

Welcome to GSA Fleet's Desktop Workshop



Audio: Everyone is automatically muted. Listen via your computer audio if possible.



Presentation & Certificate: You can download a copy of the presentation at <https://www.gsa.gov/gsa-fleet-training>

Additionally, a copy of the presentation along with a certificate will be emailed after the session.



Questions: Use the Q&A window to ask questions at any time. You may get a typed response or it may be answered aloud at the end of the presentation.



Recorded: The session will be recorded.

Recordings of GSA Fleet Desktop Workshops are available at: <http://bit.ly/DtWRecordings>

Desktop Workshop

GSAFleet.gov Vehicle Registration Functionality

You can download a copy of this presentation at: <https://www.gsa.gov/gsa-fleet-training>

**Presented by: Angel Rahman, Alexandra
Stepanov, and Vong Khamvongsa**

October 19, 2021

GSAFleet.gov

We're Live!

An official website of the United States government. [Here's how you know](#)

GSA Fleet

Jessica Murray

Offerings Manage My Fleet

Get Started

Here are some links to get you started. Please keep an eye out for new features and updates as we will roll them out regularly.

MANAGE OFFERINGS

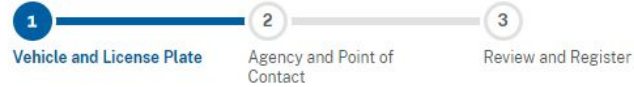
Standard Items View and manage Standard Items, which are the way GSA Fleet categorizes its vehicles within the Standard Order Program (SOP).	Equipment Codes View and manage Equipment Codes, which make up the requirements of Standard Items.
Catalog Codes View and manage Catalog Codes used across GSA Fleet.	Purchasing Rates View, create, and manage the purchase type and rate application fee.

MANAGE MY FLEET

Vehicle Inventory View and update vehicle specifications and download up-to-date registration cards for each vehicle. Add new vehicle assets to the inventory and update existing ones with points of contact and new license plates.	License Plate Orders Retrieve the status of all incoming license plate orders. See all license plates on an order, mark license plates as received, and begin using them on vehicles, motorcycles, and trailers.
Vehicle Registration Register federally owned and operated vehicles with GSA Fleet. Step through a simple process to attach license plates and points of contact to a vehicle. Retrieve up-to-date registration cards for each vehicle.	License Plates Track and manage the details and history of each license plate. Manage license plates that need to be reconciled, reported damaged, have gone missing, or need to be returned for destruction.

[Return to top](#)

GSA Fleet Technical Support: 866-472-6711 from 8:00 a.m. - 7:00 p.m. ET, Monday-Friday gsafleet@gsa.gov



1 of 3 Vehicle and License Plate Information

Vehicle information

Please review the information below to confirm it is the correct information and vehicle. If you are manually entering a VIN for vehicle registration, please enter the entire VIN in the VIN field below. If the VIN is verified, the Make, Model and Year of the vehicle will be populated. Please review the information to ensure accuracy.

VIN *

NHTSA VERIFIED

Vehicle type *

Year *

Make *

Model *

Color *

Fuel Type *

Fast Reportable *

License Plate Information

In order to register your vehicle you must enter a valid license plate number or have an exemption from requirement to display official U.S. Government license plates for this vehicle under sections [§ 102-34.160](#), [§ 102-34.175](#) or [§ 102-34.180](#)

The Agency has an exemption from requirement to display official U.S. Government license plates

Federal License Plate *

Federal License Plate Expiration Date

02/2030

Bureau

Forest Service (FS)

State license plate

Next →

GSAFleet.gov User Management

- Customer User Management
 - Will be released at the end of April
 - HQ level Fleet Managers will approve and assign users
 - Approval Hierarchy determined by individual agencies
 - Guidance and user guide coming soon
 - Please contact your HQ fleet managers for questions or concerns about the approval hierarchy

User Management

- Most pending approval accounts mean we have not received confirmation from a supervisor
- We will be cleaning up the list of agencies to match agencies that have inventory

Live Demo

For HQ-level Agency
Fleet Managers:

[GSAFleet.gov](https://www.GSAFleet.gov)

[Test Site](#)

Vehicle Registration- What's New?

- 3/10 VMS 2.0 release
 - New license plate replacement available alert
 - Updates to bulk license plate reconciliation
 - Registering trailers using 'Unknown' Make/Model
 - More Makes and Models added to registration table
 - Addition of a vehicle status filter to vehicle inventory page
 - Addition of leading digits to Agency, Bureau, Office codes
 - Ability to create Vehicle Registration pdfs for tag exempt vehicles
- Upcoming: Inventory Reports

Live Demo

[GSAFleet.gov](https://www.GSAFleet.gov)

[Test Site](#)



January Release Customer Collaboration

Thank You!

- We are committed to working with you as we design, build and test new functionality.
- 36 usability testing sessions with customers
- Three Desktop Workshops with over 1,800 attendees
- Worked with all agencies to cleanse data in preparation for the new system
- Provided individualized support for ten large customers
- Migrated user accounts and information (FAS ID) for an improved user experience
- Established a Community of Practice to collect early feedback
- User guides and communications to keep you informed

Join our Community of Practice

We want to make a system that works best for you, but that means we need your input.

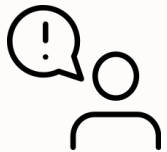
Sign up for our Community of Practice using [this form](#) to be involved in our feedback process before the release!



Thank you for attending today's Desktop Workshop

For additional information on this topic contact:

Email suggestions to Fleetsystemsmodernization@gsa.gov



Have a great idea?



Email to GSA Fleet



Ideas can turn into features



Those features can improve the Customer Experience

Looking for more federal fleet training?

- Check out the Federal Fleet Manager Certification Program - www.gsa.gov/ffmcp
- Register for future GSA Fleet Desktop Workshops - gsa.gov/gsa-fleet-training
- View past Desktop Workshops at <http://bit.ly/DtWRecordings>



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