This user manual will explain the main functionalities of the FIFA Agent Platform.

You will learn about the actions you will be able to carry out on each of the screens such as: Registering on the FIFA Agent Platform, applying for a licence, checking the status of your application, etc.
Overview

1. Main page
2. Registration
3. Login
4. Homepage
5. Licensing
6. Exam
7. Pre-2015 Licence
8. Help Centre
Main Page

To access the platform, it is necessary to create a new account by clicking on "Register" in the top right-hand corner of the screen.

**Note:** If you already have a FIFA Agent Platform user account, click on the Login button and enter your credentials on FIFA’s single sign-on screen.
New account

The registration page for creating a user account is divided into several sections in which you must complete the requested information:

➢ Personal details
➢ Account details
➢ Domicile details
➢ Contact details

Automatic checks will help you to fill in the mandatory fields, i.e., to follow the required format.
New account

If you are accessing the platform for the first time, you must read and accept the Data Protection Policy.

This message will be displayed until the checkbox is ticked and you click the “I agree” button.
New account

Once you have correctly filled in the data on the registration form, your identity will be validated.

It's a simple three-step process to prevent automatic registrations.

First, you will be asked to choose the type of official document with which you are going to validate your identity. Second, you will have to take a photo of the front and back of your document. And finally, an image of you will be captured to analyze the biometric data and validate that they match the document provided.
New account

To carry out the process correctly, it is necessary that the lighting conditions are adequate - you will be warned when the quality of your images is not sufficient to verify your identity.

Please, allow the temporary use of your webcam in your browser to complete this step. You can also carry out the process on your mobile device if you wish.
New account

When the registration process is completed, you will be redirected to the confirmation page on the platform. You will also receive a confirmation email to the email address with which you have registered.

From this moment, you will have access to the platform.

_Congratulations and welcome to the FIFA Agent Platform!_
New account

This is an example of the email you will receive in the email account provided during the registration.
Login

To access the platform, click on the Login button in the top right-hand corner of the screen. This will take you to FIFA’s single sign-on screen. Enter your credentials, you had previously used to register.
If you are accessing the platform for the first time, you must accept the terms of service. This message will be displayed until the checkbox is ticked and you click the “I agree” button.
Home Page

After you have logged in, you will be returned to the main page of the FIFA Agent Platform, where you will see some menu options at the top of the screen.

Upon first log in, you will see **Licensing**. Throughout the process you may also see **Rejected Requests** (if applicable). Once you are licenced, you will see **Overview, Licence management, Continuing Professional Development, Reporting** and **Dispute resolution**.

You can change the language and access the Help Centre by clicking on the drop down next to your name, you can access further menu options.
Licensing

Via the tab Licensing, you can choose your licensing path for the FIFA Football Agent licence.

Possible licence paths are:
1. apply to become a Football Agent by passing the FIFA Exam;
2. apply to become a Football Agent by proving you had been formally licensed in accordance with the FIFA Players’ Agent Regulations before 2015;
3. apply to become a Football Agent by proving that you are already licensed as a sports agent in accordance with the national law of the territory of a FIFA member association.
Licensing

Choose your applicable licensing path and click on Submit.

The fields to be filled and the request process will be different for each licence path.
License Application Form

For each of the licence request types, the data of the form to be filled is different. Mandatory fields are indicated with an asterisk (*)

You can also consult the detailed information by hovering over the information bubble next to the field.
License Application Form

The Football Agent Exam Rules and the Football Agent Exam Study Materials may be accessed in this page by clicking on the relevant sections.

Football Agent Exam

The FIFA Football Agent Exam will be conducted in accordance with the Football Agent Exam Rules. Football Agent Exam Rules.

In order to successfully prepare for the Exam, Candidates need to study the Football Agent Exam Study Materials: Football Agent Exam Study Materials.
License Application Form

The submission of the application form will entail an acceptance of additional terms of service.

If applicable, please tick all boxes and click on “Confirm” to continue with the application process.
License Application Form

Once you have confirmed the terms of service, you have created an application for the FIFA Football Agent Licence.

By clicking on the "View application" button you can see the data you have entered in the application form.
License Application Form

After the application has been created you will receive an email confirming that you have successfully completed your licence application.

By clicking on “Access” in the email, you will be redirected to the Platform and you can see your application status.
FIFA checks your entered information and, if applicable, transfers your application to the Member Association which you chose to apply for the license.

You will be notified of each process step via the colored top right hand box.
License Application Status

FIFA may request additional information from you regarding your application.

You will be notified by email, and you can provide the relevant information/documentation in the Platform.
If FIFA rejects your application, your status of your licence request will be: “Rejected”.

You will be informed of the reasons of rejection via the Platform and via email.

You may be rejected at any time during the application process for various reasons; you will be informed at all times of the reason for rejection.
Exam Path

Once your application is approved and the Member Association fills in the Exam details, you will be provided with all relevant information for taking the Exam (Exam venue and fees), the study materials and the Exam rules.

In order to ensure that you are prepared for the Exam and that your device is 100% compatible, you can complete the Practice Exam.

The application status will be: "Ready to take the Exam". 
You will also receive an email confirming that your application is approved.

By clicking on “Access” in the email, you will be redirected to the Platform, and you can see your application status.
Exam Path

By clicking on “Start the practice Exam”, you will be redirected to the Exam system where you can familiarize yourself with the environment and take the Practice Exam.

The Practice Exam serves as a precedent for the real Exam.

To access the Practice Exam, you must click “START”.

Exam information
The FIFA Football Agent Exam will be testing your knowledge of the FIFA rules and regulations. You can download the study materials from the link below and use them during the Exam as it is an open-book exam. For more information, please consult the Exam Rules at the link below.

Please bring your own personal device (i.e. laptop) and an internet connection (i.e. portable hotspot, no mobile phones will be allowed).

In order to ensure that you are prepared for the Exam and that your device is 100% compatible, please access the Practice Exam using the link below.
Exam Path

You can attempt the *Practice* Exam an unlimited amount of times with no consequences to your licence application.

The Practice Exam as well as the real Exam have a time limit of one hour.

Click on “Attempt quiz now” to attempt the Practice Exam.
Exam Path

Once you have ticked the answer/s you think is/are correct, click on the "Next Question" button at the bottom right of the screen.

You can also navigate through the questions via the Exam navigation panel on the left-hand side.
Exam Path

In order to submit your answers, you need to navigate to question number 20. There you will find a "Submit final answer" button (instead of the "Next Question" button).

Once you have completed the Exam, please click on the “Submit final answer” button to finish it.
Exam Path

A summary of all questions is then displayed. If you wish to return to the Exam to change an answer, click on the "Return to attempt" button. If you wish to finish the Exam, click on the "Submit all and finish" button.

A pop-up will appear for a final confirmation. Click again on “Submit all and finish” if you wish to submit and therefore end the Exam.

You will then be redirected to the FIFA Agent Platform.
Exam Path

On the day of the Exam, you will have to arrive at the indicated time and venue.

The Member Association will validate each candidate at the Exam venue.

Once validated and seated, log in to the FIFA Agent Platform.

We advise you to refresh the page, once the MA officers informs you that the Exam has started.

You can then navigate to the “Licensing” tab where you can access the Exam by clicking on “Start the Exam”.
You are then redirected to the system in which you will have to take the Exam. The Exam follows the same steps as the Practice Exam explained in the previous slides.
Exam Path

After taking the Exam, next time you log onto the FIFA Agents Platform, your status will be “Waiting for exam results”.

You will be informed whether you have passed the exam by email and on the Platform.
Exam Path

If you did not pass the Exam, the status will be “Rejected”.

![Image of Licence application form with REJECTED status]
Rejected Requests

If applicable, you can access former rejected licensing requests via the respective tab at the top of the screen.
Exam Path

If you have passed the Exam, your status will be updated to "Pay Licence Fee", and you should proceed to pay the licence fee.

Click on the button "Pay Licence Fee" and proceed to pay via the payment platform.
Exam Path

In addition, you will receive an email informing you that you have passed the Exam and must proceed with the payment of the licence fee.
After clicking on the "Pay Licence Fee" button, you will be redirected to the payment platform.

Here please enter all required details: First, select your payment method. Second, enter your card number, the expiration date, your name as shown on your card, and the verification code at the back of your card.

Once you have filled in your details, click on the "PAY" button.
Exam Path

You will be offered the possibility to pay in different currencies, accepting a fee of 3% of the amount added as an exchange fee. Please select the currency type that suits you best.

After selecting the currency type, click on “Process” (if applicable).

Once you have paid, you will be redirected to the FIFA Agent Platform.
After successful payment within 90 days, you have completed your application and are a licenced FIFA Football Agent. 

**Congratulations!**

You will have access to further menu options:
- Overview
- Licence Management
- Continuing Professional Development
- Reporting
- Dispute Resolution
Pre 2015 Path

Choose your applicable licensing path and click on “Submit”.

For each of the licence request types, the data of the form to be filled is different. Mandatory fields are indicated with an asterisk *.

Complete the application form and click on “Submit” at the bottom of the screen.

Note: In the pre-2015 path, you must upload:

- Evidence that you were registered as an intermediary at least once between 1 April 2015 and 22 October 2022
- Evidence of your pre-2015 Players’ Agent licence (e.g., Players’ Agent ID, confirmation letter)
The submission of the application form will entail an acceptance of additional terms of service.

If applicable, please tick all boxes and click on “Confirm” to continue with the application process.
Pre 2015 Path

After you have submitted the application, you will receive an email confirming that you have successfully completed your license application.

By clicking on “Access” in the email, you will be redirected to the Platform, and you can see your application status.
Pre 2015 Path

FIFA checks your entered information and, if applicable, transfers your application to the Member Association which you chose to apply for the license.

You will be notified of each process step via the colored top right hand box.
License Application Status

FIFA may request additional information from you regarding your application.

You will be notified by email, and you can provide the relevant information/documentation via the Platform.
If your application is approved, the next step will be the payment of the annual licence fee.

The status will be: “Pay Licence Fee”.
In addition, you will receive an email informing you that your application request has been approved and that you must proceed with the payment of the licence fee.
License Application Status

If FIFA rejects your application, your status of your licence request will be: “Rejected”.

You will be informed of the reasons of rejection via the Platform and via email.

You may be rejected at any time during the application process for various reasons; you will be informed at all times of the reason for rejection.
Rejected Requests

If applicable, you can access former rejected licensing requests via the respective tab at the top of the screen.
After clicking on the "Pay Licence Fee" button, you will be redirected to the payment platform.

Here please enter all required details:
First, select your payment method.
Second, enter your card number, the expiration date, your name, and the verification code of your card.

Once you have filled in your details, click on the "PAY" button.
You will be offered the possibility to pay in different currencies, accepting a fee of 3% of the amount added as an exchange fee. Please select the currency type that suits you best.

After selecting the currency type, click on “Process” (if applicable).

Once you have paid, you will be redirected to the FIFA Agent Platform.
After successful payment within 90 days, you have completed your application and are a licenced FIFA Football Agent.

**Congratulations!**

You will have access to further menu options:
- Overview
- Licence Management
- Continuing Professional Development
- Reporting
- Dispute Resolution
You can access the Help Centre by clicking on the question mark icon in the top right.

In this section the most frequently asked questions from users will be answered.

If you have any issue or you are encountering errors, you can create a support ticket by clicking on “Contact us”.

This section is under construction.
In order to create a support ticket, the only action you have to take is to fill in a description of the issue and press the send button.

Your ticket will be managed by FIFA to improve your experience in the portal.
Thank you