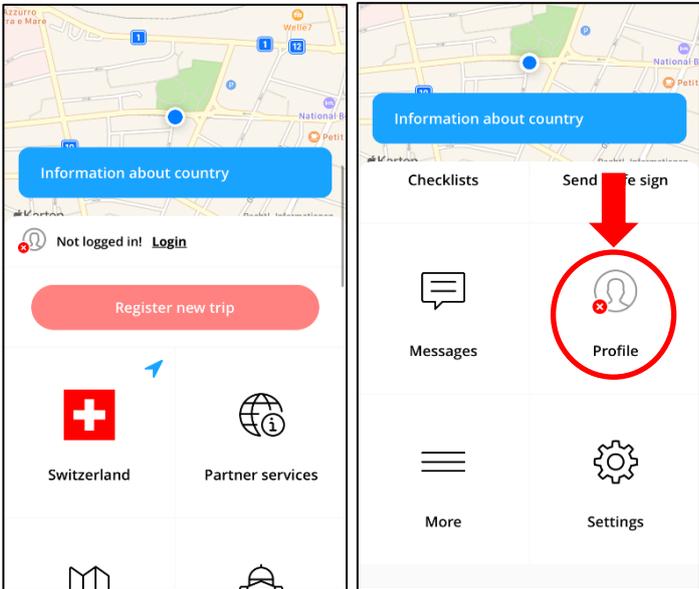
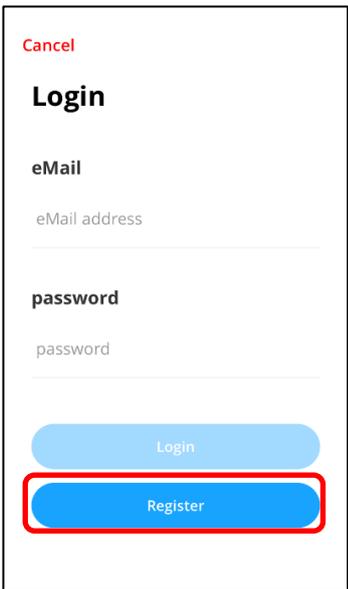


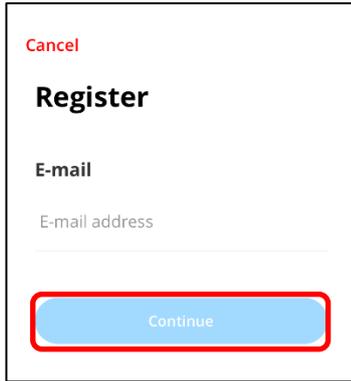
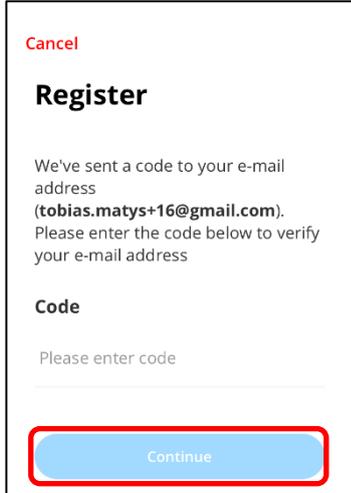
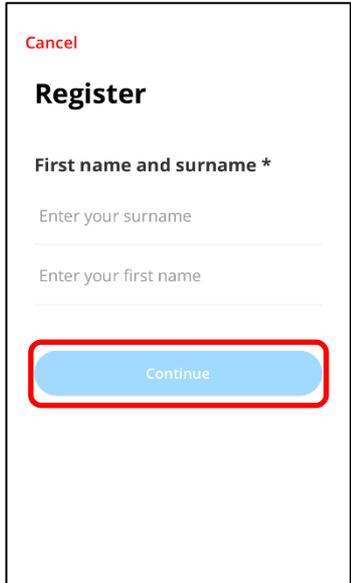


# Travel Admin App Registration Guide

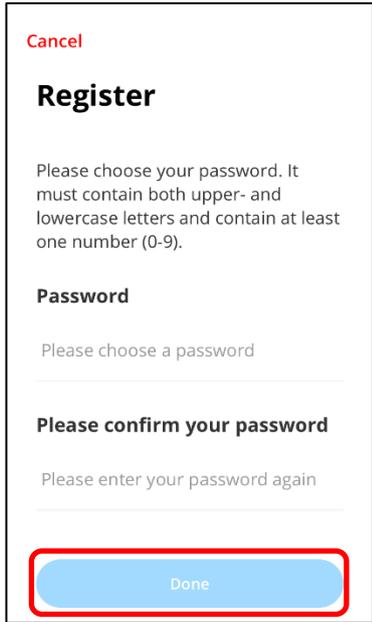
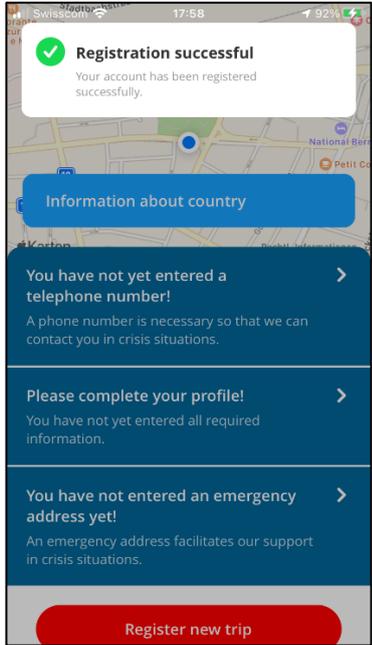
The Travel Admin App for Android/iOS makes it possible for you to submit your leisure or business trips along with your contact information to the Federal Department of Foreign Affairs (FDFA). Your submitted data will be used by the FDFA to contact you should a serious crisis occur in the country of your destination. You can also notify the FDFA of your location via the Travel Admin App. To register via the Travel Admin App, you must follow the steps below:

	In the App	Instruction
1		<p>You have downloaded and installed the Travel Admin App and can make use of the in-app features.</p> <p>In order to register a trip, however, you must first register with your e-mail address.</p> <p>If you do not have a user account yet, tap on "Profile".</p>
2		<p>Select "Register".</p>



3	 <p>Cancel</p> <h3>Register</h3> <p><b>E-mail</b></p> <p>E-mail address</p> <p>Continue</p>	<p>You will be redirected to the registration page. Enter your email address and confirm by choosing "Continue".</p>
4	 <p>Cancel</p> <h3>Register</h3> <p>We've sent a code to your e-mail address (tobias.matys+16@gmail.com). Please enter the code below to verify your e-mail address</p> <p><b>Code</b></p> <p>Please enter code</p> <p>Continue</p>	<p>You will receive an email containing a confirmation code within the next few minutes. Enter it in the input field and press "Continue".</p> <p>If you have not received an email within 10 minutes, check your spam folder. Otherwise, check whether you have made a typing error while entering your e-mail address.</p>
5	 <p>Cancel</p> <h3>Register</h3> <p><b>First name and surname *</b></p> <p>Enter your surname</p> <p>Enter your first name</p> <p>Continue</p>	<p>Next, enter your first and last name and press "Continue".</p>



	<p>Now you can choose your password. Enter it into both input fields (take notice of the requirements for a valid password). Then, press "Done".</p>
	<p>You have been successfully registered with your e-mail address and are now logged in.</p>



### Problems with your registration

If you have problems registering, you can re-register on the Travel Admin website <https://www.traveladmin.ch> or contact the Helpline:

#### Helpline EDA

Effingerstrasse 27  
3003 Bern

Phone  
+41 800 24-7-365 / +41 58 465 33 33

[helpline@eda.admin.ch](mailto:helpline@eda.admin.ch)

