



Initial Certification

Purpose

This document describes the External Portal Registration process for Applicants requesting a 14 CFR Certificate. This process description utilizes the Safety Assurance System (SAS) and is referred to as the Step-by-Step Guide-Initial Certification. This Step-by-Step Guide also includes a “Job Aid” with instructions for setting up a FAA “MyAccess” credential. 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 an initial certification project 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 accessed from the SAS External Portal Login page (sas.faa.gov).

Scope

This process applies to:

- Non FAA users with internet access who are requesting access to a certification project through the SAS External Portal. The SAS automation does not validate the association between the applicant for a certificate 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.
- FAA CFR part 121, 135, 141, 142, 145 (except Non-U.S. Repair Stations applying for FAA certification under the provisions of a Bilateral Aviation Safety Agreement), and 147 Applicants using the SAS External Portal.

Revision History

REVISION HISTORY		
0	1. Original	08/08/2017
1	1. Step 1, corrected hyperlink for SAS External Portal. 2. Revision to TOC. 3. Corrected Step 1 and Step 2 sequence.	08/24/2017
2	1. Minor revision to Title Page, Step 1, 3 and the addition of an Appendix.	10/27/2017
3	1. Removed reference to AUG in Purpose. 2. Updated Step to match updated FAA Version of this checklist. 3. Updated Appendix Additional User process Step. 4. Updated Step 10 to match FAA Version of this checklist.	10/15/2018
4	1. Updated Steps 4 thru 9. Removed Step 10 from Notice. 2. Removed Notice from Step 10. 3. Added Step 2 appendix note.	03/01/2019
5	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
6	1. Updated the Purpose statement. 2. Amended Appendix "B" – Instructions for configuring MS Edge to IE compatibility mode.	05/26/2022
7	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
8	1. SAS v4.0 automation. 2. Removed remaining "FAA Provisioning Portal" references. 3. Removed Appendix "C" – "Instructions for configuring MS Edge to IE compatibility mode" ("EXC\" account users only).	06/01/2023

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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 FAA MyAccess support, SAS automation or login issues contact the FAA MyIT Helpdesk using the “Help Desk Information” link under the “SAS Information” button on the SAS External Portal Information Guide [click here](#) .

Background

1. It is not required that a new Applicant for a certificate to complete the online training course for the SAS External Portal (# FAA27100205), however, it is recommended that the Applicant 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 website:
<https://www.faa.gov/sasdeployment/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 question button (?) located in the top right corner of each SAS page.
4. The Preapplication entry section of this checklist is for informational/example purposes only. Preapplication entry sections will vary by CFR part. This checklist does not include the Applicant List process. For questions concerning the FAA Applicant List, contact your FAA office POC.
5. **The [Appendix “A”](#) section of this Step-by-Step Guide describes the process of registering additional individuals for access to an already submitted SAS Preapplication (submitted through the External Portal or entered by an FAA office).**

PLEASE NOTE: Non-FAA users must select “Sign up for SAS” for EACH **CH/A [Certificate Holder or Applicant (SAS Preapplication)]** they wish to access through the SAS External Portal. One FAA “MyAccess” account can be granted access to multiple CH/As. Once External Portal access is obtained to a CH/A, an additional CH/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/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/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.

SAS External Portal Registration Process

Process Note: The FAA MyAccess credential process is the first process to complete after selecting the “Sign up for SAS” link 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, follow the instructions for creating a MyAccess credential in the Job Aid/Help Guide found in [Appendix “B”](#).

Process Note: *Do not* use the blue “Login with MyAccess” button when requesting *initial* access to a CH/A. Select the “Sign up for SAS” link.

- **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 “**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.**”
NOTE: See [Appendix “A”](#) for the access request process to an already submitted SAS initial certification application – obtaining External Portal access for additional Applicant personnel.
- **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 or Applicant/certification project (**CH/A**). 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 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

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Entering Preapplication Information

Process Note: After creating a new FAA MyAccess account and selecting an “authenticator”, you may have to start again at Step 1 and enter your newly created MyAccess account email address if the option described in the next bullet below does not appear in the SAS automation. ***Do not use the “Login with MyAccess” button when requesting initial access to a CH/A. Select the “Sign up for SAS” link.***

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

- **Select** radio button for “I want to submit a Preapplication Information for a new certificate application”
- **Select** “Next”
- **Type** your company name in the “Company Name” field of the “My Contact Information” form
 - The Company Name field is limited to 50 characters (including spaces and punctuation) in the automation.
 - Stop at 50th character and add full company name to the “Description” box in Section 1E of the SAS Preapplication and in the attached application document(s)-PASI, LOI, etc.

Process Note: To complete this form, the local FSDO will need to be located. For assistance with the FSDO identification select the ? icon.

Note: After determining the appropriate FSDO, close the browser to return to SAS.

- **Select** FSDO from type ahead search drop-down menu

Process Note: FSDOs can be searched by identifier, or by city. CFR part 121 Applicants will select FAA office “C410”.

- **Finish** filling in the “My Contact Information” form
- **Select** “Next”
- **Verify** the information
- **Select** “Next”
- **Select** the applicable CFR part from the “Type of Certificate Applied For” field drop down selection menu

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Entering Preapplication Information (cont.)

Process Note: Section 1 will auto-populate based on earlier information.

- **Finish** filling in the SAS Preapplication form
 - Information needed/provided will vary depending on CFR part
 - Ensure all fields with a red asterisk (required) have entries.
- **Select** “Next”

Process Note: External users should contact the applicable FSDO/CMO/IFO if they have questions regarding their submissions.

Process Note: Enter any additional/optional comments in the Section 1E “Description” box.

Process Note: Attach a signed copy of the applicable form(s) – FAA Form 8400-6 (PASI), Letter of Intent (LOI) and any other Preapplication documents depending on CFR part. These initial documents will reside in SAS Document Management.

Process Note: **The signed and attached application document(s) are the “legal” documents. The entered SAS Preapplication information is used to start the SAS automation process.**

Process Note: Links to the attached documents will appear under the “Attach Document” button.

- **Enter** Name and title of person signing required application document
- **Select** “Submit”

Process Note: A Confirmation screen will appear stating “Your Preapplication Information has been submitted and an email has been sent to your account”.

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

NOTE: If changes are needed after *initial* submittal, **DO NOT CREATE / SUBMIT ANOTHER SAS PREAPPLICATION.** Have the FAA office return your submitted SAS Preapplication for edit and resubmit.

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Entering Preapplication Information (cont.)

- Process Note:** After the Applicant submits the SAS Preapplication, the External Portal Registration request and the SAS Preapplication are associated but are processed separately. The Applicant will receive notifications from each process – SAS External Portal registration process and the SAS Preapplication acceptance process.
- Process Note:** External users have the ability to register for access to additional CH/As. External users need only complete the FAA MyAccess account/credential creation process one time. Users will need to select “Sign Up for SAS” for each CH/A they wish to be associated with. Users must wait until the first submittal is approved before they begin another one – one request “in progress” at a time.
- Process Note:** Additional applicant personnel can request access to the submitted SAS Preapplication after notification has been received that the certification project has started (“In Progress” status). Additional users please see [Appendix "A"](#) for the process to obtain SAS External Portal access to a previously submitted SAS Preapplication.
- Process Note:** If changes are needed after *initial* submittal, DO NOT CREATE / SUBMIT ANOTHER SAS PREAPPLICATION. Contact the FAA office to have them return your submitted PreApp for edit and resubmit. Submitting duplicates for the same certificate application will generate SAS automation errors.

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Navigating the External Portal

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

Process Note: Applicants who log into the SAS External Portal will have very limited automation functionality (SAS Messaging and Notifications) until the certification project has been started (“In Progress” status) by an FAA Office. After the certification project has begun, certification project data cannot be submitted to the FAA until after a Certification Project Manager (CPM) has been assigned to the certification project.

Process Note A Chromium web browser is required to access the **SAS External Portal**. Google Chrome or MS Edge are preferred.

To log into the SAS External Portal (sas.faa.gov):

- **Select** the “Login with MyAccess” button
 - **Enter** FAA “MyAccess” account email address
 - **Select** “Next” button
 - **Enter** MyAccess password if requested
 - **Enter** Authentication code if requested using Google **or** Okta authenticator apps only
 - **Read** the System Use Notice and other info

Process Note: This process will take you to the SAS Homepage Screen or the CH/A selection screen if access is granted to multiple CH/As. Select desired CH/A and select next.

- **SAS Menu** is located 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 Modules
- **Notifications** tile 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.

Process Note: The ? Icon in the upper right corner of the screen provides access to the SAS External Portal User Guide. This is a resource for information about the SAS External Portal automation functionality only.

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Viewing Certification Request Information

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

Process Note: Certification request information is available for view in the SAS External Portal.

From the SAS Menu:

- **Select "Certification Request"**
 - **Certification Request** tab: The Certification Request tab allows the Applicant to review their Certification Information and Applicant Information. The Withdraw, Generate DCTs and Regenerate DCTs buttons are displayed on this tab depending on project status.
 - **Certification Item Summary** tab: The Certification Item Summary tab lists the SAS Modules and can be used to navigate between them.

Process Note: The "Return to Certification Summary" button is available at the bottom left on the blue SAS Menu bar while navigating the Certification Project from within the Certification Item Summary tab.

Process Note: The Return to Certification Summary button will return the user to the Certification Item Summary tab main page for this certification project.

- **Meetings** tab: The Meetings tab allows the Applicant to electronically document meetings held with the FAA during the initial certification process outside the Schedule of Events.

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Submitting the part 145 Repair Station Application-Form 8310-3

Process Note: 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. The applicant must still sign and submit a completed 8310-3 and the signed form should be scanned and uploaded into SAS, with the original copy remaining in the FAA Office Certification File.

From the SAS menu:

- **Expand** "Configuration"
- **Select** "Repair Station Form 8310-3"
- **Select** "Create 8310-3"

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

- **Fill** out all of the required fields marked with an asterisk
- **Select** "Submit"

Process note: A pop-up Message box 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 pop-up Confirmation box will display stating; your application for the Repair Station Certificate and / or Rating has been submitted.

NOTE: Applicants may perform Steps 6 through 9 in any order.

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Submitting a Schedule of Events (SOE)

Process Note: Applicants must submit a Schedule of Events (SOE) to the FAA to set a timeline for the certification process.

Note: The SOE cannot be submitted in the SAS External Portal until the FAA assigns a CPM to the project.

From the SAS Menu:

- **Select** “Schedule of Events”
- **Enter** Data in the Event Status and Original Proposed Date (Appl) fields
- **Request** a date to be scheduled for the event
- **Select** “Save” when finished adding all the events and dates
- **Select** “Submit to FAA” to send to FAA

Process Note: The SOE options include:

- **Reset**
- **Save**
- **Submit** to FAA

Process Note: There are five event status options:

1. **Planned:** Applicant has entered a date for the event
2. **Revised:** The event date has been revised
3. **Baselined:** The event date has been accepted
4. **Complete:** Event is completed
5. **N/A:** The event does not pertain to the Applicant

Process Note: There are six SOE statuses:

1. **Draft:** Applicant has saved but not submitted the form
2. **Submitted:** Applicant has submitted the form to the FAA for review
3. **In Review:** FAA is reviewing the form
4. **Returned:** FAA has returned the form to the Applicant for modification
5. **Accepted:** FAA has accepted all dates on the form
6. **Completed:** All events on the form are complete

NOTE: Applicants may perform Steps 6 through 9 in any order.

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Document Management

Process Note: The FAA cannot view documents until they are uploaded.

Note: Two folders are provided for the Applicant to upload documents, “Formal Application” and “Other Certification”.

From the SAS Menu:

- **Select “Document Management”**
 - **Formal Application:** Where documents that are included in the Formal Application are uploaded. (Initial Certification)
 - Applicant uploads documents required for the formal application. (Initial certification)
 - Applicants must upload documents individually.
 - Files are not submitted individually, but can only be submitted when all required documents are uploaded.
 - Submit Documents button will only become active after all required files are present.
 - The Applicant and the FAA may transfer documents between each other, but all documents must be submitted as a group.
 - **Other Certification:** Applicant uploads supporting certification documents that are not listed as part of the Formal Application Folder. (Initial Certification)
 - Applicant can upload these documents individually, but all documents must be submitted as a group
 - **Configuration Changes:** Items in this folder are automatically uploaded from SAS Module One, Configuration Module 1 (Read Only)
 - **Data Collection:** Items in this folder are automatically uploaded from SAS Module Four, Data Collection Module 4. (Read Only)

To upload a required document;

- **Select** the “Formal Application” folder
- **Select** “Upload” next to desired document category
- **Select** “Browse”
- **Select** the file to upload
- **Select** “Open”
 - The selected file is visible in the Select Document field
- **Select** “Upload”
 - The uploaded file is now visible under File Name
- **Select** “Submit Documents”
- **Select** “OK”

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Document Management (cont.)

Process Note: The completed and signed 8310-3 Form, Application for Repair Station Certificate and/or Rating, may be uploaded at this time, if available.

Process Note: All required documents must be submitted at the same time. The “Submitted Documents” button will only become “Active” after the applicant uploads all required documents.

To upload a document into the “Other Certification” folder;

- **Select** the “Other Certification” folder.
- **Select** “Attach Document”.
- **Select** “Browse”.
- **Select** the file to upload.
- **Select** “Open”.
 - The selected file is visible in the Select Document field.
- **Select** “Select Document Category”.
- **Select** “Upload”.
 - The uploaded file is now visible under File Name.
- **Select** “Submit Documents”.
- **Select** “OK”.

Process Note: There are five document statuses in the Formal Application and Other Certification folders:

1. **Uploaded:** This document has been uploaded.
2. **Submitted:** The Applicant has submitted the form to the FAA for review.
3. **Returned:** The document has been reviewed by the FAA and returned for correction.
4. **Accepted for Review:** The document has been accepted for review/full design assessment.
5. **Designed Affirmed:** The Design Assessment has been successful. All documents are acceptable / approvable.

Process Note: A Warning will appear anytime there is a failure to upload.

NOTICE: Applicants may perform Steps 6 through 9 in any order.

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Configuration Data

Process Note: The Configuration Data for an Applicant will vary depending on the Applicant's 14 CFR part, however, the site navigation is the same for all 14 CFR parts. For more information on what data goes into the SAS Vitals fields and tables, select the "Vitals Fields Description" link at the top-right corner of the SAS Vitals page. Then select the applicable CFR part.

Process Note: To ensure the proper data collections tools are generated (scoping), the SAS Configuration Data / Operating Profile must be accurate and up to date.

Note: For assistance with setting up SAS Configuration Data, contact your FAA Certification Project Manager (CPM).

From the SAS Menu:

- **Select** "Configuration Data"

Process Note: All the "OPSS Authorizing Documents" paragraphs for a particular CFR part are displayed by default:

- The grayed-out checked boxes represent the required paragraphs for the CFR part
- The checked box represents a proposed paragraph
- The unchecked box represents an paragraph that is not issued and is not currently proposed
- **Place** a checkbox next to proposed paragraph(s)
- **Select** "Save" when the selections are complete

Process Note: "Reset" will return OPSS to most recently saved update for the Applicant.

- **Select** "Vitals" sub- tab
- **Update** .fields as appropriate
 - To quickly navigate within the Vitals data, use the bookmark buttons on the left side of the SAS Vitals page.
NOTE: SAS Vitals Company personnel/employee count section fields cannot be blank. A value of "0" must be added for each field with no personnel.
 - Ensure all required fields (red asterisk) are completed
- **Select** "Save" to save input data

NOTICE: Applicants may perform Steps 6 through 9 in any order.

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Generating/Performing Data Collection Tools (DCTs)

Process Note: It is recommended to coordinate with your FAA certification office *prior to generating Applicant ED DCTs*. The Applicant must verify accuracy of SAS Configuration Data prior to generating the Element Design (ED) DCTs to ensure proper scoping. Once generated, the ED DCTs and/or Custom DCTs (generated by the CPM) are completed and submitted to the FAA.

NOTE: After initial Applicant ED DCT generation, Applicant ED DCTs must be regenerated to update “scoping” when the Applicant’s SAS Operating Profile is changed. **All** Applicant ED DCTs must be in either *Not Started, In Progress, Returned* or *Final* status to enable the “Regenerate DCT” button on the Certification Request tab.

Process Note: The Certification Project Manager (CPM) must be assigned before DCTs can be submitted to FAA.

From the SAS Menu:

- **Select** “Certification Request”
- **Select** “Generate DCTs”

Process Note: An information pop-up window will appear.

- **Select** “OK”

Process Note: Anytime Configuration Data / Operational Profile changes after DCTs are generated, the Applicant must *Regenerate* DCTs to include any updates.

When you regenerate DCTs:

- Any new DCTs now required as a result of your configuration data change are added to your list of DCTs.
- Any DCTs no longer needed as a result of your configuration data change are removed from your list of DCTs.
- Existing DCTs that are not impacted by the change to your configuration data remain in place. Previously answered questions in the DCT retain their answers.
- Existing DCTs with individual questions impacted by the change to your configuration data remain in place. Impacted questions within the DCT are added or removed and have their answers removed as appropriate. Previously answered questions in the DCT not impacted by the change retain their answers.

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Generating/Performing Data Collection Tools (DCTs) (Cont.)

From the SAS Menu:

- **Select** “Data Collection Tools”

Process Note: The Select DCT screen displays all of the DCTs that are available to complete and submit to the FAA.

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 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 Question and Answer screen.

Process Note: The Perform DCT tab allows for:

- List View
- Question Detail View
- Full View
- To answer, **Select** “Question”

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

Generating/Performing Data Collection Tools (DCTs) (cont.)

Process Note: For a “Negative” answer or “N/A”.

- **Select** “Response Details”
 - 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** “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**, the question is Blank
 - **Answer** the question
- **Red “Required” Box**, Missing required fields
 - **Fill** in the missing required field

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(s) 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”

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Updating and Resubmitting DCT(s)

Process Note: If the FAA returns a DCT to the applicant, the applicant must update the DCT and resubmit to the FAA.

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

From the SAS Menu:

- **Select** “Data Collection Tools”
- **Select** title of returned 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; SAS automation has a filter feature to easily identify which questions have data reviewer comments.

- “N”, no comments
- “Y”, has comments
- **Select** the question you wish to review

Process Note: The applicant will utilize the same process they 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** all DCTs for submission to the FAA using a single checkbox in the header row of the DCT list grid
- **Select** “Submit to FAA”

Reminder: After initial Applicant ED DCT generation, Applicant ED DCTs must be regenerated to update “scoping” when the Applicant’s SAS Operating Profile is changed. **All** Applicant ED DCTs must be in either *Not Started*, *In Progress*, *Returned* or *Final* status to enable the “Regenerate DCT” button on the Certification Request tab.

Process Note: The Applicant will receive a SAS Notification through the External Portal when the FAA Certification Project Manager (CPM) has activated the certificate in SAS. The SAS Notification itself is not approval to operate under the new certificate and is not used in lieu of the issuance of OpSpecs/T-Specs or other approval/acceptance documents as required by Regulations and/or FAA Policy.

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Appendix “A”

Additional User Registration Process

Process Note: The FAA MyAccess credential process is the first process to complete after selecting the “Sign up for SAS” link on the SAS External Portal login webpage. If you already have a FAA MyAccess credential, enter your credential email address. If you do not have a FAA MyAccess credential, follow the instructions for creating a MyAccess credential in the Job Aid/Help Guide found in [Appendix “B”](#).

- **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** text and **select** the “Initial Inquiry” checkbox
- **Select** radio button for “**Existing Applicant for Certification: Select this option if the access is for an applicant that has already submitted their initial certification application and is not an existing certificate holder.**”
- **Select** “Next” button

Process Note: If you already have been through the FAA MyAccess credential creation process, enter your credential email address. An individual’s MyAccess credential can be granted access to more than one Certificate Holder or Applicant/certification project (CH/A). If you do not have an FAA MyAccess credential, select the credential creation (red) button and follow the prompts. The FAA MyAccess job aid 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 credential.

- **Enter** your FAA MyAccess email address or create an MyAccess credential if you do not already have one

Process Note: **After creating a new FAA MyAccess account and selecting an “authenticator”,** you may have to start again at the first bullet above and enter your newly created MyAccess account email address if the option described in the next bullet below does not appear in the SAS automation. ***Do not use the “Login with MyAccess” button when requesting initial access to a CH/A. Select the “Sign up for SAS” link.***

- **Select** “Next” button

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Appendix “A” (cont.)

Additional User Registration Process

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

- **Select** radio button for “**My company’s Preapplication Information has already been submitted**”
- **Select** “Next” button
- **Type** 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** “Next”
- **Verify** the entered information is correct
- **Select** “Submit”

Process Note: A Confirmation screen will appear stating “Your application for registration has been submitted”.

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

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FAA MyAccess account/credential Job Aid – Help Guide

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

Requesting *initial* access to a Certificate Holder/Applicant (CH/A) through the SAS External Portal: All SAS EP signups (select “Sign up for SAS” link at sas.faa.gov) must set up a MyAccess credential if one has not already been created. To retain SAS EP access to other certificates/cert projects you may have already had access to using the “EXC\first.last name” credential, see the email address info in bold in the next paragraph. Once users have successfully completed the one-time MyAccess account creation process, they will be taken to the SAS EP registration web page (“option 1, 2 or 3” page) to complete the SAS EP registration process per the applicable Step-by-Step Guide. After initial MyAccess account creation, there may be instances when the user may need to start again by selecting the “Sign up for SAS” link at sas.faa.gov and enter their newly created MyAccess account email address.

External Portal Users who last accessed their CH/A through the SAS External Portal using their legacy FAA (AVS) Provisioning Portal (“EXC\first.last name” account) credential must create a MyAccess credential account by selecting the blue “Login with MyAccess” button (except when requesting *initial* access to a CH/A—see paragraph above) on the SAS EP LogIn page (sas.faa.gov) and completing the MyAccess account creation process as described in the following Job Aid/ Help Guide. **It is imperative you use your current FAA (AVS) Provisioning Portal (“EXC\”) account email address when creating a new MyAccess account. The email addresses must be an exact match to successfully convert to the MyAccess credential and maintain SAS EP access to the CH/A.** Also note, the SAS External Portal has a 180-day inactivity lockout. Contact your local FAA Flight Standards office to reactivate *before* attempting to switch from the legacy “EXC\first.last name” credential to the FAA MyAccess credential.

Please Note: Users who access the FAA WebOPSS website will need to retain their FAA (AVS) Provisioning Portal “exc\” account to access the WebOPSS website. FAA MyAccess is currently not used as an access credential for FAA WebOPSS. For any WebOPSS access questions contact your FAA Office or WebOPSS POC.

The following Appendix “B” pages provide instructions on how to create a new FAA “MyAccess” account used to access the SAS External Portal. As part of this process, either the free “Okta Verify” authenticator app *or* the free “Google Authenticator” app will need to be downloaded to your device from your App Store. Other authenticator apps will not work with FAA MyAccess. **For any questions or for any assistance with the actual FAA MyAccess process, please contact the FAA MyIT Helpdesk (helpdesk@faa.gov) as indicated in the Job Aid/Help Guide.**

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MyAccess External User Registration



Federal Aviation
Administration

Job Aid Contents

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External User Registration Overview

An “External User” is a person who is not a credentialed federal user in possession of a Personal Identity Verification (PIV) card or a Common Access Card (CAC), and requires access via the Internet to an FAA application. Based upon the security level of the application, external users registering with MyAccess may only be required to provide name and email address or may be required to verify their identity by providing personal identifiable information (PII) such as a government issued ID or combination of other identifiable attributes such as last 4 digits, home address, and mobile number. If requested, any collected PII will be used to verify the individual’s identity and then destroyed. Upon successful registration, external users will be prompted to complete account setup by establishing a password and a second factor authentication method such as a one-time password sent to a phone or an authentication app. With proper authorization, this account may be used to access multiple FAA applications.

External User Registration with Identity Verification

1. Review the disclaimers before proceeding with the form.

❗ You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all 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 system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: (1) You have no reasonable expectation of privacy regarding any communication or data transmitted or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communications or data transmitted or stored on this information system. (2) Any communications or data transmitted or stored on this information system may be disclosed or used for any lawful government purpose.

❗ Please do not proceed if you are a Federal credentialed employee or contractor.

❗ Law Enforcement and Applicants who have Opted out of the Public Data will not be able to validate their identity until they Opt In.

2. Red asterisks identify all the required information on the screen.

* You are registering for the access to the application

Pilot Record Database (PRD) ▼

* First Name:

Middle Name:

* Last Name:

* Email Address:

Select the option below for your Identity validation

☒ Last 4 digit of your SSN

☐ Capture Government issued ID document using mobile phone

☐ I'm not a robot



Submit

If you arrived at this registration form from a particular application, the referring application name will be preselected under “**You are registering for the access to the application**” dropdown field. In the example above, the user is trying to register for ‘Pilot Record Database (PRD)’ application. In any case, if drop down field for “**You are registering for the access to the application**” does not have any preselected value, then the user is required to select respective application for which they are trying to register.

* You are registering for the access to the application

Select application ▼

* First Name:

Middle Name:

* Last Name:

* Email Address:

Select the option below for your Identity validation

☒ Last 4 digit of your SSN

☐ Capture Government issued ID document using mobile phone

☐ I'm not a robot

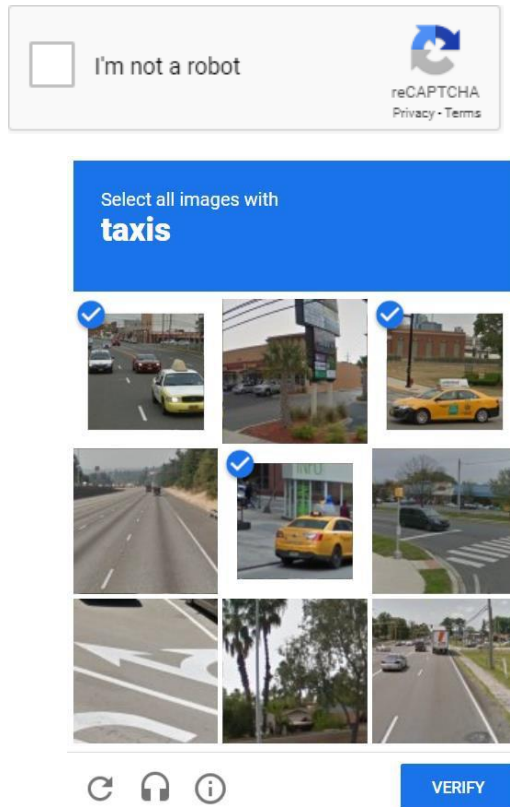


Submit

On the same form you will enter your first name, last name, and email address. The email address **CAN NOT** be a **federal department or agency**); it must be a valid personal email address that you currently have access to.

Select either Last 4 digits of your SSN or Capture Government issued ID document as a method of identity verification.

Next on the same screen click, **I'm not a robot** and select the options specific to the question asked by reCAPTCHA and click **VERIFY**.



After successful validation, click **Submit** to proceed.

3. If **Last 4 digit of your SSN** option is selected, continue with the [Last 4 Digits of SSN Verification](#) Section.
4. If **Capture Government issued ID document using mobile phone** option is selected, continue with [Government Issued ID Verification](#) Section.

Last 4 Digits of SSN Verification

1. In addition to the last 4 digits of your SSN, additional information such as Residential Address, Mobile Phone, and Date of Birth is required. You must use your home address, using your work address will

result in an identity verification failure. The mobile phone number provided will only be used for identity verification. It must be registered in you or your family's name. After filling out the form click on **Confirm Information**.

Full Name *

A*** P*****

Residential Address *

Please enter an address

Enter address manually

Mobile phone *



+1

Date of Birth *

MM/DD/YYYY

Last 4 Social Security Number *

####

Confirm Information

Note: If **Identity Verification** fails due to SSN Match failure **OR** due to failure of Mobile Phone as well as residency validation then the option to verify identity through Government Issued ID document using mobile phone will be presented. Proceed with Government Issued ID Verification ([Step 2](#)).

If **Identity Verification** fails due to inadequate Mobile Phone match, then occupancy verification is presented upon clicking **Continue**. Proceed with **Occupancy Verification** ([Step 1](#)).

We were not able to verify your identity. Let us try a different way - click below to get started.

Continue

2. If your identity validation is successful, then the option to receive one-time pin through either **SMS** or **Voice** is presented.

Next, click confirm to send your personal phone number a one-time pin. Once received, submit your 6-digit pin below.

Mobile phone *

9073

Pin Delivery Preference *

☒ SMS (cell phone)

☐ Voice (cell phone and land line)

Confirm Information

3. You will receive a One Time PIN (OTP) on the mobile phone you provided. Enter the OTP in Please Enter PIN field and click **Confirm Information**.

Next, click confirm to send your personal phone number a one-time pin. Once received, submit your 6-digit pin below.

Mobile phone *

9073

Enter PIN sent to Mobile p

Please enter a PIN

[Resend PIN](#)

Pin Delivery Preference *

☒ SMS (cell phone)

☐ Voice (cell phone and land line)

Confirm Information

We were not able to verify your identity. Let us try a different way - click below to get started.

Continue

4. After successful OTP verification and identity verification, instructions to complete account registration will be presented.

You have successfully initiated your account registration. An email has been sent to your account. ap2@gmail.com with steps to complete the account registration process.

5. An email will be sent with an **Account Activation** link to complete registration process. Click the link located in the email to complete the remainder of the registration process for MyAccess.

MyAccess

Welcome to FAA's MyAccess Customer Identity and Access Management

Hi aruna,

MyAccess is the FAA's secure single sign-on service used by the public to sign into FAA web and mobile applications. MyAccess enables users to log in to FAA applications using the same username and password.

Click the following link to activate your account:

Activate Account

This link expires in 7 days

If you experience difficulties accessing your account, send a help request to : NATL-MyAccess-CIAM@faa.gov

Occupancy Verification

1. From **Last 4 digits of SSN Verification**, if verification fails due to inadequate Mobile Phone records then Occupancy Verification is presented upon clicking the **Continue** button.

Note: There are a limited number of attempts available to confirm the PIN.

We were not able to verify your identity. Let us try a different way - click below to get started.

Continue

2. The option to edit and confirm information is presented.

Please provide the following information and click "Confirm Information" to verify your identity.

Full Name *

A*** P*****

Residential Address *

Newcut Rd, US

[Edit Residential Address](#)

Date of Birth *

##/21/####

[Edit Date of Birth](#)

Last 4 Social Security Number *

9***

[Edit Last 4 Social Security Number](#)

Confirm Information

3. Questions relevant to your PII will be presented with multiple choice answers. Select the appropriate answer for each question and click **Confirm Information**

Next, please answer a few questions to confirm your identity:

Which of the following vehicles have you recently owned or leased? * ?

- ☒ 2006 Bmw 5 Series
- ☐ 2008 Volkswagen Eos
- ☐ 2009 Buick Lacrosse
- ☐ 2012 Nissan Murano
- ☐ I have never been associated with any of these vehicles

Which of the following street addresses in Rockville have you ever lived at or been associated with? * ?

- ☐ 14724 Janice Drive
- ☐ 15313 Gable Ridge Court
- ☐ 1641 Piccard Drive
- ☐ 5627 Pier Drive
- ☒ None of the above or I am not familiar with this property

Which of the following vehicles have you recently owned or leased? * ?

- ☒ 1999 Suzuki Vitara
- ☐ 2001 Land Rover Range Rover
- ☐ 2002 Mercedes-benz C Class
- ☐ 2009 Dodge Challenger
- ☐ I have never been associated with any of these vehicles

Confirm Information

4. After successful identity verification, instructions to complete account registration will be presented.

You have successfully initiated your account registration.
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[Activate Account](#)

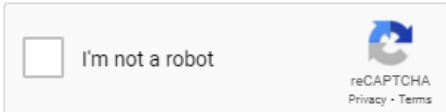
This link expires in 7 days

If you experience difficulties accessing your account, send a help request to : NATL-MyAccess-CIAM@faa.gov

Government Issued ID Verification

Select the option below for your Identity validation

- ☐ Last 4 digit of your SSN
- ☒ Capture Government issued ID document using mobile phone



Submit

1. Selection of **Country** is required for Government issued ID verification.

Please select your country below to begin the identity proofing process.

Country *

United States

Confirm Information

2. Driver's License, Passport, or Government issued Identification Card must be selected as one of the option to perform identity verification.

Government Issued Photo Identification *

Which type of ID would you like to use?

It needs to be an official government ID. Use the drop-down menu to select:

- Valid Driver's License
- Valid Passport
- Valid Identification Card

Driver's License

Driver's License

Passport

Identification Card

Confirm

3. You must provide a valid Mobile number to receive a text message to complete the government issued ID photo capture. Click **Continue on Mobile** to receive a text message.

Full Name *

A*** P*****

Mobile phone *



+1 301 234 5676

Drivers License *



Please capture via mobile device

Status: Incomplete

Facial Similarity Snapshot *



Please capture via mobile device

Status: Incomplete

Continue on Mobile

Note: It is recommended to close all browser session before you begin the government issued ID photo capture.

4. Click on the URL in the text message to begin the photo capture. The **Capture & Compare** page loads, click on **Start** to begin the process.

Capture & Compare

We need to capture snapshots of your document and face, which we'll compare in real-time.

By continuing, you are agreeing to allow a third party to process your snapshots and information without saving them. Your device may ask permission to temporarily access the camera, click 'Allow' to continue.



Front of Driver's License



Back of Driver's License



Facial Snapshot

Start

5. Click on **Capture Using Your Phone Camera** to allow the verification tool to access your phone camera.

Front of Driver's License

Capture a clear snapshot of the front of your valid Driver's License.

Try cleaning off your phone's camera lens if you have any trouble.



Capture Using Your Phone Camera

Please allow camera permissions when prompted

6. Repeat the process to capture the Back side of the government issued ID and Facial snapshot (selfie)

[Refer Tips & Tricks Section](#)

7. If Quality and Face detection checks are green, click on **Save and Next** or else select **Retry** until notified of a quality image capture. Select **Save and Next**. Notification of successful upload will be presented.

Upload Complete

You're almost done! Please return to your computer to review and submit your snapshots.

8. Click on **Confirm Information**. After successful identity verification, instructions to complete account registration will be presented.

You have successfully initiated your account registration.
An email has been sent to your account. ap2@gmail.com with steps to complete the account registration process.

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Tips & Tricks

Government issued ID image capture preparation tips:

1. Ensure your camera lens is clean and unobstructed.
2. If you have a protective case which covers your camera lens, please remove it before proceeding.

Image capture process:

1. Lay your government issued ID on a flat surface.
2. Hold your camera 4 to 6 inches straight over your ID.
3. Follow the onscreen directions to capture your images.
4. Refer to the following examples for best results.

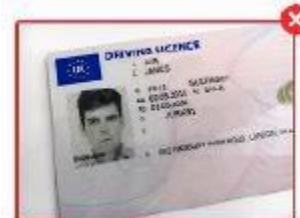
Acceptable Image

Entire image captured, with all 4 corners, nothing blocking the image, no blur, and no glare.



Must show all four corners of card

Ensure the full document is in the frame – extra background is fine, as long as you get all 4 corners.



Must not be covered in any way

Ensure there is nothing obstructing the image. Avoid holding in your hands for this reason.

**Must not be blurry**

Do not move the camera while taking the picture. Consider cleaning your phone's camera lens before capture.

**Must not have glare from direct light**

Avoid using a flash when capturing the image. Avoid harsh overhead lights – natural light is best.



To confirm your identity, you will next take a picture of yourself. Our solution will use AI to compare your face to the headshot from your government issued ID, ensuring that you are who you claim to be, and protect your account.

1. Remove your glasses, hat, and mask.
2. Ensure your hair is not blocking your face.
3. Hold your camera 7 to 10 inches straight out from your face.
4. Avoid sharp light on your face – natural light is best.
5. Hold the camera steady to avoid blur.
6. Ensure your face takes up the majority of the photo.

**Technical Support**

For technical assistance, please contact:

MyIT Service Center

Email: helpdesk@faa.gov

Phone: 1-844-FAA-MyIT (322-6948)

MyIT
Service Center

(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov