



### WHEN

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

### WHERE

"Sign up for SAS" link at [sas.faa.gov](https://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 in order 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

### Current "EXC\" Account Users

External Users who currently use the EXC\first.last user name and password have the ability to switch to MyAccess at any time. Once the transition has occurred, they cannot use their EXC\ account to log into the SAS External Portal.



User Role	User Registration
New user representing a current Certificate Holder	<p>1. a) For initial access, select the <b>Sign up for SAS</b> link. b) For users who currently access the External Portal with an EXC\ user name and password account and wish to transition to a MyAccess account, select the <b>Login with MyAccess</b> button. If selecting option 1b skip to step 4.</p> <p>Note: It is important for those who transition to MyAccess to use the same email address that is in their EXC\ user name and password account.</p>



Federal Aviation Administration

Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Expiration Date:

SAS Login

**Login with MyAccess** 1b

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

\* required field

\* User Name:

\* Password:

Log In Or **Sign up for SAS** 1a 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](#).

### 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
New user representing a current Certificate Holder	<p>2. If you selected the "Sign up for SAS" link, <b>check</b> the box to verify that you made initial inquiry with your local FAA FSDO/CMO/IFO and select the radio button for <b>Current Certificate Holder</b>.</p> <p>3. Select the <b>Next</b> button.</p>



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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](http://www.faa.gov/licenses_certificates/airline_certification).
- Additional information for 14 CFR part 145 is available at: [www.faa.gov/aircraft/repair](http://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](http://www.faa.gov/about/office_org/field_offices/fsdo)
  - Certificate Management Office (CMO): [www.faa.gov/about/office\\_org/field\\_offices/cmo](http://www.faa.gov/about/office_org/field_offices/cmo)
  - International Field Office (IFO): [www.faa.gov/about/office\\_org/field\\_offices/ifo](http://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.

- \*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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User Role	User Registration
New user representing a current Certificate Holder	<p>4. Sign in using <b>MyAccess</b> if you already have a MyAccess account then select the <i>Next</i> button.</p> <p>5. If you do not have a MyAccess account, select the <b>Don't have an account? Sign up</b> button. Follow the prompts using the MyAccess External User Registration job aid.</p>

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 4

Remember me

Next

OR

Continue with DOT/FAA PIV

Continue with Federal CAC/PIV

Don't have an account? Sign up 5



User Role	User Registration
New user representing a current Certificate Holder	<p>6. After completing the MyAccess process, select the radio button next to <i>My company already holds a certificate</i>.</p> <p>7. 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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### User Role

### User Registration

**New user  
representing a  
current Certificate  
Holder**

8. 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.
9. Fill in your contact information under *My Contact Information*.
10. When finished filling in your contact information, select the **Next** button.

[Home](#)

Welcome Cranie Chowhound

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:	AH4P : Air Operator 10041 (SOUTH FLORIDA FSDO - SO19)
First Name:	Charlie
Middle Initial:	Middle Initial
* Last Name:	Chowhound
Title:	Enter Title
* Address Line 1:	12344 Main Street
Address Line 2:	Enter Address Line 2
* City:	Key West
* State:	FL - FLORIDA
* Zip Code:	30015
* Country:	US - UNITED STATES
* Phone:	(315) 555-6231

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Email:

Attachments:

[Attach Document](#)

[Delete](#)

[Reset](#)

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[Next](#)



User Role	User Registration
New user representing a current Certificate Holder	<ol style="list-style-type: none"><li>Verify the information.</li><li>Select the <b>Submit</b> button.</li></ol>



Submission Option: Current Certificate Holders

Company Name: Air Operator 10041

Designator Code: AH4P

FAA FSDO: SO19 ( SOUTH FLORIDA FSDO - SO19 )

First Name: Charlie

Middle Initial:

Last Name: Chowhound

Title: 11

Address Line 1: 12344 Main Street

Address Line 2:

City: Key West

State: FL - FLORIDA

Zip Code: 30015

Country: US - UNITED STATES

Phone: (315) 555-6231

Email:

Attachments:

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Previous Submit



User Role	User Registration
<b>New user representing a current Certificate Holder</b>	13. A <b>Confirmation</b> 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.