



# Changes to user and access data

Directly after the first LOGIN on the website <https://www.myaccount.eiam.admin.ch/> you will be directed to your user and access data. Fill in the fields using these instructions.

Enter the  
User data enter the following:  
1. date of birth  
2. address  
3. click on "Save" when you are finished.

A

B

Go to "Login & Security" and register the security questions.

These are necessary to be able to use the Two-Factor Authentication can use.

You can use any Authenticator App or SMS to mobile numbers.

Before you can register the security questions, please enter your password.

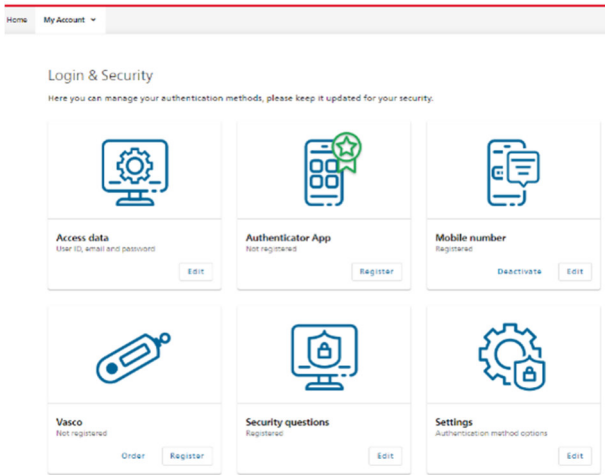
C

Then you record the answers to the security questions, which you can select by clicking on the small triangle.

Pay attention to the upper/lower case, as this is decisive when using the questions.

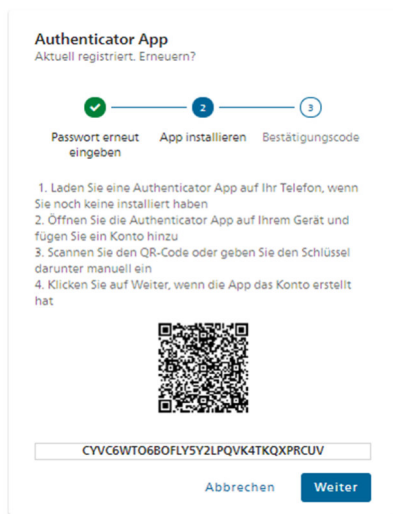
After answering, click on «Continue».

D



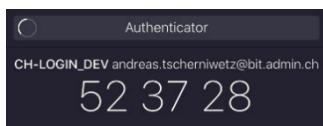
Now you can select another authentication method. Click on "Register" at the desired method.

E

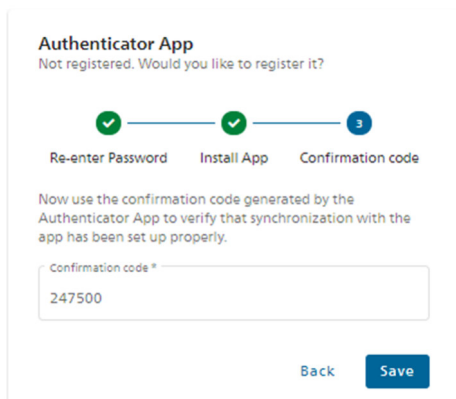


After entering your password, you can register any Authenticator App as an authentication method. You can download it from the Appstore of your smartphone. The most popular apps are from Google or Microsoft, which are available independently of the system. You start the app and scan the displayed QR Code. Then the app shows you a six-digit code.

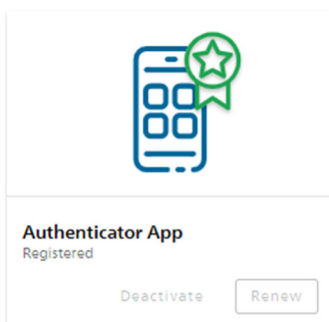
F



Here you see sample codes from Google (black) and Microsoft (white)



Please enter the displayed code and click on "Save".



If the code is correct, the App will be activated.

G

**Mobile number**  
Not registered. Would you like to register it?

1 — 2 — 3

Re-enter Password Phone number Confirmation code

To make changes, first please re-enter your password.

Password \*

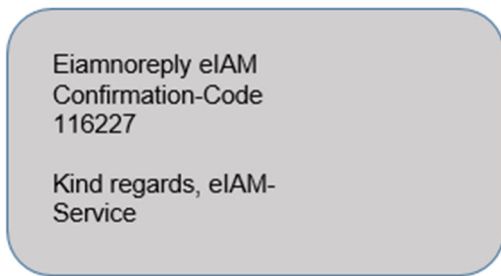
Field is required

Cancel Continue

After entering your password, you can continue with the activation.

1. Now enter your telephone number.
2. Click "Next" to proceed to the next page.

H



Your cell phone number was answered a confirmation code sent.

I

**Mobile number**  
Not registered. Would you like to register it?

✓ — ✓ — 3

Re-enter Password Phone number Confirmation code

We have sent you a confirmation code to the following phone number: 0031645312044

Confirmation code \*

Field is required

Back Save

Did not receive the code?  
New code

1. Enter this code in the appropriate field
2. As soon as you click on "Save" it will be checked.

J

**Mobile number**  
Registered

Deactivate Edit

If the code is correct, your cell phone number stored.

END