



# Instructions and Registration Travel Admin App

[www.eda.admin.ch/traveladmin-en](http://www.eda.admin.ch/traveladmin-en)

You and your relatives have the possibility to enter the data of your tourist, visiting and business trips abroad on this portal. This information will help the Federal Department of Foreign Affairs to locate and contact you better if a serious crisis occurs abroad.

To register via the Travel Admin App, you must follow the steps below:



## 1.

You have downloaded and installed the Travel Admin App. You can now open the app and use the functions and information immediately. To enter a trip for the first time, you must already be logged in with your e-mail address and password or register and create a new user profile.

To register via the app, select "enter travel" and the message „login“ for already registered users or „register“ for new users will appear.

For a new registration, select „register“.

## 2.

You will be forwarded to our registration page. Enter your e-mail address and confirm with „register“.

## 3.

You will now receive a message that the user registration was successful. You will receive an e-mail within the next few minutes. Check your mailbox.

## 4.

You have now received an e-mail to confirm your registration. Please confirm the e-mail address by clicking on the link „confirm reservation“.

If you have not received an e-mail, check your spam folder or try to register the e-mail address again and check for typos.

Fertig account.idm.eda.admin.ch EN DE FR IT ES

Passwort setzen

Um Sie und Ihre Informationen zu schützen, verlangen wir starke Passwörter.

- Das neue Passwort muss folgende Bedingungen erfüllen:
  - Mindestens ein Kleinbuchstabe
  - Mindestens ein Grossbuchstabe
  - Mindestens eine Nummer
- Die Länge muss mindestens 8 Charaktere aufweisen.
- Das Passwort darf nicht Teile Ihres Benutzer- oder Familien/Vornamen enthalten.
- Das System erinnert sich an bereits benutzte Passwörter und wird Ihnen das erneute Benutzen eines alten Passwortes nicht erlauben.
- Das Passwort darf nicht öffentlich bekannt sein.

Neues Passwort\*

Passwort wiederholen\*

Anrede\*  
Herr

Vorname\*

## 5.

You will be redirected to our registration page, where you can set a password and complete other information such as first name, last name, etc.

As soon as the information is entered, select „send“ and your data will be saved.

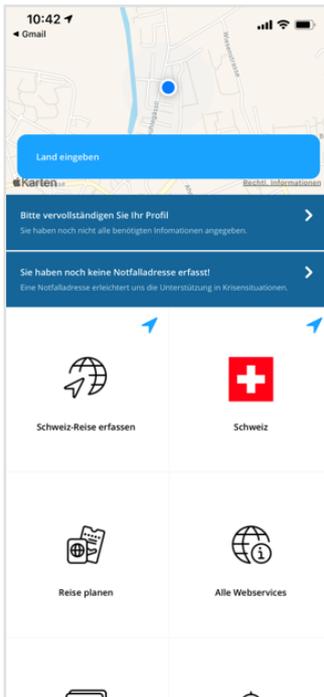
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Diese Seite in „Travel Admin“ öffnen?

Abbrechen Öffnen

## 6.

You will now be automatically redirected and asked to open the Travel Admin App. Choose “open” to access the app.



7.

You are now automatically logged into the app and receive two notices that you can complete your profile and enter emergency addresses. You can complete these details at any time.



8.

You are now logged in and can enter a trip and use the full functionality of the app.

## Problems with registration

If you have problems registering via the Travel Admin App, you can also register directly via the website.

[https://www.itineris.eda.admin.ch/home?language\\_code=en](https://www.itineris.eda.admin.ch/home?language_code=en)