QUICK
REFERENCE CARD

WHEN

First time login to the SAS External Portal

WHERE

SAS External Portal initial login

WHY

Log into SAS to view notifications, broadcasts, messages, and navigate around the SAS External Portal

WHO

Certificate Holders and Applicants

What is it?

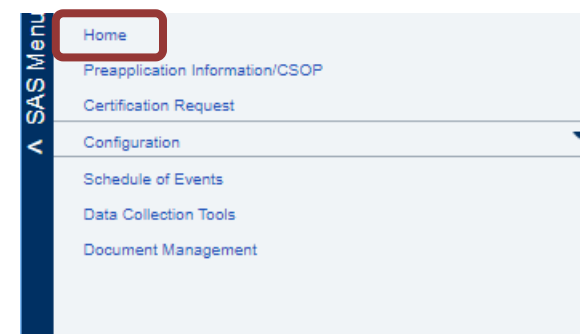### Upon completing the Sign Up for SAS process, CH/As can log into SAS

Certificate Holders and Applicants (CH/As) use their MyAccess account to log into the SAS External Portal. Logging into the SAS External Portal takes CH/As to the SAS Home Page.

Tiles on the SAS Home Screen

The SAS Home Screen has three default areas referred to as *tiles*: **Notifications, Messages, and Broadcasts.**

Applicant Data Review

The SAS Menu includes links to quickly navigate around the SAS External Portal. Data will not be viewed by the FAA until after a Certification Project Manager has been assigned to the certificate – even though the Applicant is able to log in and enter data in the SAS External Portal.

SAS Menu

| Home |
| Preapplication Information/CSOP |
| Certification Request |
| Configuration |
| Schedule of Events |
| Data Collection Tools |
| Document Management |

SAS Menu

The SAS Menu includes links to quickly navigate around the SAS External Portal.

User Role	Configuration Data
Certificate Holders and Applicants	1. Log into the SAS External Portal using your MyAccess account by selecting the ***Login with MyAccess*** button. **Note**: There are links to access SAS External Portal training and additional information about the SAS External Portal on the SAS External Portal Information Guide.

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**

OR   **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**.   **Note**
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	Home > Landing Page
Certificate Holders and Applicants	2. Select the **New Candidate for Application** button to start a new candidate for application for the following CFR Parts (91K, 121, 125, 133, 135, 137, 141, 142, 145 and 147). 3. Select the **Existing Certificate Holders / Operators** button to associate your account with existing certificate Holders/operators from the following CFR Parts (61, 91, 91K, 121, 125, 129, 133, 135, 137, 141, 142, 145 and 147). 4. To work on a certificate holder/applicant (CH/A) select the radio button. 5. Select the **Select Operator** button.

Federal Aviation Administration

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Home > Landing

Welcome Andrew Roshell ? Log out

2 **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)

3 **Existing Certificate Holders / Operators** — Click button to associate your account with existing certificate holders/operators from the following CFR Parts (61, 91, 91K, 121, 125, 129, 133, 135, 137, 141, 142, 145 and 147)

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

Reset Grid

	CH/A	Office	14 CFR	Certificate Number	Certificate Status
○	3SVA, FLY 4 YOU INC	AL03-ANCHORAGE FSDO AL03 / ANC FSDO	135	3SVA893L	Active
●	DALA, DELTA AIR LINES INC	SO27-DELTA CMO SO27	121	DALA026A	Active

|◀ ◀ 1 ▶ ▶| 1 - 2 of 2 items

5 **Select Operator**

User Role	SAS Home Page
Certificate Holders and Applicants	6. The **SAS Home Page** only allows you to be associated with only one CH/A at a time while using SAS. If you are associated with more than one CH/A, you will have a **Change CH/A** link to return to the CH/A selection page.

Federal Aviation Administration

4.5.0.0 - External Portal

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

Home > Notifications

6   Change CH/A   Welcome Andrew Roshell DALA - DELTA AIR LINES INC   Log out

Notifications

Reset Grid

Notification Date	Subject	Read?
02/13/2025 02:25:11 PM	Exported Documents are ready for Download	Yes

1 | 1 - 1 of 1 items

Messages (0)

Broadcasts (0)

V SAS Menu

User Role	Configuration Data
Certificate Holders and Applicants	7. The *Notifications* tile displays important updates about the certificate or application. 8. The *Messages* tile displays any direct communication to and from the FAA to the External User. 9. The *Broadcasts* tile shows any messages or announcements for all system users. **Note:** To expand a minimized tile, select the expand icon ⧉ at the upper right-hand corner of the tile or double-click the blue header.

User Role	Configuration Data
Certificate Holders and Applicants	10. Select the ***SAS Menu bar*** to open the SAS Menu. **Note**: The question mark icon ❓ at the upper right-hand corner of the screen provides access to the SAS External Portal User Guide, this is the primary source of information about SAS External Portal functionality.