



FORMULA ONE WORLD CHAMPIONSHIP ACCREDITATION PROCESS

HOW TO APPLY

IF YOU DON'T HAVE A REGISTERED PROFILE:

Go to <https://f1.ams.fia.com> and register as an Account Manager (AM). Click on 'Registration', enter your user name, email address and password, identify the security code and click register. A confirmation email will be automatically sent to you - you will need to click on the link in the email to confirm your registration. You can login with your email address and your password in order to create or manage accounts. [Go to 3]

Note: You will be unable to access any other features of the FIA Accreditation Management System until you have clicked the link in the confirmation email. If you have not received this shortly after registration, please check your spam folders as it is an automatically generated email which may be blocked by certain filters.

IF YOU HAVE A REGISTERED PROFILE

Go to <https://f1.ams.fia.com> and login as an Account Manager with your registered username and password in order to create or manage accounts. If you don't have a registered account, you will be asked to create one. Simply fill out the form and submit the data as outlined above.

If you have registered an account, you will see a dashboard after login with information for the next events and a menu at the top.

CREATE AND MANAGE ACCOUNTS

Click on 'My Account(s)' to add or manage accounts. If you are a first-time user, the accounts list is empty.

Click on 'Create account' to add accounts – an account is linked to your **publication** – adding individual representatives to be accredited at events is only possible once your publication's account is created.

Fill out the form and click 'Create organisation'.

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).

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**.

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.

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



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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.

Only once approval of the account is granted can you add your representatives to the system.

CREATE AND MANAGE REPRESENTATIVES

Click on 'Representatives' to add or manage representatives (those individuals for whom you are making an accreditation application). If you are a first-time user, the representatives list will be empty.

Click 'Add representative' to add a representative.

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 of the details in the form manually.

You must complete all fields with accurate data, failure to do so may result in accreditation being withheld.

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'.

In order 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'.

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.

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.

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'.

The FIA will then confirm, ask for extra documents or deny the application.

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