

TSA Abbreviated How to Guide



- Go to <https://www.fts.tsa.dhs.gov> and create an account with your User ID and password. If you have created a TSA (FTSP) account in the past, you may use your existing User ID and password.
- To begin the process, select Update Personal Information on the main page under Manage My Personal Information. Any updates to your personal information must be saved.
 - Basic Information- Enter your name as it appears on your passport
 - Other Names- Add information as necessary.
 - Citizenship- Select country (or countries) of citizenship. Must cover the span of your life, from day of birth to current.
 - Upload Documents- You are required to upload an image corresponding to every document type added in the column Image Upload.
 - You cannot upload expired documents.
 - If you are uploading a Visa, provide the red number located at the lower right-hand corner of the Visa, not the control number.
 - When uploading Airman Certificate, click the box under Type Rating at the bottom of the screen to view all options. Select all applicable Type Ratings. Click Save. Your Ratings should then appear under My Ratings in the middle of the screen.
 - Addresses- List all personal home addresses for the last 5 years. Gaps in address history can be no longer than 30 days.
 - Employment- Add information about your current occupation.
 - Select Save
- Select Create Application
 - Select Pay
 - Select the processing that applies to your application
- Select Manage my Flight training provider
 - Select state of provider
 - Select school

Create a new application will apply once every 5 years. You will train under the same request for each training event and will only need to update your training provider when training.

Aircraft Type	Course	State	School Name
CE-500	Citation II	Florida	SIMCOM International Parksouth
CE-500	Citation II	Arizona	SIMCOM International
CE-510	Citation Mustang	Arizona	SIMCOM International
CE-525, CE-525S	Citation Jet	Florida	SIMCOM International Parksouth
CE-525, CE-525S	Citation Jet III	Florida	SIMCOM International Parksouth
CL-30	Challenger 350/3500	Florida	SIMCOM International Lake Nona
D-328JET	Dornier 328	Florida	SIMCOM International Parksouth
EA-500S	Eclipse 500	Florida	SIMCOM International Parksouth
G-VI	Gulfstream 640	Florida	SIMCOM International Lake Nona
BE-300	King Air 300/350	Florida	SIMCOM International
LR-JET	Learjet 31A	Florida	SIMCOM International Parksouth
LR-JET	Learjet 35A	Florida	SIMCOM International Parksouth
EMB-505	Phenom 300	Florida	SIMCOM International Lake Nona
EMB-550	Praetor 600	Florida	SIMCOM International Lake Nona
SA-2000	Saab 2000	Florida	SIMCOM International Parksouth
IA-JET	Westwind	Florida	SIMCOM International Parksouth

Be sure to monitor your email from FTSP for further updates on the status of your request. If you receive an email with Insufficient Information, action will be required on your behalf.

NO TRAINING WILL TAKE PLACE WITHOUT FINAL APPROVAL