



Certificate Holder - Configuration Change

Purpose

This document describes the External Portal process for existing certificate holders (CH) utilizing the SAS Configuration Change Request (CCR) process. This process description utilizes the Safety Assurance System (SAS) and is referred to as the **Step-by-Step Guide: Certificate Holder – Configuration Change**. This Step-by-Step Guide also includes instructions for setting up a FAA “MyAccess” credential in the Appendix. This credential is used to access the SAS External Portal.

This Step-by-Step Guide is the primary reference document for describing the SAS automation steps used to document a SAS Configuration Change and is not considered a regulatory or policy document. Q-Card references are displayed in the page header of certain steps to provide amplified descriptions of the SAS automation steps. The latest versions of this Step-by-Step Guide and referenced Q-Cards are found in the SAS External Portal Information Guide: [SAS External Portal Information Guide](#).

Scope

This process applies to:

- Non-FAA users with internet access who are requesting access to a Certificate Holder through the SAS External Portal. The SAS automation does not validate the association between the Certificate Holder and the individual requesting SAS External Portal access. Each FAA office is responsible for developing procedures for authorizing and managing these External User IDs to ensure that only valid representatives of the applicant are registered for the SAS External Portal.
Note: The Applicant must develop a method to notify the responsible FAA office when a user should no longer have access to the SAS External Portal.
- All CFR parts that utilize the SAS External Portal.

Revision History

Rev	Description of Change	Effective Date
0	1. Original	08/10/2017
1	<ol style="list-style-type: none"> 1. Step 1, corrected hyperlink for SAS External Portal 2. Revision to TOC 3. Modified Step 6 process to allow for Multiple CCRs 4. Creation of appendix 	08/24/2017
2	1. Corrections to Introduction, Steps 1, 2, 3, and the Appendix	04/12/2018
3	1. Revised Step 6 addition of CCR assessment process	05/03/2018
4	<ol style="list-style-type: none"> 1. Step 1, added sub-bullet to indicate review of SAS External Portal Information Guide. 2. Update Purpose, removed reference to AUG Chapter 3. 3. Updated Appendix to include Alternate Procedure for Multiple CCRs against the same data. 	10/15/2018
5	1. Updated hyperlink to 8900.1 Volume 10	03/01/2019
6	<ol style="list-style-type: none"> 1. Updated to SAS v3.5 automation. 2. Establishing an FAA User Name/ID account is now accomplished prior to signing up for SAS External Portal access. 3. Added instructions to Appendix for setting up Internet Explorer mode in Microsoft Edge to access the FAA <i>Provisioning</i> Portal (FAA User Name/ID account). 4. Numerous formatting and clarification changes. 	03/25/2022
7	<ol style="list-style-type: none"> 1. Updated the Purpose statement. 2. Amended Appendix “B” – Instructions for configuring MS Edge to IE compatibility mode. 	05/26/2022
8	<ol style="list-style-type: none"> 1. Updated to SAS v3.6.1 automation. 2. Removed FAA Provisioning Portal access credential references and added FAA MyAccess references. 3. Added Appendix “B” – FAA MyAccess credential Job Aid/Help Guide. 4. Moved “Instructions for configuring MS Edge to IE compatibility mode” to Appendix “C” (“EXC\” account users only). 	09/23/2022

Revision History (cont.)

9	<ol style="list-style-type: none">1. SAS v4.0 automation2. Removed remaining “FAA Provisioning Portal” references3. Removed Appendix “C” – “Instructions for configuring MS Edge to IE compatibility mode” (“EXC/” account users only).4. Removed “Regenerate DCT” button references and added “Generate DCTs” button references.	06/01/2023
10	<ol style="list-style-type: none">1. SAS v4.5.2 automation2. Updated Document Management3. Updated Configuration > Configuration Data4. Updated the Submitting a Configuration Change Request (CCR) process5. Updated Appendix “A” - Options for Multiple CCRs Against the Same Data (Padlock icon in SAS OPSS Scoping Questions or SAS Vitals)6. Updated Appendix “B” - FAA MyAccess – Creating an Initial Account7. Updated Appendix “C” - FAA MyAccess – Appending a User to an Existing Operator	5/08/2025

Table of Contents

Purpose	i
Scope.....	i
Revision History	ii
Revision History (cont.).....	iii
Table of Contents.....	iv
Introduction	v
Background	v
SAS External Portal Login Process.....	1
Navigating the External Portal	2
Initiating a Configuration Change Request (CCR)	4
Initiating a Configuration Change Request (CCR) (cont.).....	5
Initiating a Configuration Change Request (CCR) (cont.).....	6
Initiating a Configuration Change Request (CCR) (cont.).....	7
Submitting a Configuration Change Request (CCR).....	8
Submitting a Configuration Change Request (CCR) (cont.)	9
Updating a part 145 Repair Station Application-Form 8310-3	10
Performing Data Collection Tools (DCTs).....	11
Performing Data Collection Tools (DCTs) (cont.)	12
Performing Data Collection Tools (DCTs) (cont.)	13
Updating and Resubmitting “Returned” status DCTs	14
Appendix “A”	15
Options for Multiple CCRs Against the Same Data (Padlock icon in SAS OPSS Scoping Questions or SAS Vitals)	15
Appendix “B”	16
FAA MyAccess – Creating an Initial Account.....	16
FAA MyAccess – Creating an Initial Account (cont.)	17
FAA MyAccess – Creating an Initial Account (cont.)	18
Appendix “C”	19
FAA MyAccess – Requesting Access to an Existing Certificate Holder/Operator/Applicant (CH/O/A)	19
FAA MyAccess – Requesting Access to an Existing Certificate Holder/Operator/Applicant (CH/O/A)	20

Introduction

1. This document is designed as a checklist for CFR Parts when certification is conducted in SAS and should be utilized in a step-by-step method.
2. Complete each step before moving forward unless otherwise directed by the checklist.
3. Each **BOLD** bullet requires an action to be completed.
4. For SAS automation or login issues contact the FAA MyIT Service Center at helpdesk@faa.gov or 1-844-FAA-MyIT (322-6948).

Background

1. It is not required that the Certificate Holder representative(s) complete the online training course for the SAS External Portal, however, it is recommended that all external users complete the course before requesting SAS External Portal access.
2. The latest Step-by-Step Guides, Q-Cards and other SAS External Portal resources are found on the SAS External Portal Information Guide website: [SAS External Portal Information Guide](#).
3. The SAS External Portal User Guide (SAS online automation description) can be accessed after logging into the SAS External Portal and selecting the red question button (?) located in the top right corner of each SAS page.

PLEASE NOTE: Non-FAA users must select “Sign up for SAS” for EACH **Certificate Holder, Operator or Applicant (CH/O/A) (SAS Preapplication)** they wish to access through the SAS External Portal. One FAA “MyAccess” account can be granted access to multiple CH/O/As. Once External Portal access is obtained to a CH/O/A, an additional CH/O/A External Portal registration request can be submitted. An *individual* should not have multiple access requests in process at the same time.

For current External Portal users who last accessed their CH/O/A through the SAS External Portal using their legacy Provisioning Portal (“EXC\first.last name”) account, Select the blue “Login with MyAccess” button and create a FAA MyAccess account (see Appendix “B”) if they do not already have one. When creating the new MyAccess account, it is imperative the external user uses the same email address that they used in their legacy “EXC\” account to ensure continued access to their CH/O/A(s) through the SAS External Portal. Also note, the External Portal has a 180-day inactivity lockout. Contact your local FAA Flight Standards office to reactivate before switching from the legacy “EXC\first.last name” access credential to the FAA “MyAccess” credential.

[Return to TOC](#)

SAS External Portal Login Process

Process Note Google Chrome or MS Edge are the preferred web browser(s) to access the **SAS External Portal**.

Process Note: **The External Portal User must have a MyAccess account/credential to submit a Configuration Change Request. Instructions for creating a MyAccess account/credential are found in [Appendix “B.”](#) Do not use the “Login with MyAccess” button unless you already have a MyAccess account/credential.**

Process Note: You may request access to one or more Certificate Holder/ Operator/Applicant (CH/O/A) once you have a MyAccess account. For instructions to request access to an existing CH/O/A, see [Appendix “C.”](#) If requesting access to a company in the initial certification process, the initial certification process must be “In Progress” status before you can request access.

Process Note: To submit a Configuration Change Request for an existing CH/O/A:

- **Navigate to** <https://sas.faa.gov>
 - **Review** SAS External Portal Information Guide, including External Portal Training, Step by Step Guides and Quick Reference Cards (Q-Cards), select the “click here” links under SAS Login box.
 - **Complete** the SAS External Portal Training, select “click here” link under SAS Login box.
- **Read** the System Use Notice and other info.
- **Select** the “Login with MyAccess” button.
- **Enter** FAA “MyAccess” account Email Address.
- **Select** “Next” button.
- **Enter** MyAccess password.
- **Select** “Verify” button.
- **Verify** identity using the process established during initial MyAccess registration.

Process Note: This process will take you to the SAS Home > Landing page. To work on an existing CH/O/A, select the radio button in the certificate holder/applicant (CH/A) table. Then select the “Select Operator” button. This will take you to the CH/O/A’s Home page.

[Return to TOC](#)

Navigating the External Portal

Note: The following process steps are for familiarization purposes only.

Note: On the CH/O/A's Home > Notifications page:

- The signed in **User's Name** and **Company Name** selected are displayed in the header bar at the top of the page.
- **Notifications** tile is expanded by default and displays auto-generated SAS notifications to inform users of updates to work items or change to their data.
- **Messages** tile displays any direct communications between the FAA and the External User.
- **Broadcasts** tile is used to communicate news of general SAS interest such as system downtime and other announcements.

Note: The red  icon in the upper right corner of the screen provides access to the SAS External Portal Automation User Guide (AUG). This is a resource for information about the SAS External Portal automation functionality only.

- **SAS Menu** is located on the left side of the screen and is accessed by selecting the blue bar labeled "SAS Menu." It is used to navigate between the SAS functions. There are five (5) links from the SAS Menu:
 - **Home:** The Home > Notifications window.
 - **Preapplication Information/CSOP:** Displays Applicants in CSOP status.
 - **Configuration:** Expandable menu displays links for Configuration Changes, Configuration Data, Operating Profile (OP), Repair Station Form 8310-3 (Part 145 only), Operations Approval (OAPS), Test Operators and Maintain Authorizing Documents (WebOPSS).
 - **Data Collection Tools:** Displays tabs for processing and submitting DCTs.
 - **Document Management:** Displays folders for management of documents.

[Return to TOC](#)

Navigating the External Portal (cont.)

Note: Four folders are displayed in SAS Document Management.

From the SAS Menu:

- **Select** “Document Management”
 - **Formal Application:** the CH can upload and review documents that are required for the Formal Application. (Initial Certification only.)
 - **Other Certification:** The CH can upload and review documents that are not required as part of the Formal Application. (Initial Certification only.)
 - **Configuration Changes:** Documents in this folder are automatically uploaded from Configuration (Read-Only).
 - **Data Collection:** Documents in this folder are automatically uploaded from Data Collection Tools (Read-Only).

Note: To view current (approved) SAS Configuration Data for the selected Operator:

From the SAS Menu:

- **Expand** “Configuration.”
- **Select** “Configuration Data.”
- **Select** “View Baseline” button if active (blue).
- **Select** and view (read only) *Vitals* or *Contractors* sub-tabs as appropriate.

[Return to TOC](#)

Step 3
Q-Cards Q9-10 and Q9-11
Certificate Holder

Initiating a Configuration Change Request (CCR)

FAA Policy Guidance: FAA Order 8900.1, Volume 10, Chapter 2 (see drs.faa.gov).

Process Note: A Configuration Change Request (CCR) may involve changes to a certificate's SAS Vitals and/or Operations Specifications (OpSpecs/T-Specs/M-Specs), resulting in modifications to the CH's SAS Operating Profile.

Process Note: Certificate holders with SAS External Portal access who wish to update their configuration data can submit a CCR through the External Portal.

From the SAS Menu:

- **Expand** "Configuration."
- **Select** "Configuration Changes."
 - The default view displays the CCRs that are in process. To view all CCRs, modify the "Status" filter (funnel icon in title row of Status column) to "Select All" or select the "Reset Grid" button.
- **Select** "View Baseline" button if active (blue).
- **Select** "Add Request."
 - This opens the Change Request Detail sub-tab for a new CCR. The Change Request ID is auto generated and cannot be modified.
- **Enter** "Change Request Title."
- **Complete** the *required fields on the Change Request Detail subtab. Note that the required fields indicated by a red asterisk.

Process Note: Documents may be attached using the "Attach" button. Any documents uploaded here will display as a "link" and are also available in the Configuration Changes folder in SAS Document Management.

- **Select** "Save"
 - Saving the request will change the request status from New to Draft.

Process Note: The "Withdraw Request" button is available on the Change Request Detail subtab to withdraw the configuration change request when it is in Draft or Returned status.

[Return to TOC](#)

Initiating a Configuration Change Request (CCR) (cont.)

Process Note: If changes are not being requested to OPSS Scoping Questions (OpSpecs/T-Specs/M-Specs) or SAS Vitals information (i.e. submitting documents not affecting SAS Configuration Data), proceed to Step 4.

Process Note: The green *Configuration Data* tab can be accessed directly from the *Change Request Detail* tab by selecting the tab or from the SAS Menu as described below.

Process Note: The presence of a padlock icon (locked) next to an OpSpec/OPSS Scoping Question paragraph, SAS Vitals field or SAS Vitals table indicates a prior “in progress” CCR already has a pending change for that particular paragraph, Vitals field and/or Vitals table. These duplicate pending changes are not permitted in the automation. Hovering over the padlock icon will display the CCR number already containing the pending change. An “in progress” CCR is a CCR in any status other than “Withdrawn” or “Final.” See [Appendix "A"](#) for suggested best practices.

To continue the CCR:

- **Select** “Configuration Data.”
 - Default view will open to the Vitals subtab

Process Note: The Vitals subtab contains three panels:

- AuthDoc Data Panel
- Configuration Data Panel
- OPSS Scoping Questions

To propose a SAS Vitals change:

- **Select** the appropriate panel.
- **Enter** the revised information.

Process Note: To quickly navigate within AuthDoc Data Panel and the Configuration Data Panel, use the bookmarks (links) on left side of page. If revising the Configuration Data Panel, you will select “Save.”

[Return to TOC](#)

Initiating a Configuration Change Request (CCR) (cont.)

Process Note: To add / revise an OPSS Scoping Question, select the OPSS Scoping Questions panel. All paragraphs displayed are available to the Certificate Holder based on their CFR part.

- The *grayed-out* checked boxes represent which paragraphs are required for the CFR part and cannot be modified
 - The checked boxes represent a proposed or previously issued optional OPSS paragraph
 - The unchecked boxes represent an optional OPSS paragraph that is not issued and is not currently proposed
- **Select** or **deselect** the radio button next to the OPSS Scoping Question you want to revise, i.e. add, remove.
 - **Select** "Save."

Process Note: When selecting an OPSS Scoping Question for revision, you may receive an Information window stating, "There are Authdoc(s) affected by the update made. Would you like to replace or move a new Authdoc to workspace?"

- To issue or reissue an affected AuthDoc paragraph, **select** the Yes button. This will move the affected AuthDoc paragraph to Workspace.

Process Note: If you select "Yes," you will receive a Confirmation-Move to Workspace window displaying the affected AuthDoc(s). Select the checkbox(es) next to each AuthDoc you wish to move to Workspace. Then select "OK."

Process Note: To add a SAS Contractor:

- **Select** the "Contractors" subtab.
- **Select** the "Add Contractor" link.
- **Enter** *required information as denoted by the red asterisk.
- **Select** "Save."

Process Note: To change or update a SAS Contractor:

- **Select** the row of the Contractor.
- **Modify** Contractor information on the right-hand side.
- **Select** "Save."

[Return to TOC](#)

Initiating a Configuration Change Request (CCR) (cont.)

Process Note: The Contractor List can be updated manually by creating and/or importing an Excel spreadsheet. See Q Card Q5-02 Adding a Contractor for more information.

Process Note: Change Requests could include multiple changes in a single request or may be submitted separately. For example, a CH submitting a CCR to add an OPSS Scoping Question may include changes to Vitals, such as revising a Contractor, OR the CH may submit separate CCRs for each change.

[Return to TOC](#)

Submitting a Configuration Change Request (CCR)

Process Note: SAS Configuration Data can be accessed from the SAS Menu as described below or by selecting the proper tab/subtab from *within* the CCR.

To view proposed changes:

From the SAS Menu:

- **Select** “Configuration Changes.” The Select Configuration subtab opens.
- **Select** the *Change Request Title* hyperlink. This takes you to the Change Request Detail subtab.
- **Select** “Changes in OPSS Scoping Questions (X)” button (bottom of page).
 - The Current Value and Proposed Value changed in OPSS are displayed in the Changes in OPSS window.
- **Select** “OK.”
- **Select** “Changes in Configuration Data (X)” button (bottom of page).
 - The Current Value and Proposed Value changed in Vitals are displayed in the Changes in Configuration Data window.
- **Select** “OK”

To submit CCR to FAA:

Process Note: In you are not already on the Change Request Detail subtab, **select** “Change Request Detail” subtab from within the applicable CCR or from the SAS Menu as described above.

- **Select** “Submit” to submit the change request to the FAA for review.

Process Note: After a change request has been submitted, a Confirmation window will appear that states:

“Any one of these four conditions would necessitate that a person apply safety risk management:

1. Implementation of new systems?
2. Revision of existing systems?
3. Development of operational procedures?
4. Identification of hazards or ineffective risk controls resulting from a Safety Performance Assessment within the safety assurance processes?

I have considered if the application of SRM is required for the change(s) in operation(s).
I am now ready to initiate configuration changes in SAS.”

- **Select** “Ok.”

[Return to TOC](#)

Submitting a Configuration Change Request (CCR) (cont.)

Process Note: A Message window appears that states, “This will submit the Change Request.

- **Select “Submit.”**

Process Note: After a change request has been submitted, a Message window will appear which states “Change Request Successfully Submitted.” The status of the CCR is Submitted.

Process Note: If an attempt to submit a CCR without changing any information is made, a Message window will display stating, “You do not have any change to the Configuration data associated with this change request.” Select “OK.”

Process Note: The FAA Principal Inspector (PI) will either accept the SAS CCR for review (**this is not CCR approval**) or return the CCR for editing or withdrawal. Once the CCR is accepted for review, the PI(s) may send Data Collection Tools (DCTs) through the External Portal for completion by the Certificate Holder (CH). DCTs are not generated for completion by the CH.

[Return to TOC](#)

Updating a part 145 Repair Station Application-Form 8310-3

The **AUTOMATED** Application for Repair Station Certificate and/or Rating (FAA Form 8310-3) in the SAS automation does not currently meet 14 CFR part 145 requirements as there is no place for an applicant's signature. Therefore, filling in the automated 8310-3 is **OPTIONAL** until further notice. When required, the Certificate Holder (CH) must still sign and submit a completed 8310-3. The signed form should be scanned and uploaded into SAS (or per PI instructions). The original copy is kept in the FAA Office CH file.

Process Note: The CH can fill out "Application for Repair Station Certificate and/or Rating," Form 8310-3, in the SAS External Portal.

From the SAS menu:

- **Expand** "Configuration."
- **Select** "Repair Station Form 8310-3."
- **Select** the "Tracking #" for your company.

Process Note: This will open a new tab for Form 8310-3.

- **Select** the "Edit" button.
- **Complete** the required fields marked with an asterisk.
- **Select** "Save."

Process Note: A Warning window will display stating, "Submitting data on the 8310-3 form does not update your configuration data in vitals automatically. Vitals data is the system of record."

- **Select** "OK."

Process Note: A Confirmation window will display stating, "Your application for the Repair Station Certificate and / or Rating has been submitted. To view the submitted application please click here."

- **Select** "OK."

Process Note: Once submitted the user will receive a notification in the Notification tile that states, "The FAA is reviewing your Change Request <Title of CCR>, <auto-request ID#>." The status of the CCR will change to In Review.

[Return to TOC](#)

Performing Data Collection Tools (DCTs)

Process Note: Upon receipt of the CCR, the Principal Inspector may generate Element Design (ED) and/or Custom (C) Data Collection Tools (DCT) for the External user to complete. To access the DCT(s):

From the SAS Menu:

- **Select** “Data Collection Tools.”

Process Note: The *Select DCT* tab displays the available DCTs sent through the SAS External Portal by the FAA PI(s) for CH/O/A completion and submittal.

- To view a DCT, **Select** hyperlink of Label or Title of desired DCT.

Process Note: This displays the Prepare DCT screen.

Note: The user can print the DCT by selecting the Review and Print DCT link on the DCT-to-Go panel.

- **Select** “Continue” to begin entering data.

Process Note: This displays the “Enter Common Data Fields” tab.

- **Enter** Start Date, End Date, and any applicable information. All attached documents will be available for review in Document Management.
- **Select** “Save.”
- **Select** “Perform DCT” tab.

Process Note: This displays the Perform DCT screen.

Process Note: The Perform DCT tab allows for:

- List View
- Question Detail View (default view)
- Full View

- To answer, **Select** “Question.”

[Return to TOC](#)

Performing Data Collection Tools (DCTs) (cont.)

Process Note: There are four types of responses.

- **Select** a response for each question.
 - **Positive**, (green +) any positive response will require a Design/Manual Reference be entered.
 - **Negative**, (red -), will require the applicant to enter Response Details and a Supporting Comment.
 - **N/A**, question does not apply to the applicant's scope of operations.
 - **Flagged**, the applicant can remind themselves to collect more data to answer the question, or more follow-up information is required.

Process Note: For a "Positive" or "Yes" answer:

- **Enter** the applicable manual including chapter, section, page(s), revision number, necessary for review.

Process Note: For a "Negative" answer or "N/A:"

- **Select** the "Response Details" button.
 - **Select** the checkboxes for all the response details that apply to this question under "Select All Those that Apply."
 - After selecting response details, **enter** required supporting comments in the "Supporting Comment" field.
 - **Select** "OK" to return to the Perform DCT tab
- **Select** "Next" to continue to the next question or "Save" to finish.
- **Select** "Check DCT" tab

Note: If there are DCT discrepancies present, icons for each of the three review reasons on the "Check DCT" tab can be corrected.

- **Blue Flag** Flagged for comment. A flagged question does not count as an incomplete question, but the flag must be cleared and the question answered before the DCT can be submitted.
 - **Select** "Clear Flag."
- **Yellow Box** Highlight, Question left Blank.
 - **Answer** Question.
- **Red Required Box**, Missing required fields.
 - **Enter** Data in the Missing Required Field.

[Return to TOC](#)

Performing Data Collection Tools (DCTs) (cont.)

Process Note: When there are Missing Questions and/or Missing Required Fields, the DCT will not appear on the Submit DCT tab.

- **Select** "Submit DCT" tab.
- **Select** checkbox(es) of the DCT(s) to submit to the FAA.
- **Select** all DCTs for submission to the FAA using a single checkbox in the header row of the DCT list grid.
- **Select** "Submit to FAA."

[Return to TOC](#)

Updating and Resubmitting “Returned” status DCTs

Process Note: If the PI returns a DCT, you must update the DCT and resubmit the DCT in the SAS External Portal.

Note: A Notification will appear in the Notifications tile alerting you of the returned DCT.

From the SAS Menu:

- **Select** “Data Collection Tools.”
- **Select** “Title” of Returned status DCT.
- **Select** The question with the Data Review (DR) marked “Y.”

Process Note: The Data Reviewer (DR) selections can be filtered utilizing the filter icon (funnel icon in title line of column). The SAS automation has a filter feature to easily identify which questions have data reviewer comments:

- “N”, no comments
- “Y”, has comments

Process Note: You will utilize the same process you followed when submitting the original DCT. After the Data Reviewer Comments have been addressed:

- **Select** “Submit DCT” tab.
- **Select** checkbox(s) of the DCT(s) to submit to the FAA.
- **Select** “Submit to FAA.”

Process Note: Once the PI approves an ED DCT and/or C DCT (if applicable), the DCT status will be Final. To view DCT status, select Data Collection Tools from the SAS Menu. The DCT(s) will be listed in the Select a DCT table.

Process Note: After completion of DCTs (if applicable), the PI will approve the CCR. When the CCR is approved, you will receive a SAS Notification through the External Portal. The SAS Notification itself is not approval to operate under the new configuration and is not used in lieu of the issuance of OPSS Scoping Questions paragraph or other approval/acceptance documents as required by Regulations and/or FAA Policy.

[Return to TOC](#)

Appendix “A”

Options for Multiple CCRs Against the Same Data (Padlock icon in SAS OPSS Scoping Questions or SAS Vitals)

Process Note: The presence of a padlock icon (locked) next to an OPSS Scoping Question, SAS Vitals field or SAS Vitals table indicates a prior “in progress” CCR that already has a pending change for that particular OPSS Scoping Question, Vitals field and/or Vitals table. These duplicate pending changes are not permitted in the automation. Hovering over the padlock icon will display the CCR number already containing the pending change. **An “In Review” CCR is a CCR in any status other than “Withdrawn” or “Final.”**

Process Note: To eliminate the duplicate pending changes, one or more of the CCRs will need to be placed in “Withdrawn” or “Final” status. Undoing the pending change after selecting “Save” in the CCR will not clear the lock.

Process Note: By creating a CCR without modification of Configuration Data, the External User will have the ability to conduct multiple CCRs affecting the same data.

For example, creating a CCR that adds a new fleet type will lock the Aircraft Table until final disposition by the FAA PI. This could be a lengthy process. To avoid this situation, create a CCR and add entries without modifying the Aircraft Table, until ready for final disposition. This allows you to create multiple CCRs, adding or removing aircraft, without the SAS Vitals Aircraft Table being “locked” by the new fleet type CCR.

[Return to TOC](#)

Appendix “B”

FAA MyAccess – Creating an Initial Account

Process Note: The FAA MyAccess credential process is the first process to complete on the SAS External Portal login webpage. If you already have a FAA MyAccess account/credential, enter your account email address. If you do not have a FAA MyAccess account/credential, take the following steps:

Process Note: ***Do not use the blue “Login with MyAccess” button when requesting initial access to a CH/O/A.***

- **Navigate to <https://sas.faa.gov>**
 - Review SAS External Portal Information Guide (“click here” link under SAS Login box).
 - Complete Safety Assurance System (SAS) External Portal Training (“click here” link under SAS Login box).
- **Select “Sign up for SAS” link.**
- **Read the text and select the “Initial Inquiry” checkbox.**
- **Select radio button for “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.”**
- **Select “Next” button.**
- **Select “Don’t have an account? Sign up” button.**
- **Enter your personal information, including Email Address.**

Process Note: The email address you enter is used by the system to uniquely identify you as a user and will be used to sign you in.

- **Select an option to verify our identify:**
 - Last 4 digits of your Social Security Number (SSN) radio button
 - Capture Government Issued ID document using mobile phone
- **Select the checkbox / reCAPTCHA confirmation, “I’m not a robot.”**
- **Select “Submit.”**

Process Note: The system displays an on-screen “Processing” message and then displays the MyAccess Confirm screen with information describing the process and allowing you to continue. You may need to enter additional data, depending on the ID option that you selected.

Process Note: An email is sent to the email address entered in the registration window. From your email account, open the “Confirm Your Email Address” email.

- **Select “Confirm Email.”**

[Return to TOC](#)

FAA MyAccess – Creating an Initial Account (cont.)

Set up Multi Factor Authentication (MFA):

Process Note: If you selected the “Last 4 digits of your SSN” option to verify your identify, continue with the following steps:

- **Review** the displayed information.
- **Select** the “Confirm” button.
- **Enter** your residence physical (mailing/street) address.
- **Enter** your mobile phone number.
- **Enter** date of birth (MM/DD/YYYY).
- **Enter** last 4 digits of your SSN.
- **Select** “Confirm.”

Process Note: The system displays the MyAccess PIN screen in the PIN Delivery Mode. Refer to the **MyAccess PIN Procedures** to continue.

Process Note: If you selected the “Capture Government Issued ID document using mobile phone” option to verify your identify, continue with the following steps:

- **Review** the displayed information.
- **Use** the Country list box to select your county if not the United States (United States is displayed by default.)
- **Select** the “Confirm” button.
- **Use** the Type of ID list box to select the type of ID that you want to use.
- **Select** the “Confirm” button.

Process Note: The system displays an on-screen “Processing” message and then display the MyAccess Confirm screen with information describing the process and allowing you to confirm and continue. The screen indicates the mobile phone steps required for you to complete the ID Picture process and then continue on subsequent MyAccess screens. Important: Do not close the browser session until the identity verification process is complete.

- **Enter** your mobile phone number.
- **Select** “Continue on Mobile” button. A text message is sent to your mobile phone with a “Click the URL below to capture documents” and a unique URL for your ID Picture process.
- **Select** the URL link on your mobile phone.
- **Use** the displayed mobile phone screen to take ID pictures and then upload the pictures.
- **Select** the “Confirm” button.

[Return to TOC](#)

FAA MyAccess – Creating an Initial Account (cont.)

Process Note: The system displays the MyAccess PIN screen in the PIN Delivery Mode. Refer to the **MyAccess PIN Procedures** to continue.

MyAccess PIN Procedures:

Process Note: Use the MyAccess PIN screen's initial PIN Delivery mode display to enter your data and contact preference.

- **Enter** your mobile phone number.
- **Select** your PIN Delivery Preference using one of the two displayed radio buttons:
 - SMS (cell phone)
 - Voice (cell phone and land line)
- **Select** "Confirm Information." The system sends you a temporary PIN using the method you selected. Make note of the PIN number.
- **Return** to the MyAccess PIN screen which is in PIN Entry mode.
- **Enter** the temporary PIN.
- **Select** "Confirm Information."

Process Note: The system displays "Verifying" and then displays "Successfully initiated account registration" message.

[Return to TOC](#)

Appendix “C”

FAA MyAccess – Requesting Access to an Existing Certificate Holder/Operator/Applicant (CH/O/A)

FAA “MyAccess” is the SAS External Portal (EP) access credential. FAA MyAccess can be used with any “modern” (chromium) web browser.

- **Navigate to** <https://sas.faa.gov>
 - Review SAS External Portal Information Guide, i.e. Step by Step Guides and Q-Cards (“click here” links under SAS Login box)
- **Complete** Safety Assurance System (SAS) External Portal Training.
- **Navigate to** <https://sas.faa.gov>
- **Select** “Sign up for SAS” link.
- **Read** the text and **select** the “Initial Inquiry” checkbox.
- **Select** radio button for “**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.**”
- **Select** “Next” button

Process Note: If you have already completed the FAA MyAccess account creation process, enter your MyAccess credential email address. An individual MyAccess account/credential can be granted access to more than one Certificate Holder, Operator or Applicant certification project. If you do not have a FAA MyAccess account, select the red account creation button and follow the prompts. The FAA MyAccess job aid/help guide instructions are found in [Appendix “B”](#) .

Process Note: Users should contact the FAA MyIT Helpdesk (helpdesk@faa.gov) for any issues with or questions about creating and maintaining the FAA MyAccess account.

- **Enter** your FAA MyAccess account email address or create a MyAccess account if you do not already have one
- **Select** “Next” button
- **Enter** your Password.
- **Select** “Verify.”
- **Verify** identity with pre-established method.
- **Select** the option, “My company is an existing operator/agency.”
- **Select** “Next.”

Process Note: Enter data manually into the following registration fields. Do not “paste” data or use the web browser’s autofill feature.

[Return to TOC](#)

FAA MyAccess – Requesting Access to an Existing Certificate Holder/Operator/Applicant (CH/O/A)

- **Enter** your company name in the *Company* type ahead search field of the “My Contact Information” form.
- **Select** your company name from the drop-down menu to populate field

CAUTION: **Ensure the correct Company Name (by designator and/or CFR part) is selected to prevent automation errors.**

- **Finish** filling in the “My Contact Information” form, including phone number.
- **Select** “Attach” button to attach a document or use the Drag and drop file here function.
- **Select** “Next.”
- **Verify** the entered information is correct.
- **Select** “Submit.”

Process Note: A Confirmation screen will appear stating “Your Preapplication information has been submitted.”

Process Note: External users may register for access to additional Certificate Holders or Operators or Applicants (CH/O/As) in SAS. External users will need to complete the “Sign Up for SAS” process for each CH/O/A they wish to have access to. A user must wait until after they have External Portal access to a requested CH/O/A before requesting access to an additional CH/O/A. Users complete the FAA MyAccess credential creation process only once.

Process Note: After access has been granted by the FAA office, you will receive an email stating you can now access the CH/O/A through the SAS External Portal.

[Return to TOC](#)