

# Designee Management System (DMS) DMS User Registration



Federal Aviation Administration

This TIP sheet will guide new users through the registration process and existing users direction on how to reset your password and/or request your log in ID.

**NOTE:** DMS Users may also contact the FAA HelpDesk @ 1-844-FAA-MYIT (322-6948) or e-mail the helpdesk at: [helpdesk@faa.gov](mailto:helpdesk@faa.gov) for assistance in resetting passwords or gaining Log-in credentials. DO NOT create another account.

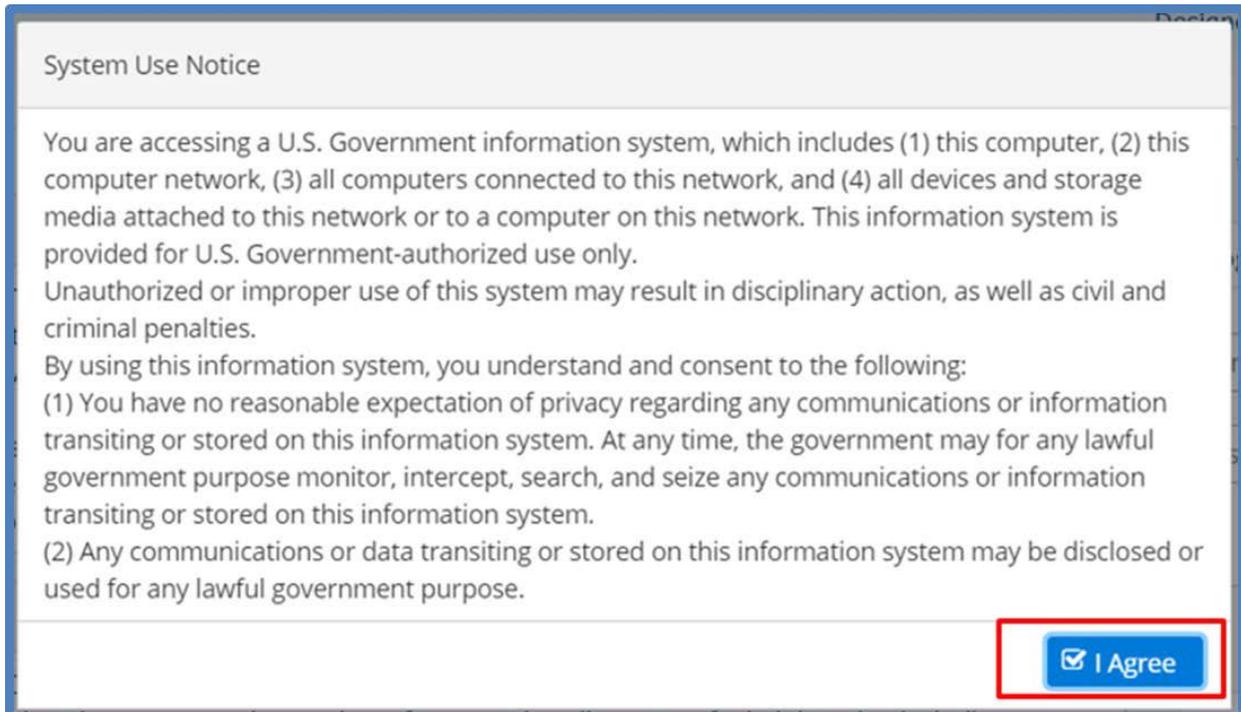
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## User Registration

If this is your first time accessing DMS, you must register. Follow the steps below to register:

- 1) Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) The “System Use Notice” appears, click **I Agree**.



- 3) Under the “Links” section, click on **User Registration**.

The screenshot shows a user interface with a blue border. At the top, it says "Looking for a Designee in your area? Click Here". Below this is a "Login" section with a "Login" button. Underneath is a "Links" section with three links: "User Registration" (highlighted with a red box), "Forgot Username", and "Forgot Password".

***The User Registration Screen Opens***

- 4) Under the “User Registration and Security Information” sections, enter all required data and click **Submit**.

**User Registration** \* Indicates required field.

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**Registration**

First Name: \*

Last Name: \*

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**Security Information**

Email: \*

Email Confirmation: \*

User Name: \*

Password: \*

(Password must be a minimum length of 12 characters that includes upper and lower case characters, numbers and special characters as follows - at least 1 upper case, at least 1 lower case, at least 1 number, at least 1 special character; No character can be repeated twice in sequence.)

Confirm Password: \*

Security Question: \*

Answer: \*

5) Login to the Designee Management System (DMS) with your **Username** and **Password**.

**Login**

Username:

Password:

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**Links**

- [+ User Registration](#)
- [🔒 Forgot Username](#)
- [🔒 Forgot Password](#)

**The DMS Home Page Opens**

**Forgot User Name / Forgot Password:**

Select either link and follow the prompts.

Looking for a Designee in your area? [Click Here](#)

**Paper Reduction Act Statement**

Paperwork Reduction Act Statement The information is necessary to determine your eligibility to become an FAA designee. It is estimated that it will take approximately one minute per response. The information will become part of the Privacy Act system of records, DOT /FAA 830, Representative of the Administrator, and it will be used to evaluate your qualifications for appointment as a designee. It should be noted that a person is not required to collect information unless it displays a currently valid OMB control number. The OMB control number associated with this collection of information is 2120-0033. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20.

**FAA Designee Program**

The Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. The Designee Management Policy establishes the process and procedures for managing all aspects of administration including registration, application, selection, appointment, orientation, training, oversight, suspension and termination. The DMS program represents a consolidation of existing policy and procedures across the Office of Aviation Safety (AVS) lines of business: Aircraft Certification Service (AIR), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM). All Applicants for designation, current designees, and FAA personnel responsible for managing designees/delegations must follow the Designee Management Policy and use the DMS tool as directed except for the holders of Organization Designation Authorization (ODA).  
[Please click the link to view the policy](#)  
 Note: Due to security requirements, after 30 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity.

**Login**

Username:

Password:

**Links**

- User Registration
- Forgot Username**
- Forgot Password**

## Forgot User Name:

Provide your e-Mail address to retrieve your User Name

**Forgot User Name** \* Indicates required field.

**Email Address**

Please enter your Email Address to retrieve your User Name.

Email: \*

## Forgot Password:

Provide your User Name and e-Mail

**Forgot Password** \* Indicates required field.

**User Name and Email**

Please enter your Email Address and User Name that was used for the registration and select the Submit button.

User Name: \*

Email: \*

**The DMS Home Page Opens**