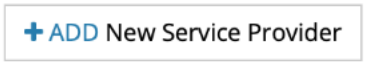
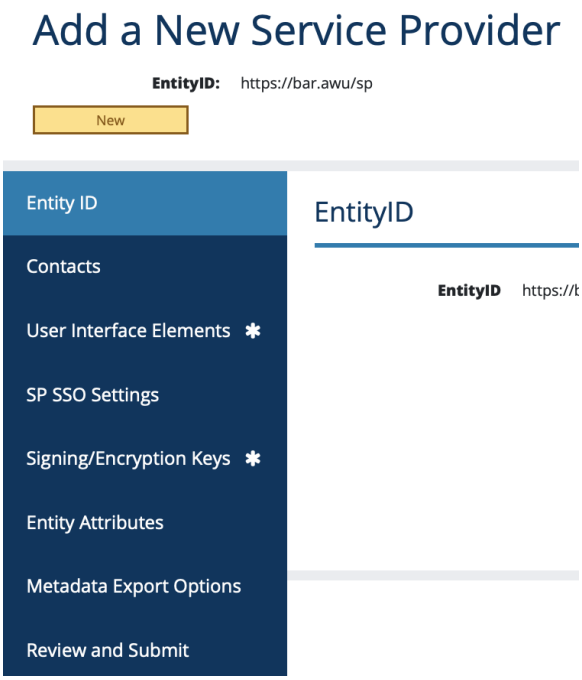
# federation-manager-add-sp

Log into the Federation Manager as a Site Administrator(SA).

From the site home page (SA Dashboard), scroll down to find the "Add New Service Provider button; click it to open the "Add a New Service Provider" page.




"Add a New Service Provider" is a step-by-step, multi-section form designed to guide you through the steps of registering a new Service Provider in InCommon. The steps are listed on the left of the form.




The first step, "Entity", prompts you to enter the Entity ID and the Scope of your Service Provider (SP).

**If this is your first time registering an Sp in InCommon, read these instructions first:**

- Entity ID

Choosing the right entity ID is critical to a successful SP deployment in InCommon. Since you will not be able to easily change an entity ID once you publish your metadata, take some time to plan before you proceed.

Once you have completed the first step (enter Entity ID ), use the left navigation or the Previous/Next buttons at the bottom of the page to move between the sections. An asterisk next to the name(s) will let you know if you have unfinished work in a particular section. Your work will be saved as you navigate between sections. You may exit the application and return to work on it at a future date.

**Remember to navigate to "Review and Submit" to submit your entity for publication.** Your changes won't be published to the InCommon metadata until you submit it for publication.

## Editing SAML metadata elements

To learn more about each section in the Add a New Service Provider form, click on each topic here:

- Contacts
- User interface elements
- SP SSO Settings
- Signing/Encryption Keys
- Entity Attributes
    - Service provider - Apply for Research and Scholarship category
    - Service Provider - Register for the Anonymous Access category
    - Service Provider - Register for the Pseudonymous Access category

## Related content

- What's New in Federation Manager
- Understanding the Endpoint Encryption Score
- Review and submit metadata
- Requirements to use Federation Manager
- Reset your Federation Manager user password
- User interface elements
- Add an identity provider
- Add a service provider
- Assign metadata management to a Delegated Administrator
- Prepare for Delegated Administration assignment

## Get help

Can't find what you are looking for?

help Ask the community

    - Service Provider - Register for the Personalized Access category
    - Assert SIRTFI compliance
- Metadata Export Options
- Review and Submit

# Further reading

- Baseline Expectations for Trust in Federation
- Service provider - apply for Research and Scholarship category