Proxy Responsible Person Registration Process

Complete the following steps in this order:

1. Provide Proxy Company Info to FAA
2. Create a MyAccess account
3. Register as an Proxy Responsible Person in PRD
4. Air Carrier/Operator Approves Proxy Responsible Person
5. Approving other company users by Proxy Responsible Person

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)

Provide Proxy Company Info to FAA

- Send an email to PrdSupport@faa.gov and include the your Proxy information as follows:
  - Proxy Name:
  - Contact First Name:
  - Contact Last Name:
  - Contact Title:
  - Contact Phone:
  - Contact Email:
  - Organization Address (Street Address, City, State, Zip Code):
  - Explained in the email which company you intend to report records for and describe your association with that company.
  - Include this as your Subject line for the email: Proxy Organization Request
- Wait for a response email from the PRD Support Team before proceeding to the next step. The PRD Support Team must add your Proxy Organization into the PRD system before you can advance to the next step. Allow approximately 3 business days for this to happen.

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 a Proxy Responsible Person 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)

Proxy Responsible Person Registration Process

Register as an Proxy Responsible Person in PRD

IMPORTANT: The Proxy Responsible Person can be any person that an air carrier or operator chooses for that role. ([Additional Information](#))

- Register as a Proxy Responsible Person at: [prd.faa.gov (External)](#)
- 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 Proxy Responsible Person in the "Role" dropdown 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)
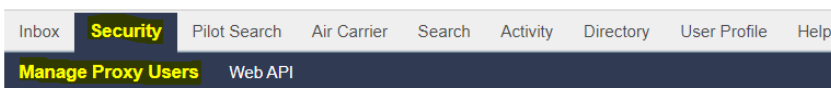

Air Carrier/Operator Approves Proxy Responsible Person

- The Air Carrier/Operator approves or denies the Proxy Responsible Person for each company, and only one Proxy Responsible Person role per company is allowed. This can normally take up to business 3 days.
  - Please contact the "Responsible Person" related to the Air Carrier/Operator to get updates about your request.

Approving other company users by Proxy Responsible Person

- If the company chooses to assign additional people to specific roles, each person must also create a MyAccess Account and then they can register for a role in PRD. Remember, only one Proxy Responsible Person role per company is allowed at any one time, however you can assign as many of the other roles to people as you like. These roles include Proxy Authorized Consumer, Proxy Authorized Contributor, or Proxy User Manager. To learn more about these roles and their privileges refer to advisory circular 120-68 (latest release).
- To approve additional users that have registered, Login [prd.faa.gov (External)](#) and go to Security > Manage Proxy Users

- Watch Youtube: [Pilot Records Database: July 14, 2022 – Managing User Roles](#)
  PDF Guide: [How to Approve or Edit Users in the PRD (faa.gov)](#)

Proxy Responsible Person Registration Process

Next Steps:

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