Designee Management System (DMS)
DAR-T Registration and Apply

Federal Aviation Administration

This job aid provides the Designee guidance on how to Register, Create, and Submit an application for a DAR-T registration in the Designee Management System (DMS).

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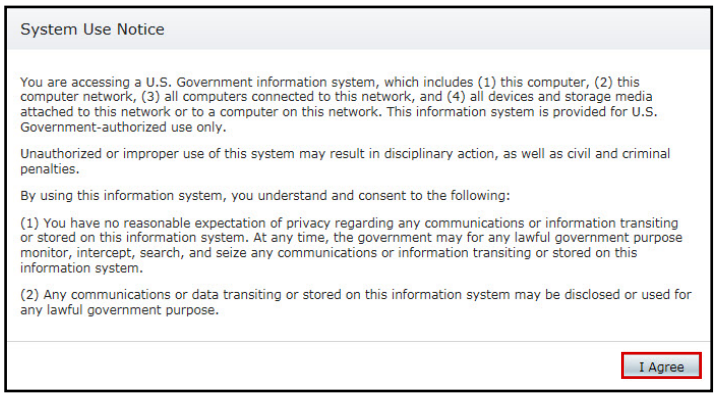
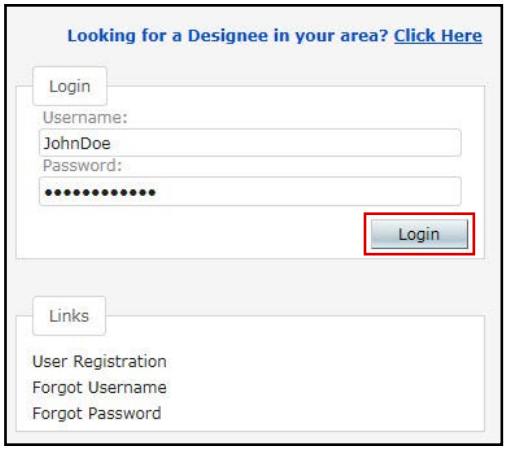
Designee DMS Login

1) Access DMS by opening an Internet Explorer browser and typing the URL: https://designee.faa.gov/

2) The "System Use Notice" appears on the screen, click **I Agree**.



3) If you have already registered, on the Designee login page enter your **Username** (email), and **Password**, and click **Login**.



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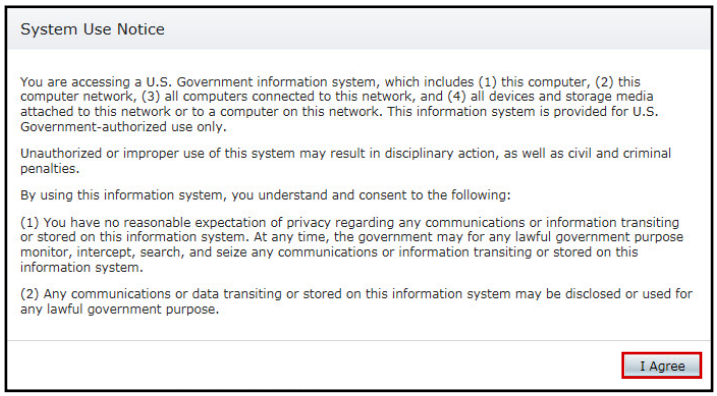
User Registration

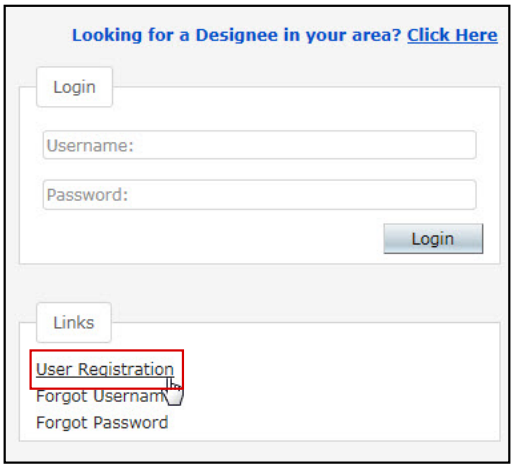
If this is your first time logging into DMS, you must register. Follow the steps below to register:

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 User Registration screen opens.

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

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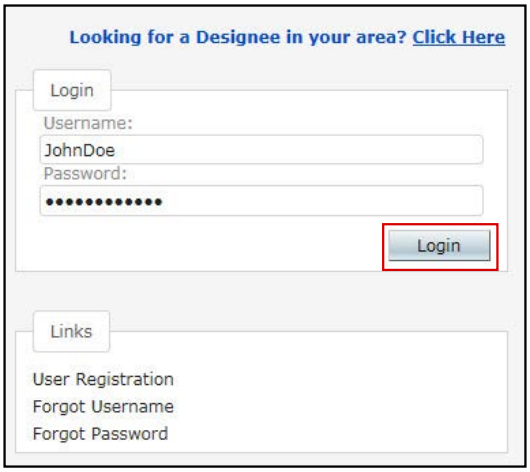
5) Login to the Designee Management System (DMS) with your **Username** and **Password**.



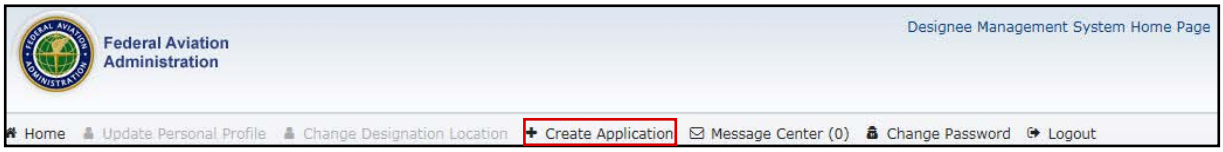
The DMS Home Page opens.

Create Application

The Designee Application is organized by Tabs beginning with the Agreements Tab, and ending with the Signature Tab. If you are not able to finish the application, click the **Save** button at the bottom of the screen. A saved application will appear under "My Applications" on the DMS home page.

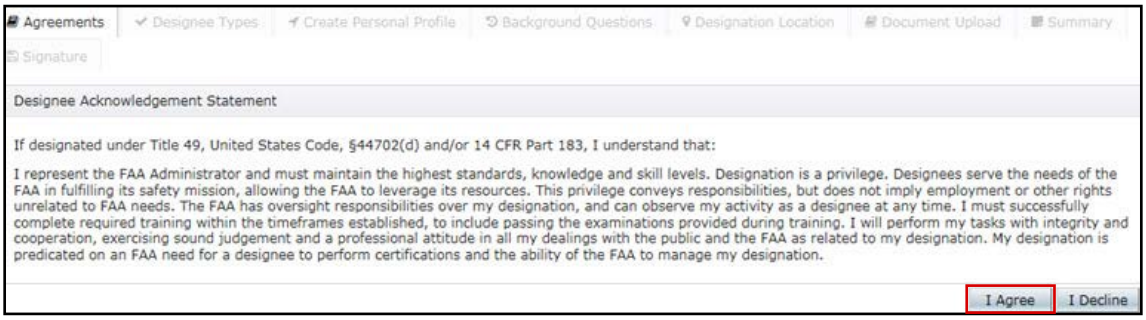
Begin the Application Process:

1) On the DMS Home Page, click on **Create Application**.



The Agreements Tab opens

2) Review the "Designee Acknowledgment Statement" and click **I Agree**.



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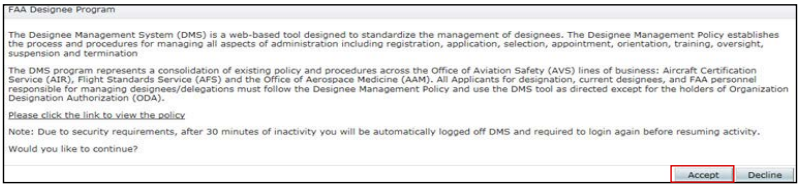
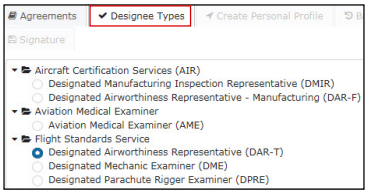
3) Review the “FAA Designee Program” statement, and click **Accept**.

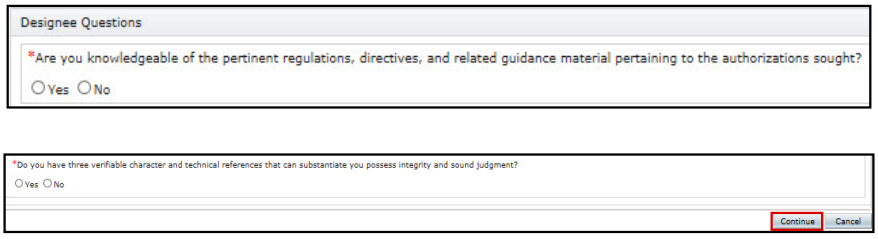


The Designee Types Tab opens

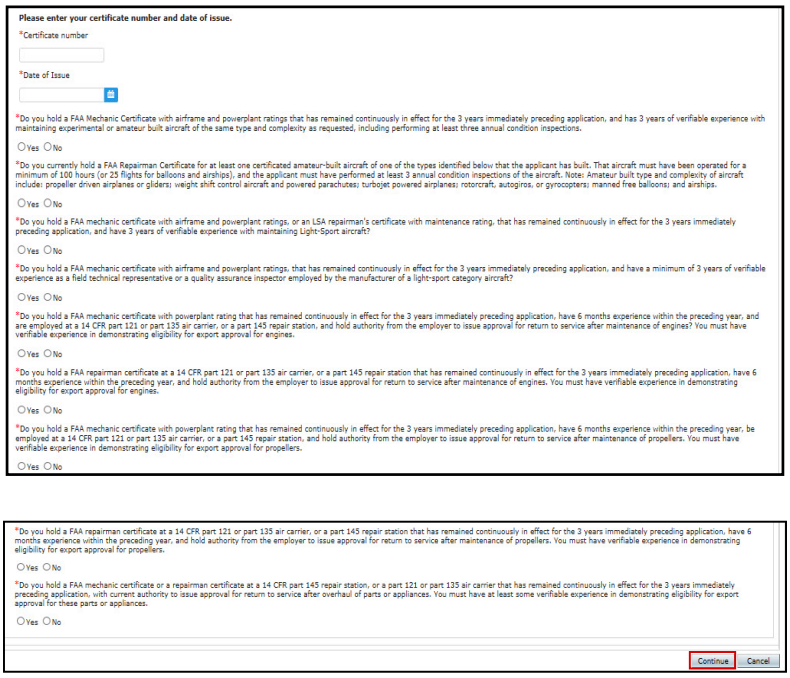
4) From the Designee Types Tab, select a **Designee Type**.



5) **Designee Questions:** If the first two Designee questions are answered with the projected responses, additional questions will appear.



6) **Designee Questions:** Answer the rest of the questions, and click **Continue**.



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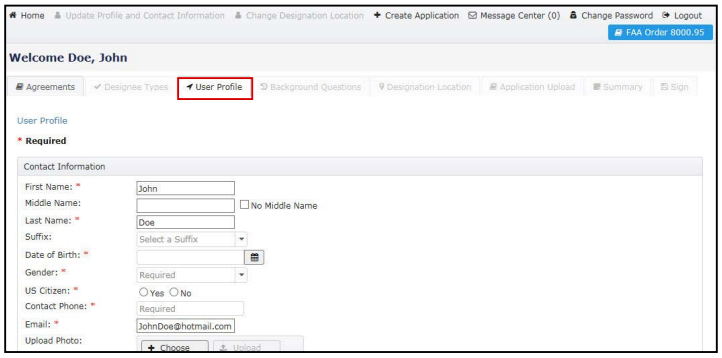
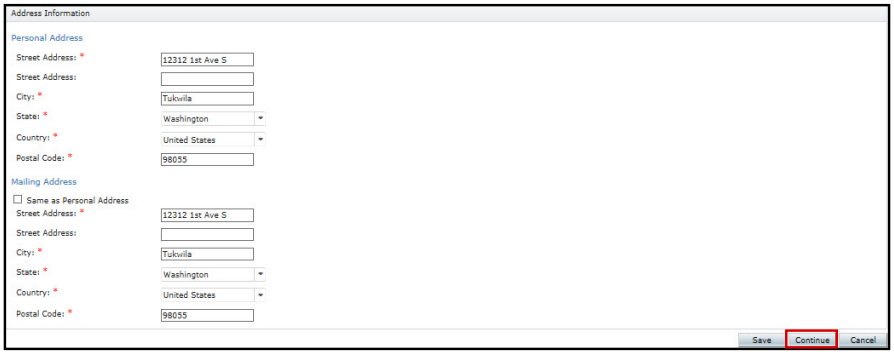
The User Profile Tab opens

7) Enter the required data under "Contact Information."



Note: To upload a photo, click **Choose**, select a photo, then click **Upload**.

8) Enter the required data under "Address Information," and click **Continue**.



The Background Tab opens

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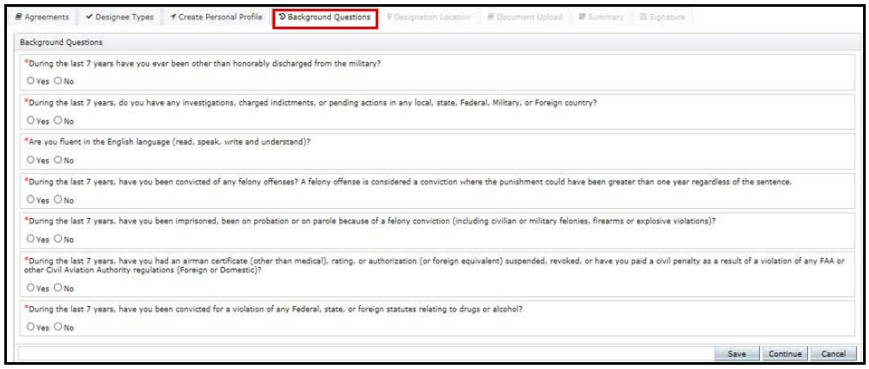
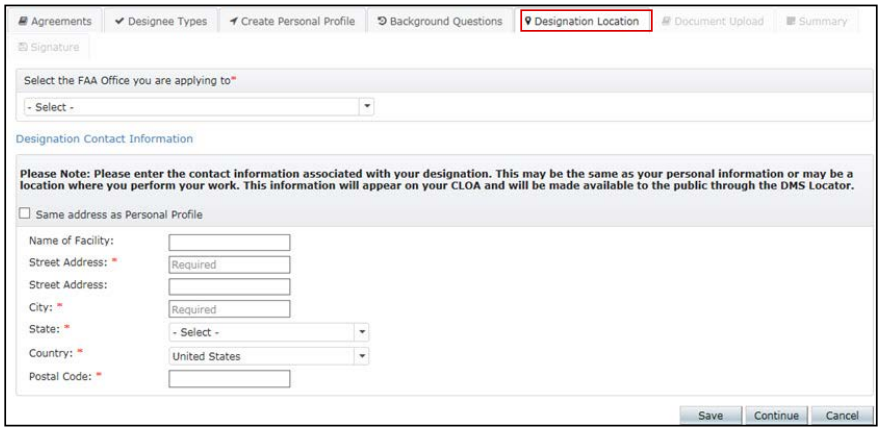
9) Answer the **Yes/No** questions Background Questions, and click **Continue**.

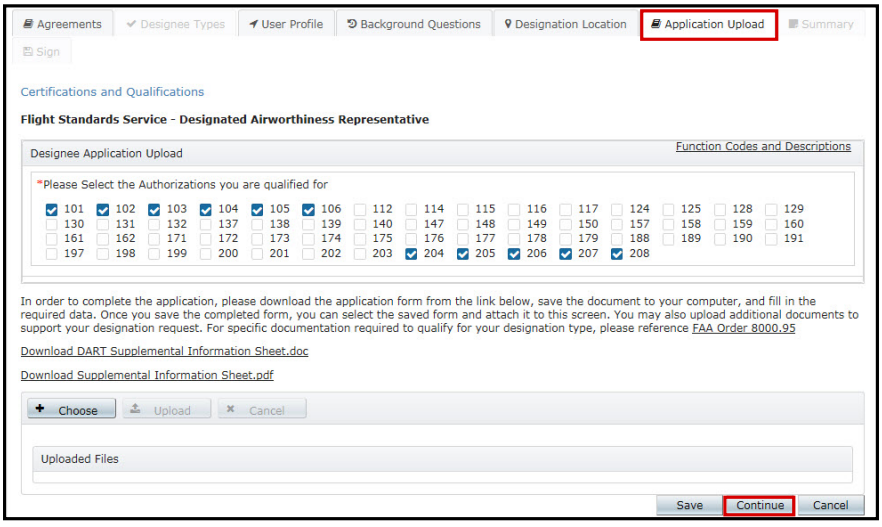


The Designee Location Tab opens

10) Click the down arrow and select the office you are applying to.

11) Enter the appropriate information under the "Designation Contact Information" and click **Continue**.





The Application Upload Tab opens

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12) Select the **Authorization(s)** you are qualified for.

13) **Download** the supplemental information document, located on this page, and save it to your computer. This document or a similar format, must be used to provide supplemental information to support eligibility, and qualifications for appointment as a FAA Designee.

14) Click **Choose** to select your completed supplemental information document.

15) Click **Upload**.

The document will appear under Uploaded Files.

Note: You can upload additional documentation that supports the Designation. Do not attach training certificates or other documents that are unrelated to documenting your work experience.

16) Click **Continue**.

The Summary Tab opens

17) Review your entire application.

18) Click **Continue**.

The Signature Tab opens

19) Read the "Release of Information and Certification Statement", and click **I Agree** for each statement.

20) Read the "Privacy Act Statement."

21) In the **Signature field**, enter your **DMS Password** as your electronic signature, and click **Submit**.

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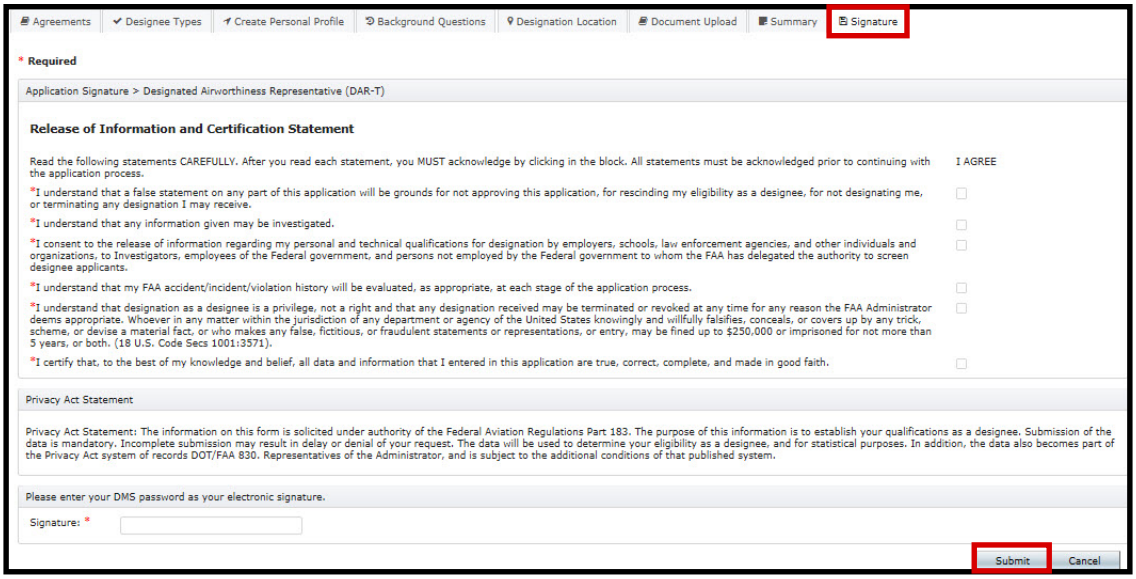
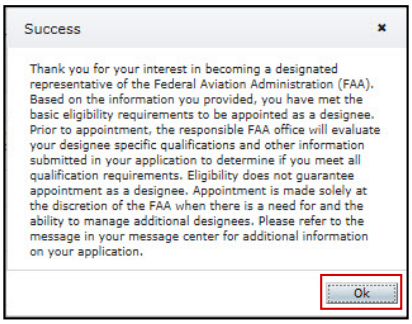
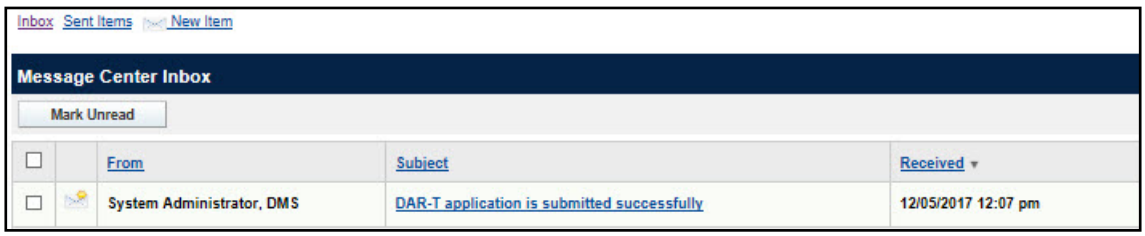


22) The "Success" pop-up box appears. Click **OK**.



23) The submitted application appears under "My Applications" on the Designee home page.

24) Click the **Message Center link** to view the notification.



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Resources

For technical assistance, please contact:

MyIT Service Center

(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov

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