



# FIA MEDIA ACCREDITATION PORTAL

## HOW TO APPLY FOR FORMULA E MEDIA ACCREDITATION

### 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 user name, email address and password, identify the security code and click on register. An email with a confirmation link then sent. Click on the link in the email to confirm your account. You can login with your email address and your password in order to create or manage accounts

**Note: you can't proceed to register for an E-Prix without confirmation, so please check your spam folder**

### IF YOU HAVE A REGISTERED PROFILE

2 - Go to <https://fe.ams.fia.com> and login as the account manager with your username and password in order to create or manage accounts. Note: you need to click and agree to the terms & conditions

3 - After you've successfully logged in, you will see a dashboard with information for the next events and a menu

### CREATE AND MANAGE ACCOUNTS

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

5 - Click on 'Create account' to add accounts

Title Partner

Global Partner

Technical Partner

Official Partners



Julius Bär





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### CREATE AND MANAGE ACCOUNTS CONT.

6 - At the top you will see a list of all races. Please tick the checkbox for each E-Prix you would like your representatives to attend

7 - The system will automatically create an account for each race. An email for each account is sent to you and to the chief editor. The chief editor **must** confirm the accounts by clicking the link provided in the email otherwise you won't be able to apply

8 - Once confirmed, the FIA needs to grant your account. The FIA may request further documentation before reviewing a request - so it's important you include as much supporting information to your request. In the 'My account(s)' list, simply click on the arrow at the end of the line to open the drop-down menu and use 'document upload' to provide the documents

**If your request meets FIA accreditation criteria, your account will be granted - this does not mean you have been given accreditation to a race**

If the account is granted, it can be seen in the 'My accounts' list. The column 'State' shows the green 'granted' label

9 - Once granted, you can add your representatives to the system

### NEXT PAGE: ADDING REPRESENTATIVES



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### ADDING REPRESENTATIVES

- 10 - On the toolbar, click on 'Representatives'
- 11 - Then click on 'Add a representative'
- 12 - Complete all fields including 'copy of ID' and 'photo for accreditation pass'
- 13 - Confirm you have agreed to the terms and conditions
- 14 - Submit and click on 'add person'
- 15 - After you have finalised your application, the FIA will receive your application to process

**Please note: This process can take up to two weeks prior to the chosen event**

- 16 - You will later receive a confirmation letter which you must print, complete and bring with you when you collect your pass at the accreditation centre

**Only receiving an approval letter from the FIA will confirm attendance to the event**

For more information on media accreditation, please contact - [mediaaccreditation@fiaformulae.com](mailto:mediaaccreditation@fiaformulae.com)