

REGISTRATION AND LOGIN STEP-BY-STEP GUIDE



Welcome to the GSA Fleet Drive-thru!

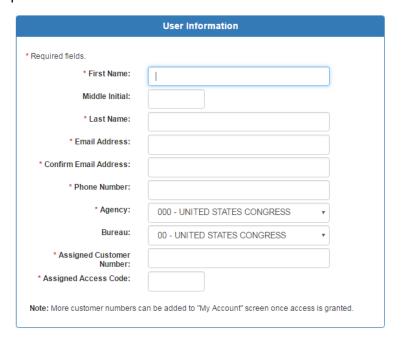
Use this quick guide to get started with registering and logging into the GSA Fleet Drive-thru application. By gaining access to the applications within GSA Fleet Drive-thru you will have key components to efficiently manage your fleet.

Registration

Step 1. Select "New User? Register here" link:

New User? Register here

Step 2. Enter the required fields in the "User Information" section:



Step 3. Select the "Submit"



button. You'll receive the following message:

Your registration request has been submitted. Please close this window and check your e-mail for confirmation.

Step 4. Check your email (email address entered in step 2). The email will come from gsadrivethruhelp@gsa.gov and the subject line will read: "New Drive-thru User Access Requested".

Dear Prospective GSA Fleet Drive-thru User:

Thank you for your request to access the GSA Fleet Drive-thru application.

Below is your username and temporary password. Your temporary password must be changed within two business days.

User Email: <u>JohnDoe@GSA.GOV</u> (email you entered during registration will appear) Temporary Password:**(write the password down)**

Click the link below to complete the registration process. https://drivethru.gsa.gov/fmdtdsys/dthome?g=Vemail068447944302

If you need assistance please contact the ATM Helpdesk:

GSA Fleet Drive-thru Technical Support Team Tel: 1-866-472-6711

E-mail: gsadrivethruhelp@gsa.gov

drivethru.gsa.gov



- Step 5. Write down your temporary password (you'll need this to complete your registration)
- **Step 6.** Select the link provided in the email (the link will no longer be valid after two business days. If the link isn't selected within two business days you'll need to register again). After selecting the link the system will route you to the "My Account Screen".
- Step 7. Enter the required fields in the "My Account Screen". This screen requires you to enter your secret question and the old password (provided in the email sent to you) and the new password.
- * Security Question:

 * Security Answer:

 * Old Password:

 * New Password:

 * Confirm New Password:

Step 8. Select "Update Changes" button:

Update Changes

After you select "Update Changes you'll receive the following message:

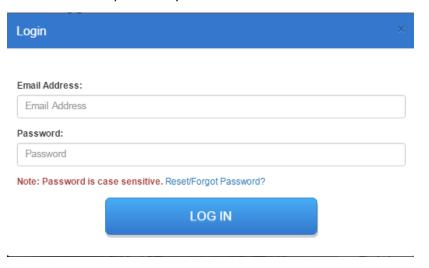
Your account has been activated. Please click here to login

Step 9. Select the "click here" link. The link will take you to the GSA Fleet Drive-thru homepage.

Login

Step 10. Select "Login" link Login from the home page.

Step 11. Enter the email address and password you created.



Step 12. Select the "Login" button and you will gain access to GSA Fleet Drivethru application.



Note: If you have forgotten your password. Select the "Reset/Forgot Password?" link.