

QUICK

REFERENCE CARD

Q9-03 Login Using a Single MyAccess Account for Multiple Certificates



WHEN

A user utilizes their MyAccess account to access multiple certificates and/or applicants

WHERE

FAA SAS External Portal log in webpage

WHY

Monitor and submit proposed changes to Certificate Holder information and authorizations

WHO

Users who have been granted access to multiple CH/As with their MyAccess account

What is it?

Multiple CH/As on a Single MyAccess Account

External users which require access to multiple Certificate Holders/Applicants (CH/A) on a single MyAccess account. Follow the registration request process by selecting the *Sign Up for SAS* link for each CH/A to be granted access to the External Portal.

Registration

- **External Users must use the same email address to request access to each CH/A.**
- Any previous registration requests must be approved before beginning a new registration request

Note

For additional user/multiple accounts, each user must be granted access on the first account before subsequent user access requests may be submitted (one in process at a time please)

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User Role	Using a Single MyAccess Account for Multiple Certificates
Certificate Holders and Applicants	1. Select the Login with MyAccess button.



Federal Aviation
Administration

Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Expiration Date:

SAS Login

Login with MyAccess

1

Login with MyAccess above or enter credentials below. If questions, contact your FAA POC.

* required field

* User Name:

User name

* Password:

Password

Log In

OR

Sign up for SAS

OR

Passenger Module

[Forgot your password?](#)

Click "Sign Up for SAS" 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](#).

SYSTEM USE NOTICE

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all other computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only.
- Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system you consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or information transiting or stored in this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or

User Role	Using a Single MyAccess Account for Multiple Certificates
Certificate Holders and Applicants	<ol style="list-style-type: none"> 2. Enter your MyAccess account Email Address. 3. Select the Next button after entering your email address if you already have an account.

Welcome to the FAA's new MyAccess login
Federal PIV/CAC Holder? Proceed to sign-in below
First Time Here? [Activate an existing external account](#)
New User? [Register for an external account](#)



Sign in using MyAccess

Email Address

☐ Remember me

Next

OR

Continue with DOT/FAA PIV

Continue with Federal CAC/PIV

Don't have an account? Sign up

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User Role

Certificate Holders and Applicants

Using a Single SAS User Name for Multiple Certificates

4. Select the CH/A to display using the **radio button** to the left of the CH/A name.
5. Select the **Select CH/A** button.



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[Home](#)

Welcome Theresa Colvard [?](#) [Log out](#)

Select the certificate holder/applicant (CH/A) to work on

[Reset Grid](#)

4	CH/A	Office	14 CFR	Certificate Number	Certificate Status
<input checked="" type="radio"/>	AG0R, Air Operator 5459	SO19-SOUTH FLORIDA FSDO - SO19	135	R0GA975I	Active
<input type="radio"/>	ACLF, Air Operator 53946	SO19-SOUTH FLORIDA FSDO - SO19	135		Initial-Cert

1

1 - 2 of 2 items

[Select CH/A](#)

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User Role

Using a Single SAS User Name for Multiple Certificates

Certificate Holders and Applicants

6. Select the **Change CH/A** button to select a different Certificate Holder or Applicant.



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Expiration Date:

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Change CH/A

Home > Notifications

Welcome Theresa Colvard AG0R - Air Operator 5459 ? Log out

Notifications

Reset Grid

Notification Date	Subject	Read?
No records available.		

0 - 0 of 0 items

Messages (0)

Broadcasts (0)