QUICK
REFERENCE CARD

WHEN

Users who wish to access Certificate Holder's through the External Portal

WHERE

"Sign up for SAS" link at sas.faa.gov

WHY

Monitor and submit proposed changes to Certificate Holder information and authorizations

WHO

Certificate Holder personnel requesting access through the SAS External Portal

What is it?

Certificate Holder Registration

After completing the MyAccess process, information must be entered, submitted, and approved to link their company to their MyAccess account.

Approval by the FAA

- The users must await approval by the FAA before they can log into SAS for the first time
- The user must have a MyAccess account to log into the SAS External Portal
- Upon logging in to an active Certificate Holder or an in-progress certification, users will have full access to all available external user functionality

User Role	User Registration
New user representing a current Certificate Holder	1. a) For initial access, select the ***Create Account*** link. b) For users who have a MyAccess account, select the ***Login with MyAccess*** button. If selecting option 1b skip to page 4, step 5.

Federal Aviation Administration

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

SAS Login

1b | **Login with MyAccess**

OR **Create Account** **1a** 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**.

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
New user representing a current Certificate Holder	2. If you selected the "Sign up for SAS" link, *check* the box to verify that you made initial inquiry with your local FAA FSDO/CMO/IFO and that you have read and understood the certification process and the associated requirements. 3. Select the radio button for *Existing Operator*. 4. Select the *Next* button.

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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
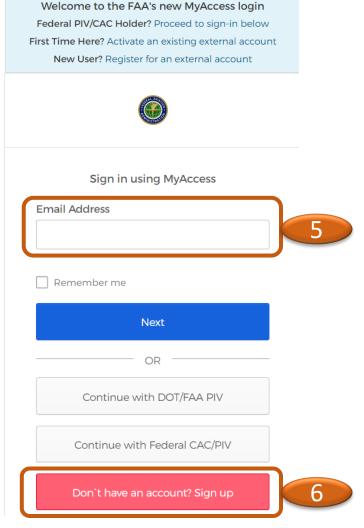
- For 14 CFR parts 121, 135, 141, 142 and 147 this information is available at: www.faa.gov/licenses_certificates/airline_certification.
- Addional information for 14 CFR part 145 is available at: www.faa.gov/aircraft/repair
- For SAS External Portal resources and descriptions of available SAS processes 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. — 2

○ **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. — 3

Next — 4

User Role	User Registration
New user representing a current Certificate Holder	5. Sign in using **MyAccess** if you already have a MyAccess account then select the *Next* button. Skip to page 6, step 9. 6. If you do not have a MyAccess account, select the ***Don't have an account? Sign up*** button. Follow the prompts using the MyAccess External User Registration job aid.

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

5

☐ Remember me

Next

— OR —

Continue with DOT/FAA PIV

Continue with Federal CAC/PIV

Don`t have an account? Sign up

6

User Role	User Registration
New user representing a current Certificate Holder	7. After completing the MyAccess process, select the radio button next to *My company is an existing operator/agency*.

8. Select the *Next* button. Skip to page 7, step 10. |

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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 — 7

8 — Next

User Role	User Registration
New user representing a current Certificate Holder	After you log in with MyAccess at sas.faa.gov. 9. Select the ***Existing Certificate Holder/Operators*** button.

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Home > Landing

Welcome Andrew Roshell   Log out

V SAS Menu

New Candidate for Application   Click button to start a new candidate for application for the following CFR Parts (91K, 121, 125, 133, 135, 137, 141, 142, 145 and 147)

Existing Certificate Holders / Operators   9   associate your account with existing certificate holders/operators from the following CFR Parts (61, 91, 91K, 121, 125, 129, 133, 135, 142, 145 and 147)
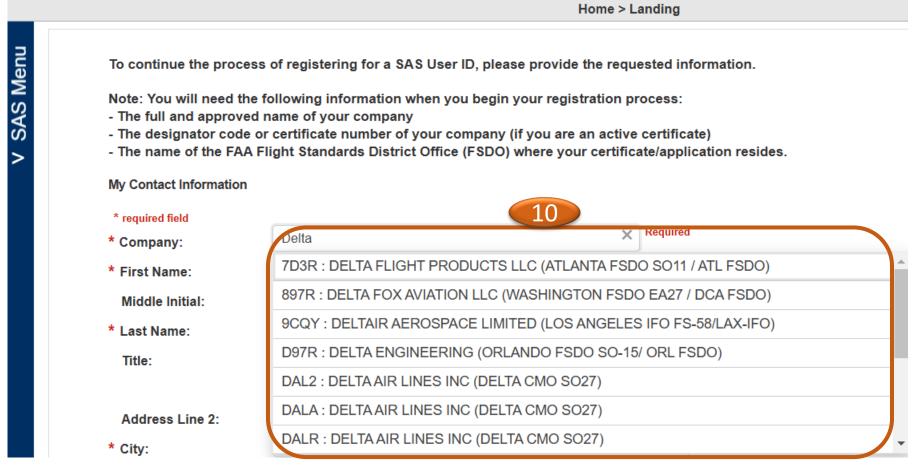
Select the applicant for readiness to work on

Reset Grid

User Role	User Registration
New user representing a current Certificate Holder	**10.** Fill in your *Company*'s name in the *Company* field. A drop-down list should appear to select your company. **Note**: Ensure the proper designator and company name is selected to prevent automation errors.

Home > Landing

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:

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Delta ✕ Required

7D3R : DELTA FLIGHT PRODUCTS LLC (ATLANTA FSDO SO11 / ATL FSDO)

897R : DELTA FOX AVIATION LLC (WASHINGTON FSDO EA27 / DCA FSDO)

9CQY : DELTAIR AEROSPACE LIMITED (LOS ANGELES IFO FS-58/LAX-IFO)

D97R : DELTA ENGINEERING (ORLANDO FSDO SO-15/ ORL FSDO)

DAL2 : DELTA AIR LINES INC (DELTA CMO SO27)

DALA : DELTA AIR LINES INC (DELTA CMO SO27)

DALR : DELTA AIR LINES INC (DELTA CMO SO27)

* First Name:

Middle Initial:

* Last Name:
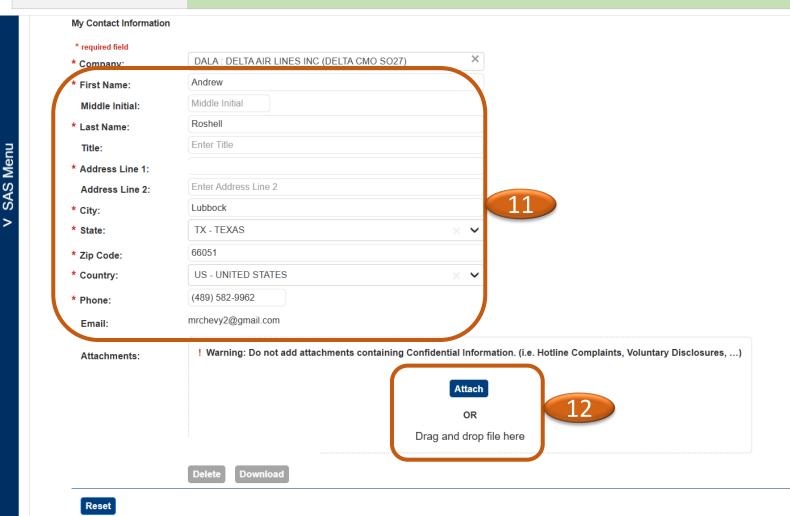
Title:

Address Line 2:

* City:

User Role	User Registration
New user representing a current Certificate Holder	11. Fill in your contact information under *My Contact Information*. 12. ***Attach*** or ***Drag and drop file here***, if applicable. 13. Select the ***Next*** button.

My Contact Information

* required field

* Company: DALA : DELTA AIR LINES INC (DELTA CMO SO27) ✕

* First Name: Andrew

Middle Initial: Middle Initial

* Last Name: Roshell

Title: Enter Title

* Address Line 1:

Address Line 2: Enter Address Line 2

* City: Lubbock

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* State: TX - TEXAS ✕ ⌄

* Zip Code: 66051

* Country: US - UNITED STATES ✕ ⌄

* Phone: (489) 582-9962

Email: mrchevy2@gmail.com

Attachments: **!** Warning: Do not add attachments containing Confidential Information. (i.e. Hotline Complaints, Voluntary Disclosures, ...)

Attach

OR

Drag and drop file here

12

Delete | Download

Reset

13 | Next

V SAS Menu

User Role	User Registration
New user representing a current Certificate Holder	14. Review the information for accuracy, then select the *Submit* button.

Home > Landing

Welcome Andrew Roshell | Log out

Submission Option: . .

Company Name: DELTA AIR LINES INC

FAA FSDO: SO27 (DELTA CMO SO27)

First Name: Andrew

Middle Initial:

Last Name: Roshell

Title:

Address Line 1: 123 Main Street

Address Line 2:

City: Lubbock

State: TX - TEXAS

Zip Code: 66051

Country: US - UNITED STATES

Phone: 4895829962

Email: mrchevy2@gmail.com

Attachments:

Previous   **14** Submit

> SAS Menu

User Role	User Registration
New user representing a current Certificate Holder	15. A **Confirmation** screen will appear confirming the registration has been submitted. Note: Users cannot access SAS until the account has been approved in SAS by the FAA office.

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Confirmation
Your Preapplication Information has been submitted.