



To comply with FAA security requirements, Airports External Portal (AEP) users are now required to sign up and login with FAA’s MyAccess multifactor authentication (MFA) solution. To allow users to maintain their existing levels of access while safeguarding sensitive system information, the first time you log in you will need to enter your existing AEP username and password after authenticating with MyAccess. This will “map” your existing AEP account with your new MyAccess credentials. A step-by-step guide of how to register for MyAccess and login for the first time is detailed below.

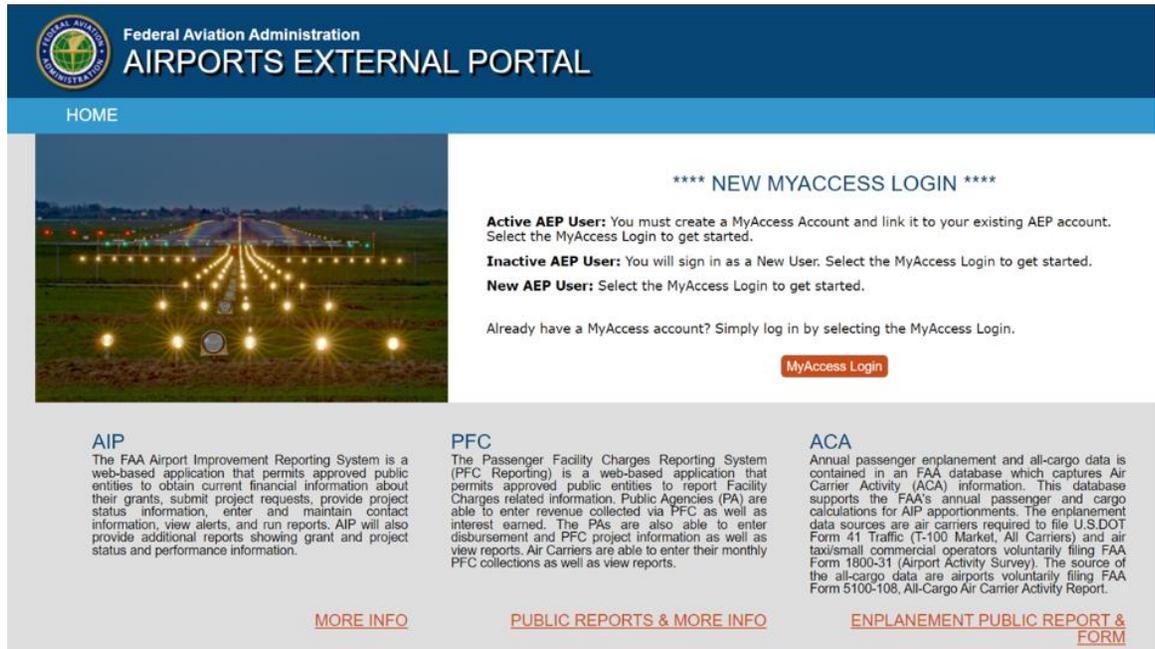


**Questions, Concerns,
or Having Sign-in Issues?**

Contact the SOAR Helpdesk at
(703) 377-7682 or ARP-SOAR@faa.gov

Step 1

Click “**MyAccess Login**” to proceed to **MyAccess**.



Federal Aviation Administration
AIRPORTS EXTERNAL PORTAL

HOME

**** NEW MYACCESS LOGIN ****

Active AEP User: You must create a MyAccess Account and link it to your existing AEP account. Select the MyAccess Login to get started.

Inactive AEP User: You will sign in as a New User. Select the MyAccess Login to get started.

New AEP User: Select the MyAccess Login to get started.

Already have a MyAccess account? Simply log in by selecting the MyAccess Login.

[MyAccess Login](#)

AIP
The FAA Airport Improvement Reporting System is a web-based application that permits approved public entities to obtain current financial information about their grants, submit project requests, provide project status information, enter and maintain contact information, view alerts, and run reports. AIP will also provide additional reports showing grant and project status and performance information.

PFC
The Passenger Facility Charges Reporting System (PFC Reporting) is a web-based application that permits approved public entities to report Facility Charges related information. Public Agencies (PA) are able to enter revenue collected via PFC as well as interest earned. The PAs are also able to enter disbursement and PFC project information as well as view reports. Air Carriers are able to enter their monthly PFC collections as well as view reports.

ACA
Annual passenger enplanement and all-cargo data is contained in an FAA database which captures Air Carrier Activity (ACA) information. This database supports the FAA’s annual passenger and cargo calculations for AIP apportionments. The enplanement data sources are air carriers required to file U.S.DOT Form 41 Traffic (T-100 Market, All Carriers) and air taxi/small commercial operators voluntarily filing FAA Form 1800-31 (Airport Activity Survey). The source of the all-cargo data are airports voluntarily filing FAA Form 5100-108, All-Cargo Air Carrier Activity Report.

[MORE INFO](#) [PUBLIC REPORTS & MORE INFO](#) [ENPLANEMENT PUBLIC REPORT & FORM](#)



Step 2.1

If you already have a MyAccess account from FAA, continue to step 3.

If you do not have a MyAccess account, click the red **“Don’t have an account? Sign Up”** button and follow the MyAccess external user registration process to create an account.

The screenshot shows the MyAccess sign-in interface. At the top is the MyAccess logo. Below it, the text "Sign in using MyAccess" is centered. There is a text input field for "Email Address" and a blue "Next" button. Below this, there are two options: "Sign in with DOT/FAA PIV" and "Sign in with Federal CAC/PIV". Another "OR" separator is present. At the bottom, there is a prominent red button that says "Don't have an account? Sign up". Below the button are links for "Unlock account?", "Help", and "Manage MyAccess Account".

Step 2.2

You will be required to verify your identity by submitting either your Social Security Number or a copy of your government-issued ID and a photo using your mobile phone. For more help with this process, consult the MyAccess External User Registration Guide at <https://myaccessreg.faa.gov/registrationhelp>

The screenshot shows an identity verification form. At the top, a warning message states: "Please do not proceed if you are a credentialed federal employee or contractor." Below this, it says "Fields Marked With * Are Mandatory". The form includes input fields for "First Name *", "Middle Name", "Last Name *", and "Email Address *". There is a "Suffix" dropdown menu. Below these fields, a section titled "Select an option below to verify your identity *" contains two radio button options: "Government issued ID (Available to all users, domestic and international)" and "Last 4 digits of your SSN (Available to US Citizens and permanent residents only)". There is also a checkbox for "I'm not a robot" with a CAPTCHA icon. A blue "Submit" button is at the bottom.

Step 2.3

After successfully signing up for MyAccess you will be required to setup a multifactor authenticator option to complete the registration process. For more information on the options available and how to use them, please visit

<https://myaccessreg.faa.gov/help/manage-account/your-authenticators>

The screenshot shows an information collection form with the FAA logo at the top. The text reads: "In order to validate your identity, we need to collect some information about you. This information will not be saved or stored." Below this, there is a note: "* Indicates a required field". The form includes several fields: "Full Name *" (filled with "Johnathan Doe"), "Residential Address *" (filled with "800 Independence Ave SW Washington, DC 20024"), "Mobile phone *" (filled with "+1 (202) 456-7890"), "Date of Birth *" (filled with "05/20/1926"), and "Last 4 Social Security Number *" (filled with "...."). There is a blue "Confirm Information" button at the bottom.



Step 3.1

Log in to MyAccess by entering the email address you registered with, then click “**Next**,” enter your MyAccess password and click “**Verify**.”

Sign in using MyAccess

Email Address

Next

OR

Sign in with DOT/FAA PIV

Sign in with Federal CAC/PIV

OR

Don't have an account? Sign up

Unlock account?
Help
Manage MyAccess Account

Step 3.2

After entering your password, verify your login attempt using your enrolled 2nd authentication factor (e.g., Authenticator app, text message, etc.).

Verify it's you with a security method

john_doe@faa.gov

Select from the following options

Google Authenticator Select

Phone +1 XXX-XXX- 8888 Select

Help
Back to sign in

Step 4

After logging in to AEP with MyAccess for the first time, you will be prompted to enter your existing **AEP username** and **password** to map your account with your MyAccess credentials.

| LOGIN |

Username: login_name

Password: PW1234

LOGIN

New User

Forgot Username / Password

Login with your existing AEP Username and Password to complete the AEP MyAccess setup.

First time accessing AEP? Click "New User" to register.

Note:

Only active AEP accounts can be mapped. Accounts that are not active (either because they have been disabled due to inactivity, administrator action, or were never approved) cannot be mapped.

AEP users without active AEP accounts must request access again by clicking “**New User**” and completing the new user request form. Once approved, new user requests will immediately be provisioned with the appropriate level of access. Users requesting new AEP accounts will not have to complete the one-time username and password entry after authenticating with MyAccess.