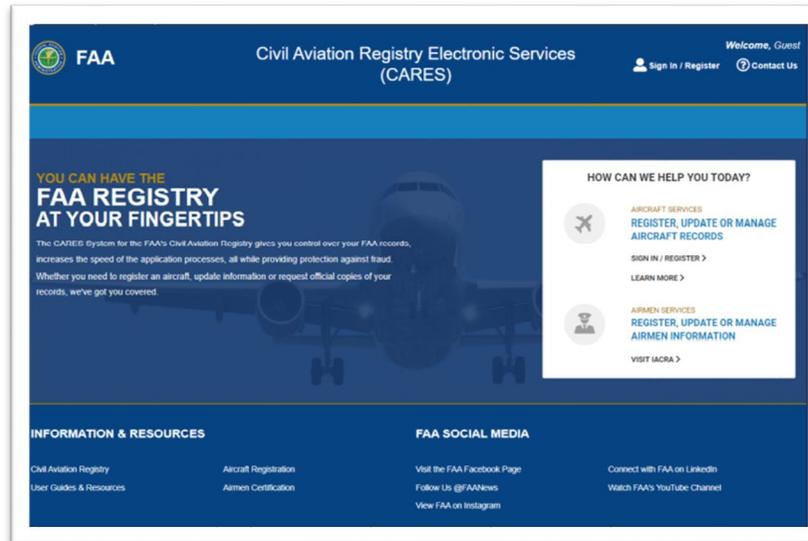


1. MYACCESS HOMEPAGE AND SIGN UP

1. In your Internet address bar, type <https://CARES.faa.gov>
2. Select "Sign in/Register" which takes you to the FAA's MyAccess login page.
3. Select "Don't have an account? Sign up".
4. The MyAccess External User Registration page opens. Enter your first name, last name, email and select "Last 4 digits of SSN."
Note: Using the last 4 digits of your SSN is the easiest way to verify your account.
Select the "I'm not a robot" check box and click <Submit>.
5. On the Popup, select <Confirm> to acknowledge the information provided will be used for verification and not stored in CARES.
6. Result: The **Identification Validation** window appears.



* You are registering for the access to the application
Civil Aviation Registry Electronic Services (CARES)

* First Name: Middle Name:

* Last Name: Suffix:

* Email Address:

Select the option below for your identity validation

Last 4 digits of your SSN

Capture Government issued ID document using mobile phone

I'm not a robot

Submit

2. ID VALIDATION USING SSN

- In the **Identification Validation** window, enter information:
1. Type in your full name, residential address, mobile phone, date of birth, and last 4 digits of SSN.
 2. Click <Confirm Information>.
 3. When the next screen appears, enter mobile phone number again and select how you would like to receive your PIN number and then click <Confirm information>
 4. When you receive the PIN message, type the PIN into the field provided, then select <Confirm Information>.
 5. When the PIN is confirmed, a success message will appear, and you will receive an email from the **MyAccess administrator**.

3. ACTIVATE ACCOUNT

- In the **email** from the **MyAccess administrator**,
1. Click on <Activate Account> green button in the email.
 2. You will be directed to a password creation screen where you will enter a password that meets the requirements.
 3. Select the <Create My Account> button. The CARES homepage appears.
 4. Select the **Sign In/Register** button.
 5. Enter your Email Address and click <Next>
 6. Enter your Password and click <Verify>.
 7. The **Set up multifactor authentication** screen appears.
- Note:** FAA's MyAccess uses multifactor authentication which requires users to set up an authentication method using OKTA or Google Authenticator.

4. SETUP AUTHENTICATOR

- On the **Set up multifactor authentication** screen:
1. Click the <Setup> button for the **Google Authenticator** option
 2. On the popup screen, select your device type either iPhone or Android and click <Next>.
 3. Follow instructions to launch the Google Authentication app on your phone and scan the barcode that appears and click <Next>.
 4. A success message appears, indicating you can login to CARES.

Note: If you prefer to use OKTA, refer to the **CARES First Time Sign In and Complete Profile** user guide for more information. This is available at https://www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/

5. COMPLETE CARES LOGIN

1. In your internet address bar, type <https://CARES.faa.gov>
2. Select "Sign in/Register"
3. On the MyAccess Login screen, enter your Email address and click <Next>.
4. Enter your Password and click <Verify>
5. Using the Google Authenticator App on your phone, locate the six-digit code and enter it on the Google Authenticator screen and click <Verify>
6. Click the <I AGREE> button on the **TERMS OF SERVICE** page.
7. You are now logged into the CARES application!