



WHEN

Registering for the SAS External Portal

WHERE

sas.faa.gov

WHY

To obtain access to a CH/A through the SAS External Portal

WHO

Authorized company representatives applying for SAS External Portal access

What is it?

Certificate Holder/Applicant (CH/A) Registration for the SAS External Portal

Accessing the SAS External Portal

- As a CH/A representative, you must have an FAA MyAccess account or create a new one if one does not already exist as part of the initial External Portal registration process
- *Users added to an already submitted pre-application or active certificate holders will have full access to available CH/A functionality upon logging in*
- Your company can request multiple registrations for the SAS External Portal

External Portal Information User Guide

The External Portal Information User Guide is available for more information.

CAUTION

Anybody who has internet access can request access through the SAS External Portal. The Automation does not validate the association of the certificate with each individual requesting SAS External Portal access. To ensure only valid representatives are registered for the SAS External Portal, each office is responsible for authorizing and managing access. The CH/A must develop a method to notify the responsible Flight Standards office when a user should no longer have access to the SAS External Portal.

Note: The **MyAccess External User Registration job aid** is located under the **Registration Help** link in the MyAccess sign up process.

QUICK

REFERENCE CARD

Q9-02 Sign Up for SAS



User Role	User Registration
Certificate Holders and Applicants	<p>1. Navigate to sas.faa.gov. Select the Sign up for SAS link.</p> <p>Note: It is recommended that you access the <i>SAS External Portal training</i> and resources on the <i>SAS External Portal Information Guide</i> before you Sign up for SAS.</p>



Federal Aviation Administration

Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Expiration Date:

SAS Login

[Login with MyAccess](#)

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

* required field

* User Name:

* Password:

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](#).

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



User Role	User Registration
Certificate Holders and Applicants	<ol style="list-style-type: none">2. Ensure you access the applicable resource links for information before proceeding.3. Check the box to verify “I have made my initial inquiry with my local FAA FSDO/CMO/IFO” and “I have read and understood the certification process and the associated requirements, if applicable.”4. Select a radio button for either <i>New Applicant for Certification</i> or <i>Existing Applicant for Certification</i> or <i>Current Certificate Holder</i>.5. Select the Next button.



External Portal
OMB Control Number 2120 - 0774
Expiration Date:

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.
- Additional 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://fsims.faa.gov/wdocs/SAS/Guide/story.html>
- Use the following links to help locate the appropriate 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

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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.

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- *New Applicant for Certification: Select this option if this is for an applicant that has not already submitted their initial certification application or not an existing certificate holder.
- *Existing Applicant for Certification: Select this option if this access is for an applicant that has already submitted their initial certification application and is not an existing certificate holder.
- *Current Certificate Holder: Select this option if this access is for an existing certificate holder that has already completed initial certification.

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Next

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User Role

User Registration

Certificate Holders and Applicants

6. **Sign in using MyAccess** if you already have a MyAccess account then select the *Next* button.

7. If you do not have an 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

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	User Registration
Certificate Holders and Applicants	<p>8. After completing the MyAccess process, select the applicable <i>radio button</i> option.</p> <p>9. Select the <i>Next</i> button.</p>



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 certificate application
- My company's Preapplication Information has already been submitted
- My company already holds a certificate

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