

Authorized Responsible Person Registration Process

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 an 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: [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](#)

