

First-Time FAITAS User?

All new FAITAS users, including Supervisors, need to register, set up an account, and complete an Employee Profile.

Instructions

1. Navigate to <https://faitas.army.mil/faitas> or select the FAITAS link from the top navigation bar at <http://www.fai.gov>.
2. Read the **U.S. Government Information System** warning and click the **I Agree** button.
3. Click the **Register Here** link.
4. Enter and submit your federal email address in the pop-up window and wait for a system-generated email to appear in your inbox.
5. When the email displays, click the link within the email.

If you do not receive the system-generated email within a few minutes of initiating the registration process, please have your IT Department add the @FAI.gov domain as a trusted source and re-attempt Steps 1-5 above.

6. Complete the **Registration Information** and **Security Questions** and click **Continue Registration**.

If you are a Foreign Service National who does not have an SSN, please refer to the FAQs in FAITAS for information on how to obtain an Employer Identification Number (EIN) or contact the FAI Help Desk if you cannot access the FAQs.

7. Fill out **Profile information** and click the **Create Profile** button.

If you do not know your Pay Plan/Grade and/or Job Series, check a recent pay stub or contact your HR representative for that information. If you do not know whether you are an Acquisition Workforce (AWF) member, contact your Acquisition Career Manager (ACM) or the FAI Help Desk to request a POC.



Selecting a Supervisor is NOT required if you do not intend to use FAITAS for anything other than managing your Employees' requests as this field can be updated at a later date.



8. **FOR SUPERVISORS ONLY:** Once your account is created, notify your Employees so they will update the Supervisor field within their FAITAS profiles. This will initiate a designation request which will be sent to you, as the Supervisor, to confirm the Employee's selection. This final step – approval by you as the Supervisor – is what designates an approval authority at the Supervisor level.
9. Please contact the **FAI Help Desk** for additional questions/concerns: www.fai.gov/help-desk.

