Passenger Facility Charge (PFC) Reporting System

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# Table of Contents

Introduction..............................................................................................................................3  
PFC Reporting System features............................................................................................3  
Requesting access..................................................................................................................3  
Logging on ...............................................................................................................................5  
Expired or forgotten password..............................................................................................7  
Entering quarterly PFC financial data, project dates..............................................................8  
PFC Application status........................................................................................................ 12  
Running PFC reports ...........................................................................................................14  
Changing your defaults, password, or user profile .............................................................14  
Logging Off ...........................................................................................................................15
Introduction
The PFC Reporting System is a database containing PFC revenue and disbursement data reported by Public Agencies approved to collect PFC revenues, and by the airlines collecting those revenues. It is accessed through the Federal Aviation Administration's (FAA's) Airports External Portal (AEP).

This document is a basic guide for use by authorized public agency personnel tasked with adding and maintaining the public agency's PFC revenue and disbursement data into the system. It is also intended for use by authorized public agency personnel having an interest in viewing the public agency’s PFC revenue and disbursement data as well as the PFC collections data reported by the airlines.

PFC Reporting System features:

- Lets you do the FAR Part 158 required quarterly reporting of PFC data to the FAA and airlines online.
- Removes the public agency’s need to send hard-copy PFC Quarterly Reports to the FAA and airlines.
- Lets the public agency run varied reports summarizing their PFC approvals, collections and disbursements.
- Lets the public agency run reports summarizing PFC collections data that the airlines report to the FAA for their airport(s).

Requesting access
1. Access the PFC Reporting System through the FAA's Airports External Portal (AEP). Open your web browser (Internet Explorer or other) and go to https://aep.airports.faa.gov.
2. The AEP warning screen now displays (figure below).

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

5. The AEP New User Request Account screen displays (figure below).

6. Enter the information requested in the fields provided, then select “Next.”

7. 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”.

8. If FAA personnel approve your request for access to AEP and the PFC Reporting System, the system will generate an initial email to you, providing you with your initial username and password to access the system.

9. At initial logon, you should change your password to one of your choosing.
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).

   ![AEP Warning Screen]

   **WARNING WARNING WARNING**

   This is a Federal Aviation Administration (FAA) protected computer system. All FAA systems, including all related equipment, networks, and network devices (e.g., including Internet access) are provided for the processing of official United States (U.S.) Government information.

   Intentionally accessing a protected Government computer without authorization or in excess of authority and as a result causing damage, recklessly or otherwise, will constitute a violation of Title 18, United States Code, Section 1030; Computer Fraud and Abuse Act (CFAA), and may be referred to the Federal Bureau of Investigation (FBI) for investigation and prosecution. Violations of the CFCA can lead to both civil and criminal liability, including seeking monetary relief for economic damage.

   The FAA will monitor usage for violations of public law, national information security policies, and agency policy. The FAA will intercept record, audit, read, copy, and disclose by and to authorized personnel for official purposes, including administrative, civil, and/or criminal investigations.

   Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent and monitoring to these terms for violation of Federal laws, national security policy, and agency computer policy. If you are not an authorized user of this system or do not consent to monitoring, exit this system now.

   **WARNING WARNING WARNING**

   b. Read what it says, then select the “Agree” button at the bottom of the screen (figure above).

2. The AEP login screen displays (figure below).

   ![AEP Login Screen]

   a. On the login screen, you will see a “LOGIN” box in the upper right of the screen. Enter your **username** and **password** in those, and then select “LOGIN” (figure above).
3. The AEP main screen displays (figure below).

![AEP main screen](image)

a. In the upper left of the screen, select “PFC” (figure above).

4. The PFC Reporting System will open to the “Reports” screen in a new web page (figure below).

![PFC Reporting System](image)
Expired or forgotten password

1. Go to the AEP login screen as described above under “Logging on” (figure below).

   ![Login Screen](image)

   a. Select the “Forgot Username/Password” link, which is under the “LOGIN” button (See figure above).

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

   ![Forgot Password/Username Screen](image)

   a. If you have forgotten your password, enter your username, select a security question and then provide the answer in the fields provided. Also, enter the code shown in the upper right of the screen in the field provided. Then select “Submit” (see figure above).

   b. If you have forgotten your username, click on “Forgot Username”, then enter your E-mail address, select a security question and then provide the answer in the fields provided. Also, enter the code shown in the upper right of the screen in the field provided. Then select “Submit” (see 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.
Entering quarterly PFC financial data, project dates

1. Logon to the PFC Reporting System as described above under “logging on”.

2. Select “PFC Details” on the left hand side (see figure below).

3. The PFC Details screen will display (figure below).
4. To enter your quarterly PFC collections:

a. Select the “Revenue” button at the top of your “PFC Details” screen, and then select the “Go” button to the right of your airport name. (See figure below).

Note: if you have more than one airport where you are collecting PFCs, you will also need to select the airport name in the drop box to the right of “Please Select the Airport”.

b. You will now see the Revenue screen for your airport. Here’s an example:

c. Make sure that the “Pick CY to Display:” field shows the correct calendar year (see figure above), and then click on the “Edit” button for the month in which you want to enter data.

1) You may enter data for each month, or if you prefer, you may combine the data for all three months of a calendar quarter and enter it for the final month of the quarter. For example, for the fourth quarter
of CY 2011, you may sum the October, November and December data and enter it for December 2011.

2) Enter the PFC revenue you received from the airlines during the quarter in the “Collections” column, and any interest you earned on PFC revenue during the quarter in the “Interest” column.

5. To enter your quarterly PFC disbursements and update project dates:

a. Select the “Disbursements” button at the top of your “PFC Details” screen, and then select the “Go” button to the right of your airport name. (See figure below)

   Note: if you have more than one airport where you are collecting PFCs, you will also need to select the airport name in the drop box to the right of “Please Select the Airport.”

   [Image: Screen shot of PFC Details page showing “Disbursements” button and “Go” button]

   **IMPORTANT:** If you see a warning screen like the one below when you first open the Disbursements screen, you MUST update the project implementation and/or physical completion dates for those projects listed on the screen before SOAR will save any of the disbursement data you enter during the current session.

   If you do not update the dates for the project(s) before ending your session, your data will be lost and you will have to reenter it.

   [Image: Warning screen showing message: “There is one or more Estimated Date(s) that is past due.”]
Proceed to the Disbursements screen by clicking on the “Proceed” button, but you must update the dates for the projects listed on this screen once you get to the Disbursement screen or your disbursement data will not be saved.

You will now see the Disbursements screen for your airport. Here’s an example:

b. Make sure the correct calendar quarter is displayed in the “Quarter End Date” field (see above), and then click on the “Edit” button for the project for which you want to enter data.

1) Enter your disbursements for the project during the calendar quarter in the column labeled “Current Quarter” (figure above).

IMPORTANT: if the project is funded from other sources besides PFC revenue, only enter the amount of PFC revenue spent on the project during the quarter, NOT the total amount of funds expended on the project.

2) If appropriate, update the project “Implementation” and/or “Physical Completion” dates in the appropriate columns and select “A” (for actual) or “E” (for estimated) in the drop-down box next to the date field.

IMPORTANT: DO NOT enter a date in the “Financial Completion” date field until the project is financially complete, meaning you will not need to enter any other disbursements for the project in the future.

Once you enter a date in this field, that project will no longer display on the Disbursement screen.

If you have entered and saved a financial completion date in error, contact your FAA Regional/ADO representative for help.
**IMPORTANT – UPDATE INDICATOR:** if you see a small red asterisk (*) next to the “App-Proj” (project number) on the Disbursements screen (see the figure below), you must update the project implementation and/or physical completion dates for that project *before* SOAR will save any of the disbursement data you enter during the current session.

If you do not update the dates for the project(s), your data will be lost and you will have to reenter it.

c. Once you have finished updating the disbursements and dates for the project, select the “Save” button in the “Action” column to the left of the “PA Title” (project title) (see figure below).

d. Repeat the above steps for each project for which you need to enter disbursement data and/or update project dates for the calendar quarter.

If you don’t see one or more of your projects on the Disbursement screen, you may have too many projects to fit on a single screen. You can see the remainder of your projects by clicking on the “Next Page” button just above the upper right portion of the project list (see below):
PFC Application status
1. Logon to the PFC Reporting System as described above under “Logging on.”

2. Select “PFC Details” on the left hand side (see figure below).

3. The PFC Details screen will display (figure below).
4. Select the “Application” button at the top of the PFC Details screen, then click on “Go” (see figure above). This displays the Application screen (see figure below).

**Tip:** If you have more than one airport at which you are collecting PFCs, select the airport you want in the drop-down box to the right of “Please Select the Airport.”

The Application screen contains basic data about the status of your approved PFC applications, total PFC revenue approved, total PFC revenue collected and disbursed, etc.

**Running PFC reports**

1. Logon to the PFC Reporting System (as above, under “Logging on”).
   The PFC Reporting System opens in a new web page to the “Reports” screen (figure below).
2. The buttons at the top of the Report screen labeled “Public,” “Public Agency”, “Air Carrier,” and “Reference” refer to different groups of reports that you can run.

Click on any one of these to see the reports in that group. For example, if you click on the “Air Carrier” button, you will see the following Air Carrier reports that you can run. Click on “Display Report” (image below) to run the related report.

Changing your defaults, password, or user profile
1. While logged in to the PFC Reporting System, select the “User Setting” button on the left side menu (see figure below).

2. This will take you to the User Management screen (see below). Select a button at the top of the screen to take one of the below actions.
   - Select your “default” screen (the screen that initially appears when you log on)
   - Change your password
   - Edit your user profile
   - Set alerts (e-mail notifications)
Logging Off
1. From anywhere in the PFC Reporting System, select the “Logoff” button on the left hand side of the screen (see figure below).

2. The AEP Main screen displays (see below).
3. 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).

![Image of Portal with Log Out option highlighted]

4. The system logs you out of the PFC Reporting System and the AEP, and the AEP warning screen displays.