# Authorized Responsible Person Registration Process

Complete the following steps in this order:

- 1. Create a MyAccess account
- 2. Register as an Authorized Responsible Person in PRD
- 3. FAA Approves Authorized Responsible Person
- 4. Approving other company users by Authorized 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)

### 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 Authorized 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: <a href="Enroll in Multifactor Authenticators">Enroll in Multifactor Authenticators</a>

• Complete MyAccess External User Registration (Click here) (Instruction guide)

## Register as an Authorized Responsible Person in PRD

IMPORTANT: The Authorized Responsible Person should be serving in a required management position listed under 14 CFR part 119, § 119.65(a) or other applicable regulation. These positions may include the following: Director of Safety, Director of Operations, Chief Pilot, Director of Maintenance, or Chief Inspector.

Register as an Authorized Responsible Person at: <u>prd.faa.gov (External)</u>
 NOTE: Ensure you select Authorized Responsible Person in the "Role" dropdown field. Complete all required fields, leave "Proxy" field empty and then click Submit.



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### FAA Approves Authorized Responsible Person

• The FAA approves or denies the Authorized Responsible Person for each company, and only one Authorized Responsible Person role per company is allowed. You'll receive and email from FAA notifying you of the registration status once it is processed. This can normally take up to 3 business days.

### Approving other company users by Authorized 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 Authorized 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 Authorized Consumer, Authorized User Contributor, or Authorized User Manager. To learn more about these roles and their privileges refer to advisory circular 120-68 (latest release).
- Watch Youtube: <u>Pilot Records Database</u>: <u>July 14, 2022 Managing User Roles</u>
  PDF Guide: How to Approve or Edit Users in the PRD (faa.gov)

### **Next Steps:**

Additional Training Material: <u>Pilot Records Database Webinar Series</u>