

FINMA portal
User guide

January 2020

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1 Introduction

The FINMA portal hosts a range of applications. To be able to use one or more of these applications, you will need to register on the FINMA portal.

There are two forms of registration available that apply as follows:

1. **Institutions authorised by FINMA** will receive an invitation by e-mail from portaladmin@finma.ch enabling them to register on the FINMA portal. Self-registration is not permitted.
2. **Institutions not authorised by FINMA** should use the self-registration form to access the applications. (**Fehler! Verweisquelle konnte nicht gefunden werden.**)

2 Registration using the invitation email

Institutions authorised by FINMA will receive an invitation in advance by e-mail from portaladmin@finma.ch enabling them to register on the FINMA portal. Please follow the steps below:

1. Click on **[this link]** in the invitation email:



2. Read the data protection provisions and click on **[Next]**:

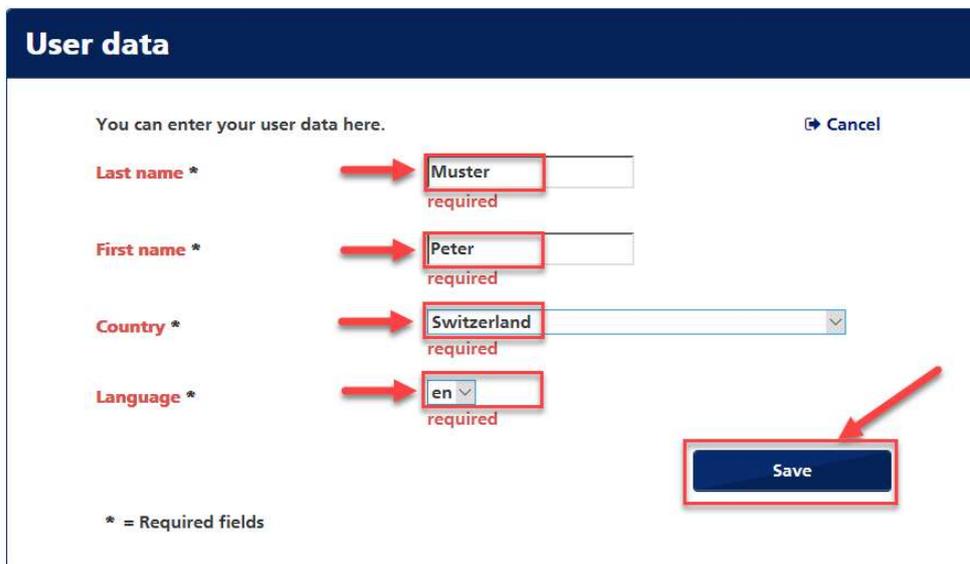


Data protection provisions

Link to the [data protection provisions](#)

You must agree to the data protection provisions in order to register.
By clicking on "Next", you declare that you have taken note of them and agree with the statements on data protection.

3. Fill in all the fields and then click on **[Save]**:



User data

You can enter your user data here.

Last name * required

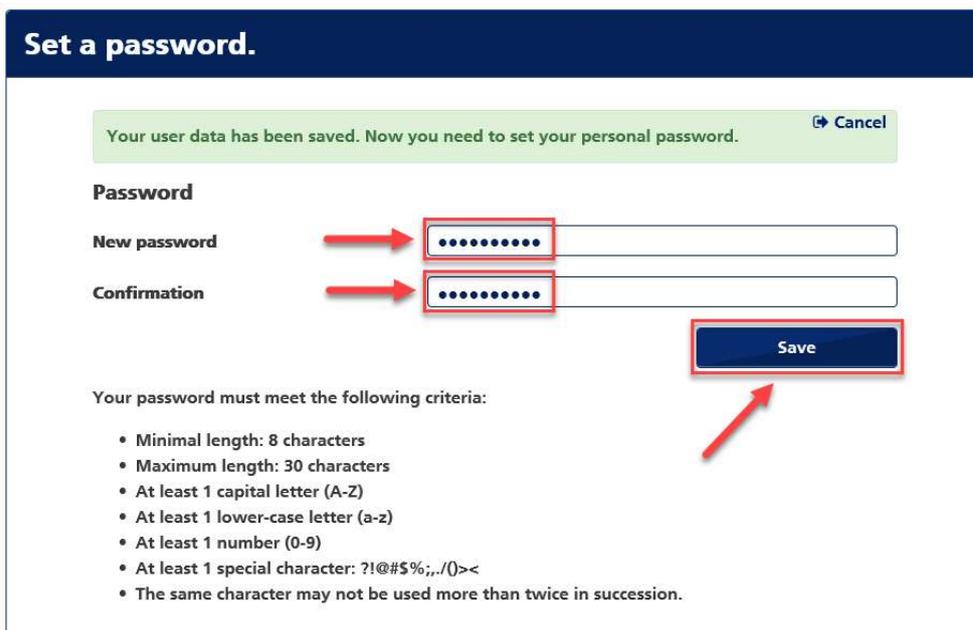
First name * required

Country * required

Language * required

* = Required fields

4. Define a password for yourself and then click on **[Save]**:



Set a password.

Your user data has been saved. Now you need to set your personal password.

Password

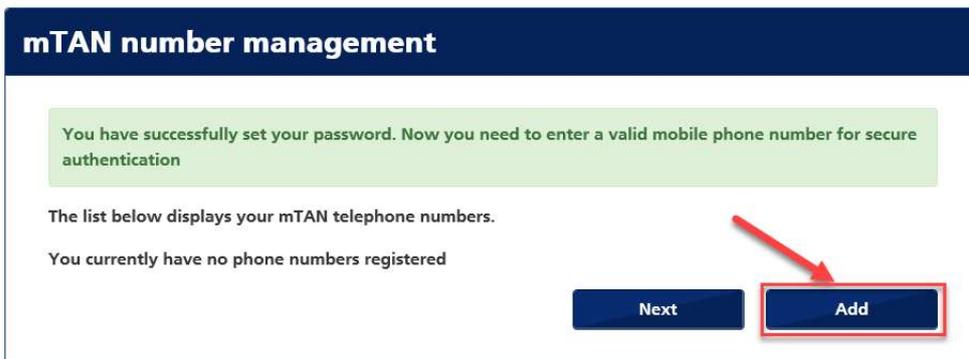
New password

Confirmation

Your password must meet the following criteria:

- Minimal length: 8 characters
- Maximum length: 30 characters
- At least 1 capital letter (A-Z)
- At least 1 lower-case letter (a-z)
- At least 1 number (0-9)
- At least 1 special character: ?!@#5% ; , / () > <
- The same character may not be used more than twice in succession.

5. Click on **[Add]** to include your mobile phone number:



mTAN number management

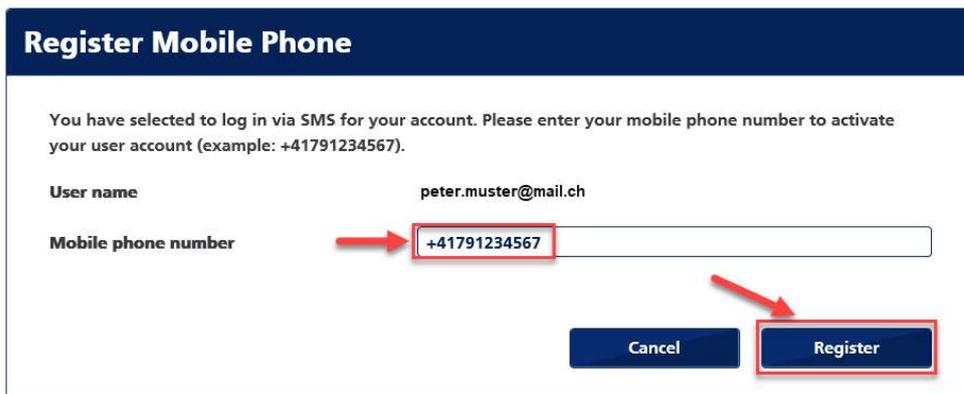
You have successfully set your password. Now you need to enter a valid mobile phone number for secure authentication

The list below displays your mTAN telephone numbers.
You currently have no phone numbers registered

Next Add

6. Enter your mobile phone number in the international format and click on **[Register]**:

Please note: It is not possible to log in without entering a mobile phone number due to two-factor authentication.



Register Mobile Phone

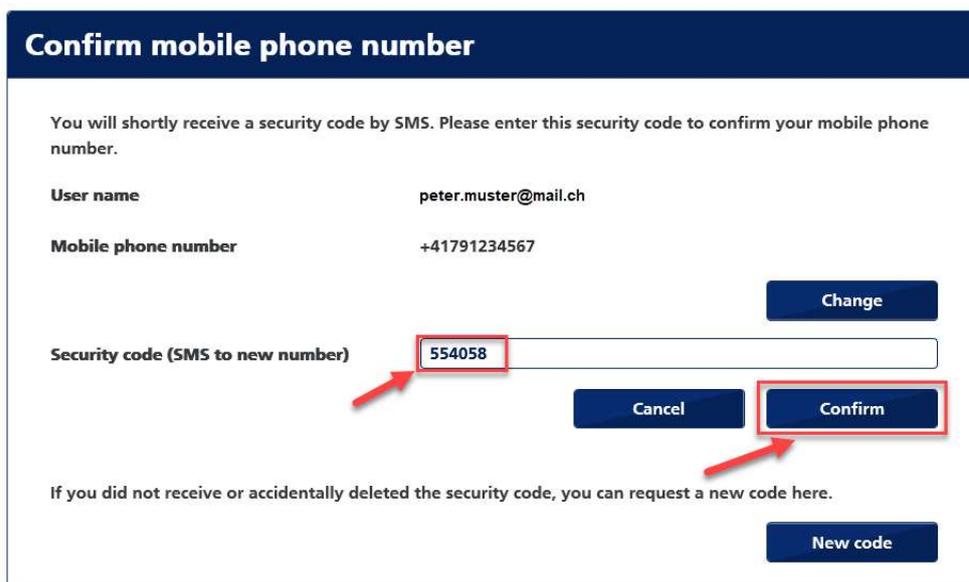
You have selected to log in via SMS for your account. Please enter your mobile phone number to activate your user account (example: +41791234567).

User name peter.muster@mail.ch

Mobile phone number +41791234567

Cancel Register

7. You will receive an SMS with a code that you must enter in the **[Security code]** field. Then click on **[Confirm]**:



Confirm mobile phone number

You will shortly receive a security code by SMS. Please enter this security code to confirm your mobile phone number.

User name peter.muster@mail.ch

Mobile phone number +41791234567

Change

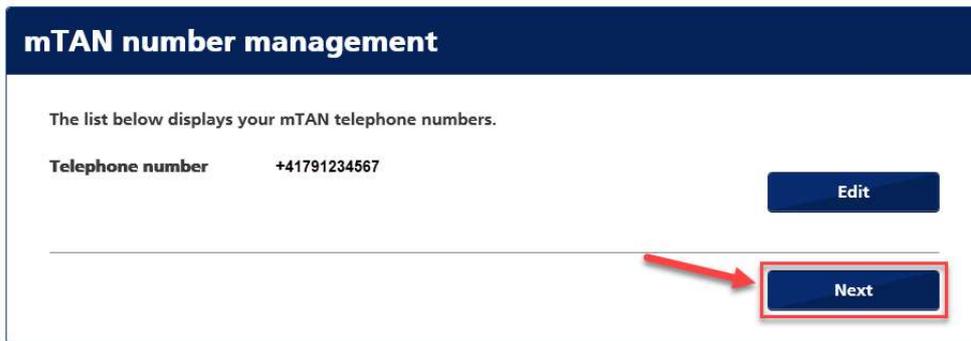
Security code (SMS to new number) 554058

Cancel Confirm

If you did not receive or accidentally deleted the security code, you can request a new code here.

New code

8. Click on **[Next]**:



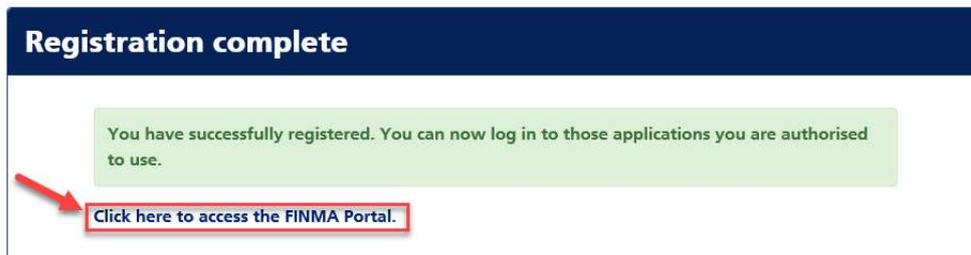
mTAN number management

The list below displays your mTAN telephone numbers.

Telephone number	+41791234567	Edit
------------------	--------------	------

Next

9. The registration has now been completed. To open the portal, click on the link shown below:



Registration complete

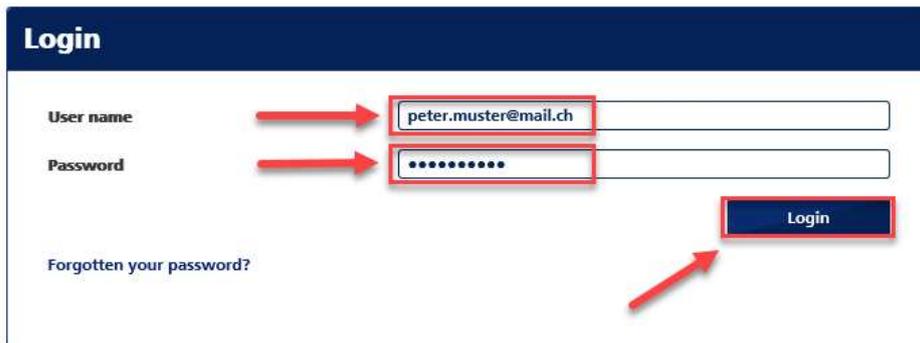
You have successfully registered. You can now log in to those applications you are authorised to use.

[Click here to access the FINMA Portal.](#)

3 Login FINMA portal

You can access the portal either via <https://portal.finma.ch> or via the FINMA website.

1. Fill in all the fields and click on **[Login]**:



Login

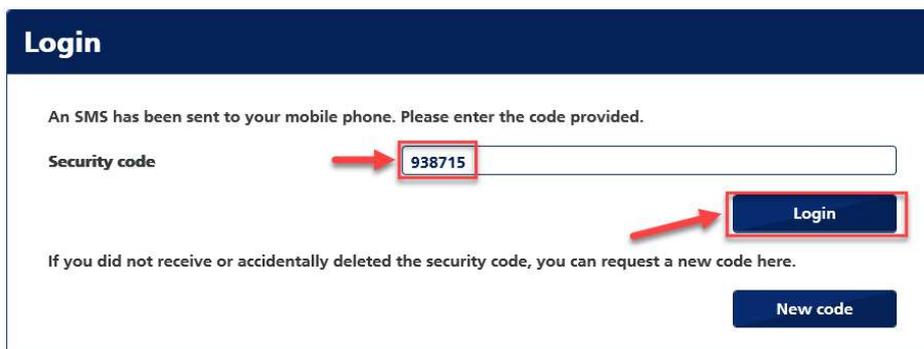
User name

Password

[Forgotten your password?](#)

Login

2. You will receive an SMS with a code that you must enter in the **[Security code]** field. Then click on **[Login]**:



Login

An SMS has been sent to your mobile phone. Please enter the code provided.

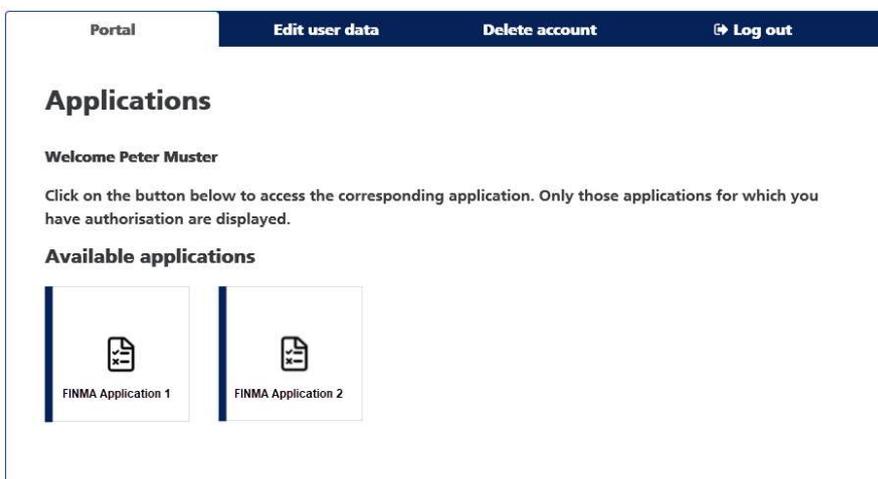
Security code

If you did not receive or accidentally deleted the security code, you can request a new code here.

Login

New code

3. You are now logged in to the portal and can use the applications available to you:



Portal **Edit user data** Delete account **Log out**

Applications

Welcome Peter Muster

Click on the button below to access the corresponding application. Only those applications for which you have authorisation are displayed.

Available applications

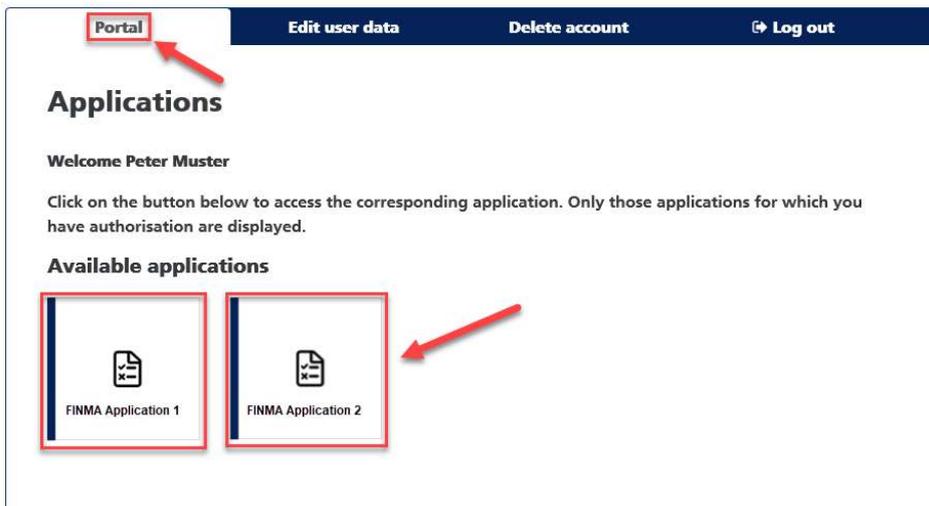
 FINMA Application 1	 FINMA Application 2
------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

4 Portal use

You can access the portal either via <https://portal.finma.ch> or via the FINMA website. Once you are logged in to the FINMA portal, you have the following options:

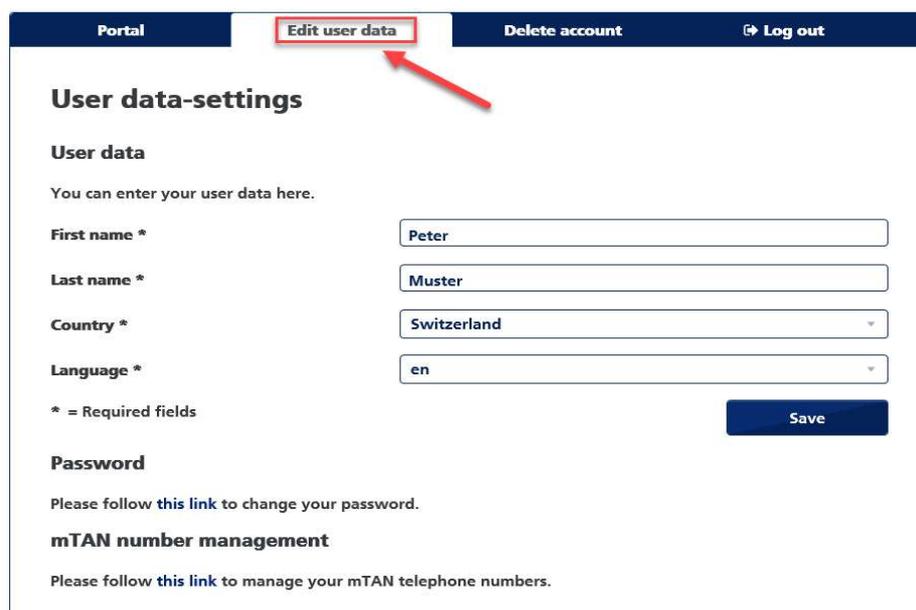
4.1 Homepage of portal

Here you can start the applications that are available to you:



4.2 Edit user data

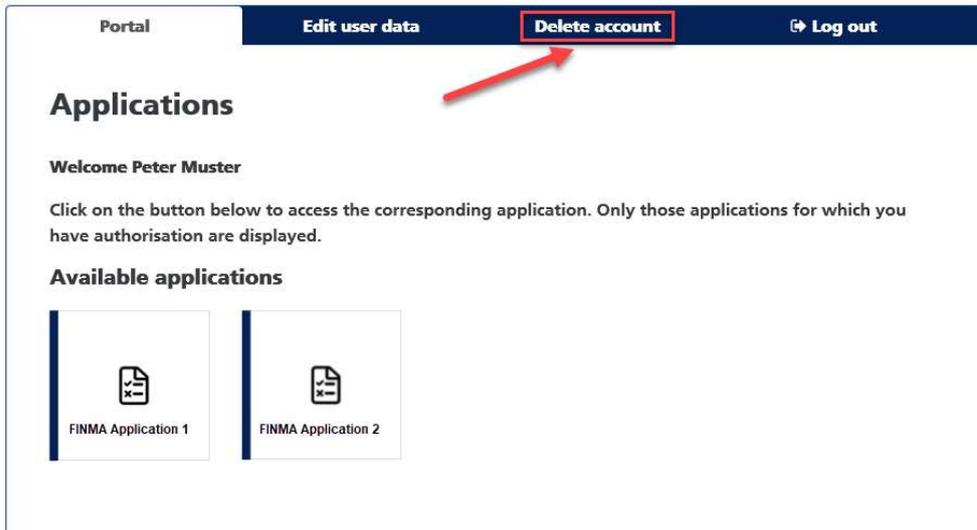
Here you can change your user data as well as your personal password and mobile phone number:



The screenshot shows the 'Edit user data' page. At the top, there is a dark blue navigation bar with the following links: **Portal**, **Edit user data**, **Delete account**, and **Log out**. The **Edit user data** link is highlighted with a red box and a red arrow. Below the navigation bar, the main content area is titled **User data-settings**. Underneath, there is a section titled **User data** with the text: "You can enter your user data here." Below this, there are four input fields: **First name *** (with the value 'Peter'), **Last name *** (with the value 'Muster'), **Country *** (with the value 'Switzerland'), and **Language *** (with the value 'en'). Below these fields, there is a legend: *** = Required fields**. To the right of the legend, there is a **Save** button. Below the **User data** section, there is a section titled **Password** with the text: "Please follow [this link](#) to change your password." Below the **Password** section, there is a section titled **mTAN number management** with the text: "Please follow [this link](#) to manage your mTAN telephone numbers."

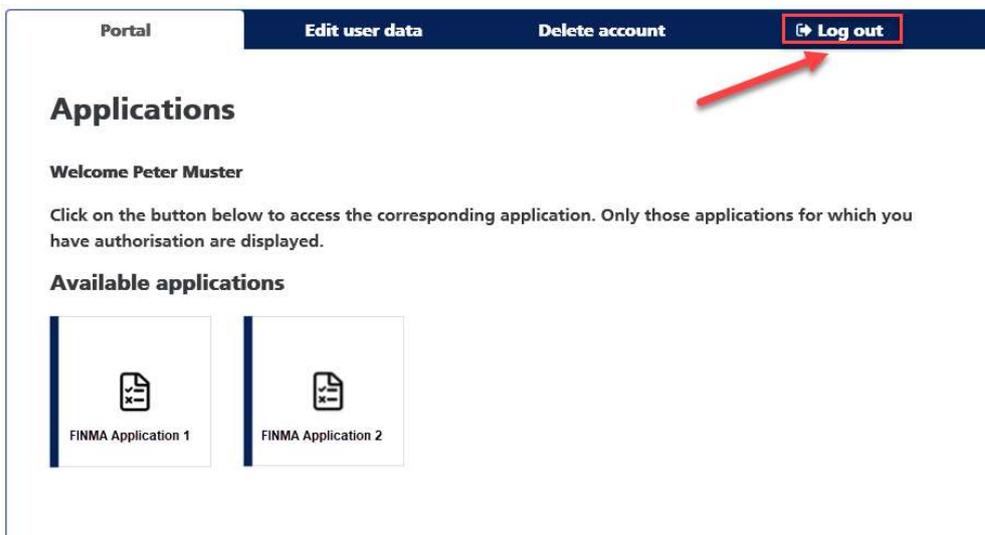
4.3 Delete account

Here you can delete your account. When doing so, please also note the information in the data protection provisions:



4.4 Log out from portal

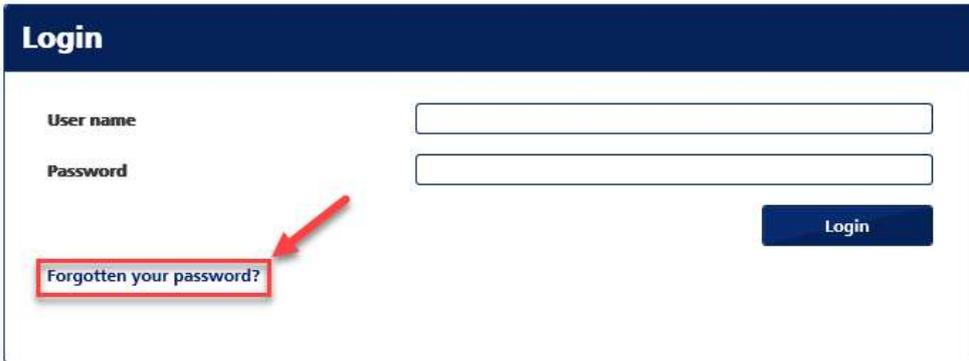
Here you can log out from the portal.



4.5 Reset password

If you forgot your password, you can reset it.

1. In the login screen, click on **[Forgotten your password?]**:



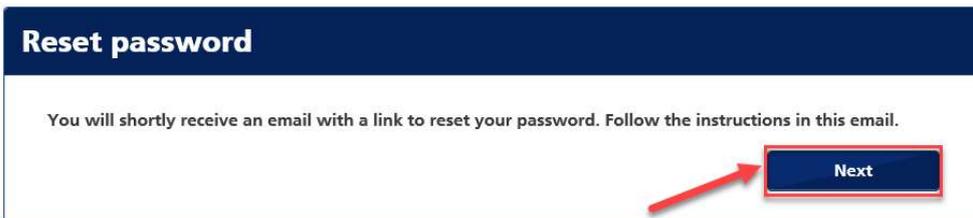
The screenshot shows a login form with a dark blue header containing the word "Login". Below the header, there are two input fields: "User name" and "Password". To the right of these fields is a dark blue button labeled "Login". At the bottom left of the form, there is a link labeled "Forgotten your password?". A red box highlights the link, and a red arrow points to it from the right.

2. Enter your user name and click on **[Send]**:



The screenshot shows a "Reset password" screen with a dark blue header. Below the header, there is a text instruction: "If you have forgotten your password, you can reset it here. Enter your user name and press 'Send'." Below this text is a "User name" input field containing the text "peter.muster@mail.ch". A red box highlights the input field, and a red arrow points to it from the left. To the right of the input field is a dark blue button labeled "Send". A red box highlights the "Send" button, and a red arrow points to it from the left.

3. Click on **[Next]**:



The screenshot shows a "Reset password" screen with a dark blue header. Below the header, there is a text instruction: "You will shortly receive an email with a link to reset your password. Follow the instructions in this email." At the bottom right of the form is a dark blue button labeled "Next". A red box highlights the "Next" button, and a red arrow points to it from the left.

4. You will then receive an email from portaladmin@finma.ch to the address you have entered.

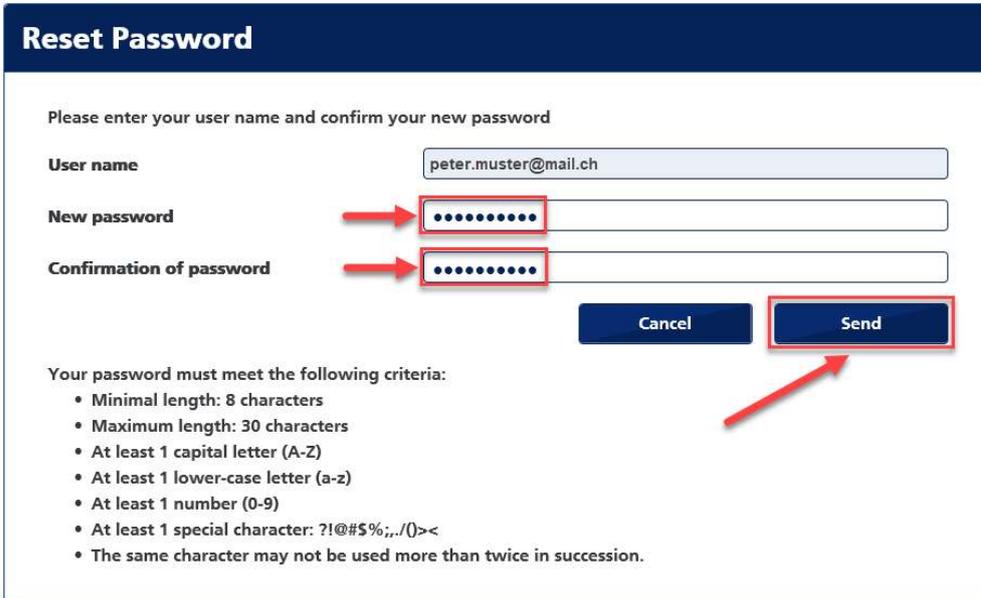
5. Open the email and click on the **[Reset password]** link in it:



6. After you clicked on the link, you will receive an SMS with a code that you must enter in the **[Security code]** field. Then click on **[Login]**:



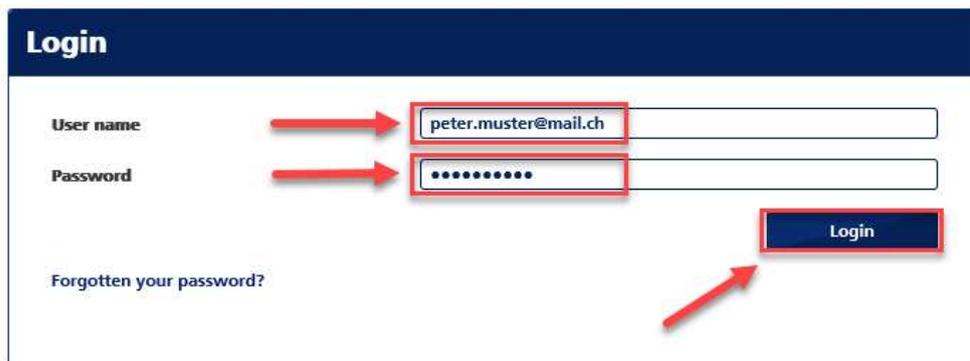
7. Enter a new password and confirm it in the respective fields. Then click on **[Send]**:



8. Click on **[Next]**:



9. Enter your user name and new password and then click on **[Login]**:

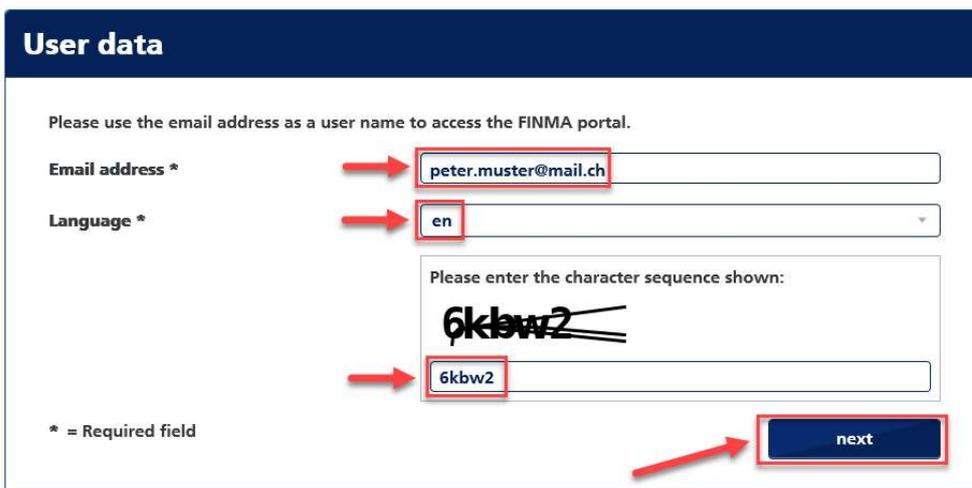


10. You are now logged in to the portal and can use the applications available to you.

5 Self-registration

Institutions not authorised by FINMA can use the self-registration form to register on the FINMA portal as follows:

1. Open the ([Self-registration of institutions not authorised by FINMA](https://portal.finma.ch/auth-login/user-self-reg)) page and click on [the link]:
<https://portal.finma.ch/auth-login/user-self-reg>
2. Fill in the required fields and click on [next]:



User data

Please use the email address as a user name to access the FINMA portal.

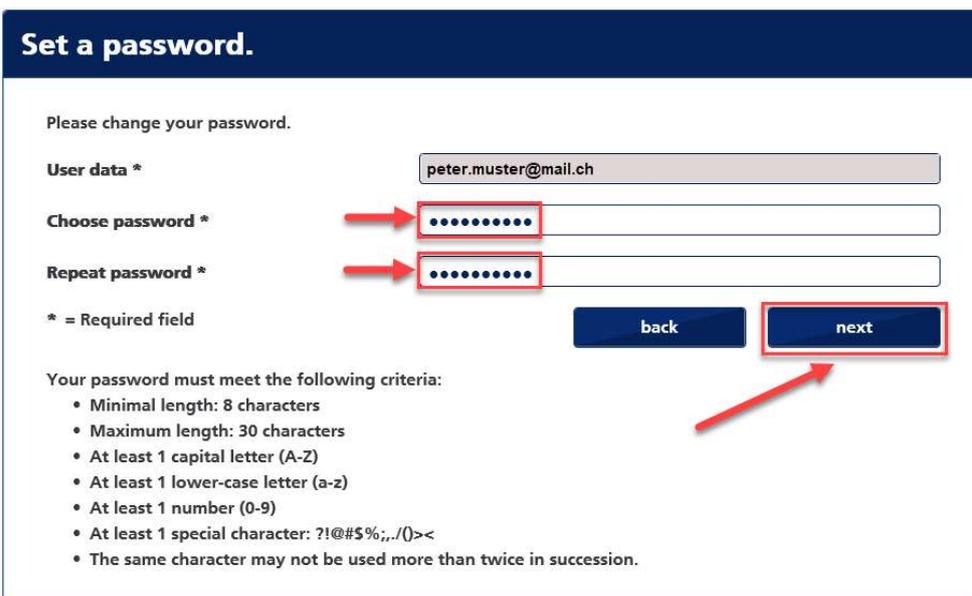
Email address *

Language *

Please enter the character sequence shown:


* = Required field

3. Define a password for yourself and then click on [next]:



Set a password.

Please change your password.

User data *

Choose password *

Repeat password *

* = Required field

Your password must meet the following criteria:

- Minimal length: 8 characters
- Maximum length: 30 characters
- At least 1 capital letter (A-Z)
- At least 1 lower-case letter (a-z)
- At least 1 number (0-9)
- At least 1 special character: ?!@#\$%&.,/()><
- The same character may not be used more than twice in succession.

4. You will receive an email with a link sent to the address you have entered. Click on this link to complete the following registration steps.



FINMA portal: Please complete the registration process

Welcome

You have successfully completed the first step of registration on the FINMA portal.

Please click on the link below to complete the registration.

<https://portal.finma.ch/auth-login/user-self-reg>

5. Read the data protection provisions and click on **[Next]**:

Data protection provisions

Link to the [data protection provisions](#)

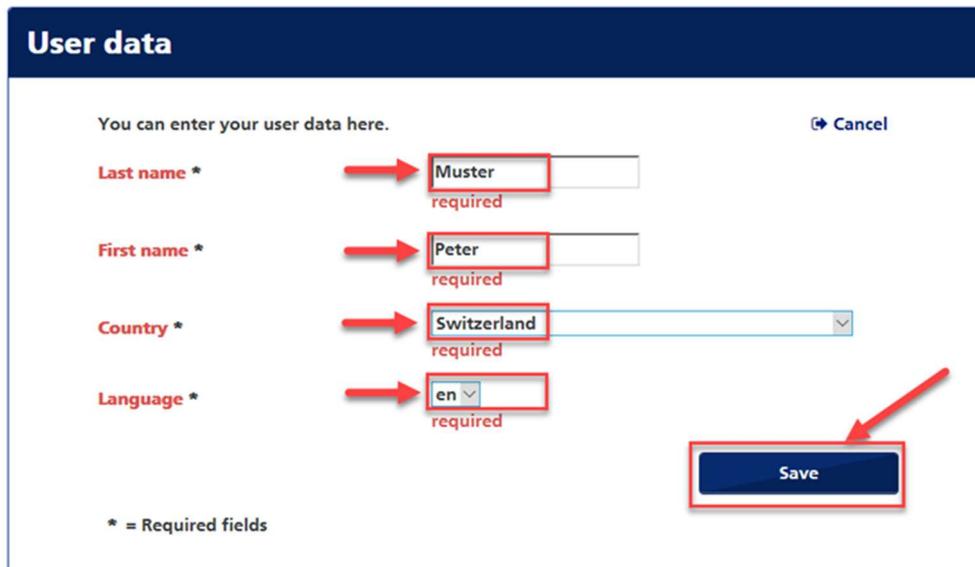
You must agree to the data protection provisions in order to register.

By clicking on "Next", you declare that you have taken note of them and agree with the statements on data protection.

Decline

Next

6. Fill in all the fields and then click on **[Save]**:



User data

You can enter your user data here. [Cancel](#)

Last name * required

First name * required

Country * required

Language * required

* = Required fields

7. Click on **[Add]** to include your mobile phone number:



mTAN number management

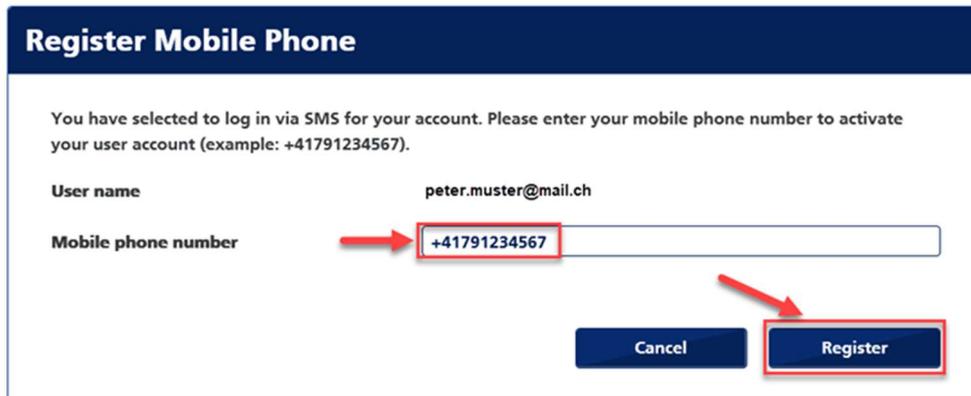
Your user data has been saved. You have to register a mobile phone number for secure authentication now.

The list below displays your mTAN telephone numbers.

You currently have no phone numbers registered

8. Enter your mobile phone number in the international format and click on **[Register]**:

Please note: It is not possible to log in without entering a mobile phone number due to two-factor authentication.



Register Mobile Phone

You have selected to log in via SMS for your account. Please enter your mobile phone number to activate your user account (example: +41791234567).

User name peter.muster@mail.ch

Mobile phone number +41791234567

Cancel Register

9. You will receive an SMS with a code that you must enter in the **[Security code]** field. Then click on **[Confirm]**:



Confirm mobile phone number

You will shortly receive a security code by SMS. Please enter this security code to confirm your mobile phone number.

User name peter.muster@mail.ch

Mobile phone number +41791234567

Change

Security code (SMS to new number) 554058

Cancel Confirm

If you did not receive or accidentally deleted the security code, you can request a new code here.

New code

10. Click on **[Next]**:



mTAN number management

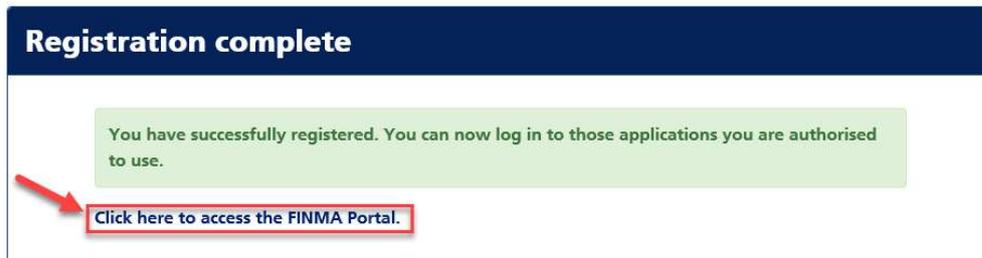
The list below displays your mTAN telephone numbers.

Telephone number +41791234567

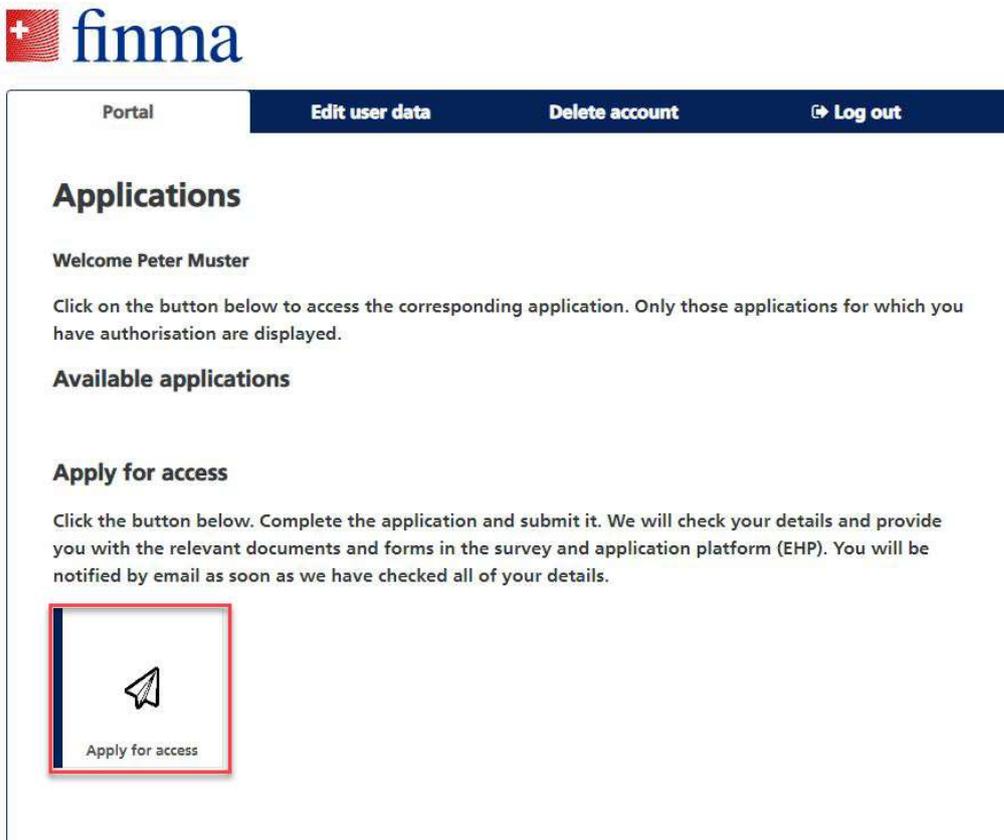
Edit

Next

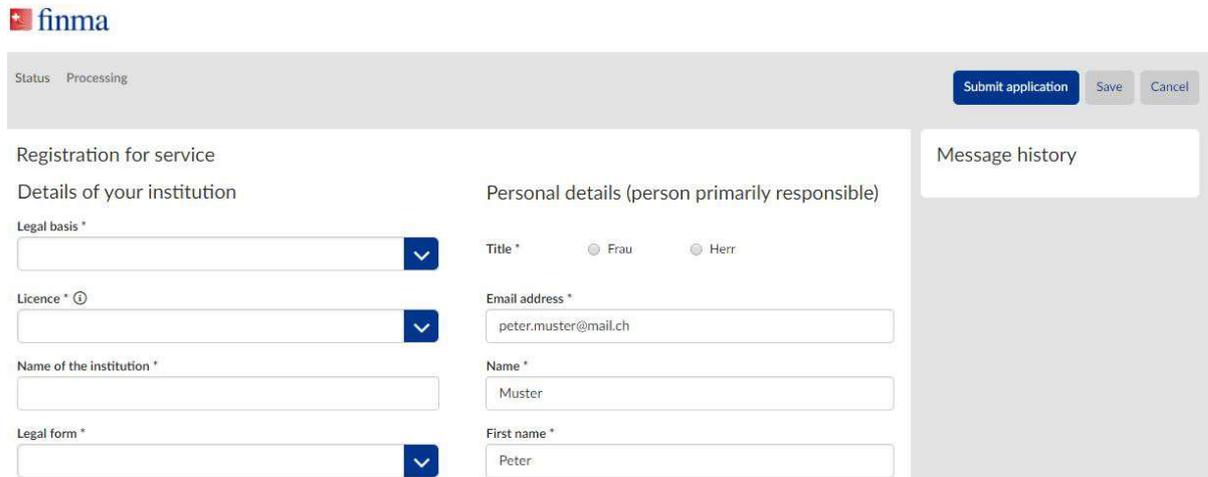
11. The registration has now been completed. To open the portal, click on the link shown below:



12. Click on the button to request access to the survey and application platform (EHP).



13. Complete and submit the application form.



The screenshot shows a web application interface for FINMA. At the top left is the FINMA logo. Below it, the status is 'Processing'. On the right, there are three buttons: 'Submit application' (highlighted in blue), 'Save', and 'Cancel'. The main content area is divided into two columns. The left column is titled 'Registration for service' and contains a sub-section 'Details of your institution' with four dropdown menus: 'Legal basis *', 'Licence *' (with an information icon), 'Name of the institution *', and 'Legal form *'. The right column is titled 'Personal details (person primarily responsible)' and contains four input fields: 'Title *' with radio buttons for 'Frau' (selected) and 'Herr'; 'Email address *' with the value 'peter.muster@mail.ch'; 'Name *' with the value 'Muster'; and 'First name *' with the value 'Peter'. To the right of these columns is a 'Message history' section, which is currently empty.

The authorisation coordinator entered and his/her deputy if applicable will be notified by e-mail within a few working days once your details have been checked successfully. They will then be able to log into the FINMA portal and access the documents and forms provided there.

<https://portal.finma.ch>