

MedXPress Registration Procedure

1. Got to **HTTPS://MEDXPRESS.FAA.GOV**
2. Click on "Request an account"
3. Enter your name, e-mail, and choose 3 security questions
4. Click "I have read and accept the terms of agreement"
5. Click "Submit"

The FAA will send you an e-mail with your temporary password. Write this down.

6. In the e-mail, click on "Click here to complete the registration process"
7. Log in with your e-mail and temporary password
8. Click "I have read and accept the terms of agreement"
9. Click "Submit"

You are now logged in. Note the support information. They will help with any problems:

E-mail **9-NATL-AVS-IT-ServiceDesk@faa.gov** (monitored M-F 6AM - 5PM CST)
Phone **1-877-AVS-NSD1** (1-877-287-6731) (monitored 24/7)

10. Click "My Account"
11. Click "Change password"
12. Change your password (Write it down, you won't use it again for years), click 'Submit'
13. Click on "Form 8500-8"

Fill out the form just as you would fill out the paper one in the office. your certificate will have your address exactly as you typed it in, so please capitalize your street, city, and state!

NOTE: after entering a medication or a doctor visit click "ADD" even if there is only one. Click "add comments" to make a comment about every YES answer in section 18, the medical history section, even if the comment is "previously reported, no change."

14. Enter your password and click "Submit" when you're done

You will get a confirmation number. You need that to access what you've submitted.

15. Click on "Exam Summary," print out the PDF file, and bring it with you to the office

Bringing a printed copy isn't required, but it does make things easier for the AME.