



**FAA**  
**Airports Division, Southern Region**

# **Airports External Portal (AEP) User's Guide**

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## **Introduction**

The Federal Aviation Administration's (FAA's) Airports External Portal (AEP) is a web-based application that lets airport sponsors and State aviation agencies access the FAA's System of Airports Reporting (SOAR) database to enter data for projects that may be eligible for federal funding.

The AEP also lets airport sponsors and State aviation agencies view and update their project data after submittal, update their contact information, and update grant project completion status.

Airport sponsors that have a Passenger Facility Charge (PFC) program also use the AEP to access the PFC Reporting System to enter and view their PFC collections and disbursements data, and view the status of their PFC applications and projects.

This document is a basic guide for requesting access to the system and logging on and off the system. Once logged into the AEP, there is a User Manual and a User Training Video for added help in using the system.

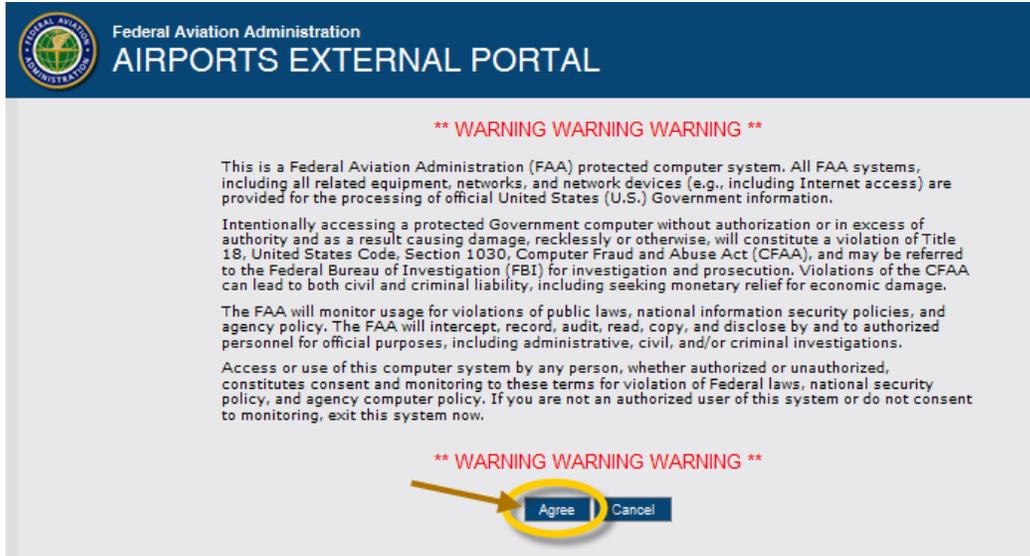
PFC Users can also find more guidance on logging on to and using the PFC Reporting System on the Southern Region's PFC web page: <http://www.faa.gov/airports/southern/pfc/>.

## **AEP System features**

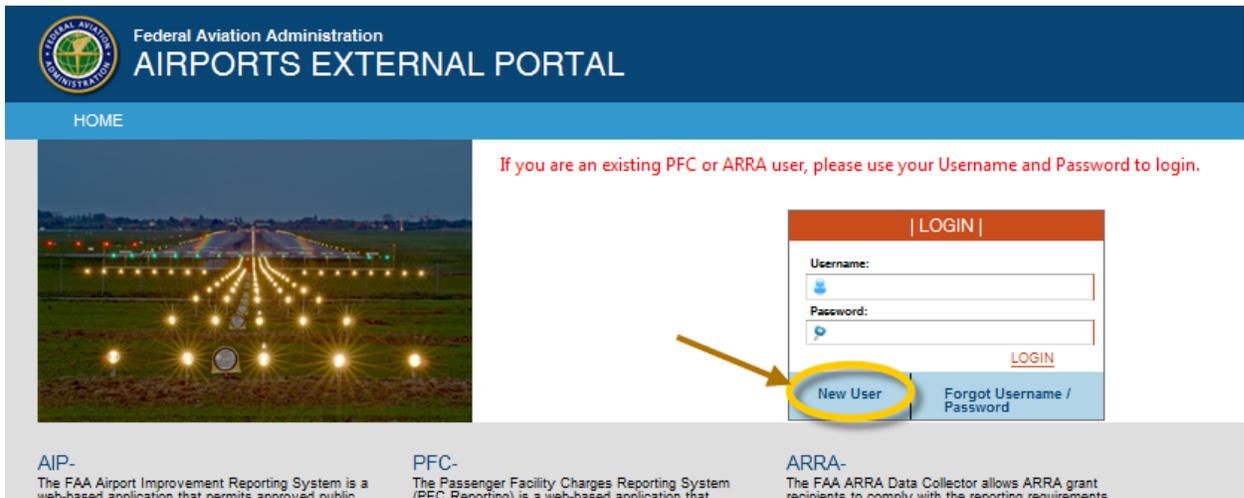
- Lets you submit projects for federal funding consideration electronically.
- Lets you view and update your project data after submittal, and to see whether the FAA has accepted your project(s) for federal funding consideration.
- Lets you update your Airport Improvement Program (AIP) grant project completion status online.
- Lets you update your contact information.
- Lets you access the PFC Reporting System (for Public Agencies that have a PFC Program)

## Requesting access

1. Open your web browser (Internet Explorer or other) and go to <https://aep.airports.faa.gov>.
  - a. The AEP warning screen displays (figure below).



- b. Read the warning screen, and then select the “**Agree**” button at the bottom of the screen (figure above).
2. The AEP login screen displays.  
In the “LOGIN” box in the upper right of the screen, select the “**New User**” link, which is below the “Password” field (see figure below).



3. The AEP **New User Request Account** screen now displays (figure below).

**Federal Aviation Administration**  
**AIRPORTS EXTERNAL PORTAL**

HOME

**New User Request Account**

**Personal Information**

**Please complete all items marked with an asterisk. It is important to be accurate.**

FAA Employee or Contractor  Non-FAA User

Name\*: <First> <MI> <Last>

Title: <Title>

Email\*:

Country\*: US - United States

Phone\*: ext:

Address\*:

City\*:

State\*: ----- Select one -----

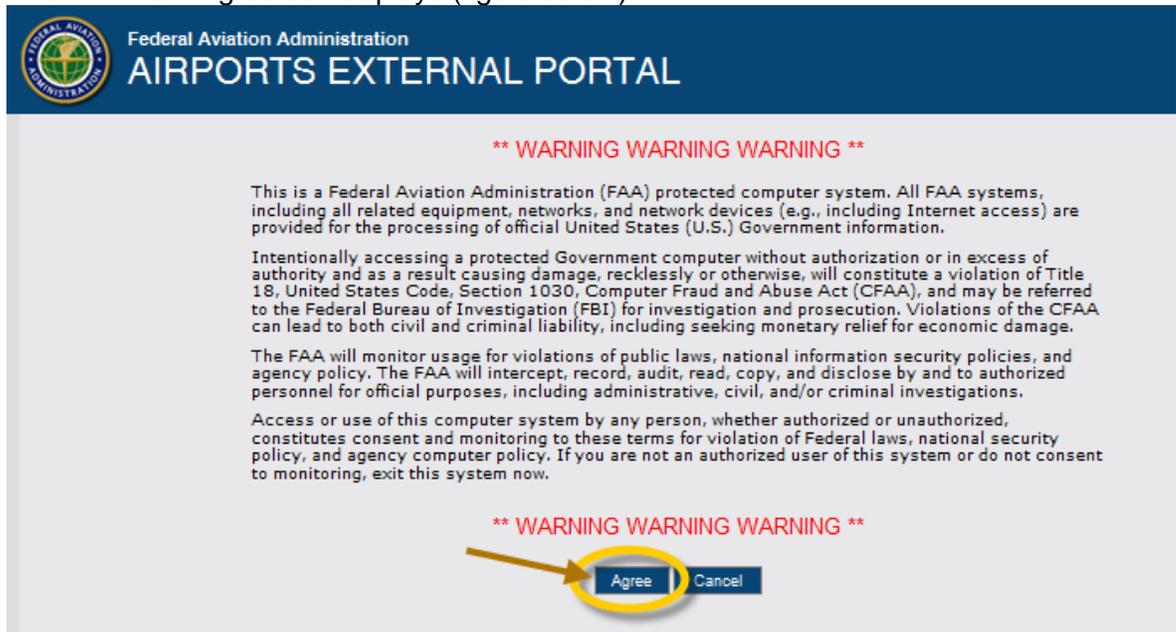
Zip Code\*:

Next >> Cancel

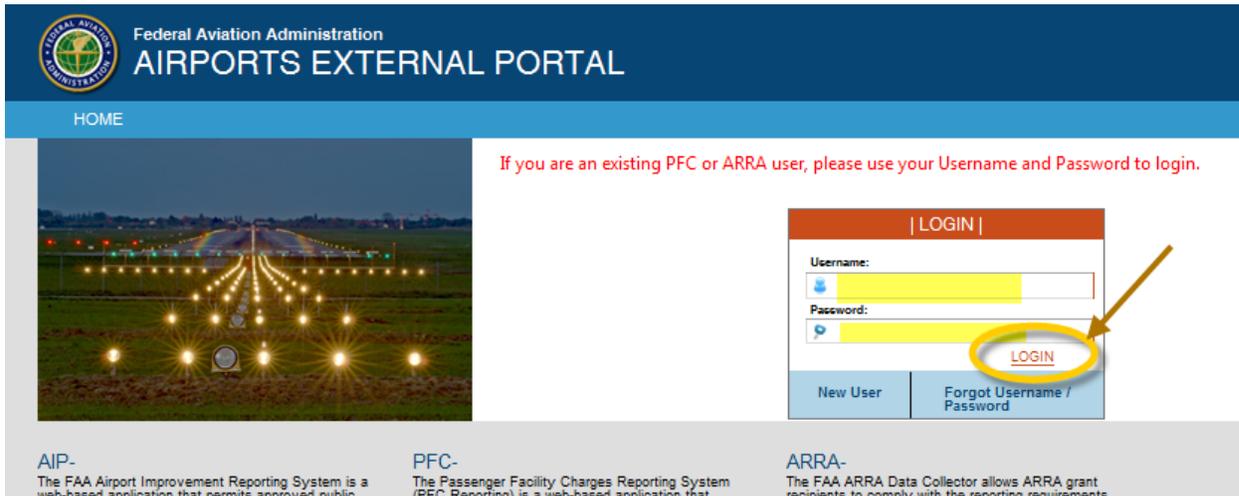
- a. Enter the information requested in the fields provided, then select **“Next”**.
  - b. Continue entering the requested information on each screen and selecting **“Next”** until you complete all of the requested information. Then, on the final screen (screen 6), select **“Finish”**.
4. If FAA personnel approve your request for access to AEP, the system will generate an initial email to you, providing you with your initial username and password to access the system.
  5. At initial logon, you should change your password to a strong one of your choosing.  
**Tip:** Strong passwords have at least eight characters and a mix of upper case letters, lower case letters, numerals, and symbols.

## Logging on

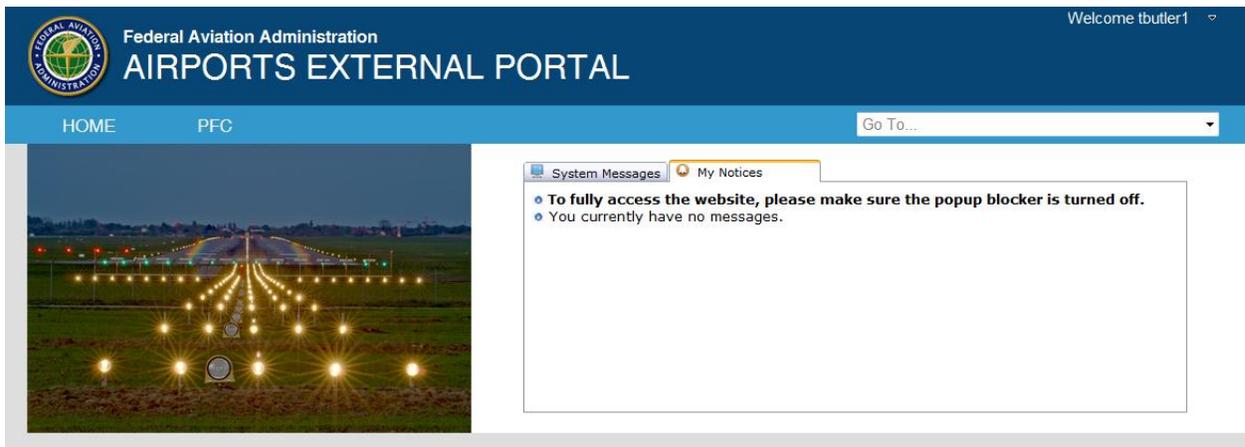
1. Open your web browser (Internet Explorer or other) and go to <https://aep.airports.faa.gov>
  - a. The AEP warning screen displays (figure below).



- b. Read what it says, then select the “**Agree**” button at the bottom of the screen (figure above). The AEP login screen displays (figure below)
2. On the login screen, you will see a “LOGIN” box in the upper right of the screen. Enter your username and password in the fields provided, and then select the “**LOGIN**” link (figure below).



3. The AEP main screen displays (figure below).



4. The first time you logon to AEP you should **check your user profile** stored in the system to make sure the information there is accurate, and update it if necessary.

**Important:** Make sure you have selected and provided an answer to the three security questions in your profile. You will need these to request a new username and/or password if you should ever forget one of them or your password expires.

To check your user profile, in the upper right of the AEP main screen, click on the drop down arrow to the right of your username, and then select **“My Account”** (figure below).



5. The **“My Account”** screen will appear (figure below).

**My Account**

▼ Change Password

► Profile and Account Information

**Personal Information**

Name\*: Troy <MI> Butler

Title\*: Unassigned

Email\*: Troy.Butler@faa.gov

Phone\*: 4043056727 ext:

Country\*: US - United States

Address\*: 1701 Columbia Ave., Suite 540

City\*: College Park

State\*: GA - Georgia

Zip Code\*: 30037

**Security Questions & Answers**

Q1\*: What school did you attend for 5th grade?

A1\*:

Q2\*: What is your preferred musical genre?

A2\*:

Q3\*: What was the model year of your first car?

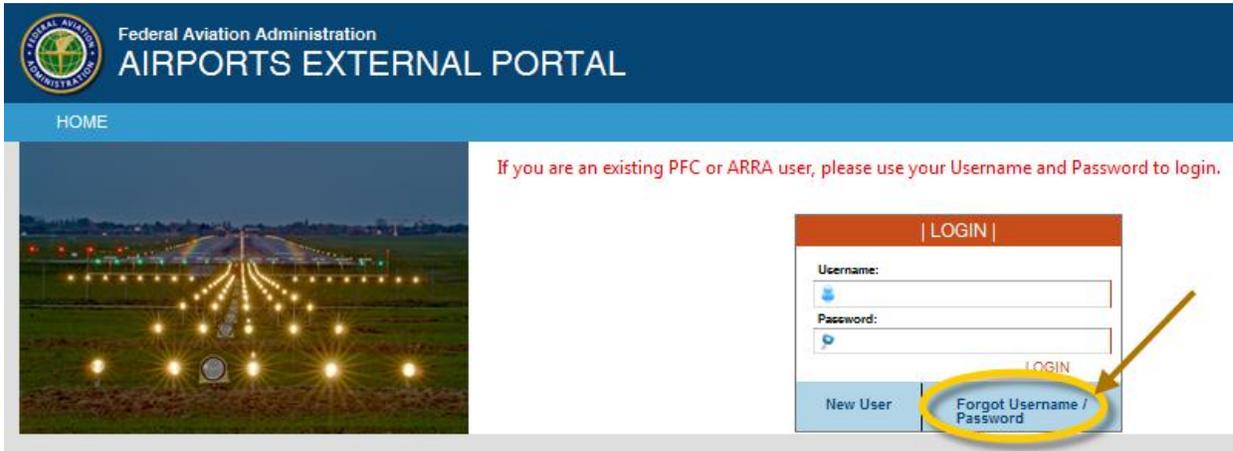
A3\*:

Save Cancel

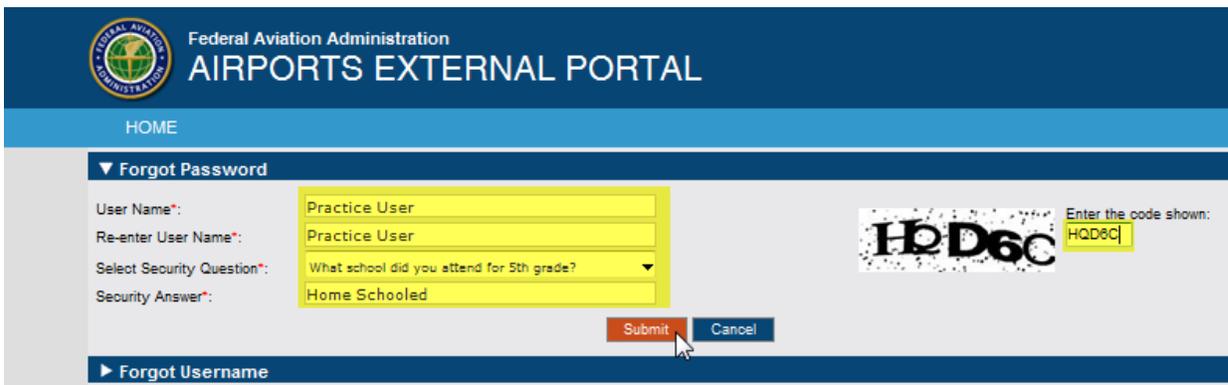
- Under “Profile and Account Information” on the “My Account” screen, check the “Personal Information” to make sure it is accurate and make any changes necessary. Also make sure you have provided answers to the three security questions. If not, select the drop-down arrow to the right of each of the questions, select a question, and provide an answer in the field provided. After you have made any changes necessary in your personal information or security questions, select “Save” at the bottom of the screen (figure above).

## Expired or forgotten password

1. At the AEP login screen described above under “[Logging on](#)” select the “**Forgot Username/Password**” link, which is under the “LOGIN” button (figure below).



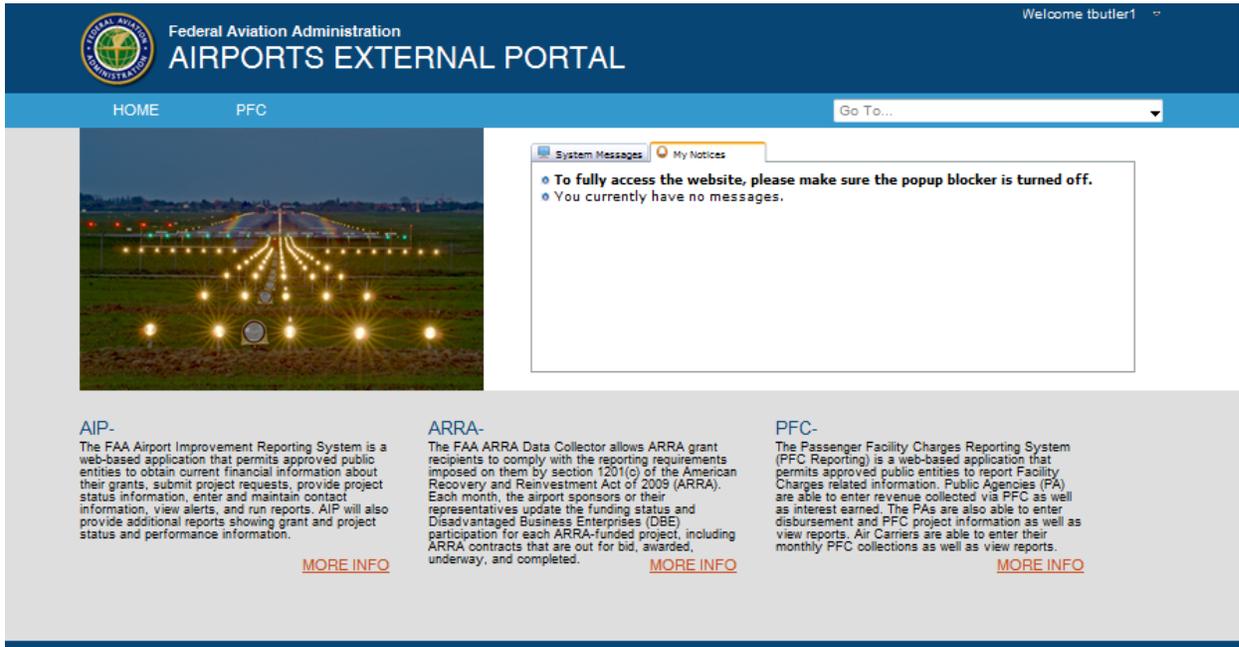
2. A **Forgot Password/Forgot Username** screen then appears (figure below).



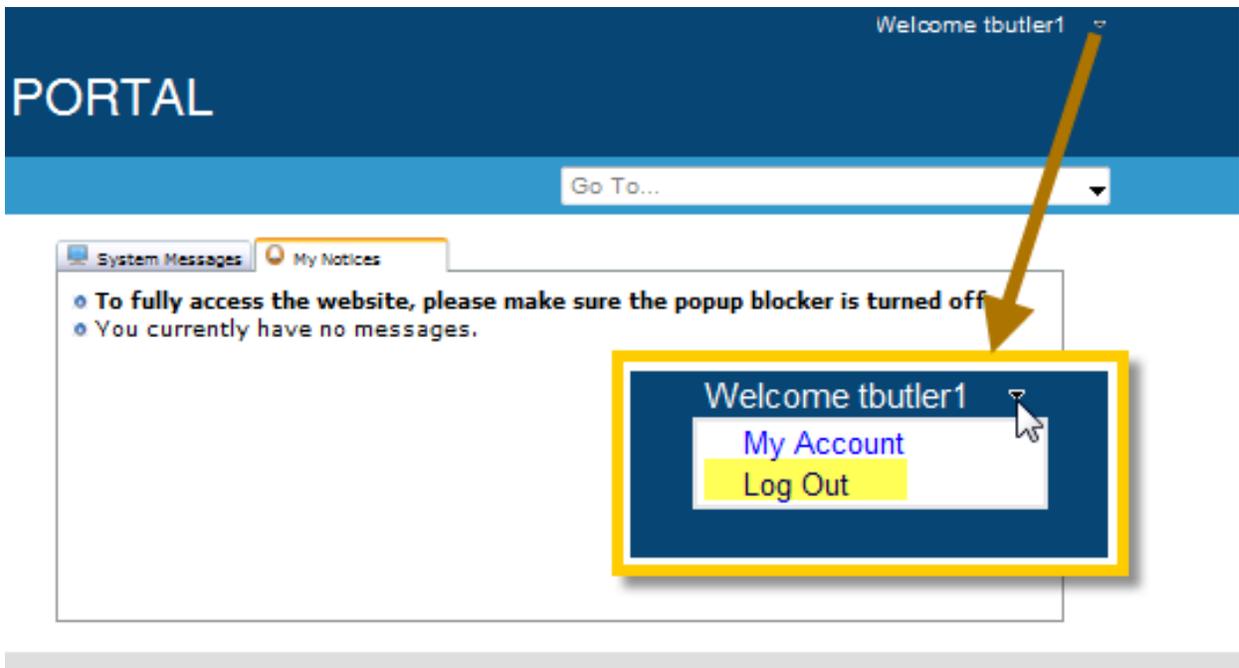
- a. **If you have forgotten your password**, enter your username, select one of the security questions you previously selected in your user profile, and then provide the answer to the question in the field provided. Also enter the code shown in the upper right of the screen in the field provided. Then select “**Submit**” (figure above).
  - b. **If you have forgotten your username**, click on “**Forgot Username**”, then enter your E-mail address, select one of the security questions you previously selected in your user profile, and then provide the answer to the question in the field provided. Also enter the code shown in the upper right of the screen in the field provided. Then select “**Submit**” (figure above).
3. The system then sends you an email message with your new password or existing username, depending on which one you requested, to use to logon to the system.

## Logging Off

1. Go to the AEP Main screen (figure below).



2. Select the small arrow next to your name in the upper right hand corner of the screen, and then select "Log Out" in the drop-down box that appears (see figure below).



3. The system logs you out of the AEP and the AEP warning screen displays.