

HOW TO APPLY FOR FORMULA E MEDIA ACCREDITATION VIA THE FIA PORTAL

IF YOU DON'T HAVE A REGISTERED PROFILE

1. Go to <https://fe.ams.fia.com> and register as an account manager. Click on 'Registration', enter your username, email address and password, identify the security code and click on register.
2. An email with a confirmation link is sent to you. Click on the link in the email to confirm. You can login with your email address and your password in order to create or manage accounts.

Note: you can't proceed in AMS without confirmation, please check your SPAM folder.

IF YOU HAVE A REGISTERED PROFILE

1. Go to <https://fe.ams.fia.com> and login as account manager with your username and password in order to create or manage accounts.
2. After login, you see a dashboard with information for the next events and a menu at the top.

CREATE AND MANAGE ACCOUNTS

1. Click on 'My Account(s)' to add or manage accounts. If you are a first-time user, the accounts list is empty.
2. Click on 'Create account' to add an account – an account is linked to your publication/team/organisation – adding individual representatives to be accredited at events is only possible once your publication's account is created.
3. Fill out the form and click on 'Create organisation'.
4. The system will now create the account. It also generates all related functions (PH, JO, etc.). An email will be automatically sent to you and to the Chief Editor of your publication, whose details you must have entered when you created the account (you may put your own details here if appropriate).
5. The Chief Editor must confirm the account by clicking the link sent via email. Once confirmed, the FIA system administrator needs to grant your account – this may take some time depending on the number of requests being processed.
6. To make the process as quick as possible, please be sure to upload supporting documentation when creating your account. If you do not upload sufficient documents, the FIA will request these from you.
7. To add documents: go to the 'My account(s)' list, click on the arrow at the end of the line to open the drop-down menu and select 'Document upload' to provide the documents. If the uploaded information is sufficient, your account will be granted. The status can be checked in the 'My accounts' list. The column 'State' shows the green 'granted' label.
8. Only once approval of the account is granted, you can add your representatives to the system.

CREATE AND MANAGE REPRESENTATIVES

1. Click on 'Representatives' to add or manage representatives. If you are a first-time user, the representatives list is empty.
2. Click on 'Add representative' to add a representative.

3. If the representative already has an approved account in the system, you may search for them using the 'Historical Search' function. If you are adding the representative for the first time, you will need to enter all the details in the form manually. You must complete all fields with accurate data, failure to do so may result in accreditation being withheld.
4. You must upload a good quality photo for each applicant. The photo must have a minimum resolution of 480 x 640 pixels. Be sure to include a valid email address for the representative, as they will receive an automated email once the form is complete. The representative must confirm the data by clicking on the link provided with the email. After confirmation (Opt-In), the red background colour disappears. The state of the record is then 'open'.
5. To apply for a race, either use the drop-down menu associated with the representative and select 'Manage application' or click on the coloured boxes in the 'Applications' column. This will open the application page for this representative. If no application has been requested, this list is empty, in which case simply click on 'Add Application'.
6. Select the type of application (permanent or race by race), noting that permanent passes may only be requested prior to the start of the season and are subject to strict accreditation guidelines outlined on the accreditation page of FIA.com.
7. Therefore, in the majority of cases you will be applying for a race-by-race pass. Select this option and tick the race for which you are making the application. Select the function of the representative – journalist (JO) or photographer (PH) – and click 'Add Application'. Please note that only races can be selected which are open for registration. Please repeat this procedure for all desired races, by clicking once again on 'Add Application' each time.
8. When all races are registered for a representative, you must request the applications. Either use the arrow at the end of the line to open the dropdown and select 'Request application' or click in the grey box with status 'open' and select 'pending accreditation'.
9. The FIA will then confirm, ask for extra documents or deny the application.

ONCE GRANTED

1. You will receive an email from mediaaccreditation@fiaformulae.com where there will be a link to click in order to complete your media accreditation. Please note this can occasionally end up in your junk/spam folder so please check these folders also.
2. Once you have completed your accreditation, you will be able to collect your pass from the Accreditation Centre.
3. In the week prior to the race, you will receive further communications from the email address above with wayfinding maps, press kit and covid standards. Please also use this email address should you have any questions.