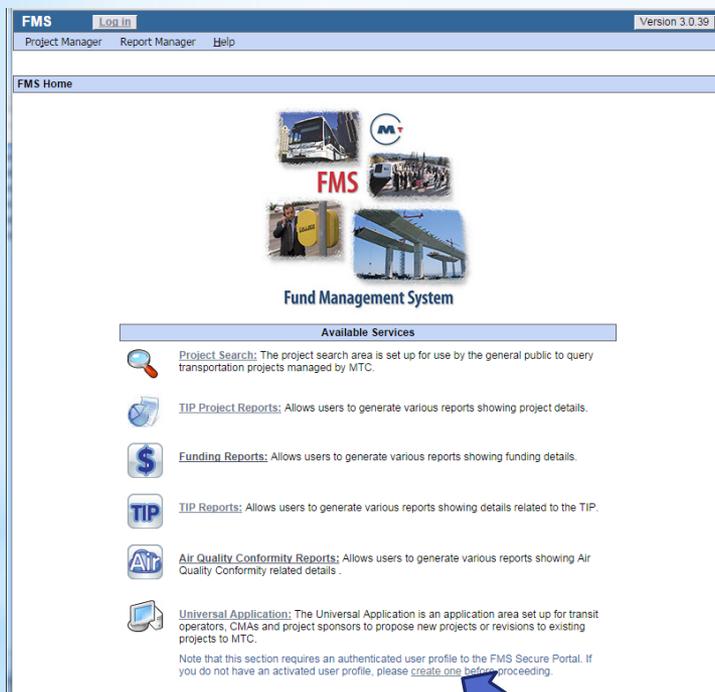


* Creating an FMS Account

August 2014

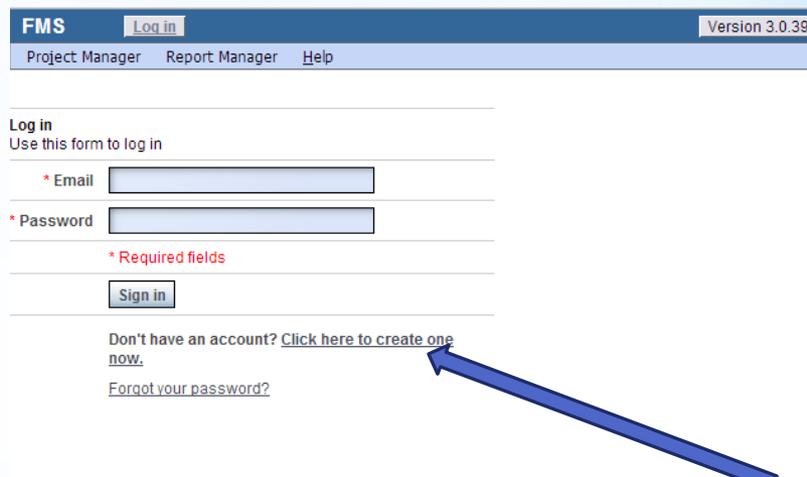
*Creating an FMS Account

All Fed-Aid and significant transportation projects must to be entered into the FTIP through FMS. Links to Account Creation are on the “FMS Home page” and the “Log In page”



FMS Home Page:

<http://fms.mtc.ca.gov/fms/home.ds>



FMS Log In Page:

<http://fms.mtc.ca.gov/fms/loginPrepare.ds>

* Input “new user” Information

FMS Version 3.0.39
Project Manager Report Manager Help

Create a New User Profile

Create user Cancel

* Email

* Password (6 to 20 characters)

* Confirm Password

Salutation Select One

* First name

Middle initial

* Last name

Name suffix Select One

* Agency Other agency

* Title

* Address 1

Address 2

* City

* State Select One

* ZIP

* Phone

Extn.

Fax

* Required fields

Create user Cancel

Fill out this information and select “create user”

MTC Staff will review the account, assign the appropriate privileges and restrictions, and activate the account

Privileges and Restrictions

- Public Users
Can search for projects and view project information
- Local Road and Highway Sponsors
Access and edit their own projects through UA (note cannot “submit”)
- CMAs
Access and edit projects for their own county through UA and submit revisions
- Transit Operators
Access and edit their own projects through UA and submit revisions

* Need more help?

The image shows a composite of three browser windows from the FMS website. The top-left window is the 'FMS Home' page, with the 'Help' menu open and 'Using EMS' selected. A red arrow points from this menu item to the top-right window. The top-right window is 'Using FMS - Google Chrome', displaying instructions for searching and printing projects. A red arrow points from the 'Print Data' button in this window to the bottom-left window. The bottom-left window is 'FMS | Contact us - Google Chrome', showing a contact form with fields for 'Email', 'Subject', and 'Message', and a 'Send message' button.

Try the "Help" Menu

- Quick users guide is under "Using FMS"
- Contact us can be used to follow up with MTC
- For personal help:

Mallory Atkinson
(510) 817-5793
matkinson@mtc.ca.gov

and

Adam Crenshaw
(510) 817-5794
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