

QUICK

REFERENCE CARD

Q9-07 External Portal Home Page (POST SAS OA/OPSS Deployment)



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

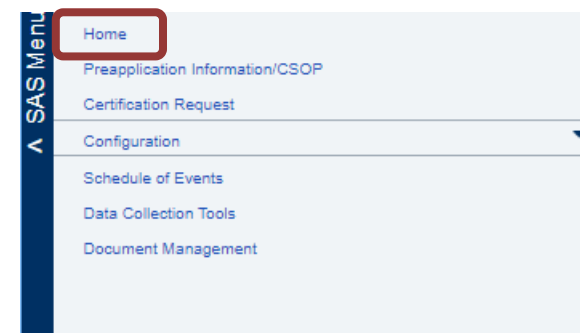
Certificate Holders and Applicants (CH/As) use their MyAccess account to log into the SAS External Portal. Logging into the SAS External Portal takes CH/As to the SAS Home Page.

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

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

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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

OR [Create Account](#) OR [Passenger Module](#)

1

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](#).
To access the SAS External Portal Information Guide, [click here](#).

Note

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.



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Safety Assurance System (SAS)

External Portal

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Expiration Date: 05/31/2025

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

4

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

Reset Grid

1 - 2 of 2 items

Select Operator

5

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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)



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.



Federal Aviation Administration

4.5.0.0 - External Portal

Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Effective Date: 05/31/2025

Home > Notifications

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 of 1 items

Messages (0)

Broadcasts (0)

Note

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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.



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4.5.0.0 - External Portal

Safety Assurance System (SAS)

External Portal

OMB Control No.
Expiration

Note

Home > Notifications

[Change CH/A](#) Welcome Andrew Roshell DALA - DELTA AIR LINES INC  [log out](#)

Notifications

Home

Preapplication Information/CSOP

Configuration

Data Collection Tools

Document Management

10

Reset Grid

for Download

Read?

Yes

1 - 1 of 1 items

Messages (0)

Broadcasts (0)