

How to Set up a TSA Provider Account for a CFI

**Step by Step Walkthrough  
of establishing a  
TSA Flight Training  
Provider Account**

Effective November 1, 2024

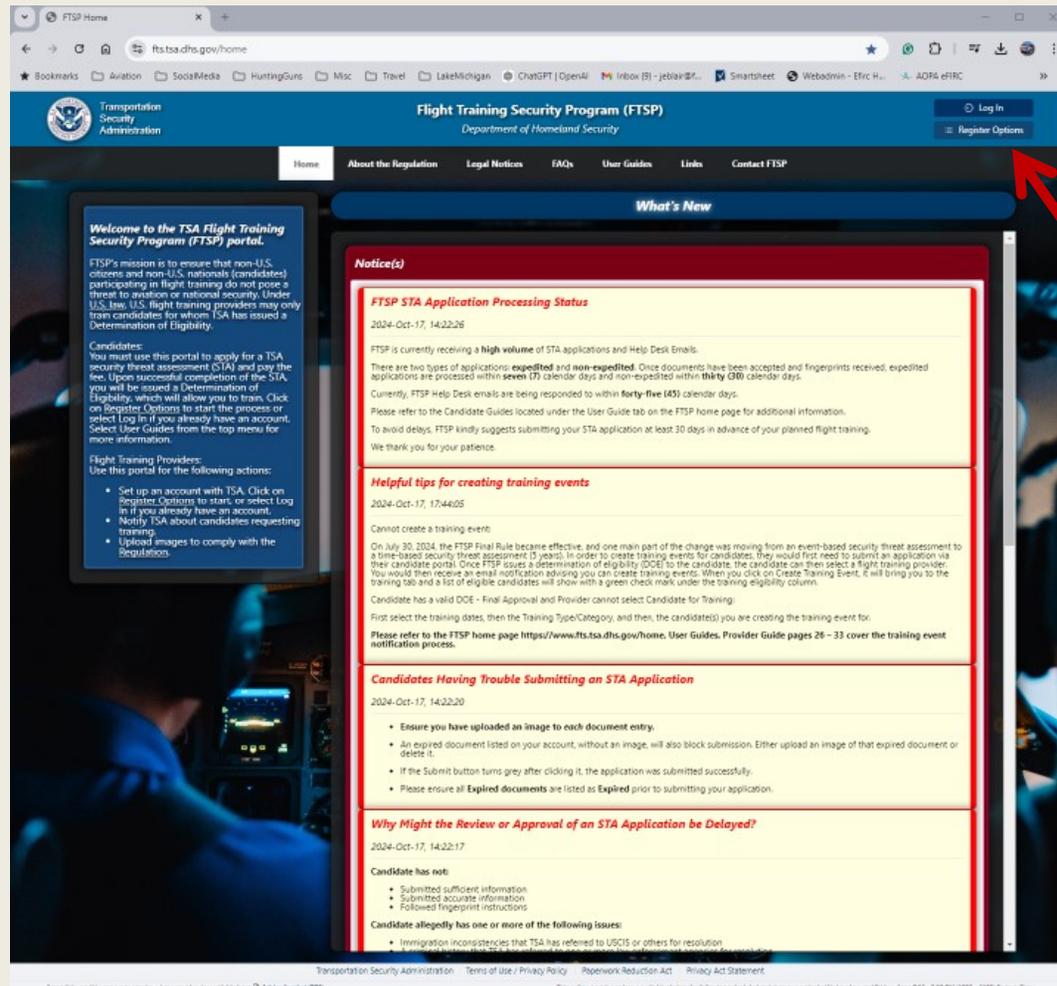
## How to Set up a TSA Provider Account for a CFI

**Go to:**

**<https://www.fts.tsa.dhs.gov/>**

Effective November 1, 2024

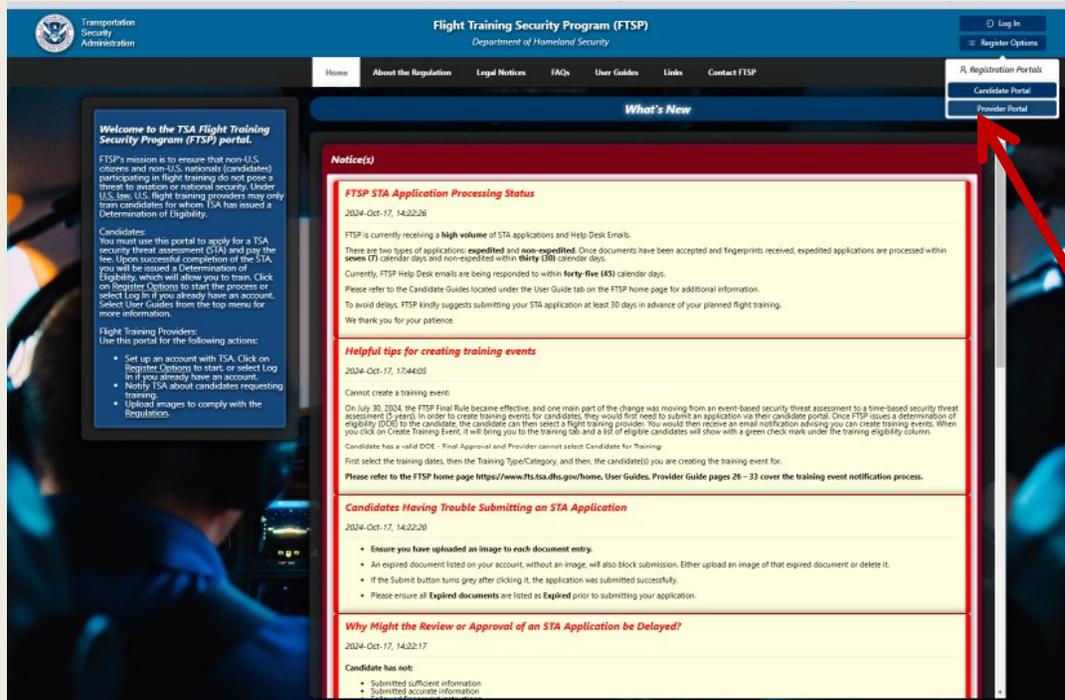
# How to Set up a TSA Provider Account for a CFI



It will look like this. And the register button will be in the upper right of the web page.

Effective November 1, 2024

# How to Set up a TSA Provider Account for a CFI



Click "Provider" as a CFI for the account

Effective November 1, 2024

# How to Set up a TSA Provider Account for a CFI

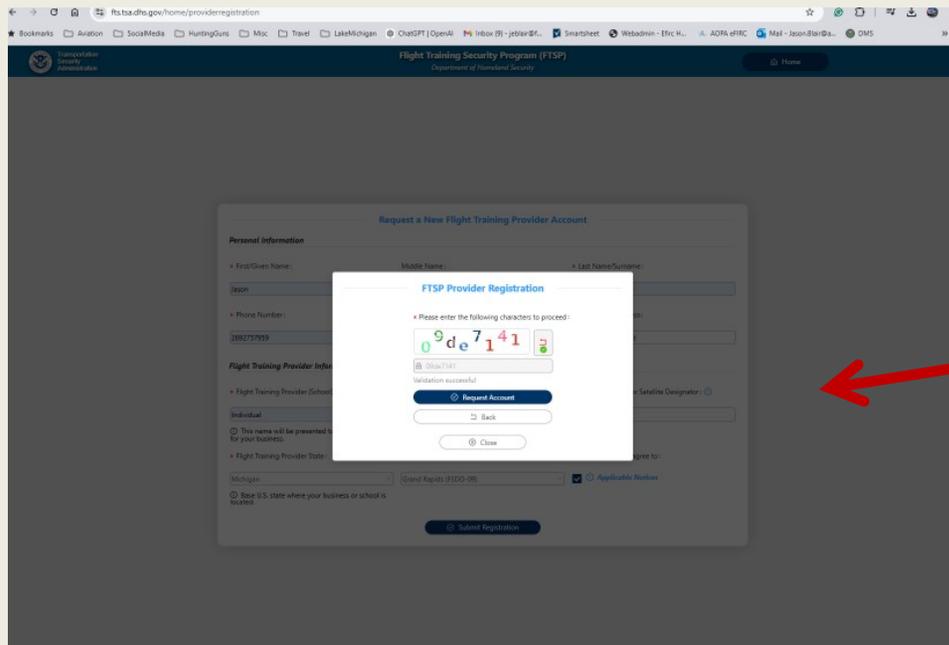
The screenshot shows the 'Request a New Flight Training Provider Account' form on the FTSP website. The form is titled 'Request a New Flight Training Provider Account' and is divided into two main sections: 'Personal Information' and 'Flight Training Provider Information'. The 'Personal Information' section includes fields for First/Given Name, Middle Name, Last Name/Surname, Phone Number, Email Address, and Verify Email Address. The 'Flight Training Provider Information' section includes fields for Flight Training Provider (School) Name, Flight Training Provider Type, FAA Certification or Satellite Designator, Flight Training Provider State, FSDO, CMD, or IFO, and a checkbox for 'Applicable Notation'. A 'Submit Registration' button is located at the bottom of the form. A red arrow points to the 'Verify Email Address' field.

This will bring up a window for you to start entering information.

It will also ask you to enter what FAA "FSDO" office you are located in.

Effective November 1, 2024

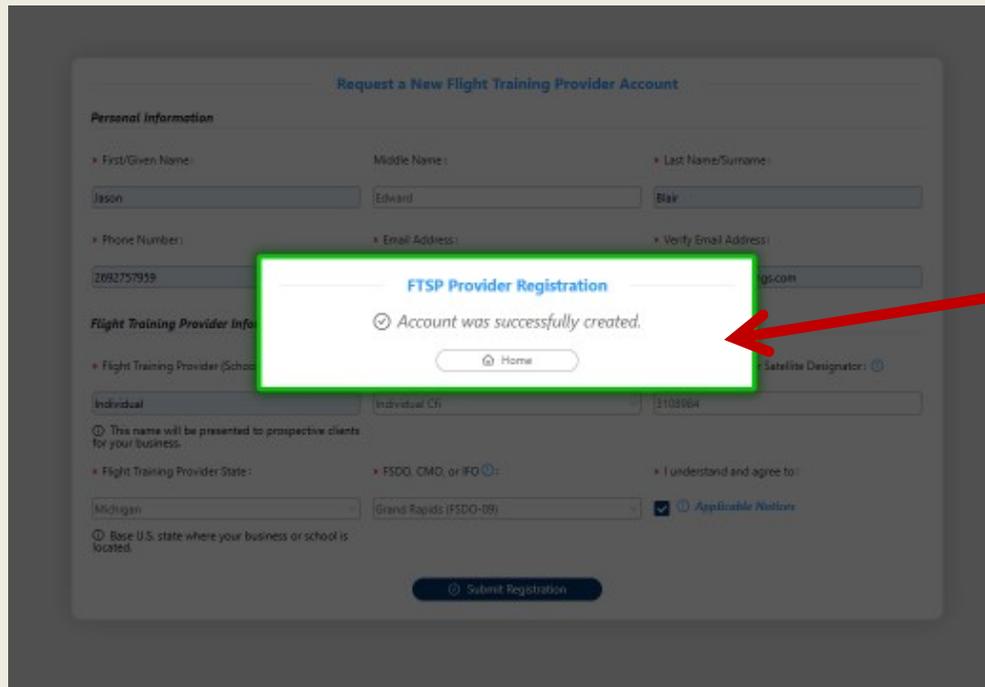
# How to Set up a TSA Provider Account for a CFI



It will then do a CAPTCHA to proceed.

Effective November 1, 2024

# How to Set up a TSA Provider Account for a CFI



The screenshot displays the 'Request a New Flight Training Provider Account' form. A modal window titled 'FTSP Provider Registration' is overlaid on the form, indicating that the account was successfully created. The modal contains a checkmark icon, the text 'Account was successfully created.', and a 'Home' button. A red arrow points from the right side of the slide to the modal window. The background form shows fields for personal information (First/Given Name: Jason, Middle Name: Edward, Last Name/Surname: Blair), phone number (2082757939), email address, and flight training provider information (State: Michigan, FSDO, CMD, or FO: Grand Rapids (FSDO-09)).

That's it, the account will have been created.

Effective November 1, 2024