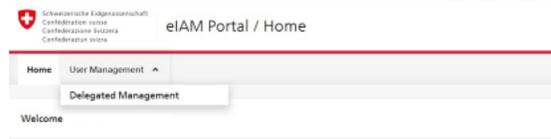
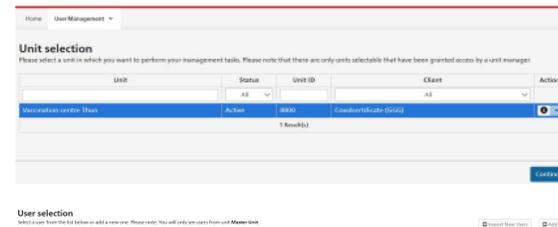


# Short guide to the authorisation of certificate issuers on [www.covidcertificate.admin.ch](http://www.covidcertificate.admin.ch)

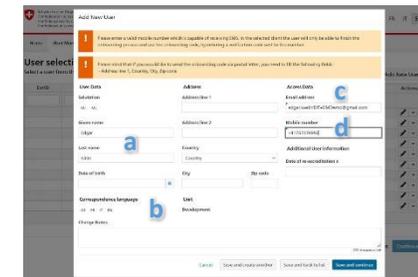
- 1 Log in on [www.portal.eiam.admin.ch](http://www.portal.eiam.admin.ch). Under the User Management menu item, select the option Delegated Management.



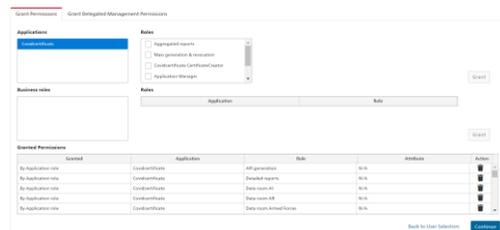
- 2 Click on the name of your unit and then on Continue. Select Add New User.



- 3 Please enter the following: a) last name/first name; b) language for correspondence; c) email address; d) mobile number; postal address (if sent by post).



- 4 Under Applications, click on Covidcertificate. A field containing permissions will open. Select the roles for the user and click on Grant. The authorisations will appear in the table under Granted Permissions. Then click on Continue.



- 5 To make the changes you must now enter a text and initiate the change via Send Notification Email.



- 6 The user and you will receive a confirmation email summarising the changes. You can now make further changes via Manage Other Users.

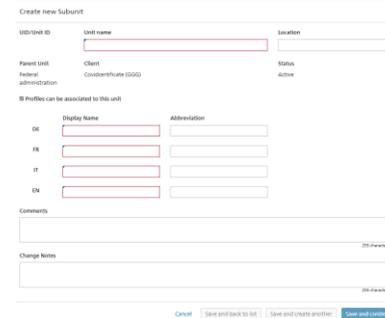


# Functions for the cantons' delegated managers to enter new units

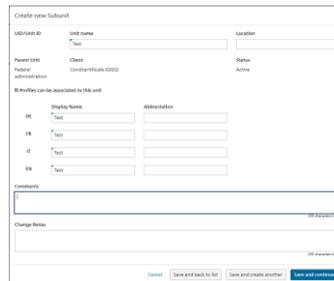
- 1 In Unit Selection, click on the unit to which the sub-unit is to be added.  
To edit, click on the dropdown symbol to the right of the pencil and select the menu item Add Subunit.



- 2 In the new window you can now enter the details of the sub-unit.



- 3 Once you have entered the details, click on Save and Continue on the bottom right.

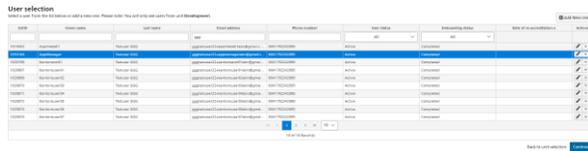


- 4 The unit is now created and you can start entering your users.

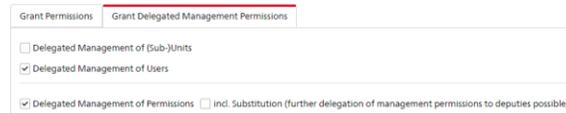


# Functions for for cantons' delegated managers to enter new delegated managers

- 1 Open the unit in which the user is recorded. In the overview, search for the user to whom you want to grant delegated manager permission. Select the user and click on Continue.



- 2 In the detailed view of users now click on the Grant Delegated Management Permissions tab. Here you can now check the Delegated Management of Users and Delegated Management of Permissions boxes for the decentralised user manager.



- 3 As soon as you have checked the second box another menu will open on the lower part of the page. Here you must select the point Covidcertificates. This defines what roles the user can assign to other users.



- 4 Once you have selected all the roles, click on Grant and then on Continue.



- 5 To make the changes you must now enter a text and initiate the change via Send Notification Email.



- 6 The user and you will receive a confirmation email summarising the changes. You can now make further changes via Manage Other Users.

