Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of the Environment,
Transport, Energy and Communications DETEC

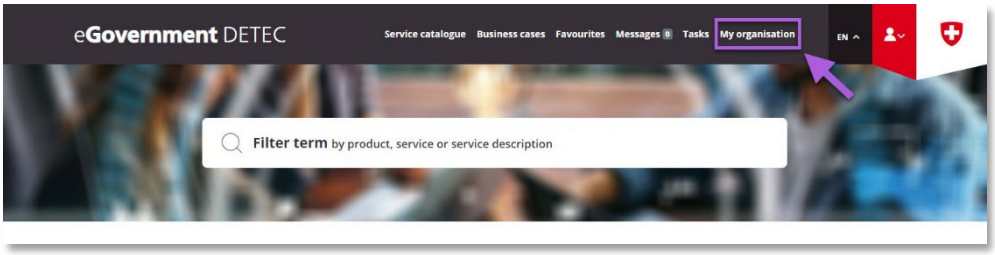
Federal Office of Civil Aviation FOCA
Safety Division - Flight Operations

INSTRUCTIONS
Register as cargo acceptance point company and acquire corresponding service role

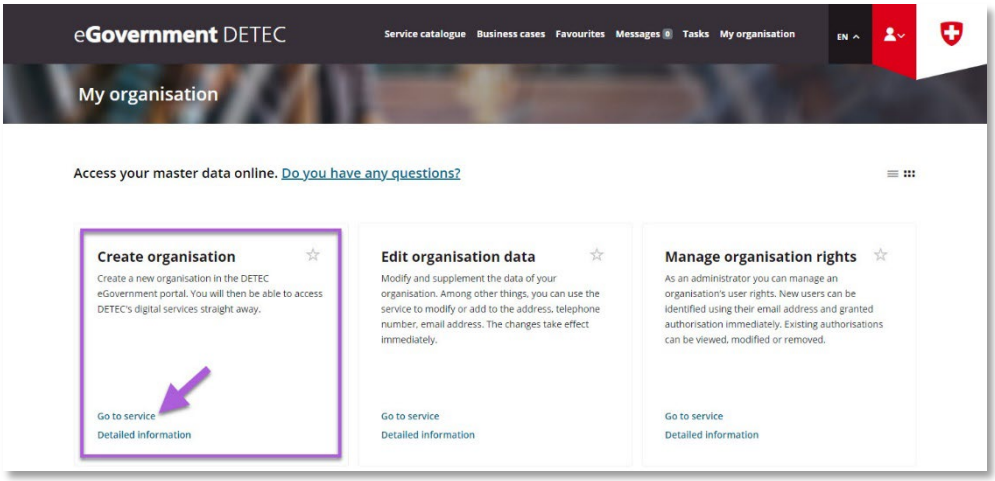
Step 0 (if not yet done): Register and log in to the DETEC eGovernment portal
→ How can I register and log in to the DETEC eGovernment portal?

Step 1: Create organisation (= Cargo acceptance point company)

Click on «My Organisation»



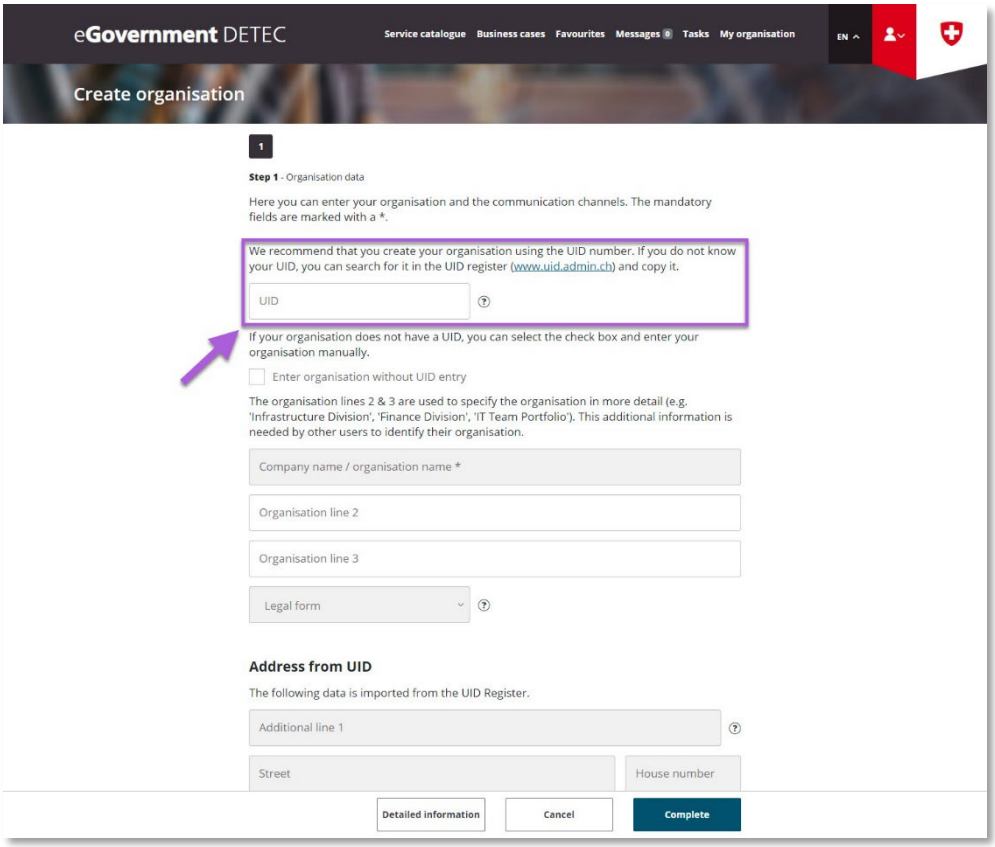
Start service «Create organisation»



ADMINISTRATIVE INFORMATION – FOR FOCA ONLY

Business Object	132.3-101/4/1	**Prepared by**	SBOC DG / lub	**Released by**	L-SBOC, 17.03.2023
Document Owner	SBOC	**Revised by**	SBOC DG / lub	**Distribution**	External

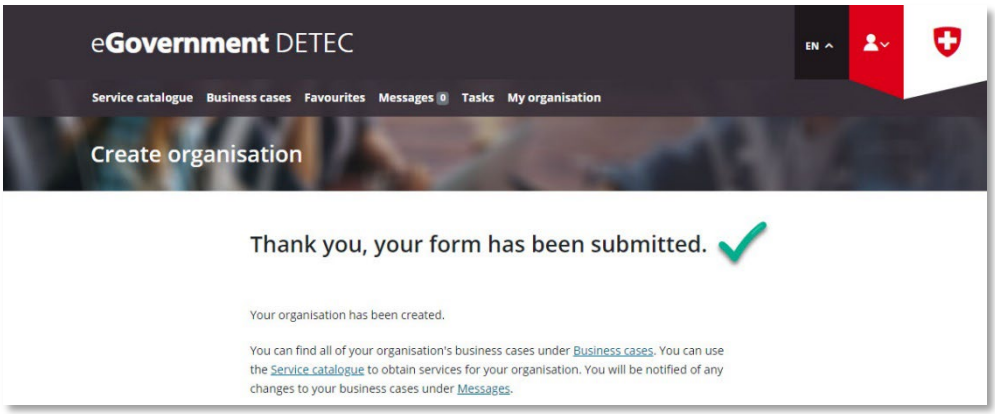
Enter data of the company (= Cargo acceptance point company)



- **Important note on the e-mail addresses**: All e-mail addresses specified here will receive an automatically generated excel file sent by e-mail every day between 5:00 - 6:00 a.m. with the latest list of dangerous goods consignor companies complying with the declaration obligation, meaning which have submitted a valid declaration (incl. additional shipping locations).

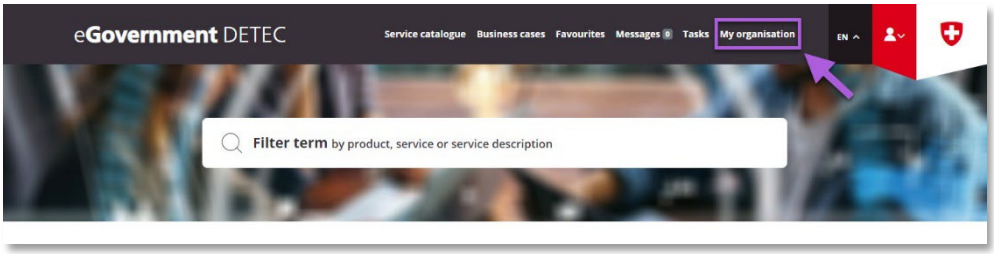
- **Note on the IBAN**: No IBAN number has to be provided

Reception of transmission confirmation (= Cargo acceptance point company successfully created in the eGovernment DETE portal)

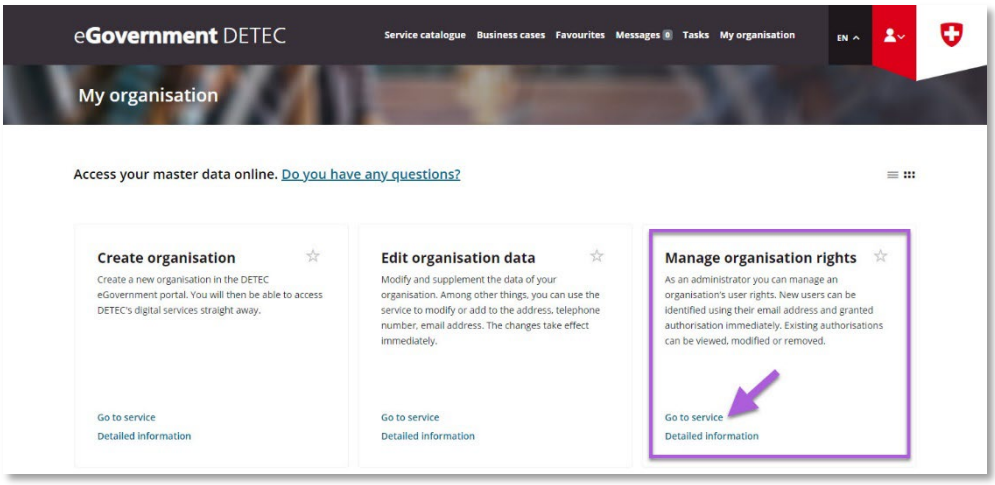


Step 2 (if necessary): Add employees who can check on the eGovernment DETEC portal whether a company subject to declaration has submitted a declaration

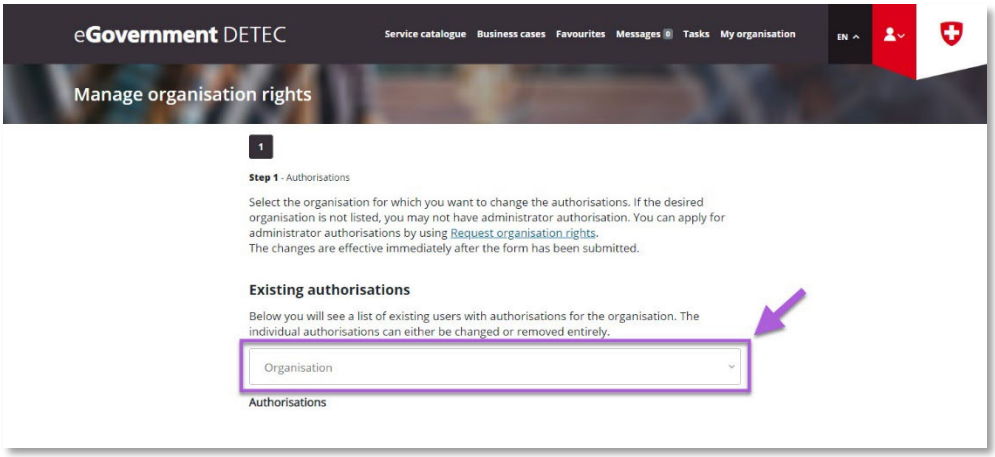
Click on «My Organisation»



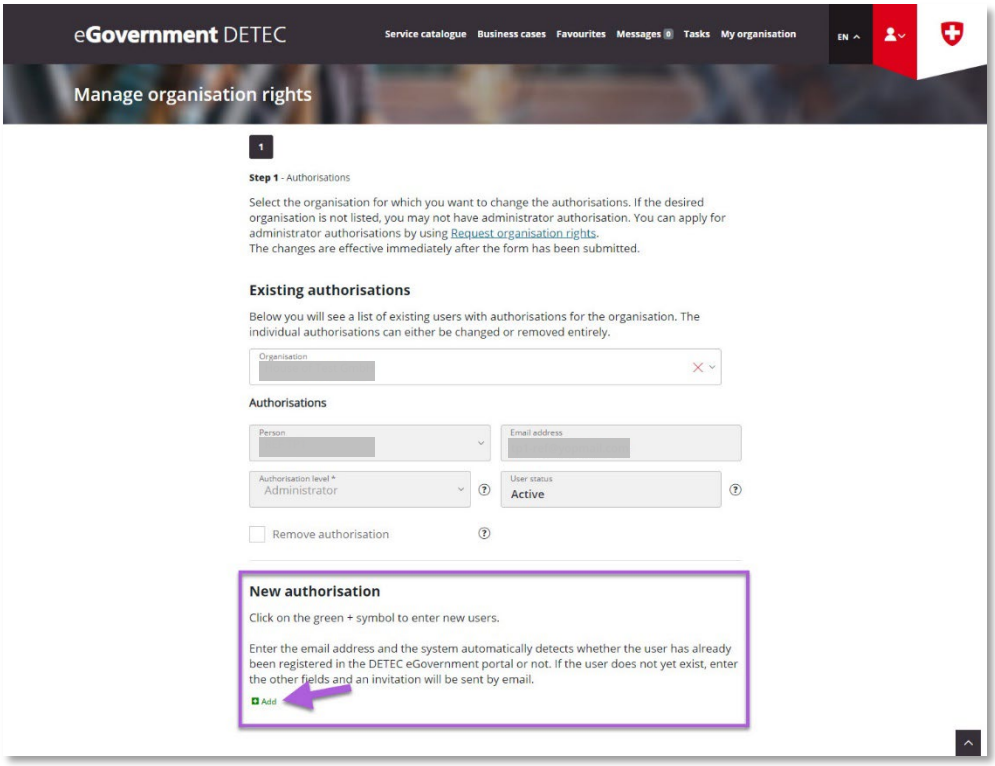
Start service «Manage organisation rights»



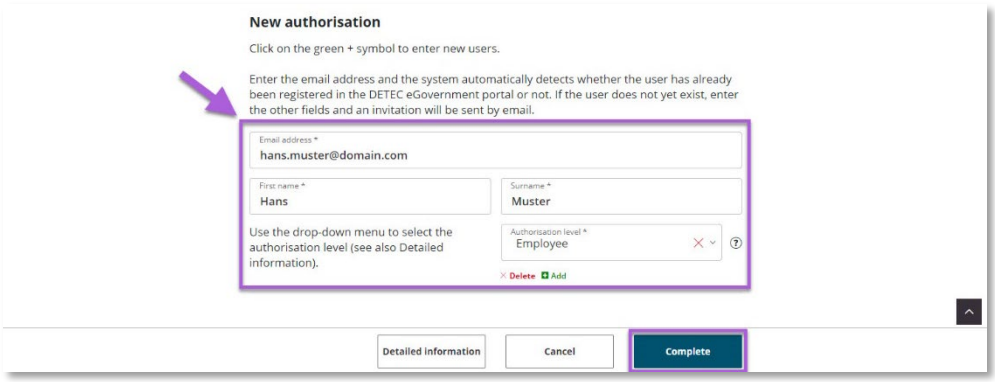
Select the organisation (= cargo acceptance point company) that has just been created on the eGovernment DETEC portal



Under «New authorisation», click on «Add»

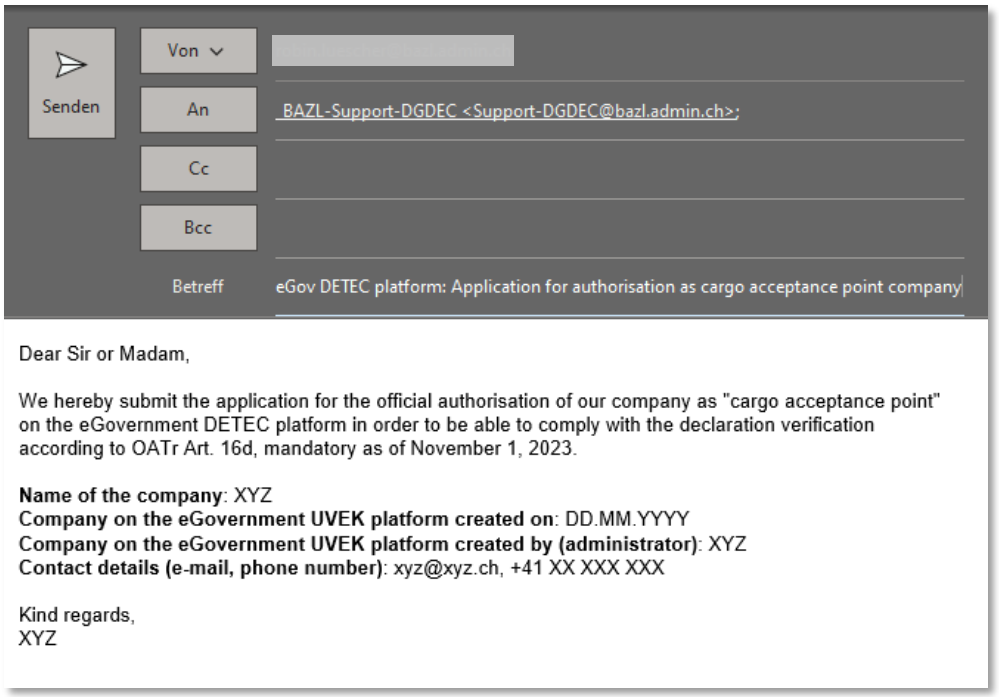


Enter e-mail address, first name & last name as well as authorisation level of the employee (if necessary enter additional employees by "Add") and then click on "Complete"



- **Note on the registered employees**: After the successful registration of the employees, they will receive a notification and invitation by e-mail to register in the eGovernment DETEC portal. Once they have registered, they are automatically authorized as employees of the corresponding cargo acceptance company and are able to use the service "Check declarations"

- **Note on the registered employees**: In case a person registered as employee in the eGovernment DETEC portal is no longer active in the cargo acceptance point company or has taken up other responsibilities, this person can be removed by clicking on "Delete" in this service

Step 3: Contact the FOCA via e-mail and submit an application for the assignment of the service role "Cargo acceptance point" in order to be able to use the service "Check declarations" (→ **Support-DGDEC@bazl.admin.ch**)

Example application letter