

# Other Type: Proxy or Trustee Roles Registration Process

**!! This process applies to users (except Responsible Person roles) registering for Proxy or Trustee roles that need access to PRD. !!**

Complete the following steps in this order:

1. Create a MyAccess account, and
2. Register for a Role in PRD
3. Approving other company users

Operations eligible to register for PRD:

- Part 121 air carriers
- Part 135 air carriers and operators
- Part 125 operators and 125 LODA holders
- Part 91K (subpart K Fractional operators)
- Air tour operators
- Public Aircraft Operations (PAO)
- Part 91 (Operators that operate two or more type-rated aircraft or turbine powered rotorcraft in furtherance of a business)

## Create a MyAccess account

NOTE: If you already use MyAccess for other government purposes then you may be able to skip these steps and proceed to “Register for a Role in PRD” section below.

IMPORTANT: You will be required to verify your account through a Multifactor Authenticator process. This will required you to use either Google Authenticator, Okta Verify, Security Key or Biometric Authenticator. You will need to have two devices to accomplish this, for example use a computer for the registration and a phone/tablet for the authentication app. It would be best to have the preferred method of authentication already installed on your device (phone/tablet) prior to starting this MyAccess registration. To understand this process more you can read this: [Enroll in Multifactor Authenticators](#)

- Complete MyAccess External User Registration ([Click here](#)) ([Instruction guide](#))

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# Other Type: Proxy or Trustee Roles Registration Process

## Register for a Role in PRD

IMPORTANT: You can select any of the following Proxies or Trustee roles; Authorized Consumer, Authorized User Contributor, or Authorized User Manager. These roles are approved by the company's Authorized Responsible Person or Authorized User Manager. To learn more about these roles and their privileges refer to advisory circular 120-68 (latest release) section 2.5.2.

- Register your role here [prd.faa.gov](http://prd.faa.gov) (External)
  - For Proxies ONLY:
    - Complete fields to Register as a Proxy Responsible Person
      - Select the company you want to report records for in the "Air Carrier/Operator" field.
      - Enter and Select your proxy company name from the "Proxy" field.
      - Ensure you select the appropriate "Role" from the dropdown field (except for Trustee Responsible Person).
      - Complete all other applicable files and click the "Register" button.

(The screenshot below may look different than what you actually see in the system)

\* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role.  
\* If you would like to register for Trustee access, Please click [here](#)

Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration.

User Name :	BobZilwakTest	Proxy:	Proxy Alfa(001114)
*Air Carrier/Operator:	VENTURE AVIATION GROUP L L C		
*Role:	-Select-		
Title:	-Select-		
*First Name:	Proxy Authorized Consumer Proxy Authorized Contributor Proxy Authorized User Manager Proxy Responsible Person	*Last Name:	Zilwak
Middle Name:		Name Suffix:	-Select-
*Primary Phone:		Alternative Phone:	
*Email:	bzilwak@faa.test	Manager Name:	

Submit Clear

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# Other Type: Proxy or Trustee Roles Registration Process

- For Trustees ONLY:

- Click on the banner link for Trustee access “ \* If you would like to register for Trustee access, Please click [here](#) ”

\* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role.  
\* If you would like to register for Trustee access, Please click [here](#)

Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration.

User Name :	BobZilwakTest	Proxy:	Min first (3)
*Air Carrier/Operator:	<input type="text" value="Min first (3) char of Air Carrier/Operator"/>		
*Role:	<input type="text" value="-Select-"/>		
Title:	<input type="text"/>	Job Title:	<input type="text" value="-Select-"/>
*First Name:	<input type="text"/>	*Last Name:	Zilwak
Middle Name:	<input type="text"/>	Name Suffix:	<input type="text" value="-Select-"/>
*Primary Phone:	<input type="text"/>	Alternative Phone:	<input type="text"/>
*Email:	bzilwak@faa.test	Manager Name:	<input type="text"/>

- Complete fields to Register your Trustee applicable “Role”:
  - Ensure you select the appropriate “Role” from the dropdown field (except for Trustee Responsible Person).
  - Select the original company name who created the records from Air Carrier/Operator” field.
  - Select your trustee company name from the “Trustee Organization” field.
  - Complete all other applicable files and click the “Register” button.

(The screenshot below may look different than what you actually see in the system)

Welcome to Air Carrier Trustee Registration

User Name:	BobZilwakTest		
*Role :	<input type="text" value="-Select-"/>		
*Air Carrier/Operator:	<input type="text" value="-Select-"/>	*Trustee Organization:	<input type="text" value="Testing Trustee (002)"/>
*First Name :	<input type="text" value="Trustee Responsible Person"/>	*Last Name :	Zilwak
Middle Name :	<input type="text" value="Trustee User Manager"/>	Name Suffix :	<input type="text" value="-Select-"/>
	<input type="text" value="Trustee Authorized Consumer"/>	Alternative Phone :	<input type="text"/>
	<input type="text" value="Trustee Authorized Contributor"/>	Manager Name:	<input type="text"/>
*Primary Phone :	<input type="text"/>		
*Email :	bzilwak@faa.test		

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# Other Type: Proxy or Trustee Roles Registration Process

## Approving other company users

- The company's Responsible Person can approve or deny all other roles in the PRD system.
- When the Responsible Person has approved a person for the Authorized User Manager role, then that person can also approve or deny roles in PRD going forward. If you require a status update regarding your access, you need to contact the Authorized Responsible Person or Authorized User Manager as appropriate.
- Remember, each person seeking a role in PRD must also create a MyAccess Account and then they can register for a user role in PRD.
- It is also important to remember that only one Responsible Person role per company is allowed.
- Watch Youtube: [Pilot Records Database: July 14, 2022 – Managing User Roles](#)  
PDF Guide: [How to Approve or Edit Users in the PRD \(faa.gov\)](#)

## Next Steps:

- Additional Training Material: [Pilot Records Database Webinar Series](#)

