**Self-Service Registration in PSFIN**

1. Go to <http://fprod-selfservice.gafirst.usg.edu>.
2. Select “**Register For My Account**”
3. Enter the following information and then click the **Next** button:
   1. Date of Birth (mm/dd/yyyy)
   2. SSN (last four digits)
   3. Home Zip Code (5 digits)
4. Select **Next**
   1. This pulls up your job row and asks you if you want to create an account for your specified institution
5. Select **Next**
6. Create a **User ID** and **Password**
7. Log out of the system and log back in (using URL in Step 1) with your new User ID and password

**Reviewing System User Profile**

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Profiles and Preferences**
4. Select **Review/Edit Profile**
5. Review information on **Employee Data** tab
6. Review information on **Organizational Data** tab
7. Set User defaults on **User Defaults** tab (optional)
8. Review information on **Bank Accounts** tab

**Delegating Entry Authority**

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Profiles and Preferences**
4. Select **Delegate Entry Authority**
5. Add a row by clicking the **+** button
6. Enter the User ID of the person you are giving authority to enter Expense transactions on your behalf or select the Look Up icon and search for the user.
7. Select the **Save** button.