



Account Creation

GSAfleet.gov User Guide

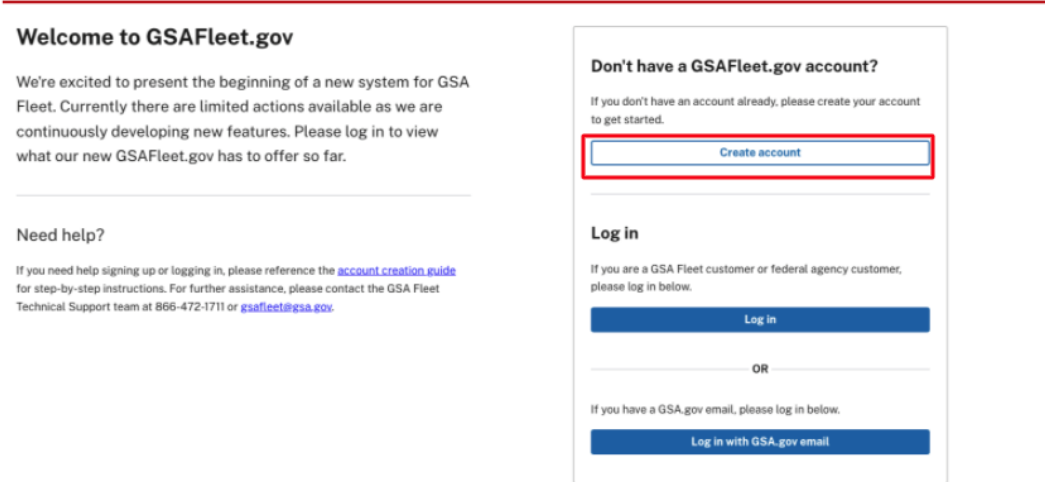
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For Federal Fleet Managers:

1. Select the “Create account” button.



2. Enter your email address, first name, and last name on the page prompted. Then, press the “Create account” button.

For GSA Fleet customer or federal agency customer only

Required fields are marked with an asterisk (*).

CONTACT INFORMATION

Email *

Re-type email *

First name *

Last name *

[Create account](#)

3. After selecting the "Create account" button, you will receive a confirmation screen of submission and a notification that you were sent an email to complete the registration process. Please check your email, if you do not receive the link in a few minutes you may request another using the button on the webpage. Please check your Spam folder before reapplying for another account activation link.
 - a. If you already have an account with **GSA** or **GSA Fleet Applications**, select the “Already have an account? Log in here” link. This will allow you to transition your current account with Fleet applications to the GSAFleet.gov system.

Account Creation

- You will receive an email from do-not-reply@gsa.gov with the subject line **Welcome to GSAFleet.gov**. Please complete your registration. If you already have an account for a GSA Fleet application, you will receive an email that says **Welcome to GSAFleet.gov. Please log in using your FAS ID** (the enterprise OKTA account that you established to access GSA Fleet systems). Once you receive that email you will need to select the Activate your account option. When you select Activate your account, you will be taken to a page which will ask you to complete your profile. Your email address will be prefilled, you will be asked to fill in your first and last name, as well as if you are a non-federal employee working as a contractor. You will be asked to give your agency, bureau and office information, as well as your work address and phone number. Finally, you must select the supervisor listed in the drop down that corresponds to your agency or your bureau (if your bureau is listed) before submitting your profile for approval. Once completed, select Submit profile for approval.

[Home](#) > Randall Lawson

Randall Lawson

Required fields are marked with an asterisk (*).

PERSONAL INFORMATION

Email

First name * Last name *

I am a non-federal employee working under contract with a federal agency

WORK INFORMATION

Agency

Bureau

WORK ADDRESS

Please provide your current work address.

- After submitting, your supervisor will receive an email instructing them to approve your account request. Supervisors will be responsible for approving new accounts and approving recertifications.

Customer User Profile Fields:

<u>Field</u>	<u>Description</u>
Email	Work Information
First name	Personal Information
Last name	Personal Information
Agency	Work Information: Select the Agency the Vehicles you manage are assigned to.
Bureau	Work Information: Multi Select, you can select the different Bureaus that fall under your agency to which the Vehicles are assigned.
Office	Work Information: Multi Select, you can select the different Offices that fall under your Bureau to which the Vehicles are assigned.
Country	Work Address
Country	Work Address
Address Line 1	Work Address
Address Line 2	Work Address
City	Work Address
State	Work Address
Zip Code	Work Address
Country Code	Work Address
Phone	Work Information
Extension	Work Information
Supervisor (Agency Fleet Manager)	Supervisor Information - Drop-down selection
Supervisor email	Supervisor Information - Automatically filled

GSA Users:

1. When you land on the home screen, select Log-in with a GSA.gov email.

The screenshot shows the GSA Fleet website home page. At the top left is the GSA Fleet logo, and at the top right is a "Create account" link. Below the logo are "Home" and "Help" navigation links. The main content area is divided into two columns. The left column contains a "Welcome to GSAFleet.gov" section with introductory text and a "Need help?" section with contact information. The right column contains a "Don't have a GSAFleet.gov account?" section with a "Create account" button, and a "Log in" section with "Federal agency customer login" and "GSA employee login" buttons. The "GSA employee login" button is highlighted with a red rectangular box. At the bottom of the page, there is a footer with contact information and a disclaimer: "This is a U.S. General Services Administration computer system that is 'FOR OFFICIAL USE ONLY'."

2. The Secureauth modal will appear. Enter your ENT username and password.

Account Creation

3. If this is your first time logging in, you will be directed to a page where you will enter your first name and last name along with your email address. This step is done as part of the process for creating your GSAFleet.gov Profile and verifying your identity.

Profile

Please provide the following information so we can get your account setup for approval.

Required fields are marked with an asterisk (*).

PERSONAL INFORMATION

Email

Randell.Lawson@gsa.gov

First name *

Last name *

USER IDENTIFICATION

Please select your user type.

How do you identify yourself? *

- GSA Fleet internal employee
- GSA Fleet customer

Which Headquarter division are you assigned to? *

Marketplace and Innovation Division



Which Branch are you assigned to? *

-Select-



SUPERVISOR INFORMATION

Supervisor first name *

Supervisor last name *

Supervisor email *

Upon submission, your profile will be sent to an authorized approver to confirm your information. You will receive an email with updates.

[Submit profile for approval](#)

Account Creation

4. You will receive an email from do-not-reply@gsa.gov. Once you receive that email, you will need to select the “Activate your account” option.
5. Selecting “Activate your account” will take you to a page to fill out your Profile.

User Profile Fields:

**Required Field*

Field	Description
*First Name	Personal Information
*Last Name	Personal Information
*Work Information	<p>Organization is used for account approval and preferences.</p> <p>At this time, GSAFleet.gov divides the workforce between two types of filters. Those that work with a nation-wide focus and those that have a geographic focus. The geographic focus will be used to preset filters so that when a user logs in they are able to see relevant information to them first and then have the ability to expand as needed.</p> <p>FMC Managers, FSRs, SCOs, Zonal Managers and their teams should select the Zonal option so that they can choose their Zone/Regional Office Building/FMC/Field Office preferences in their user profile.</p> <p>All other GSA Fleet Employees including Zonal Operations, Division Directors, ZVRC, MCC/AMC should select Headquarters option.</p>
*Supervisor First Name	Individual who directly supervises your work
*Supervisor Last Name	Individual who directly supervises your work
*Supervisor Email	Individual's email who directly supervises your work

User Profile Fields for GSA Fleet Headquarters Employees:

**Required Field*

Field	Description
*Headquarter Division	The Division you work most closely with: MCC/AMC specialists select the "Vehicle Management Division" ZVRC and Zonal Operations select "Fleet HQ Front Office" Division Directors should select "Fleet HQ Front Office"
Branch	The branch you are assigned to within your division.

User Profile Fields for GSA Fleet Zonal Employees:

**Required Field*

Field	Description
*Phone Number	Work phone number required for GSA Zonal Employees
*Zone	The Zone in which you work
*FMC or Field Office	The Zone/Regional Office Building/FMC/Field Office to which you report. This selection will determine your location if any materials need to be shipped to you.