



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.

A

The screenshot shows the 'My Account' page with the following fields:

- Personal Data:** Salutation (Mr. Ms.), Given name (Andreas), Last name (Andreas), Date of birth (calendar icon), Correspondence language (de, fr, it, en).
- Addresses:** Address line 1, Address line 2 (optional), Country (Please select country dropdown), City, Zip code.

Buttons: Discard changes, Save.

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

B

The screenshot shows the 'Authentication methods' section with the following options:

- Mobile / Landline number:** Not Active, Register button.
- Vasco Digipass Authenticator:** Not Active, Register button with dropdown arrow.
- Authenticator App:** Not Active, Register button.
- Account recovery options:** Security questions (Not Active), Register button.

Information message: You logged in without two-factor authentication. Two-factor authentication is required in order to be able to modify all of your data. If you do not have any two-factor authentication method activated under "Authentication methods", please activate now at least one of them on your account and log in again.

Go to "authentication methods" 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 or Landline numbers.

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

C

The form is titled 'Register security questions' and includes an information icon and the instruction: 'Please select three security questions below and answer them.'

It contains three sections:

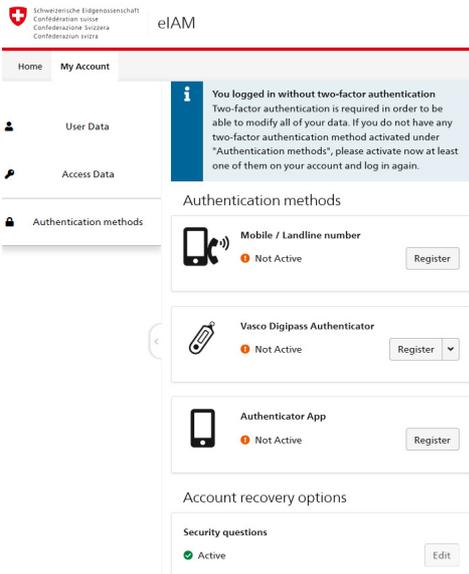
- Security question 1:** Please select a security question (dropdown), followed by an input field.
- Security question 2:** Please select a security question (dropdown), followed by an input field.
- Security question 3:** Please select a security question (dropdown), followed by an input field.

Buttons: Cancel, Save.

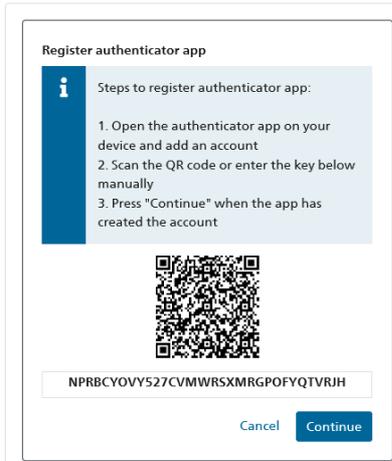
Then you record the answers to the security questions, which you can select by clicking on the small triangle.

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

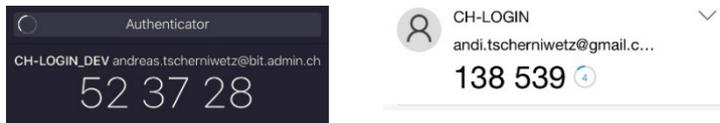
After answering, click on continue



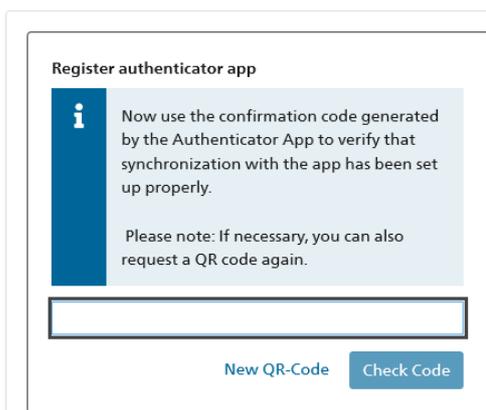
Now you can select another authentication method.
Click on "Register" at the desired method.



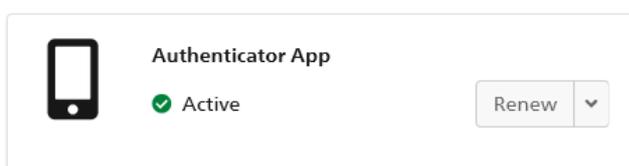
After entering your password, you can register any Authenticator App as an authentication method. You can download it from the Appstore of your smartphone. The most popular apps are from Google or Microsoft, which are available independently of the system.
You start the app and scan the displayed QR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



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



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



Wenn der Code richtig ist, wurde das App aktiviert.

D

E

F

G

Activate phone number for two-factor authentication

Please enter the telephone number (mobile or landline) which you want to use for the second factor authentication. In the next step you will receive a code by SMS to complete the registration.

[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

eiamnoreply eIAM
[353456](#)
 Screenreader-Version: 3 5 3 4
 5 6
 Bestätigungscode
 Mit freundlichen Grüßen Ihre
 eIAM Services der
 Bundesverwaltung

Your cell phone number was answered a confirmation code sent.

I

Confirm phone number

An SMS containing a confirmation code has been sent to the following phone number: 0041796000161. If you have provided a landline number, the SMS will be converted into a voice message.

[Send a new code](#) [Back](#) [Check code](#)

1. enter this code in the appropriate field
2. as soon as you click on "Check code" it will be checked.

J

Mobile / Landline number

Active
 *****61

[Edit](#) ▾

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

END