

# How to register on the Partner Zone and upload information

Welcome to the EASA Connect Platform Business Account Registration Manual! This guide is designed to provide you with an overview of the process for registering your business account with EASA (<https://connect.easa.europa.eu/register>).

Please note that this portal is designed specifically for commercial organisations. If you are a natural person or a regulatory entity, we kindly request that you visit our homepage at [www.easa.europa.eu](http://www.easa.europa.eu) for more information.

The [Innovative Air Mobility \(IAM\) Hub](#) was launched in December 2023 and enables cities, regions, national authorities, operators, and manufacturers that have a role in the introduction of these air taxi and drone services to connect. They can then share and obtain reliable information and data.

## Table of Content

How to register on the Partner Zone and upload information .....	1
<b>EASA Connect Platform – Terms and Definitions .....</b>	<b>2</b>
<b>EASA Connect Platform – Data Prerequisites .....</b>	<b>2</b>
<b>EASA Connect Platform – Technical Prerequisites.....</b>	<b>3</b>
<b>Business Account Creation .....</b>	<b>3</b>
<b>Business Account Creation – User account activation .....</b>	<b>9</b>
<b>Account Administrator Dashboard .....</b>	<b>13</b>
<b>Account Administrator – Managing access permissions.....</b>	<b>14</b>
<b>Account Administrator – Creating a new user account.....</b>	<b>15</b>
<b>Resetting the password of a user account.....</b>	<b>16</b>
<b>EASA Connect Platform – Troubleshooting and Support .....</b>	<b>18</b>
<b>Specific Support to access and use the <i>Partner Zone (for IAM Operators &amp; Manufacturers)</i>.....</b>	<b>19</b>

## EASA Connect Platform – Terms and Definitions

### Business Account

A business account represents a legal entity or organisation with the legal capacity to engage in commitments and fulfill associated legal obligations concerning EASA. In order to establish and oversee a business account, the registered user must possess the legal authorization to represent the organisation and undertake commitments and obligations on its behalf.

The Business Account provides access to digital services and tools offered by EASA, facilitating controlled management of the organisation's data and user accounts. This allows the organisation to efficiently utilize EASA's resources while ensuring compliance with legal and regulatory requirements. The account enables authorized users to represent the organisation in interactions with EASA and to effectively manage the organisation's digital presence and activities within the EASA ecosystem.

### Account Administrator

Account administrators are duly authorized representatives empowered to act on behalf of the business account of an organisation in various capacities related to the EASA Connect Platform. Their responsibilities include:

- **Registering the Business Account on the EASA Connect Platform:** The account administrator initiates the registration process for the organisation's account, providing necessary information and ensuring compliance with platform requirements.
- **Registering additional users:** Account administrators have the authority to create and manage user accounts within the organisation. They can add new users to the account as needed, assigning appropriate roles and permissions.
- **Managing access permissions:** Account administrators oversee access permissions for EASA's services and tools within the organisation. They can configure and adjust access levels for individual users, ensuring that each user has appropriate access based on their role and responsibilities.
- **Supervising the organisation's online account:** Account administrators are responsible for monitoring and maintaining the organisation's account on the EASA Connect Platform. This includes ensuring compliance with platform policies, resolving any issues or discrepancies, and representing the organisation in interactions with EASA as needed.

## EASA Connect Platform – Data Prerequisites

### Data Prerequisites

To create a business account, account administrators must provide complete and accurate information as prompted and submit the following documents to EASA:

- Articles of incorporation / Certificate of incorporation / business registration of the account holder, as provided by the country of the Organisation's legal seat.
- Accurate information related to the business account, including:
  - Legal name of the organisation,

- Legal address of the organisation, including the Postal Code, City, Region, Country, Street, Street Number, where applicable,
- Proof of address of the organisation, if it is not clearly stated on the Articles of Incorporation/Certificate of incorporation/Business registration documents.
- Account Administrator information, including:
  - First Name,
  - Last Name,
  - Email Address,
  - Role in the Organisation,
  - Proof of identity, a document supporting the verification of the identity of the account administrator such as a signed employee certificate or a copy of the ID card.

## EASA Connect Platform – Technical Prerequisites

### Technical Prerequisites

**Compatible Web Browser:** The web platform is optimized for use with modern web browsers such as Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari. It is recommended to use the latest version of these browsers for optimal performance and compatibility with the platform's features.

**Internet Connectivity:** Users must have a stable internet connection to access the web platform and its associated services. A broadband connection is recommended to ensure smooth navigation and interaction with the platform.

**Operating System Compatibility:** The web platform is compatible with various operating systems, including Windows, macOS, Linux, iOS, and Android. Users should ensure they are using a supported operating system version for seamless compatibility and functionality.

**JavaScript Enabled:** JavaScript must be enabled in the user's web browser settings to ensure full functionality of the platform's dynamic features and interactive elements. Users can verify JavaScript settings in their browser preferences or settings menu.

**Cookies and Local Storage:** The web platform may utilize cookies and local storage mechanisms to store user preferences, session data, and authentication tokens. Users should ensure that cookies are enabled in their browser settings to enable these functionalities.

**Security Considerations:** Users should follow best practices for securing their devices and web browsing activities, including regularly updating their operating systems, web browsers, and security software. Additionally, users should exercise caution when accessing the web platform over public or unsecured Wi-Fi networks.

## Business Account Creation

### Step 1

To initiate the creation of a Business Account with EASA, please visit <https://connect.easa.europa.eu/register>. Once registered, your Business Account provides access to EASA's digital services and tools, enabling controlled management of your organisation's data and user accounts.

The Business Account needs to be associated to a designated Account Administrator, as the person in your organisation, who will manage user permissions and access to EASA's resources and processes.

**Be careful: Legal name: needs to be identical to certificate of incorporation**

### Business Account Creation

Thank you for visiting the EASA's Business Account Creation portal. Please note that this portal is designed specifically for commercial organisations.  
If you are a natural person or a regulatory entity, we kindly request that you visit our homepage at [www.easa.europa.eu](http://www.easa.europa.eu) for more information.

The screenshot displays the EASA Business Account Creation portal. It is divided into two main sections: 'Organisation' and 'Account administrator'.  
**Organisation section:** It features two radio buttons: 'Use existing' (selected) and 'Request new creation'. Below these is a 'Legal name' field with a red asterisk and a help icon. A placeholder text 'Type three characters...' is visible in the input field.  
**Account administrator section:** It starts with the heading 'Request the creation of an administrator user for this organisation.' followed by a description: 'The Account Administrator is a person within the organisation responsible for:' and a list of responsibilities: '- creating and deactivating user accounts' and '- granting and revoking permissions for accessing resources'. Below this is an 'Email address' field with a red asterisk and a help icon. At the bottom of this section is a CAPTCHA area with the instruction 'Type the characters you see in the picture below' and a distorted image of the text '8wm6ab c'. Below the CAPTCHA is a text box labeled 'Enter CAPTCHA'.  
A blue 'Register' button is located at the bottom right of the form.

### Step 2

Check if your organisation is already included in the list of EASA registered organisation. You can search by typing the official name of the organisation in the field 'Legal name' and ensure the country and city are correctly matched.

Select the organisation if found in the list.

In case you cannot find your organisation for the list, select the "Request new creation" and complete the next steps, marked in the following pages as **"Business Account Creation – including the request to create a new organisation"**

Please fill out the Legal name, the Postal Code, City and Country of your organisation as indicated below.

Enter the email of the Account Administrator and enter the characters shown in the CAPTCHA for validation.


If your organisation already has a registered Account Administrator, they are responsible for managing user accounts. Please contact them to continue with the onboarding process.

Click the Register button to proceed to the next step of the Business Account creation.

## Business Account Creation

Thank you for visiting the EASA's Business Account Creation portal. Please note that this portal is designed specifically for commercial organisations.



If you are a natural person or a regulatory entity, we kindly request that you visit our homepage at [www.easa.europa.eu](http://www.easa.europa.eu) for more information.

**Organisation**  
☒ Use existing ☐ Request new creation  
Legal name \*   
  

AeroCo	Cologne	DE
AEROCO GROUP INTERNATIONAL LIMITED	STOCKPORT	GB
AEROCONSEIL	BLAGNAC	FR
AEROCNTROLEX GROUP, INC.	SOUTH EUCLID	US
AEROCOPTER COMPONENT SERVICES Ltd.	VAUGHAN	CA
AEROCORE X LLC	DEL CITY	US
AEROCORP AVIONIC SOLUTIONS Inc.	CALGARY	CA
AEROCORPORATE	ABIDJAN	CI
MINOIKES AEROGAMMES ANONIMI AEROPO ETAIREIA	GLYFADA	GR
AEROCES DOA LIMITED	SWATAR, B'KARA	MT
AEROPOL AVIATION SERVICES CORPORATI	MISSISSAUGA	CA
SCALEWINGS AEROPRO Sp. z.o.o.	KROSNO	PL

**Account administrator**  
**Request the creation of an administrator user for this organisation.**  
The Account Administrator is a person within the organisation responsible for:

- creating and deactivating user accounts
- granting and revoking permissions for accessing resources

Email address \*   
  
  
Type the characters you see in the picture below  


### Step 3

Please fill out the Legal name, the Postal Code, City and Country of your organisation as indicated below.

Enter the email of the Account Administrator and enter the characters shown in the CAPTCHA for validation.

If your organisation already has a registered Account Administrator, they are responsible for managing user accounts. Please contact them to continue with the onboarding process.



Click the Register button to proceed to the next step of the Business Account creation.

**Business Account Creation**  
Thank you for visiting the EASA's Business Account Creation portal. Please note that this portal is designed specifically for commercial organisations.  
If you are a natural person or a regulatory entity, we kindly request that you visit our homepage at [www.easa.europa.eu](http://www.easa.europa.eu) for more information.

**Organisation**  
☐ Use existing ☒ Request new creation  
Legal name \*   
Postal code \*  City \*   
Country \*

**Account administrator**  
**Request the creation of an administrator user for this organisation.**  
The Account Administrator is a person within the organisation responsible for:

- creating and deactivating user accounts
- granting and revoking permissions for accessing resources

Email address \*   
  
  
Type the characters you see in the picture below  


This section is displayed only when requesting the creation of a new organisation

### Step 4 (including the request to create a new organization)

If your organisation corresponds to any existing entries in EASA's database of organisations, you'll see similar findings displayed below.

If you identify your organisation in the list, simply select it. Otherwise, proceed by selecting the requested details and click "Register" to proceed.

### Business Account Creation

Thank you for visiting the EASA's Business Account Creation portal. Please note that this portal is designed specifically for commercial organisations.

If you are a natural person or a regulatory entity, we kindly request that you visit our homepage at [www.easa.europa.eu](http://www.easa.europa.eu) for more information.

**Organisation**

**Similar organisations found**  
Please select an organisation to proceed with

☒ Legal name  
**AeroCo2**  
Postal code  
50111  
City  
Cologne  
Country  
Germany  
YOUR REQUEST

☐ AeroCo  
Cologne, Germany  
EXISTING

[Back to edit](#)

**Account administrator**

**Request the creation of an administrator user for this organisation.**  
The Account Administrator is a person within the organisation responsible for:  
- creating and deactivating user accounts  
- granting and revoking permissions for accessing resources

Email address \*

Type the characters you see in the picture below

[Register](#)

This section is displayed only when requesting the creation of a new organisation

### Step 5 (including the request to create a new organization)

An email will be sent to the provided email address of the Account Administrator for email address validation. Please allow at least 10 minutes for the email to arrive. Email address validation must be completed within 3 days; failure to do so will require restarting the account creation process.

A preview of such an email is given on the next page of the manual.

### Business Account Creation

Email sent to uat\_test@test1234.com. Waiting for email validation before proceeding with registration.

**Organisation**

Legal name  
AeroCo2  
50111 Cologne  
Germany

**Account Administrator**

Email address  
uat\_test@test1234.com

### Step 6:

Please confirm the details provided in the email and click on the verification link.

If 72 hours have elapsed since receiving the email and the link is no longer valid, please re-initiate the request to create the business account again, by re-visiting <https://connect.easa.europa.eu/register>



## Business account creation

Dear John,

The creation of an account with the **European Union Aviation Safety Agency (EASA)** has been requested for you.

Account Information:

Email address **DEV\_1744011193687@DEVtesting.com**

Account requested on **7 Apr 2025 09:33:10**

Please follow the link below to validate that you are the owner of this email address and proceed with the verification and approval of the account.

[Verification link](#)

Please note that this link is valid for 72 hours from the time of this email.

If you are not aware of any activity leading to the creation of an EASA user account for you, please ignore this email.

Rest assured that your information remains secure and no further action is required.

For any questions or concerns, please don't hesitate to contact our support team at [applicant.master@easa.europa.eu](mailto:applicant.master@easa.europa.eu).

Please consult the [Terms and conditions](#) for using the system.

We appreciate your cooperation in this matter.

Kind regards,  
**EASA**

## Step 7 (including the request to create a new organization)

Please fill in the Organisation details as outlined below, ensuring that the address and Region are accurately provided. Upload the Certificate of Incorporation of your organisation translated into English or any other European language. If the certificate does not include the organisation's address, please upload a document confirming the address.

Complete the Account Administrator's personal details, specify their role in the organisation, and upload a proof of identity, such as a personal ID card or a signed employee certificate. (Only PDF, JPEG, PNG, GIF file formats are accepted)

Review and accept the Terms and Conditions. Click Confirm to proceed with the creation of the request.

### Business Account Creation

#### Organisation

Legal name  
AeroCo2

Address  
HauptStr 1

+ Add address line

Postal code  
50111

City  
Cologne

Country  
Germany

Region  
Nrth Rhine Westfalia

Certificate of incorporation (translated in English where necessary) \*

turbine Upload

The certificate of incorporation includes the organization address

Yes No

Proof of address (translated in English where necessary) \*

turbine Upload

Displayed only when requesting the creation of a new organisation

☒ I accept Terms and Conditions

#### Account administrator

First name \*  
Test

Last name \*  
Test

Role in the organisation \*  
Test

Email address  
uat\_test@test1234.com

Proof of identity \*

turbine Upload

Please support the identification validation by uploading a signed employee certificate or a copy of your ID card.

Confirm

## Step 8

If your registration was successful, you will see this screen. EASA will now review the request to create the business account, along with the designated Account Administrator. The validation process by EASA account managers is pending, which may take up to 2 days.

### Business Account Creation

✓ Thank you for email validation. Your case will be processed further.

#### Organisation

Legal name AeroCo	AeroCo Street 50123 Cologne (Nrth Rhine Westfalia) Germany
Partner ID 311777	

#### Account Administrator

First name First Name Test	Last name Last Name Test
Email address uat_test@test123.com	
Role in the organisation Role	



## Business Account Creation – User account activation

### Step 1

After EASA verifies your request and approves the creation of the business account, you'll receive an email confirming the activation.

In this email, you'll be prompted to set your password and set security questions. A temporary password, valid for 90 days, will be provided for this purpose. Please ensure that the specified password rules are adhered to during this process.

Click on the 'Login to reset the password' button to continue with the user account activation.

### EASA user account activation

Dear John Doe,

Your account has been activated.

Please log in using the following credentials to reset your password and set your security questions:

User name: [uat\\_test@test123.com](mailto:uat_test@test123.com)

Password: jUKY77?\*g

[Login to reset the password](#)


Please notice that the temporary password has a validity period of 90 days. If you do not reset your temporary password in the next 90 days, your EASA account will be deactivated.

The **new password** must follow the rules below:

1. Does not contain any spaces before or after it.
2. Consists of 8 or more characters
3. Has not been used in the past
4. Does not contain blacklisted words: your name, surname or email
5. Contains at least one uppercase character, one lowercase character, one digit and one of the following special characters (@!\*?&#)
6. For security measures, please do not reuse the temporary password as your new password.

If you need assistance please email us at [am-support@easa.europa.eu](mailto:am-support@easa.europa.eu).

Kind regards,  
EASA



European Union Aviation Safety Agency

Your safety is our mission.

### Step 2

The link in the email for activating your account will direct you to a page where you will need to enter your Username (Email) and the temporary Password provided in the email you received.

Login using the username and the temporary password.

### Secure Logon for EASA

Username

Password

Logon

### Step 3

Click Continue to set the new credentials for the user account.

## **Your password is expired.**


You will be redirected to set your new credentials.

[Continue](#)

### Step 4

Enter your new password and confirm it by re-typing it in the Confirm Password field.

Click Next to continue to the next step.



**EASA**  
European Union Aviation Safety Agency

## Change Password

Username \*  
uat\_test@test.com

New Password \*  
New Password

Confirm Password \*  
New Password


Next

### Step 5

Set your challenge questions. These questions and their answers are required in case you forget the password of your account and need to reset it.

Click Save to finalize the setting of your user account.

Please ensure you select your answers to the challenge questions thoughtfully, as you may need them for resetting your password in the future.



**EASA**  
European Union Aviation Safety Agency

## Reset Password

Step 1 : Please set your challenge questions

Select

Enter Answer

Select

Enter Answer

Save

Saviynt 23.10, © Copyright 2024, Saviynt All Rights Reserved. Use is subject to license terms.

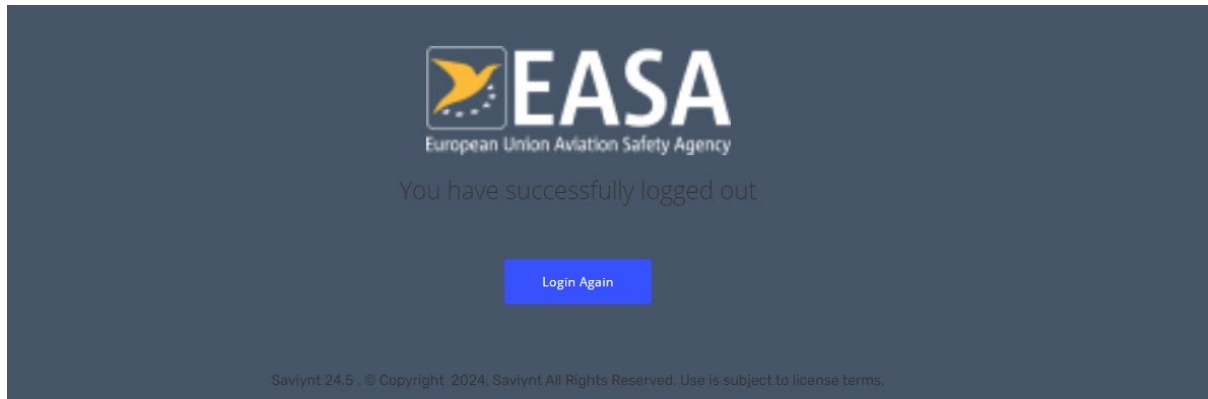
### Step 6

The activation of the user account is completed when this page is presented.

Click on the “Login again” button to check your user credentials, change your password or reset the Security questions.

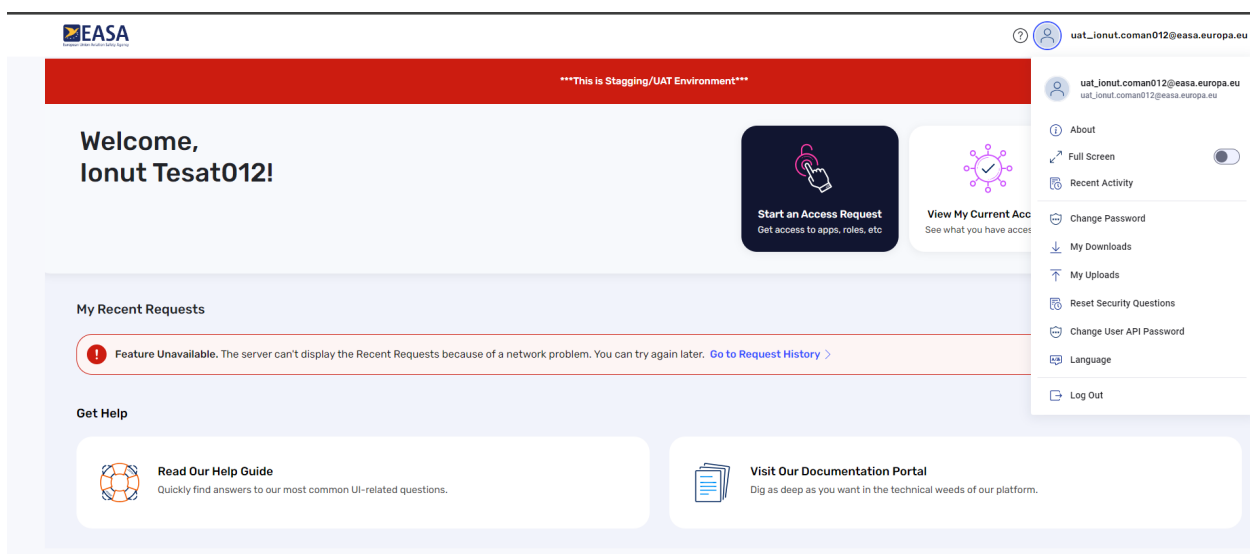
If you have been designated account administrator for your organisation, navigate to <https://connect.easa.europa.eu/> to manage your business account. This includes adding new users to the account you've created and adjusting their access permissions for EASA tools and services.

Navigate to the specific EASA's tools and services otherwise.



## Step 7

Change your password or reset the Security questions as required.



## Account Administrator Dashboard

After logging into the system, the account administrator gains access to a dashboard displays the list of users within the organisation.

This dashboard enables the account administrator to:

1. allocate or deallocate rights for the users registered to his organisation,
2. create new users or
3. remove users.

User management

for AeroCo (311777)

for AeroCo

Q Search...

2 results

Group

Fields

Density

Refresh

First name	Last name	Role in the organisation	Email address	Status	Actions
First name	Last name	test	uat_test@test1235.com	Administrator	<a href="#">Allocate rights</a>
First Name Test	Last Name Test	Role	uat_test@test123.com	Pending user registration	

+ Create new user

Account Administrator – Managing access permissions

Step 1

To manage a user's access permissions, the account administrator must select or unselect the displayed roles based on the user's area of work and the specific permissions required.

Once modifications are made, click the 'Submit' button to initiate the processing of the changes.

Allocate Rights

Roles within AeroCo

for First name Last name

☒

Administrator ⓘ

Please update the roles according to the access needs of the individual user.

Filter by domain of activity 

All

Drones and Air Mobility

Drones and all innovative areas services

☒

Contributor ⓘ

Organisation Approval

Allows EASA, as competent authority, to manage organisation approvals and ensure that organisations meet the regulatory standards for safe and compliant operations within specific areas, such as maintenance or training.

☐

Contributor ⓘ

Cancel

Submit


Step 2

While the system processes changes to user permissions, the rights allocation window will be displayed in read-only mode, providing indications regarding the completed changes.

## Allocate Rights

Roles within **AeroCo**for **First name** **Last name**

☒ Administrator ⓘ

 The allocation change you requested for this user, is still pending. Please wait.

Please update the roles according to the access needs of the individual user.

Filter by domain of activity

### Drones and Air Mobility

Drones and all innovative areas services

☒ Contributor ⓘ  
**CHANGE PENDING**

### Organisation Approval

Allows EASA, as competent authority, to manage organisation approvals and ensure that organisations meet the regulatory standards for safe and compliant operations within specific areas, such as

[Cancel](#)[Submit](#)

### Account Administrator – Creating a new user account

The account administrator has the capability to establish a new user profile for this organisation. This process involves providing necessary user information, including first name, last name, and email address.

Validation of the email account must be confirmed by the user associated with the provided email address.

To initiate the creation of a user account, select the option to confirm the creation of a new account and click the 'Create' button.

## New User

Organisation **AeroCo**

First name \*

First Name1

Last name \*

LastName1

Role in the organisation \*

Test

Email address \*

uat\_test@test1236.com

Please note that the provided email address will need to undergo validation. Once the email is confirmed, the newly create user will be automatically approved and included in the list of users enabled to access organisation information. Please click on "Create" to proceed with the user registration.

☒ By selecting the field you confirm the creation of a new user

Cancel

Create


## Resetting the password of a user account

### Step 1

To initiate a password reset for your user account, please follow these steps:

1. Visit the following link: <https://connect.easa.europa.eu/>
2. Enter your username (email).
3. Click on the "Forgot Password" link.





## Secure Logon for EASA Q

Username


Password

**Login**

[Forgot Password](#)

### Step 2

Fill in your email and click on the Next button.



### Forgot Password

Step 1 : Please enter username

**Next**

### Step 3

Respond to the challenge questions using the answers provided during the account activation process and click on the Verify button.



### Additional Security Verification

Choose any one of the below method to verify `uat_test@test1235.com`



Please answer your challenge questions

What was your childhood nickname?

\*\*\*\*\*



What is your favourite song?

\*\*\*\*\*



Cancel

Verify

#### Step 4

Enter the new password. Confirm it by entering it again, then click the save button.

Ensure that the password adheres to the following guidelines:

1. Does not contain any spaces before or after it.
2. Consists of 8 or more characters
3. Has not been used in the past
4. Does not contain blacklisted words: your name, surname or email
5. Contains at least one uppercase character, one lowercase character, one digit and one of the following special characters (@!\*?&#)
6. For security measures, please do not reuse the temporary password as your new password.



### Forgot Password

Step 2 : Please enter a new password

Enter New Password

\*\*\*\*\*

Re-enter new Password

\*\*\*\*\*

Save

## EASA Connect Platform – Troubleshooting and Support

If you encounter any issues or have questions while using the platform, refer to the following troubleshooting steps and support information:

1. Check Documentation: Before seeking support, consult the user manual and documentation provided with the platform. Many common issues and questions may already be addressed there.
2. Basic Troubleshooting Steps:

- Refresh the page: Sometimes, simply refreshing the web page can resolve temporary glitches or loading issues.
  - Clear browser cache: Clearing your browser's cache and cookies can resolve issues related to stored data or website settings.
  - Try a different browser: If the issue persists, try accessing the platform using a different web browser to determine if the problem is browser-specific.
  - Check internet connection: Ensure you have a stable internet connection, as connectivity issues can affect platform performance.
3. Contact Support:  
If you are unable to resolve the issue using the above steps or have specific questions about the platform, you can contact our support team at [applicant.master@easa.europa.eu](mailto:applicant.master@easa.europa.eu) .
4. When contacting support, provide detailed information about the issue you are experiencing, including any error messages, steps to reproduce the problem, and screenshots if possible. This will help our support team quickly diagnose and address your concerns.
5. Feedback and Suggestions: We welcome your feedback and suggestions for improving the platform. If you have ideas for new features or enhancements, please feel free to share them with us via email at [applicant.master@easa.europa.eu](mailto:applicant.master@easa.europa.eu) .

### **Specific Support to access and use the *Partner Zone (for IAM Operators & Manufacturers)***

Partner Zone Quick-steps guide: Where to start?

- A. **Register your organization following Business Account registration procedure: follow steps 1 to 10 of this deck** (slides 3 to 29).
- As a Drone operator or manufacturer, you need to be registered into EASA IT system as an organization to access the Partner Zone.
  - This registration procedure is called 'Business Account Registration' and is described in the present deck of slides.
- B. **Register your product by following dedicated procedure** (slide 33 to 34)
- As a drone manufacturer, you can enter information about your drone, VTOL or drone kit.

## Preview of Partner Zone functionalities

### What you can do

The diagram illustrates the IAM Hub interface and its four main functionalities:

- 1 Add your drone to the Drone Product database**: This functionality involves submitting drone design data to the 'Drones and VTOL design database'. A callout box states: "The Drones Design Data is submitted by OEMs and verified in the system depending on the category. Currently EASA DVR and CE-marked drones are in the system." The interface shows a table of drone entries and a 'New Entity creation' form.
- 2 Add a local authority to the system e.g. Municipality, Fire Department**: This functionality allows adding local authorities to the system.
- 3 Run the critical area calculator to support SORA**: This functionality involves running the critical area calculator to support SORA.
- 4 Launch an operational declaration – pilot test with Irish Authority**: This functionality involves launching an operational declaration for a pilot test with the Irish Authority.

## How to register a drone or a kit on the IAM Hub : Pre-requisites & Procedure (IAM Manufacturers)

If you encounter any issues or have questions while using the platform, refer to the following troubleshooting steps and support information::

### Procedure:

1. Register your company on the IAM HuB <https://connect.easa.europa.eu/register> (Follow procedure between slides 3 and 29)
2. Click Create → Click Product registration
3. Follow sequence of inputs panel:
  1. 'Create'
  2. 'Details'
  3. 'Noise'
4. EASA will then review your inputs and manage the approval of your entries.

### Points for attention:

- Successive inputs will define the fields you have to fill in, hence pay careful attention during the process.

- If your drone has a class mark using module A, according to Part 7 of Regulation (EU) 2019/945, provide a link to the declaration of conformity and make sure it is compliant with Part 11 or 12 of Regulation (EU) 2019/945
- If your drone has a class mark using module B, according to Part 8 of Regulation (EU) 2019/945, indicate the notified body you used. After the registration of your product the notified body will receive a notification asking to confirm that the data you inserted are correct
- Every Monday the public list of drones will be updated ([Drones Design Database](#) | [EASA \(europa.eu\)](#))
- Please make sure that you keep such information updated

#### FAQ (IAM Manufacturers)

PANEL	QUESTIONS	ANSWERS
General	<i>How can I edit data once I am done with initial inputs?</i>	<p>You can go back to any previous step by using the panel tabs at the top of the screen, except for 'Create' (the first one).</p> <p>You cannot skip steps to go forward.</p>
New Product registration	<i>What should I write in the fields appearing during the registration of a product?</i>	<ul style="list-style-type: none"> <li>• 'Design organisation' : select from the list the name under which you are registered</li> <li>• 'Product category': select between UAS, VTOL or kit (Please bear in mind that VTOL is for large products, so most probably your product is a UAS or a kit)</li> <li>• 'Type' is highest level of product catalogue description.</li> <li>• 'Model' is a sub-category of 'type'. You may have several models under a type. Or if you have just one type and one model, this may be also the same name (e.g. for aircraft: one of Airbus' types would be 'A350', model would be '-1000')</li> <li>• 'Commercial name': include here the product name as communicated to the general public.</li> </ul>
Design Status (Drones)	<i>Which information should I include here?</i>	<ul style="list-style-type: none"> <li>• Targeted operations category: select the applicable targeted operations category based on the available options (e.g., if you are registering a drone with a class mark, select ("Class Mark (Open and Std scenario)");</li> </ul>

		<ul style="list-style-type: none"> <li>Basing on the targeted operations category chosen, different fields to be completed will appear. Fill these fields basing on the characteristics of your UAS;</li> </ul>
	<i>Which information should I include if I chose "Class Mark"?</i>	<ul style="list-style-type: none"> <li>Select the class mark(s) which are applicable to your UAS. In the case you selected Module A to affix your class mark, you will be asked to include a link to the EU declaration of conformity. In case you selected Module B, you will be asked to select the Notified Body which issue the EU type examination certificate. The selected notified body will be contacted for a confirmation of the issuance of the certificate.</li> </ul>
	<i>Which information should I include if I chose "Specific"?</i>	<ul style="list-style-type: none"> <li>'SAIL': The maximum SAIL your drone is allowed to be operated. For now, this field is should only be filled for products having a full UAS DVR (either SAIL III or SAIL IV). As soon as MoC for SAIL I to III will be published we will open this field also for the product not under DVR. If you are registering a drone compliant with a MoC related to technical specifications (e.g. MoC 2511/2512), you may select N/A;</li> <li>'Reference number': only for DVR is the reference number of the DVR.</li> </ul>
Design Status (Kits)	<i>Which information should I include here?</i>	<ul style="list-style-type: none"> <li>Targeted operations category: select the applicable targeted operations category based on the available options (e.g., if you are registering a kit transforming C3 into C5, select ("Class Mark (Open and Std scenario)");</li> <li>Basing on the targeted operations category chosen, different fields to be completed will appear. Fill these fields basing on the characteristics of your UAS;</li> </ul>
	<i>Which information should I include if I chose "Class Mark"?</i>	<ul style="list-style-type: none"> <li>Select the drones models which are compatible with your kit;</li> <li>Select the class mark(s) which are applicable to your kit. In the case you selected Module A to affix your class mark, you will be asked to include a link to the EU declaration of conformity. In case you selected Module B, you will be asked to select the Notified</li> </ul>

		<p>Body which issue the EU type examination certificate. The selected notified body will be contacted for a confirmation of the issuance of the certificate.</p>
	<p><i>Which information should I include if I chose "Specific"?</i></p>	<ul style="list-style-type: none"> <li>• Select the drones models which are compatible with your kit;</li> <li>• Select if you are declaring compliance towards a technical requirement (e.g. M2 or containment) or if your kit is covered by a DVR, then fill the applicable fields. If an EASA form is available for the declaration of compliance, it is highly recommended to use it and link it during the registration process.</li> </ul>
Specifications and Operational details	<p><i>Which information should I include here?</i></p>	<ul style="list-style-type: none"> <li>• Select the technical specifications and technical details applicable to the product.</li> </ul>
Approval	<p><i>I have filled all the information and submitted the product for approval, what should I do now?</i></p>	<ul style="list-style-type: none"> <li>• The EASA team will receive an automatic notification when a new product is registered. The information will be reviewed and, in case of further clarifications needed, they will be asked through the messaging function of the Hub, therefore please check periodically your registration. The product registration does not constitute an approval from EASA, but just a confirmation that the information provided have been received. The demonstration of compliance with the applicable requirements remains a responsibility of the product manufacturer.</li> </ul>