



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 **not yet registered as Swiss citizens abroad** with a representation and would like to register now. These instructions will guide you step by step through the process of registering as a user of the FDFA Online Desk.

Thank you for your interest.

Instructions on how to create your personal user account

The screenshot shows the official website of the Federal Department of Foreign Affairs (FDFA) of Switzerland. At the top, there is a header with the Swiss flag logo and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. To the right, it says 'Federal Department of Foreign Affairs FDFA' and 'Helpline Jobs Media Contact'. There is also a language selector set to 'English' and a search icon. Below the header is a horizontal navigation menu with links: 'FDFA', 'Foreign policy', 'Travel advice & representations', 'Living abroad', and 'Entry into Switzerland and residence'. The main content area features a 'To the news overview' link and two news cards. The first card is titled 'PARTNERSHIPS' and 'Switzerland and ICRC adapt to the challenges of digitalisation', dated 27.11.2020. The second card is titled 'INTERNATIONAL POLICY' and 'Combating', dated 25.11.2020. At the bottom of the page, there is a grid of eight 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 at the top of the website of the Federal Department of Foreign Affairs (FDFA) www.eda.admin.ch, or further down at the red icon "Online counter DFA". Here is the direct hyperlink: [Online-Schalter EDA](#).

Open the webpage of the [FDFA Online Desk](#) and please read the content. Scroll to the bottom of the webpage until you see the following choices:

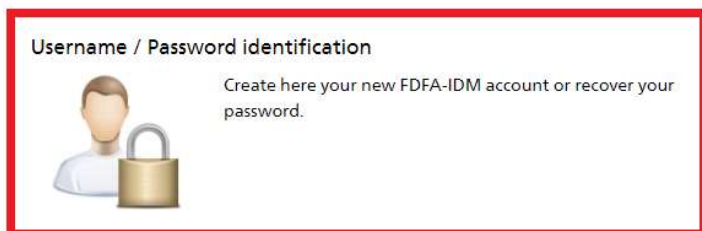


Register with SuisseID [↗](#)

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

Email address

Leave empty

Password

Leave empty

[Login](#) [Abort](#)

[Register new account](#)

[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

Email address

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

[Register](#)

5. Enter your e-mail address and click ["Register"](#).

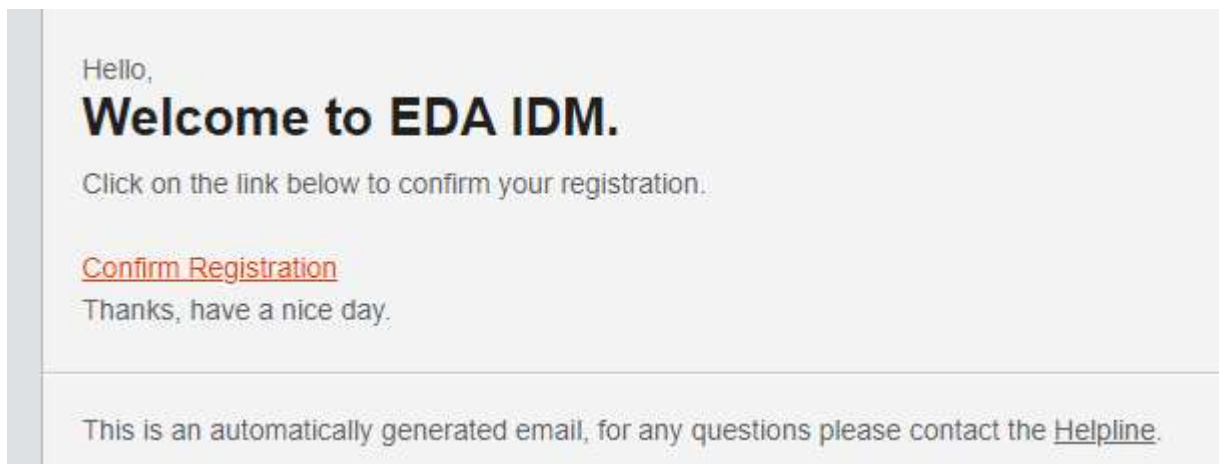
The following information will appear on your screen:

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.



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](#)

Finish

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. Agree to [terms and conditions](#) and click on ["Complete Registration"](#).

The following remark will appear:

Registration online desk



Attention!

No person with your specifics could be found in the register of the Swiss Abroad.

a) Are you already entered in the register of the Swiss Abroad? Please check if you filled out all the required fields according to your official documents.

b) Are you a new arrival? Please click on «Complete Registration».

Enter your personal details according to an official document.

Click on ["Complete Registration"](#).



Complete Registration

12. Click "Registration" at the top right and follow the instructions through the system.

eVERA online desk



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

i Not a new arrival?

Do you already live abroad and have previously registered with a representation?

In this case, the eVERA online desk was unable to link your data correctly. Please contact your representation or our Helpline to make the link manually.

View data

Here you can view your personal data and that of your family members and download a personal record.

Notification forms

Here you can notify changes to your personal data and that of your family (e.g. change of address or civil status, etc.) to your representation for processing.

Notes

Contact

Persons displayed in the account

- Othmar Buntschu

May be of interest to you...

- Registration