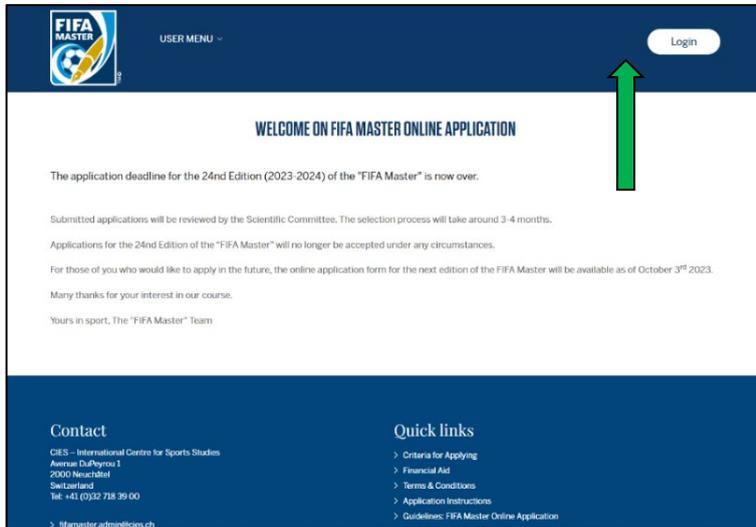# Application Instructions

Login creation for and access to the online application platform.

– Locate the online application form by following this link.

– Click on the "Login" button such as highlighted in green below.

– A "Sign up" pop-up appears: fill in all the requested fields (including creating a password), then insert in the related field the verification code given.

– Check your email box and click on the Verification link email. If this email does not appear in your inbox, please check your spam folder. You are automatically redirected to the application platform.

– After the redirection to the application platform, you must go through a **Double Authentication procedure**, used by the platform to ensure a secure access to your account and protect your personal data.

– To do so, please first look for, download and install a Double Authentication app on your mobile phone (the most common ones are Google Authenticator and Windows Authenticator).

– Once downloaded and installed on your mobile phone, open the app and register your email account/profile, similar to the one used for the platform account.

– Under the newly registered account in your authentication app, use the dedicated function/button of the app (for example Google Authenticator: "+" colored symbol down right) to scan the QR-Code displayed on the platform after the redirection from your email. **Attention: the QR code appears only once!!**

– Once the QR code scanned, a token (six digits number) appears on your authentication app.

– Go back to the application platform, press the "Login" button to open the "Sign in" pop-up, enter your username and password, then click the "Next" button.
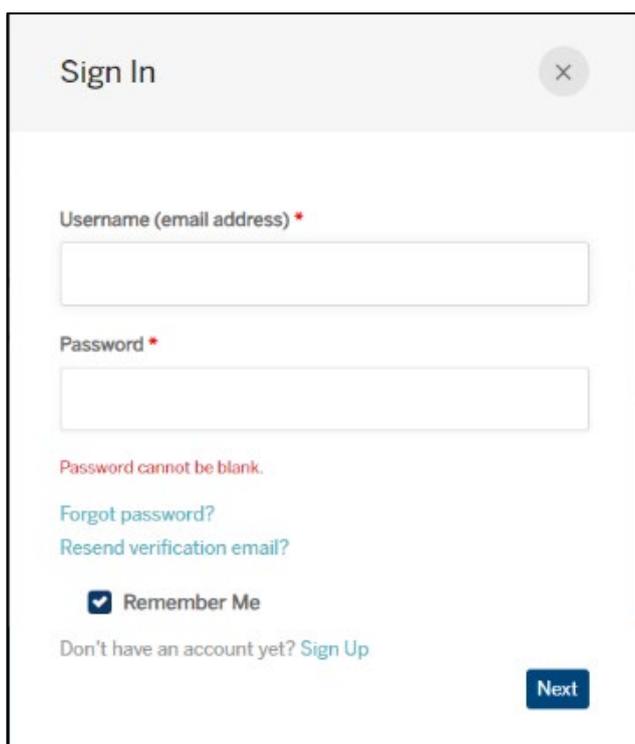
Sign In ✕

Username (email address) *

[   ]

Password *

[   ]

Password cannot be blank.

Forgot password?

Resend verification email?

☑ Remember Me

Don't have an account yet? Sign Up

[Next]

– Enter the token number received on your double authentication app inside the dedicated field of the login page.
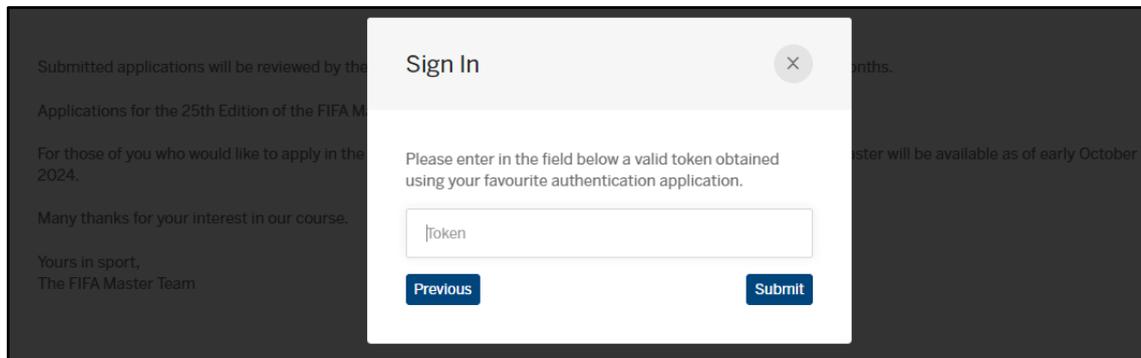
– You can now enter the platform and get access to your personal account and online application.

Important information concerning the account creation and access procedure:

– In case you forget your password and/or username it is possible to reset it by clicking on "Forgot Password?" on the "Sign in" page.

– You can also request the verification email to be resent in case you did not receive it by clicking on "Resend verification email?" from the login page. You will then receive an email to reset your password or to activate your account.

– Then, the process is the same as explained at the beginning of this section.

– If the double authentication procedure fails (loss of the QR-Code generated once only, or any other reason), please contact Fifamaster.admin@cies.ch for support.

General remarks:

– Please answer all of the questions clearly and fully.

– Fields with * are mandatory.

– Save your application form regularly by clicking on the "Save Draft" button at the bottom of each section.

– Every time a menu content is correctly saved and all mandatory fields have been filled, a green tick will appear on the relevant Section.