

- Go to the FAA web page: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>
- Look at the menu on the left hand side
- Go to “New User Registration” (middle of menu)

The screenshot shows the FAA website's navigation menu on the left, with 'New User Registration' circled in red. The main content area features a 'Revised Wind Turbine FAQs' banner, a 'CLICK HERE' button for postcard recipients, and two columns of instructions for filing forms 7460-1 and 7460-2, depending on whether construction is located on an airport. A 'Who Needs to File' section is also visible at the bottom.

- Register and create a User name and Password (remember for future use)

The screenshot shows the FAA New User Registration form. The form contains the following fields:

- * First Name:
- * Last Name:
- * Email Address:
- * Username:
- * Password:
- * Retype Password:
- * Phone Number: () - ext
- * Fax Number: () -
- Organization/Company:
- * Address 1:
- Address 2:
- * City:
- * State:
- OR-
- * Non-US State:
- * Country:
- * Zip / Post Code:

- Submit to the FAA

- Once you're registered you will be logged on the Portal Page.

OE/AAA Portal Page Faa.gov Tools: [Print this page](#)

My Account	Off Airport Construction (includes on Military Airport)	On Airport Construction (excludes on Military Airport)
Name: Tony Mantegna User Name: tmantegna Login Time: 05/05/2011 08:25:08 AM Actions: What's New Update Account Information Change Password Logout	My Cases (Off Airport) Add New Case (Off Airport) Add Supplemental Notice (7460-2 Form) My Sponsors Add New Sponsor Air Traffic Areas of Responsibility My Cases by Status: Draft 0 Accepted 0 Add Letter 0 Work In Progress 0 Interim 0 Determined 0 Extension Request Circularized 0 Terminated 0 All 0 <div style="border: 1px solid black; padding: 2px;"> <p>Draft: Cases that have been saved by the user but have not been submitted to the FAA.</p> <p>Accepted: Cases that have been submitted to the FAA.</p> <p>Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.</p> <p>Work in Progress: Cases that are being evaluated by the FAA.</p> <p>Interim: Cases that have been reviewed by the FAA and require resolution from the user.</p> <p>Determined: Cases that have a completed aeronautical study and an FAA determination.</p> <p>Terminated: Cases that are no longer valid.</p> <p>Please allow the FAA a minimum of 45 days to complete a study. Click here to contact the appropriate representative.</p> </div>	My Cases (On Airport) Add New Case (On Airport) My Sponsors Add New Sponsor Airports Regional Contacts My Cases by Status: Draft 0 Waiting 0 Accepted 0 Add Letter 0 Work In Progress 0 Determined 51 Terminated 0 All 51 <div style="border: 1px solid black; padding: 2px;"> <p>Draft: Cases that have been saved by the user but have not been submitted to the FAA.</p> <p>Waiting: Cases that have not been submitted to the FAA and are waiting for an action from the user, either to verify the map or attach a sketch.</p> <p>Accepted: Cases that have been submitted to the FAA.</p> <p>Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.</p> <p>Work in Progress: Cases that are being evaluated by the FAA.</p> <p>Interim: Cases that have been reviewed by the FAA and require resolution from the user.</p> <p>Determined: Cases that have completed a aeronautical study and an FAA determination.</p> <p>Terminated: Cases that are no longer valid.</p> </div> <p><small>NOTE: Please use this section for filing on-airport constructions electronically.</small></p>

- Look at the middle column (off Airport Construction)
- Select **"Add New Sponsor"** (your firm) "creates a pull down for future use"

* **Sponsor Name:**

* **Attention Of:**

* **Address:**

Address2:

* **City:**

* **State:** ▼

-OR-

* **Non-US State:**

* **Country:** ▼

* **Zip / Post Code:**

* **Phone:** - - ext

* **Fax:** - -

* **Email:**

- Submit
- Go to the menu on the Left hand side and go back to the portal page.
- Look at the middle column and select **"Add New Case (off airport)"**

Sponsor (person, company, etc. proposing this action) * Sponsor:

Construction / Alteration Information

* Notice Of:

* Duration:

if Temporary : Months: Days:

Work Schedule - Start: (mm/dd/yyyy)

Work Schedule - End: (mm/dd/yyyy)

State Filing:

Structure Summary

* Structure Type:

* Structure Name:

NOTAM Number:

FCC Number:

Prior ASN: - - - OE

Micro-Siting: Yes

** For Wind Turbine/Met. Tower-Only check this box if you are re-filing a location previously studied due to micro-siting*

Structure Details

* Latitude: N

* Longitude: W

* Horizontal Datum:

* Site Elevation (SE): (nearest foot)

* Structure Height (AGL): (nearest foot)

** If the entered AGL is a proposed change to an existing structure's height include the current AGL in the Description of Proposal.*

* Requested Marking/Lighting:

Other :

Audio Visual Warning System(AVWS): Yes

** Only check this box if you are proposing the installation and use of an Audio Visual Warning System*

* Current Marking/Lighting:

Other :

* Nearest City:

* Nearest State:

* Description of Location:

On the Project Summary page upload any certified survey.

Common Frequency Bands

	Low Freq	High Freq	Freq Unit	ERP	ERP Unit
<input type="checkbox"/>	698	806	MHz	1000	W
<input type="checkbox"/>	806	824	MHz	500	W
<input type="checkbox"/>	824	849	MHz	500	W
<input type="checkbox"/>	851	866	MHz	500	W
<input type="checkbox"/>	869	894	MHz	500	W
<input type="checkbox"/>	896	901	MHz	500	W
<input type="checkbox"/>	901	902	MHz	7	W
<input type="checkbox"/>	930	931	MHz	3500	W
<input type="checkbox"/>	931	932	MHz	3500	W
<input type="checkbox"/>	932	932.5	MHz	17	dBW
<input type="checkbox"/>	935	940	MHz	1000	W
<input type="checkbox"/>	940	941	MHz	3500	W
<input type="checkbox"/>	1850	1910	MHz	1640	W
<input type="checkbox"/>	1930	1990	MHz	1640	W
<input type="checkbox"/>	2305	2310	MHz	2000	W
<input type="checkbox"/>	2345	2360	MHz	2000	W

Specific Frequencies

[Add Specific Frequency](#)

- Use pull down to select you as the sponsor
- Notice of: Construction
- Duration: Temporary
- Months 0 Days 2
- Work schedule: select dates
- State filing: Filed with State
- **Structure Details:** Fill in all information with the *
- **Structure Summary:** Fill in all information with the *
- If frequencies apply select the appropriate Band Range
- **SAVE**
- Once you save your project you need to **“Verify the Map”** before you can submit to the FAA.
- When accepted, the FAA will give you a Study Number that starts with the current year (2011-ASO-?????-OE)