identity card (all names and first names if you have more than one).

**Exception:** If there is a hyphenated name in your passport, such as Müller-Meier, enter «only» the official name «Müller».

**11.** Accept the terms and conditions and click «Complete registration».

The following screen will appear:

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# Verification of your mobile number


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Click on "Continue". We will send a text message with an access code to the following number to verify your user account: +41xxxxxxxx08



Click «Continue».

**12.** You will receive a text message with the access code from the sender EDA-IDM at the cellphone number you reported to the representation abroad. Enter this code and click confirm.

 It appears you did not receive the code. Please choose how you would like to receive another code:

-  Send text message again
-  Phone call (automated message)

Access code

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Code



**You have successfully registered. A warm welcome to you!**

Home

< FDFA website

**eVERA online desk**

View data >

Notification forms >

Services >

Publications >

Useful links >

## eVERA online desk



Welcome to the eVERA online desk for Swiss nationals living abroad.

**If you only find the option «Arrival» on this page, please contact your associated representation immediately and do not enter any further data in the eVERA online desk.**

For future visits to the online desk, the procedure is easier because you can log in at the beginning (step 3) with your e-mail address and password and you will be taken directly to the page where you can request the text message code.