QUICK
REFERENCE CARD

WHEN

Registering for the SAS External Portal

WHERE

sas.faa.gov

WHY

To obtain access to a CH/A through the SAS External Portal

WHO

Authorized External Portal User representatives applying for SAS External Portal access

What is it?

Certificate Holder/Applicant (CH/A) Registration for the SAS External Portal

Accessing the SAS External Portal
- As a CH/A representative, you must have an FAA MyAccess account or create a new one if one does not already exist as part of the initial External Portal registration process
- External Portal Users can request multiple registrations for the SAS External Portal

External Portal Information User Guide

The External Portal Information User Guide is available for more information.

CAUTION

Anybody who has internet access can request access to the SAS External Portal. The Automation does not validate the association of the certificate with each individual requesting SAS External Portal access. To ensure only valid representatives are registered for the SAS External Portal, each office is responsible for authorizing and managing access. The CH/A must develop a method to notify the responsible Flight Standards office when a user should no longer have access to the SAS External Portal.

Note: The **MyAccess Registration User Guide** may be found here.

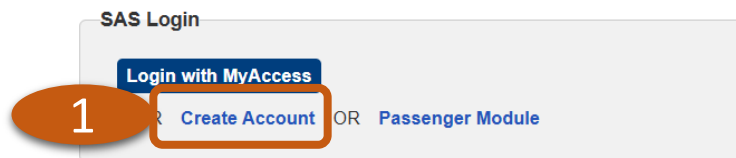| User Role	User Registration
Certificate Holders and Applicants	1. Navigate to sas.faa.gov. Select the *Create Account* link. **Note**: It is recommended that you access the *SAS External Portal training* and resources on the *SAS External Portal Information Guide* before you Sign up for SAS.

Federal Aviation Administration

Safety Assurance System (SAS)
External Portal
OMB Control Number 2120 - 0774
Expiration Date: 05/31/2025

SAS Login

Login with MyAccess

1 Create Account   OR   Passenger Module

Click "**Create Account**" if you do not have a MyAccess account and then click "**Login with MyAccess**" if you wish to request access to one or more certificate holder/applicant (CH/A).

To access the SAS External Portal training, before you sign up for SAS, **click here**.
To access the SAS External Portal Information Guide, **click here**.

Note

SYSTEM USE NOTICE

- You are accessing a U.S. Government authorized information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, (4) all devices and storage media attached to this network or to a computer on this network, and (5) all cloud services and hosting environments supporting this information system. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

- By logging in and using this information system, you understand and consent to the following:

  - You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.

  - At any time, and for any lawful Government purpose, communication between the user and this information system, data transiting to/from the system, or stored on this system is subject to monitoring, interception, and search.

  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

User Role	User Registration
Certificate Holders and Applicants	2. Ensure you access the applicable resource links for information before proceeding. 3. **Check** the box to verify "*I have made my initial inquiry with my local FAA FSDO/CMO/IFO*" and "*I have read and understood the certification process and the associated requirements, if applicable.*" 4. Select a radio button for either **New Operator** or **Existing Operator**. 5. Select the **Next** button.

Federal Aviation Administration

Safety Assurance System (SAS)
External Portal
OMB Control Number 2120 - 0774
Expiration Date: 05/31/2025

Welcome to the FAA Safety Assurance System (SAS) External Portal

The SAS External Portal allows existing Certificate Holders and Applicants for initial certification to interact with your local Flight Standards District Office (FSDO), Certificate Management Office (CMO), or International Field Office (IFO).

Currently, the SAS External Portal only supports Applicants and Certificate Holders operating under 14 CFR Parts managed within SAS. Please read the instructions on this page to apply for a secure FAA User Name/ID that you can use to access the SAS External Portal.

Before applying for a certificate, you should first familiarize yourself with information about the certification process

- For 14 CFR parts 121, 135, 141, 142 and 147 this information is available at: www.faa.gov/licenses_certificates/airline_certification.
- Addional information for 14 CFR part 145 is available at: www.faa.gov/aircraft/repair
- For SAS External Portal resources and descriptions of available SAS processes for a "New Applicant for Certification", https://drs.faa.gov/browse/SAS_External_Template/doctypeDetails
- Use the following links to help locate the appropiate FAA office to make your initial inquiry
    - Flight Standards District Office (FSDO): www.faa.gov/about/office_org/field_offices/fsdo
    - Certificate Management Office (CMO): www.faa.gov/about/office_org/field_offices/cmo
    - International Field Office (IFO): www.faa.gov/about/office_org/field_offices/ifo

☑ **I have made my initial inquiry with my local FAA FSDO/CMO/IFO.**
I have read and understood the certification process and the associated requirements, if applicable.

○ *** New Operator** Select this option if this is for an operator or agency that has not already submitted an initial application and is not an established operator/agency.

● *** Existing Operator:** Select this option if this access is for an existing operator or agency, including for an operator/agency that has already submitted their initial certification.
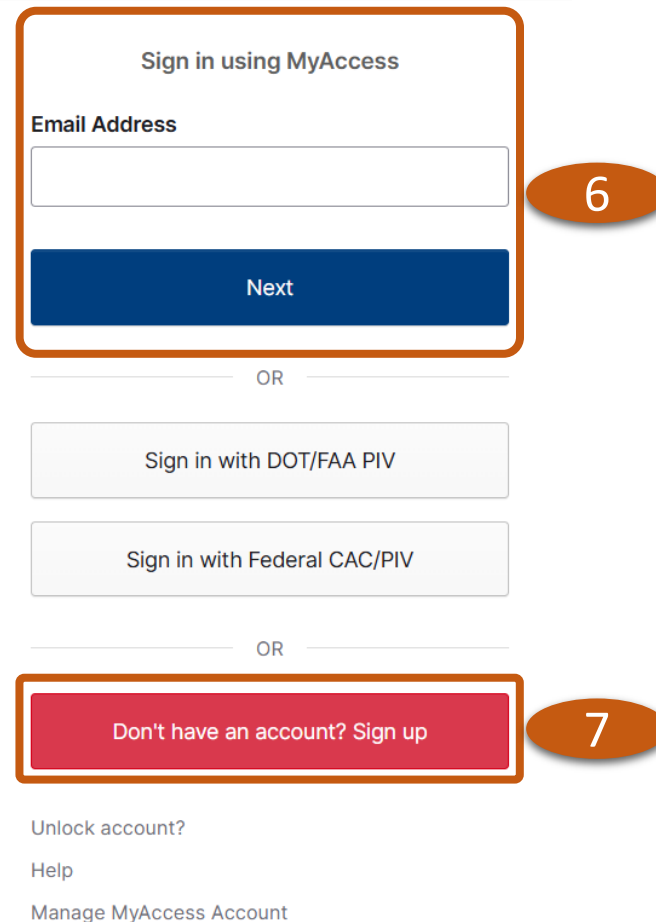
[Next]

QUICK
REFERENCE CARD

User Role	User Registration
Certificate Holders and Applicants	6. ***Sign in using MyAccess*** if you already have a MyAccess account then select the ***Next*** button. 7. If you do not have an account, select the ***Don't have an account? Sign up*** button. Follow the prompts using the MyAccess External User Registration job aid.

Sign in using MyAccess

Email Address

Next

6

OR

Sign in with DOT/FAA PIV

Sign in with Federal CAC/PIV

OR

Don't have an account? Sign up

7

Unlock account?

Help

Manage MyAccess Account

User Role	User Registration
Certificate Holders and Applicants	8. After completing the MyAccess process, select the applicable *radio button* option. 9. Select the *Next* button.

Federal Aviation Administration

Safety Assurance System (SAS)
External Portal
OMB Control Number 2120 - 0774
Expiration Date: 05/31/2025

Home

Welcome Andrew Roshell **?**

To continue the process of registering for a SAS User ID, please provide the requested information.

Select a Submission Option

○ I want to submit a Preapplication Information for a new operator/agency

● My company is an existing operator/agency

8

9

Next

User Role	User Registration
Certificate Holders and Applicants	10. Continue to enter the requested information. Red asterisks indicate required fields. 11. Select the *Next* button.

Federal Aviation Administration

Safety Assurance System (SAS)
External Portal
OMB Control Number 2120 - 0774
Expiration Date: 05/31/2025

Home

Welcome Andrew Roshell ?

To continue the process of registering for a SAS User ID, please provide the requested information.

Note: You will need the following information when you begin your registration process:
- The full and approved name of your company
- The designator code or certificate number of your company (if you are an active certificate)
- The name of the FAA Flight Standards District Office (FSDO) where your certificate/application resides.

My Contact Information

*required field

* Company:	DALJ : Delta Air Lines, Inc. (DELTA CMO SO27) ✕
* First Name:	Andrew
Middle Initial:	Middle Initial
* Last Name:	Roshell
Title:	Enter Title
* Address Line 1:	213 Main Street
Address Line 2:	Enter Address Line 2
* City:	Anchorage
* State:	AK - ALASKA ✕ ⌄
* Zip Code:	98072
* Country:	US - UNITED STATES ✕ ⌄
* Phone:	(907) 248-2677

10

11

Next

User Role	User Registration
Certificate Holders and Applicants	12. Verify all the information is correct. If corrections are needed, select the *Previous* button. 13. Select the **Submit** button.

Federal Aviation Administration

Safety Assurance System (SAS)
External Portal
OMB Control Number 2120 - 0774
Expiration Date: 05/31/2025

Home   Welcome Andrew Roshell ?

Submission Option:	Current Certificate Holders or Applicant
Company Name:	Delta Air Lines, Inc.
FAA FSDO:	SO27 (DELTA CMO SO27)
First Name:	Andrew
Middle Initial:	
Last Name:	Roshell
Title:	
Address Line 1:	213 Main Street
Address Line 2:	
City:	Anchorage
State:	AK - ALASKA
Zip Code:	98072
Country:	US - UNITED STATES
Phone:	(907) 248-2677

12

13

Previous   Submit

User Role	User Registration
Certificate Holders and Applicants	14. You will receive a **Confirmation** message, "*Your application for registration has been submitted.*" Note: You will receive an email once your registration has been approved.

Federal Aviation Administration

Safety Assurance System (SAS)
External Portal
OMB Control Number 2120 - 0774
Expiration Date: 05/31/2025

Home

Welcome Andrew Roshell **?**

Confirmation
Your application for registration has been submitted.

14