



CORE instructions for VVB¹

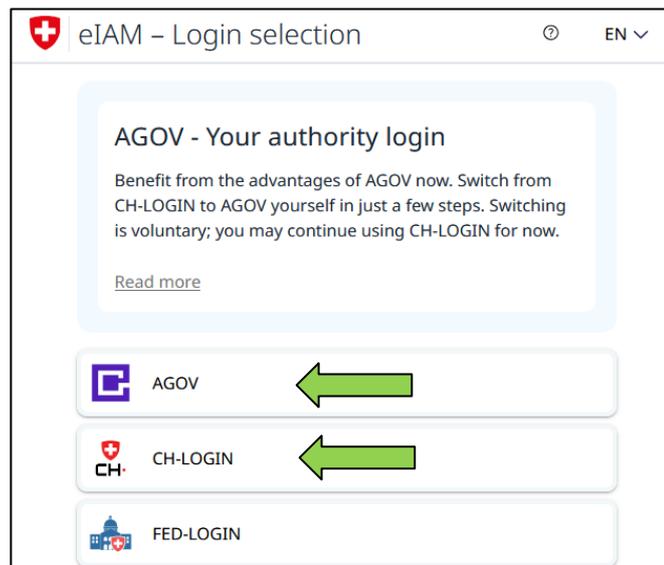
Submission of documentation on offsetting projects

Purpose

These instructions are intended to assist employees of approved validation and verification bodies (VVBs) for offsetting projects in submitting applications and monitoring reports (Art. 7 para. 1, Art. 8b para. 1, Art. 11 para. 3 and Art. 9 para. 5 CO₂ Ordinance, [SR 641.711](#)).

1 CORE login

To access CORE, you need a login for the e-mail address used for your approval. Go to the www.core.admin.ch website and select the desired login method (AGOV or CH-LOGIN). Please note that CH-LOGIN is only available until 31 October 2026. So if you do not yet have login details, we recommend that you create an AGOV login. If you already use a CH-LOGIN, please switch to AGOV in plenty of time before 31 October (see [eIAM Help](#)).



Further information on logging in with AGOV can be found under [AGOV registration](#). If using CH-LOGIN, please refer to the instructions here: [CH-LOGIN registration](#).

The first time you access CORE, you will be asked to accept the terms of use.

¹ Release Tag 3.14.0 & latest (www.core.admin.ch/version.txt)

CORE instructions for VVB

2 Selecting your identity

Logging in takes you to your personal portal, where you can select your 'identity' as an employee of your OVV organisation.

The screenshot shows the 'CORE - Portal' interface. At the top, there is a navigation bar with the Swiss Confederation logo and text in German, French, Italian, and English. The main content area is titled 'My identities' and includes a table with columns for Name, Organisation, Town, and Climate policy instruments. A green arrow points to the 'Select' button in the table. Below the table, there is a 'New identity?' section with a 'Register new identity' button, which is highlighted by a pink arrow. To the right of this section is an 'Enter access code' form with a 'Send' button.

Name	Organisation	Town	Climate policy instruments
Validator Verifier	Example VV Body	-	Compensation projects

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Important :

The action «Register new identity» is only intended for applicants and project developers.

If you have not yet been assigned an 'identity' as an employee for your organisation in the role of VVB, please **ask the overall manager** of your VVB to activate an 'identity' for you with the Compensation Office.

For OVV organisations, only the Compensation Office manages employee and access rights in CORE. For more information, please refer to the online help (?).

CORE instructions for VVB

3 Starting requests

Under 'Available requests', you can start a request for 'COP Monitoring' report or 'COP Application'.

The screenshot displays the CORE - Portal interface. At the top, there is a header with the Swiss Confederation logo and text in German, French, Italian, and English. The main navigation bar includes 'My data', 'Employee', 'Business cases', and 'Dossiers'. The 'Available requests' section is highlighted with a green arrow pointing to the 'Start request' button for 'COP Application'. Another green arrow points to the 'Start request' button for 'COP Monitoring report'.

My contact details ⓘ

Validator Verifier
[Redacted]

Example VV Body
[Redacted]

Compensation projects

Tel: -

My dossiers ⓘ

Number	Name	Climate policy instrument	Organisation	Available requests
No entries				

My current requests ⓘ

Dossier	Name	Status	Step
No entries			

Available requests ⓘ

COP Monitoring report	Start request
COP Application	Start request

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Once requests are started, you will also find guidance on the required entries in online help (🔗).

4 Questions and assistance

If you have any questions or problems, please contact the Compensation Office (projects in Switzerland: kop-ch@bafu.admin.ch; projects abroad: carbonoffset@bafu.admin.ch).