



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 provisioning process, CH/As can log into SAS

Certificate Holders and Applicants (CH/As) use their SAS User Name and Password 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.

Note

The Applicant will not have full functionality to the SAS menu items until after the preapplication has been accepted for Resource Analysis.



SAS Menu

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



User Role	Configuration Data
Certificate Holders and Applicants	<p>1. Log into the SAS External Portal using your SAS User Name and Password assigned during the provisioning process.</p> <p>Note: There are links to access SAS External Portal training and additional information about the SAS External Portal on this screen.</p>



SAS Login
* required field

* **User Name:**

* **Password:**

OR [Sign up for SAS](#) OR [Passenger Module](#)

[Forgot your password?](#)

1

To access the SAS External Portal training, before you sign up for SAS, [click here](#).
For additional information about the SAS External Portal, [click here](#).

Note

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

PRIVACY ACT STATEMENT

This statement is provide pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a as amended:

Authority:The authority for collecting information on Safety Assurance System (SAS) external portal is [49 U.S.C. §40113\(a\)](#) and [14 CFR part 13](#).

Purpose:The SAS collects information to create user accounts and allow an individual access to the SAS external portal to start their initial certification process.

Routine Uses:The information collected will be included in the system of records notice [DOT/ALL 13 - Internet/Intranet Activity and Access Records](#). Records may be disclosed in accordance with the routine uses that appear in DOT/ALL 13 Internet/Intranet Activity and Access Records including:

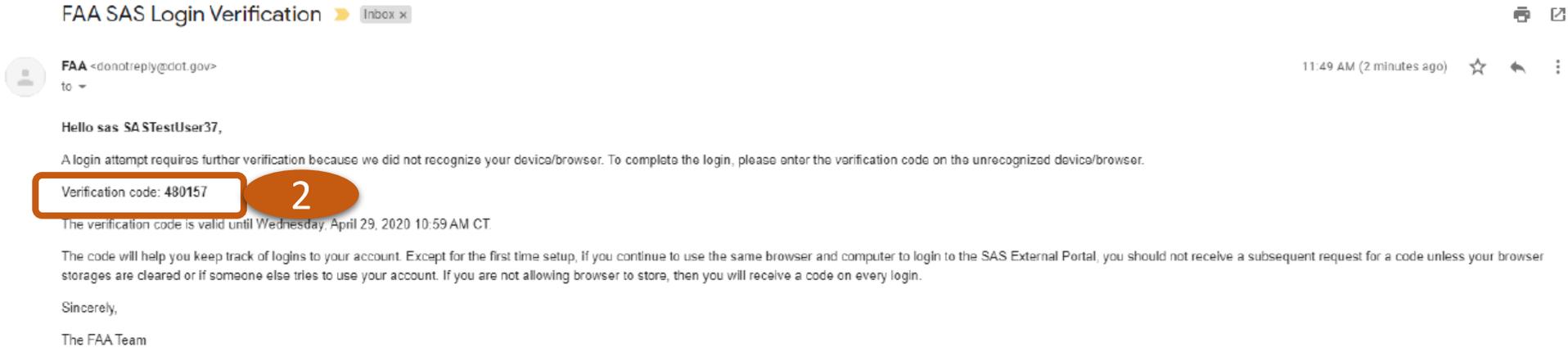
1. to provide information to any person(s) authorized to assist in an approved investigation of improper access or usage of DOT computer systems;
2. to an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
3. to contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
4. to other government agencies where required by law.

The Department has also published 14 additional routine uses applicable to all DOT Privacy Act systems of records, including the Civil Aviation Registry. These routine uses are published in the Federal Register at 75 FR 82132, December 29, 2010, and 77 FR 42796, July 20, 2012, under "Prefatory Statement of General Routine Uses" available at <http://www.transportation.gov/privacy/privacyactnotices>.

Disclosure:Submission of the information is voluntary, however, failure to submit requested information will result in FAA's inability to grant you access to the system.



User Role	Configuration Data
Certificate Holders and Applicants	2. If you are logging into the External Portal for the first time then SAS will send a <i>Verification code</i> to the email account associated with your user profile. Login to the email account associated with your user profile and retrieve the <i>Verification code</i> .





User Role	Configuration Data
Certificate Holders and Applicants	<p>3. Enter your Verification code and select the Verify Code button.</p> <p>Note: If you check the “Remember this browser” checkbox the use of an verification code will not be needed the next time you log into the External Portal if you are using the same browser and computer that you used previously to log into the External Portal.</p>



Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

SAS Login

Please input the verification code sent to your email address on file

Verification Code:

Remember this browser ⓘ

3 **Note**

To access the SAS External Portal training, before you sign up for SAS, [click here](#).
For additional information about the SAS External Portal, [click here](#).



User Role

Configuration Data

Certificate Holders and Applicants

4. After successfully logging in, you will see one of the following screens:
a) CH/A selection page if you are associated with more than one CH/A. **Select a radio button** and select the **Select CH/A** button.
or
b) **SAS Home** Page if you are associated with only one CH/A.

Note: If you are associated with more than one CH/A, you will have a **Change CH/A** link to return back to the CH/A selection page.



Administration

External Portal

OMB Control Number 2120 - 0774

Home

Welcome Annette Carpenter [Log out](#)

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

	CH/A	Office	14 CFR	Certificate Number	Certificate Status
<input checked="" type="radio"/>	Air Agency 57796	SO19-SOUTH FLORIDA FSDO - SO19	145		Initial-Cert
<input type="radio"/>	Air Agency 57796	SO19-SOUTH FLORIDA FSDO - SO19	145		Initial-Cert

1 - 2 of 2 items

Select CH/A

4a



Federal Aviation Administration

4b

Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Home

Note

Change CH/A

Welcome Annette Carpenter Air Agency 57796 [Log out](#)

Notifications

SAS Automated Notifications (0 New)

Notification Date	Subject	Read?
No records available.		

0 - 0 of 0 items

Messages (0)

Broadcasts (0)



User Role	Configuration Data
Certificate Holders and Applicants	<p>5. The Notifications tile displays important updates about the certificate or application.</p> <p>6. The Messages tile displays any direct communication to and from the FAA to the External User.</p> <p>7. The Broadcasts tile shows any messages or announcements for all system users.</p> <p>Note: To expand a minimized tile, select the expand icon  at the upper right hand corner of the tile.</p>



The screenshot shows the SAS External Portal interface. On the left is a vertical 'SAS Menu' bar. The main content area features three tiles: 'Notifications', 'Messages (0)', and 'Broadcasts (0)'. The 'Notifications' tile is expanded, showing a table with columns for 'Notification Date', 'Subject', and 'Read?'. The table currently contains no records. Callout 5 is a blue oval pointing to the 'Notifications' tile content area. Callout 6 is a blue oval pointing to the 'Messages (0)' tile header. Callout 7 is a blue oval pointing to the 'Read?' column header in the 'Notifications' table. A 'Note' callout at the bottom right points to the expand icons on the 'Messages' and 'Broadcasts' tiles.

Note



User Role	Configuration Data
Certificate Holders and Applicants	<p>8. Select the SAS Menu bar to open the SAS Menu.</p> <p>Note: The question mark icon  at the upper right hand corner of the screen provides access to the External Portal user's guide, this is the primary source of information about SAS External Portal functionality.</p>

The screenshot shows the SAS External Portal interface. At the top left is the Federal Aviation Administration logo. The main header area contains the text "Safety Assurance System (SAS) External Portal" and "OMB Control Number" followed by a red question mark icon and the word "Note" in a blue oval. Below the header, the user is identified as "Welcome Catherine Tyler Air Operator 25467" with a red question mark icon and a "Log out" link. A vertical "SAS Menu" bar on the left side is highlighted with an orange border and contains a blue circle with the number "8" next to the "Configuration" option. The main content area shows a "Notifications" section with a table of items, currently displaying "0 - 0 of 0 items". On the right side, there are "Messages (0)" and "Broadcasts (0)" sections, both showing "0" items.