Steps to Sign Up for Email Notification of Proposed Construction Proposals Which May Interest You

2. Log into your account or select “New User Registration” and create an account

3. At your OE/AAA Portal Page, select “Subscription Preferences”
4. Select **"Add a new subscription"**

My Subscriptions

Add a new subscription

**Subscription Information**

The OE/ASA system will automatically notify you via email based on the subscribers(s) created.
- To add a new subscription, select on the link "Add a new subscription".
- To modify a current subscription, select on the link in the "Current Status" column.
- To add/modify a subscription, select on the link in the "Current Status" column.
- Allow up to 30 hours for notification to begin.

No Subscribers Found

5. Type in a **Name** and then select **"Add"**

My Subscriptions

Add a new subscription

**Add Subscription**

Name: *Your personalized name here*

Cancelled

Add

6. Select your filters from the list

**Subscription**

Filter/Type:

- **Agent**
- **Account**
- **Latitude/Longitude**
- **ICE Case**
- **State**
- **Status**
- **Structure Height/AGL**
- **Structure Height/MSL**
- **Structure Type**

**Subscription Information**

The OE/ASA system will automatically notify you via email based on your Subscription Filter, which is updated by the FAA and falls within your selected filters. You may add Subscription Filters based on the following options:
- **Filter**
- **Search**
- **Lat/Long**
- **Case**
- **State**
- **Structure Height**
- **Structure Type**

You will only receive updates when a subscription is activated and the FAA updates areas that fall within your specified Subscription Filters.

7. **Activate** the new Subscription

**Subscription**

Demo: created on "the date you created it"

Subscription is currently Deactivated (click to Activate)
8. Examples of Expanded Filter Type views

### Add an Airport Filter
- **Loc Id:**
- **Radius in NM (50 NM Max):**
  
  ![Add Airport Filter button](image)

### Add a Point Filter
- **Latitude:**
- **Longitude:**
  
  ![Horizontal Datum: NAD 83](image)
- **Radius in NM (50 NM Max):**
  
  ![Add Point Filter button](image)

### Add a Case Filter
- **An OFF Airport Case:**
- **Radius in NM (50 NM Max):**
  
  ![Add Case Filter button](image)

### Add a Structure Height AGL Filter
- **Minimum Height:**
- **Maximum Height:**
  
  ![Add Height Filter button](image)

### Update Structure Filters
- **Antenna - Side Mount**
- **Antenna - Top Mount**
- **Antenna Tower**
- **Billboard**
- **Bridge**
- **Building**
- **Cell-On-Wheels**
- **Chimney**
- **Crane**
- **Drilling Rig**
- **Feasibility Study**
- **Flagpole**
- **High Mast Illumination**
- **Landfill**
- **Light Pole**
- **Lighting Study**
- **Lighting Study MET Tower**
- **Lighting Study Wind Turbine**
- **Met Tower**
- **Monopole**
- **Other with Antenna**
- **Other without Antenna**
- **Power Line**
- **Other with Antenna**
- **Solar Panel**
- **Solar Tower**
- **Sign**
- **Tower**
- **Transmission Line**
- **Stack**
- **Waste Management Facility**
- **Water Tank**
- **Utility Pole**
- **Wind Turbine**
- **Workover Rig**

![Update Structure Filters button](image)