European Aero-Medical Repository

User Training for Aero-Medical Examiners

Version 1

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1 Introduction

The European Aero-Medical Repository (EAMR) aims to facilitate the sharing of information regarding the medical certification of pilots (class 1 applicants) among Member States (medical assessors of the licensing authority, aeromedical examiners and aeromedical centers), while respecting patient confidentiality and ensuring protection of personal data.

The purpose of this document is to serve as training material for aero-medical examiners looking to use the EAMR service.

2 Getting Started

2.1 Redeeming the login access token

Step 1. As an AME you will receive an email invitation to the EAMR portal. Please follow the link in the email body.



Step 2. Press the Register button in the EAMR portal.

er Eamr	Sign in
Sign up with an invi	tation code
* Invitation code	lljaFDI4Qdmfe-G8LvZIIwPMI5sRk0EHzsGqwP5NFLR5bn-XCMURYDGPjO1ZODK3Y73o2QOLyrFFTP4CCeBR5gw4pEe0br5AFk2LwVFoUgII-yrM11d-ilVb-z
	I have an existing account
	Register
	Capyright & 2020. European Union Aduition Safety Agency. All rights reserved. Release 23.

Step 3. Type a new password to access the EAMR portal and press the Register button.

er EAMR			Sign in
Redeeming code: IljaFDI4Qd zFmE3CjU6um2lk7evChLrKA	mfe-G8LvZIIwPMI5sRk0EHzsGqwP5NFLR5bn-XCMURYDGP dmGmjfD8qZMeAAA5UBkiv2VHDeE-	01ZODK3Y73o2QOLyrFFTP4CCeBR5gw4pEe0br5AFk2LwVFoUglI-yrM11d-iIVb-	
Register for a new lo	cal account		
* Email	jenny.smith@ondynamics.com		
* Username	jennysmith		
* Password			
* Confirm password			
	Register		
	Copyright © 2020. European Union Avia	on Safety Agency. All rights reserved. Release 23.	

Step 4. Review your NAA and personal details.

	My Open Certificates My Pro	ocessed Certificates Find Applicant Jenny Smith -
Welcome to the EAMR portal / Profile		
	Your information	
Jenny Smith	First Name	Family Names
	Jenny	Smith
Profile	Previous Name	NAA
Troine	_	Bulgaria - Civil Aviation Administration
🔒 Security	E-mail	
Change password	jenny.smith@ondynamics.com	
	Additional information (applicable only	to pilots)
	Applicant File ID	DOB
	—	—

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2.2 Login to the EAMR Portal

Step 1. Navigate to the EMAR portal using the <u>https://euaviation.powerappsportals.com</u>, and select 'Sign-In'.

🛞 EAMR			Sign in
Sign in			
Sign in with a local ac	count		
* User name	jennysmith		
* Password	•••••		
	Remember me?		
	Sign in Forgot your password?		
	Cosyright © 2020 European Unior	Aviation Safety Agency, All rights reserved. Release 23.	

Step 2. You will then be taken to the EAMR Portal home page.

er eamr	My Open Certificates My Processed Certificates Find Applicant Jenny Smith 🗸
	WELCOME TO THE EAMR PORTAL
The European Aero applicants) amo	e-Medical Repository (EAMR) aims to facilitate the sharing of information regarding the medical certification of pilots (class 1 ng Member States (medical assessors of the licensing authority, aeromedical examiners and aeromedical centers), while respecting patient confidentiality and ensuring protection of personal data.

3 Applicant Processing

3.1 Search for an applicant

Step 1. Click on the Find Applicant menu. The "Search for an Applicant" page is displayed

# EAMR		My Open Certificates	My Pro	ocessed Certificates	Find Applicant	Jenny Smith +
Step 1 of 5 - Search for an Applicant						
Please enter the following fields to identify an ex	isting applicant.					
ID Country *	ID Type *		Ŧ	ID Number(number)	*	
Unique ID						
CREATE APPLICANT FIND APPLICANT						

Step 2. Enter the Applicants EAMR ID, or enter the applicant's ID details, and press the Find Applicant button.

e EAMR	My Open Certificates	My Processed Certificates Find Applicant Jenny Smith -
Step 1 of 5 - Search for an Applicant		
Please enter the following fields to identify an existing ap	plicant.	
ID Country *	ID Type *	ID Number(number) *
Q		Ŧ
Unique ID		
BG-0000865		
CREATE APPLICANT FIND APPLICANT		

eamr			My Open Certificates	My Pro	cessed Certificates Find Applic	cant Jenny Smith -
Step 1 of 5 - Search for a	n Applicant					
Please enter the following fields to id	entify an existing ap	plicant.				
D Country *		ID Type *			ID Number(number) *	
Spain	x Q	Passport		*	5r56	
Unique ID						
CREATE APPLICANT FIND APP						
	•					

Step 3. The applicant's record is displayed.

			My Open Ce	ertificates My Proce	essed Certificates	Find Applicant Jer	ny Smith
Step 2 of 5 - /	Applicant Details						
Applicant Detai Please complete applica	Is ant information or ensu	ure applicant informa	tion is correct in the case of a	n existing applicant.			
First Name(s) *			Fan	nily Names *			
Joana			В	auer			
Previous Name(s)			DO	В*			
			3,	/4/1967			m
E-mail *			Ass	ociated NAA *			
jba@mailinator.com			в	ulgaria - Civil Aviation Adı	ministration		
ID T	ID North an A		E-in Dete	ID Country		Add Identi	fication
ID Туре	ID Number 🛧		Expiry Date	ID Country	/ A	Add Identi	fication
ID Type Passport	ID Number 1		Expiry Date 15/1/2020	ID Country Spain	/ A	Add Identr	fication
ID Type Passport Medical Certific The applicant's current	ID Number 1 5r56 ates medical certificates are	e shown below.	Expiry Date 15/1/2020	ID Country Spain	A A	Add Ident	fication
ID Type Passport Medical Certific The applicant's current Certificate Number	ID Number 1 5r56 ates medical certificates are Certificate Type	e shown below. Status	Expiry Date	ID Country Spain	Med. Certification	Add Ident pplicant's Nationality Medical Examination Date	fication Image: Control of the second sec
ID Type Passport Medical Certific The applicant's current Certificate Number 321	ID Number 1 5r56 ates medical certificates are Certificate Type Initial	shown below.	Expiry Date 15/1/2020 Expiry Date 13/1/2021	ID Country Spain Spain Issue/Decision Date ↓ 13/1/2020	Med. Certification Limitations	Add Identi pplicant's Nationality Medical Examination Date 12/1/2020	fication ♥
ID Type Passport Medical Certific The applicant's current Certificate Number 321	ID Number 1 5r56	e shown below. Status Released	Expiry Date 15/1/2020 Expiry Date 13/1/2021	ID Country Spain Issue/Decision Date ↓ 13/1/2020	Med. Certification Limitations	Add Identi pplicant's Nationality Medical Examination Date	fication ©

3.2 Add an applicant to EAMR

Step 1. If the applicant does not exist in system, please click on the Create Applicant button.

I EAMR				My Open Certificates	My Pr	ocessed Certificates Find Applicant	Jenny Smith +
Step 1 of 5 - Search for an Ap	plicant						
Please enter the following fields to identif	y an exis	ting ap	licant.				
ID Country *			ID Type *			ID Number(number) *	
Germany	×	Q	Passport		Ŧ	G1234567890	
Unique ID							
No Matches Found. Would you like to o	reate an	Applica	nt?				
CREATE APPLICANT FIND APPLICA	NT						
N							

Step 2. Enter the applicant's personal details, including the associated NAA, and press Save and Continue.

e EAMR	My Open Certificates My Processed Certificates Find Applicant	Jenny Smith
Step 2 of 5 - Applicant Details		
Applicant Details Please complete applicant information or ensure applicant information is corre pressing the corresponding button below.	ect in the case of an existing applicant. if the information above is incorrect please notify t	he Pilot's NAA b
First Name(s) *	Family Names *	
Martin	Jenkins	
Previous Name(s)	DOB *	
	29/1/1975	60
E-mail * New Applicant	Associated NAA *	
martin.jenkins@ondynamics.com	Bulgaria - Civil Aviation Administration	× Q
Previous Save and Continue		

Step 3. The Applicant Details screen is displayed, press the Add Identification to add the applicant's ID document details.

		My Open Certificate	s My Process	ed Certificates	Find Applicant	Jenny Smith
tep 2 of 5	- Applicant Details					
Applicant Det	tails	t information is correct in the case of an evictimized	a applicant			
inst Name(s) *	picant mormation of ensure applican	Entromation is confect in the case of an existing	y applicant.			
Martin		Jenkins	:5			
		DOR *				
revious Name(s)		29/1/1975				m
F-mail *		Associated N	100 ×			
martin.jenkins@oi	ndynamics.com	Bulgaria -	Civil Aviation Admir	istration		
ID Type	ID Number 🛧	Expiry Date	ID Country	A	Applicant's Nationali	tv
	•					2
					TT	<u> </u>
There are no reco	rds to display.		-		.	,
There are no reco	ords to display.					·
There are no reco Medical Certi	rds to display. ficates ent medical certificates are shown belo	JW.				
There are no reco Medical Certi The applicant's curro Certificate Number	rds to display. ficates ent medical certificates are shown belo r Certificate Type Status	ow. Expiry Date Issu	re/Decision Date ↓	Med. Certification Limitations	Medical Exam Date	nination
There are no reco Medical Certi The applicant's curro Certificate Number	rds to display. ficates ent medical certificates are shown belo r Certificate Type Status	ow. Expiry Date Issu	e/Decision Date ↓	Med. Certification Limitations	Medical Exam Date	ination
There are no reco Medical Certi The applicant's curro Certificate Number There are no reco	rds to display. ficates ent medical certificates are shown belo r Certificate Type Status	ow. Expiry Date Issu	e/Decision Date ↓	Med. Certification Limitations	Medical Exam Date	nination
There are no reco Medical Certi The applicant's curro Certificate Number There are no reco	rds to display. ficates ent medical certificates are shown belo r Certificate Type Status rds to display.	ow. Expiry Date Issu	re/Decision Date ↓	Med. Certification Limitations	Medical Exam Date	ination
There are no reco Medical Certi The applicant's curro Certificate Number There are no reco	rds to display. ficates ent medical certificates are shown belo r Certificate Type Status ards to display.	ow. Expiry Date Issu	e/Decision Date ↓	Med. Certification Limitations	Medical Exam Date	nination
There are no reco Medical Certi The applicant's curro Certificate Number There are no reco	rds to display. ficates ent medical certificates are shown below r Certificate Type Status rds to display.	ow. Expiry Date Issu	re/Decision Date ↓	Med. Certification Limitations	Medical Exam Date	nination
There are no reco Medical Certi The applicant's curre Certificate Number There are no reco Previous Save	rids to display. ficates ent medical certificates are shown belo r Certificate Type Status ords to display.	ow. Expiry Date Issu	e/Decision Date ↓	Med. Certification Limitations	Medical Exan Date	ination
There are no reco Medical Certi The applicant's curro Certificate Number There are no reco Previous Save	rds to display. ficates ent medical certificates are shown below r Certificate Type Status ords to display.	ow. Expiry Date Issu	re/Decision Date ↓	Med. Certification Limitations	Medical Exam Date	ination
There are no reco Medical Certi The applicant's curre Certificate Number There are no reco Previous Save	rids to display. ficates ent medical certificates are shown below r Certificate Type Status ords to display.	ow. Expiry Date Issu	re/Decision Date ↓	Med. Certification Limitations	Medical Exam Date	ination

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EAMR My Open Certificates My Processed Certificates Find Applicant Jei Add Identification × Type * p 2 of Passport ٣ pplicant D Number * ase complete GER001234567890 Issued By * st Name(s) * Germany × Q Martin Expiry Date evious Name(s) 29/2/2020 Ê mail * martin.jenkins@ pplicant D pture up to fou provided ld Identi Э Туре lity

Step 4.Enter the applicants ID details, and press the Save button.

Step 5. The applicant record is now in EAMR. The applicant will received an automated email inviting them to access their record.

) EAMR Admin to Martin Jenkins 🗘	♦ ♦ ₹ 17:30
Dear Mr/Ms Martin Jenkins	
You have received this email to notify you that an account was created for you in the EA	MR by your licensing authority.
To complete the registration process please complete the following steps:	
Step 1: Click on the invitation link below: Click here to redeem your invitation	
Or you can copy the following URL and paste it into your web browser: <u>https://euaviationtest.microsoftcrmportals.com/Register?invitation=VWBxgzKuFmLrekP</u> BazPJ2CqeQGxfbrMWZQ7e3kUY-Jn74L8qq4a2DyE7hkMKw8Uwl65YN4CeFzuEI-AZW QvMB3v1VLLkJy37aJ7zGw7ds2Ir95kWt7yfVv46AIEnyb80a14b5g-	OnpdFeaKYaa8jpFxEmgoetP- /4ZZZ8r1eFkK-
Step 2: Complete the registration process Please follow the instructions on the portal to complete your registration.	
Step 2: Complete the registration process Please follow the instructions on the portal to complete your registration. Need help?	
Step 2: Complete the registration process Please follow the instructions on the portal to complete your registration. Need help? If you require assistance or you believe you received this email in error, please contact y below and quote the following reference number: BG-00000959	rour licensing authority using the contact details
Step 2: Complete the registration process Please follow the instructions on the portal to complete your registration. Need help? If you require assistance or you believe you received this email in error, please contact y below and quote the following reference number. BG-00000959 For further assistance, please contact your licensing authority using the contact details b Bulgaria - Civil Aviation Administration 1 Boucode bd	rour licensing authority using the contact details
Step 2: Complete the registration process Please follow the instructions on the portal to complete your registration. Need help? If you require assistance or you believe you received this email in error, please contact y below and quote the following reference number: BG-00000959 For further assistance, please contact your licensing authority using the contact details the Bulgaria - Civil Aviation Administration 1 Brussels bid Sofia	rour licensing authority using the contact details
Step 2: Complete the registration process Please follow the instructions on the portal to complete your registration. Need help? If you require assistance or you believe you received this email in error, please contact y below and quote the following reference number: BG-00000959 For further assistance, please contact your licensing authority using the contact details belog and a contact Aviation Administration 1 Brussels bid Sofia Airport 1540 - Sofia Bulgaria +359 2 948 80 77	rour licensing authority using the contact details

3.3 Process an initial Medical Certificate

Step 1. Find the relevant applicant record, and press the Save and Continue button to process an Initial Certificate.

And the second s		My Open Certificate	s My Process	ed Certificates	Find Applicant	Jenny Smith
Step 2 of 5 -	Applicant Details					
Applicant Deta	ilc					
Please complete appli	cant information or ensure applicant information	n is correct in the case of an existin	g applicant.			
First Name(s) *		Family Nam	es *			
Martin		Jenkins				
Previous Name(s)		DOB *				
		29/1/197	5			m
E-mail *		Associated	NAA *			
martin.jenkins@ond	lynamics.com	Bulgaria -	Civil Aviation Admir	istration		
					Add	
					Add	
ID Type Passport	ID Number ↑ GER001234567890	Expiry Date 29/2/2020	ID Country Germany	Ą	pplicant's Nationality ermany	y 💿
ID Type Passport	ID Number 1 GER001234567890	Expiry Date 29/2/2020	ID Country Germany	Ą	pplicant's Nationality ermany	y ©
ID Type Passport Medical Certifi	ID Number ↑ GER001234567890	Expiry Date 29/2/2020	ID Country Germany	A	pplicant's Nationality ermany	y O
ID Type Passport Medical Certific The applicant's current	ID Number ↑ GER001234567890 Cates t medical certificates are shown below.	Expiry Date 29/2/2020	ID Country Germany	A G	pplicant's Nationality ermany	v
ID Type Passport Medical Certific The applicant's current Certificate Number	ID Number ↑ GER001234567890 Cates t medical certificates are shown below. Certificate Type Status	Expiry Date	ID Country Germany	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y O
ID Type Passport Medical Certifie The applicant's current Certificate Number	ID Number ↑ GER001234567890 Cates t medical certificates are shown below. Certificate Type Status	Expiry Date	ID Country Germany	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y o
ID Type Passport Medical Certific The applicant's current Certificate Number	ID Number ↑ GER001234567890 Cates t medical certificates are shown below. Certificate Type Status	Expiry Date	ID Country Germany	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y o nination
ID Type Passport Medical Certifie The applicant's current Certificate Number There are no record	ID Number ↑ GER001234567890 Cates t medical certificates are shown below. Certificate Type Status	Expiry Date 29/2/2020	ID Country Germany	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y nination
ID Type Passport Medical Certific The applicant's current Certificate Number There are no record	ID Number ↑ GER001234567890 Cates t medical certificates are shown below. Certificate Type Status	Expiry Date	ID Country Germany	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y onination
ID Type Passport Medical Certifie The applicant's current Certificate Number There are no record Previous Save a	ID Number ↑ GER001234567890 Cates t medical certificates are shown below. Certificate Type Status	Expiry Date 29/2/2020	ID Country Germany ue/Decision Date ↓	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y nination
ID Type Passport Passport Medical Certifie The applicant's current Certificate Number There are no record Previous Save a	ID Number ↑ GER001234567890 Cates t medical certificates are shown below. Certificate Type Status	Expiry Date 29/2/2020	ID Country Germany	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y o nination
ID Type Passport Medical Certifie The applicant's curren Certificate Number There are no record Previous Save a	ID Number GER001234567890 Cates t medical certificates are shown below. Certificate Type Status ts to display.	Expiry Date	ID Country Germany	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y o nination
ID Type Passport Passport Medical Certifie The applicant's current Certificate Number There are no record Previous Save a	ID Number ↑ GER001234567890 Cates t medical certificates are shown below. Certificate Type Status is to display.	Expiry Date 29/2/2020	ID Country Germany	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y nination
ID Type Passport Passport Medical Certifit The applicant's curren Certificate Number There are no record Previous Save a	ID Number ↑ GER001234567890 Cates t medical certificates are shown below. Certificate Type Status	Expiry Date Iss	ID Country Germany	A G Med. Certification Limitations	pplicant's Nationality ermany Medical Exam Date	y nination

Step 2. Enter the certificate details, and Initial as the certificate type.

@ EAMR	My O	pen Certificates		My Processed Certificates	Find Applicant	Jenny	Smith +
Step 3 of 5 - Medical Assessment							
Please complete the relevant information regarding the medical assessment.							
Medical Assessment							
Certificate Number *		Type *					
PL/CERT/0001		Initial					*
Medical Limitations *		Examination Da	ate *				
No	Ŧ	22/2/2020					***
Dravious Cancel Action Processing							
Previous Cancer Action Processing							

Please select Initial as the type. *Note*: only the Head of AeMC will have the option of creating an Initial medical certificate.

Type *	
Initial	Ŧ
Initial	
Revalidation	
Renewal	

Please indicate whether there are any medical limitations to the certificate.

Medical Limitations *

No	Ţ
No	
Yes	

Step 3. Press save and continue.

@ EAMR	My C	Open Certificates	My Processed Certificate	Find Applicant	Jenny Smith 👻
Step 3 of 5 - Medical Assessment					
Please complete the relevant information regarding the medical assessment.					
Medical Assessment					
Certificate Number *		Type *			
PL/CERT/0001		Initial			Ŧ
Medical Limitations *		Examination Date	*		
No	*	22/2/2020			#
Buring Grantlating Contract Continue					
Previous Cancel Action Save and Continue					

Step 4.The Medical Assessment Confirmation screen is displayed.

e EAMR	My Open Certificates	My Processed Certificates	Find Applicant	Jenny Smith -
Step 4 of 5 - Medical Assessment Confirmation Please confirm the outcome of the medical assessment.				
Medical Assessment Confirmation				
Decision *	Issue/Decision Date	<u>2</u> *		
Previous Cancel Action Save and Continue				

Step 5. Select your decision from one of the options below. Please select "Fit" if the applicant is fit to Fly, "Unfit" if the applicant is not fit to fly, and "Referred" if you would like to refer the application to the NAA for review.



Step 6. Complete the assessment details, and press Save and Continue.

	My C	open Certificates My Processed Certificates Find Applicant Jen	ıny Smith ᠇
Step 4 of 5 - Medical Assessment Confirmation Please confirm the outcome of the medical assessment.			
Medical Assessment Confirmation			
Decision *		Issue/Decision Date *	
Fit	*	22/2/2020	**
Expiry Date *			
22/2/2021	***		
Previous Cancel Action Save and Continue			
Copyright © 2020. European			

Step 7. The confirmation page is displayed. Please review the application details, and press the Finish button to submit the application.

			My Open Certificates		My Processed Certificates	Find Applicant	Jenny Smith
Step 5 of 5 - Con	firm Decision						
Please confirm all the entered submitting the application.	l information below. Should a	correction be required use	e the 'Previous' button to	o navig	gate to the relevant screen and	l correct the informati	ion before
Applicant Details							
First Name(s)			Family Names				
Martin			Jenkins				
Previous Name(s)			DOB				
_			29/1/1975				
E-mail			Associated NAA				
martin.jenkins@ondynamics.c	com		Bulgaria - Civil A	viation	Administration		
Nationalities							
Name 🛧					ISO Code	e	
Germany					DE		
Applicant Desumer	to						
Applicant Documen	ts						
Applicant Documen	its ID Number ↑	Ex	piry Date		ID Country	Applicant's Nation	nality
Applicant Documen ID Type Passport	ts ID Number ↑ GER001234567890	Ex 29	piry Date 0/2/2020		ID Country Germany	Applicant's Nation	nality
Applicant Documen ID Type Passport	ID Number 🛧 GER001234567890	Ex 29	piry Date 9/2/2020		ID Country Germany	Applicant's Nation Germany	nality
Applicant Document ID Type Passport	ID Number ↑ GER001234567890	Ex 29	piry Date 0/2/2020		ID Country Germany	Applicant's Nation Germany	nality
Applicant Documen ID Type Passport Medical Assessmen	ts ID Number ♠ GER001234567890	Ex. 29	piry Date //2/2020		ID Country Germany	Applicant's Nation Germany	nality
Applicant Documen ID Type Passport Medical Assessmen Type	ts ID Number ↑ GER001234567890	Examination Date	piry Date 0/2/2020		ID Country Germany Medical Limitations	Applicant's Nation Germany	hality
Applicant Documen ID Type Passport Medical Assessmen Type Initial	ts ID Number ↑ GER001234567890	Examination Date 22/2/2020	piry Date //2/2020		ID Country Germany Medical Limitations No	Applicant's Nation Germany	nality
Applicant Documen ID Type Passport Medical Assessment Type Initial	ts ID Number ↑ GER001234567890	Examination Date 22/2/2020	piry Date //2/2020		ID Country Germany Medical Limitations No	Applicant's Nation Germany	hality
Applicant Documen ID Type Passport Medical Assessment Type Initial Medical Assessment	ts ID Number ↑ GER001234567890 t t Confirmation	Examination Date 22/2/2020	piry Date 0/2/2020		ID Country Germany Medical Limitations No	Applicant's Nation Germany	nality
Applicant Documen ID Type Passport Medical Assessment Type Initial Medical Assessment	ts ID Number ♠ GER001234567890 t t Confirmation	Examination Date 22/2/2020	piry Date //2/2020		ID Country Germany Germany Kedical Limitations No Expiny Date (for Fit de	Applicant's Nation Germany	nality
Applicant Documen ID Type Passport Medical Assessmen Type Initial Medical Assessmen Decision Fit	ts ID Number ♠ GER001234567890 t t Confirmation	Examination Date 22/2/2020	piry Date y/2/2020 ate		ID Country Germany Medical Limitations No Expiry Date (for Fit der 22/2/2021	Applicant's Nation Germany	nality
Applicant Documen ID Type Passport Medical Assessment Type Initial Medical Assessment Decision Fit	ts ID Number ↑ GER001234567890 t t Confirmation	Examination Date 22/2/2020	piry Date y/2/2020 ate		ID Country Germany Medical Limitations No Expiry Date (for Fit der 22/2/2021	Applicant's Nation Germany	nality
Applicant Documen ID Type Passport Medical Assessment Type Initial Medical Assessment Decision Fit	ts ID Number ♠ GER001234567890	Examination Date 22/2/2020	piry Date y/2/2020		ID Country Germany Medical Limitations No Expiry Date (for Fit de 22/2/2021	Applicant's Nation Germany	hality
Applicant Documen ID Type Passport Medical Assessment Type Initial Medical Assessment Decision Fit Previous Finish	ts ID Number ↑ GER001234567890 t t Confirmation	Examination Date 22/2/2020	piry Date y/2/2020 ate		ID Country Germany Medical Limitations No Expiry Date (for Fit der 22/2/2021	Applicant's Nation Germany	hality

Step 8. Confirm the submission.



Step 9. The application is submitted, and it will appear in your Processed Medical Certificates list.

🖗 EAM	R				Мус	open Certificates	My Processed Certificates	Find Applicant Jenny Smith -
My Process	sed Medical (Certificates						
EAMR ID (Applicant)	Applicant	Certificate Number 🛧	Status	AME / MA	Issue/Decision Date	Expiry Date	My Processed Me	dical Certificates
BG- 00000959	Martin Jenkins	PL/CERT/0001	Released	Jenny Smith	22/2/2020	22/2/2021		Released
							1	
				Copyright (b)	2020. European Union <u>Aviatio</u>	n Safety Agency. All right <u>s reserve</u>	d. Release 23.	

3.4 Process a Medical Certificate revalidation

Step 1. Open an applicant record from the processed certificates list, or find the applicant using the "Find Applicant" screen.

🛞 EAM	R				Му С	Open Certificates	My Processed Certificates Find Applicant Jenny Smith -
I My Process	ed Medical C	Certificates					
EAMR ID (Applicant)	Applicant	Certificate Number 个	Status	AME / MA	Issue/Decision Date	Expiry Date	My Processed Medical Certificates
<u>BG-</u> 00000959	Martin Jenkins	PL/CERT/0001	Released	Jenny Smith	22/2/2020	22/2/2021	Released
				Copyright @	2020. European Union Aviatio	n Safety Agency. All rights reserv	wd Release 23

e EAMR		My Open Certificates	My Pr	ocessed Certificates	Find Applicant	Jenny Smith -
Step 1 of 5 - Search for an Applicant						
Please enter the following fields to identify an existing a	pplicant.					
ID Country *	ID Type *			ID Number(number) *		
٩			۳			
Unique ID						
BG-00000959						
CREATE APPLICANT FIND APPLICANT						
	Convicient # 2020 Europe	an Union duistion Safety Anoncy All rights reserved 8	More 23			
	Copyright to 2020. Europe	ar ornon weaton sanny sigerky. All rights reserved, r				

Step 2.The applicant details are displayed. Press the Save and Continue button.

ep 2 of 5 -	Applicant Details						
lease complete appli	cant information or ensu	ure applicant informati	ion is correct in the case of a	n existing applicant.			
irst Name(s) *			Fam	ily Names *			
Martin			Je	nkins			
revious Name(s)			DOE	*			
			29	/1/1975			Ê
-mail *			Asso	ciated NAA *			
martin.jenkins@ond	ynamics.com		Bu	Ilgaria - Civil Aviation Ad	ministration		
Applicant Docu apture up to four (4)	Imentation active identification doc	cuments. If the identifi	cation type is not available u:	e the 'Other' option and	specify the identificatic	n in the text box provide	d. Itification
Applicant Docu apture up to four (4) ID Type	Imentation active identification doc ID Number A	suments. If the identifi	cation type is not available us Expiry Date	e the 'Other' option and ID Country Germany	specify the identification	n in the text box provide Add Iden pplicant's Nationality	tification
Applicant Docu apture up to four (4) ID Type Passport	Imentation active identification doc ID Number ক GER00123456	cuments. If the identifi	cation type is not available us Expiry Date 29/2/2020	e the 'Other' option and ID Country Germany	specify the identification	Add Iden Add Iden oplicant's Nationality ermany	ed. Itification
Applicant Docu apture up to four (4) ID Type Passport Medical Certific he applicant's current	Imentation active identification doc ID Number ↑ GER00123456 Cates rendical certificates are	suments. If the identifi 57890 e shown below.	cation type is not available us Expiry Date 29/2/2020	e the 'Other' option and ID Country Germany	specify the identification	n in the text box provide Add Ider oplicant's Nationality ermany	tification
Applicant Docu apture up to four (4) ID Type Passport Medical Certific he applicant's current Certificate Number	Imentation active identification doc ID Number ↑ GER00123456 Cates E medical certificates are Certificate Type	suments. If the identifi 57890 2: shown below. Status	Expiry Date	ie the 'Other' option and ID Country Germany	specify the identification Al G Med. Certification Limitations	Add Ider Add Ider oplicant's Nationality ermany Medical Examination Date	tification
Applicant Docu apture up to four (4) ID Type Passport Aedical Certific ne applicant's current Certificate Number PL/CERT/0001	Imentation active identification doc ID Number ↑ GER00123456 Cates medical certificates are Certificate Type Initial	suments. If the identifi 57890 e shown below. Status Released	Expiry Date	ie the 'Other' option and ID Country Germany	specify the identification Al Med. Certification Limitations No	Add Ider Add Ider oplicant's Nationality ermany Medical Examination Date 22/2/2020	ad. tification

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Step 3. Select "Revalidation" as the type, and populated the examination date, and press the Save and Continue button.

	My Open Certificates My Processed Certificates Find Applicant Jer	nny Smith 🗕
Step 3 of 5 - Medical Assessment		
Please complete the relevant information regarding the medical assessment.		
Medical Assessment		
Certificate Number *	Type *	*
PL/CERT/0001	Revalidation	•
Medical Limitations *		
No	Revalidation	
	Renewal	
Previous Cancel Action Save and Continue		

Step 4. Populate the Medical assessment details, and press the Save and Continue button.

Step 4 of 5 - Medical Assessment Confirmation Please confirm the outcome of the medical assessment. Medical Assessment Confirmation Decision * Fit Fit * Z2/2/020 Expiry Date * Previous Expiry Date	EAMR	Му	Open Certificates	My Processed Certificates	Find Applicant	Jenny Smith -	
Step 4 of 5 - Medical Assessment Confirmation lease confirm the outcome of the medical assessment. Aedical Assessment Confirmation recision * Fit rit vpiry Date * Previous Expiry Date							
Iease confirm the outcome of the medical assessment. Medical Assessment Confirmation Issue/Decision Date * Issue/Decision Date * 22/2/2020 Previous Expiry Date	Step 4 of 5 - Medical Assessment Confirmation						
Medical Assessment Confirmation tecision * Fit xpiry Date * Previous Expiry Date	lease confirm the outcome of the medical assessment.						
Decision * Issue/Decision Date * Fit 22/2020 expiry Date * Previous Expiry Date	Medical Assessment Confirmation						
Fit 22/2/2020 <td <td="" <td<="" td=""><td>Decision *</td><td></td><td>Issue/Decision Date</td><td>*</td><td></td><td></td></td>	<td>Decision *</td> <td></td> <td>Issue/Decision Date</td> <td>*</td> <td></td> <td></td>	Decision *		Issue/Decision Date	*		
xpiry Date * Previous Expiry Date	Fit	•	22/2/2020			<u> </u>	
	xpiry Date *		Previous Expiry Dat	e			
24/2/2021 🛗 22/2/2021	24/2/2021	611	22/2/2021				
	Providure Cancel Action Save and Continue						
Provider Cancel Action Save and Continue	Previous Caricel Action Save and Conunde						
Previous Cancel Action Save and Continue							
Previous Cancel Action Save and Continue							
Previous Cancel Action Save and Continue							
Previous Cancel Action Save and Continue			ion Safety Agency. All rights reserved.	Release 23.			

Step 5. Review the application details, and press the Finish button to submit the application.

er Eamr		My Open Certif	icates My Processed Certific	cates Find Applicant Jenny Smi
Step 5 of 5 -	Confirm Decision			
Please confirm all the en submitting the applicatio	tered information below. Should on.	a correction be required use the 'Previous' bi	utton to navigate to the relevant sc	reen and correct the information before
Applicant Details	5			
First Name(s)		Family Na	imes	
Martin		Jenkins		
Previous Name(s)		DOB		
_		29/1/1975	5	
E-mail		Associate	d NAA	
martin.jenkins@ondynan	nics.com	Bulgaria -	Civil Aviation Administration	
Nationalities				
Name 🛧			I	ISO Code
Germany				DE
Applicant Docun	nents	Expiry Date	ID Country	Applicant's Nationality
Passport	GER001234567890	29/2/2020	Germany	Germany
Medical Assessm	nent			
Туре		Examination Date	Medical Limit	ations
Revalidation		22/2/2020	No	
Medical Assessm	nent Confirmation			
Medical Assessm Decision	nent Confirmation	Issue Date / Decision Date	Expiry Date (f	or Fit decision only)
Medical Assessm Decision Fit	nent Confirmation	Issue Date / Decision Date 22/2/2020	Expiry Date (f 24/2/2021	or Fit decision only)
Medical Assessm Decision Fit	nent Confirmation	Issue Date / Decision Date 22/2/2020	Expiry Date (f 24/2/2021	or Fit decision only)
Medical Assessm Decision Fit	nent Confirmation	Issue Date / Decision Date 22/2/2020	Expiry Date (f 24/2/2021	or Fit decision only)
Medical Assessm Decision Fit Previous Finish	nent Confirmation	Issue Date / Decision Date 22/2/2020	Expiry Date (f 24/2/2021	or Fit decision only)
Medical Assessm Decision Fit Previous Finish	nent Confirmation	Issue Date / Decision Date 22/2/2020	Expiry Date (f 24/2/2021	or Fit decision only)

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3.5 Process a Medical Certificate renewal

Step 1. Find the relevant applicant record.

@ EAMR		My Open Certificates	My Pr	ocessed Certificates	Find Applicant	Jenny Smith +
Step 1 of 5 - Search for an Applicant						
Please enter the following fields to identify an existing app	licant.					
ID Country *	ID Type *			ID Number(number) *		
Q			Ŧ			
Unique ID						
DE-00000813						

Step 2. Press Save and Continue.

EAMR			My Open C	ertificates	My Processe	d Certificates	Find Applicant	Jenny Smith -
itep 2 of 5 - A	Applicant Details							
Applicant Detail Please complete applica	S int information or ensur	e applicant informati	on is correct in the case of a	an existing app	icant.			
First Name(s) *			Far	nily Names *				
Betty			V	Vright				
Previous Name(s)			DC	B *				
			e	6/1866				**
E-mail *			Ass	ociated NAA *				
bwt@mailinator.com			C	Germany - Fede	ral Aviation Of	fice		
ID Type Passport	ID Number ↑ BW54321		Expiry Date 28/12/2019		ID Country Germany		Applicant's Nationality	O
Passport	BW54321		28/12/2019		Germany			٢
ID Card	BW54321		28/12/2019		Greece			٢
ID Card	BW54321		20/12/2019		Germany			۲
Passport	BWT-00000813	3			Cambodia			٢
Medical Certifica	ates medical certificates are :	shown below.						
Certificate Number	Certificate Type	Status	Expiry Date	Issue/Dee	ision Date 🕹	Med. Certificati Limitations	on Medical Exami Date	nation
BWT0000081313- changed	Renewal	Expired	6/6/1931	6/12/201	9	No	6/12/2019	
Previous Save and	d Continue							

Step 3. Select "Renewal" as the type, and populated the examination date, and press the Save and Continue button.

Initial Revalidation Renewal EAMR My Open Certificates My Processed Certificates Find Applicant Je Step 3 of 5 - Medical Assessment lease complete the relevant information regarding the medical assessment. Medical Assessment Certificate Number * Type *	nny Smith
Revalidation Renewal EAMR My Open Certificates My Processed Certificates Find Applicant Je Step 3 of 5 - Medical Assessment asse complete the relevant information regarding the medical assessment. Medical Assessment Certificate Number * Type *	nny Smith
Renewal EAMR My Open Certificates My Processed Certificates Find Applicant Je Step 3 of 5 - Medical Assessment	nny Smith
EAMR My Open Certificates My Processed Certificates Find Applicant Je Step 3 of 5 - Medical Assessment - Medical Assessment - Medical Assessment - Medical Assessment Medical Assessment - Medical Assessment - Medical Assessment - Medical Assessment Certificate Number * Type * - Medical Assessment - Medical Assessment	nny Smith
My Open Certificates My Processed Certificates Find Applicant Je Step 3 of 5 - Medical Assessment	enny Smith
Step 3 of 5 - Medical Assessment ease complete the relevant information regarding the medical assessment. Medical Assessment Certificate Number * Type *	
tep 3 of 5 - Medical Assessment ase complete the relevant information regarding the medical assessment. Medical Assessment tertificate Number * Type *	
ase complete the relevant information regarding the medical assessment. Medical Assessment Certificate Number * Type *	
ease complete the relevant information regarding the medical assessment. Medical Assessment Certificate Number * Type *	
Certificate Number * Type *	
type	
BWT0000081313-changed Renewal	Ŧ
Medical Limitation Date *	
No • 22/2/2020	

Step 4. Populate the medical assessment details and decision, and press Save and Continue.

@ EAMR	Му	Open Certificates My Processed Certificates Find Applicant	Jenny Smith -
Step 4 of 5 - Medical Assessment Confirmation			
Please confirm the outcome of the medical assessment.			
Medical Assessment Confirmation			
Decision *		Issue/Decision Date *	
Fit	*	22/2/2020	Ê
Expiry Date *		Previous Expiry Date	
22/2/2021	#	6/6/1931	
Previous Cancel Action Save and Continue			

Step 5. Review the application details, and press the Finish button to submit the record.

**** Lando Antikalistani		My Open Certificates	My Processed Certificates	Find Applicant Jenny Smith
Step 5 of 5 - C	onfirm Decision			
Please confirm all the enter submitting the application.	red information below. Should a corr	rection be required use the 'Previous' button to	navigate to the relevant screen an	d correct the information before
Applicant Details				
First Name(s)		Family Names		
Betty		Wright		
Previous Name(s)		DOB		
_		6/6/1866		
E-mail		Associated NAA		
bwt@mailinator.com		Germany - Federa	l Aviation Office	
Nationalities				
Name 🛧			ISO Cod	e
Cambodia			KH	
Ecuador			EC	
Germany			DE	
Greece			GR	
Applicant Docume	ents			
Applicant Docume	ents ID Number 🛧	Expiry Date	ID Country	Applicant's Nationality
Applicant Docume ID Type Passport	ID Number 1 BW54321	Expiry Date 28/12/2019	ID Country Germany	Applicant's Nationality
Applicant Docume ID Type Passport ID Card	ID Number ◆ 8W54321 8W54321	Expiry Date 28/12/2019 28/12/2019	ID Country Germany Greece	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card	ents ID Number ↑ 8W54321 BW54321 BW54321	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card Passport	ents D Number ↑ BW54321 BW54321 BW54321 BW54321 BW54321	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card Passport	ents	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type	ents	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type Renewal	ents	Expiry Date 28/12/2019 28/12/2019 20/12/2019 xamination Date 2/2/2020	ID Country Germany Greece Germany Cambodia Medical Limitations No	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessment Type Renewal	ents	Expiry Date 28/12/2019 28/12/2019 20/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Cambodia	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme	ents DNumber D	Expiry Date 28/12/2019 28/12/2019 20/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Cambodia	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme Decision	ents DNumber D	Expiry Date 28/12/2019 28/12/2019 20/12/2019 20/12/2019 xamination Date 2/2/2020 sue Date / Decision Date	ID Country Germany Greece Germany Cambodia Cambodia Medical Limitations No	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme Decision Fit	ents DNumber D	Expiry Date 28/12/2019 28/12/2019 20/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No Expiry Date (for Fit de 22/2/2021	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme Decision Fit	ents DNumber D	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No Expiry Date (for Fit de 22/2/2021	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme Decision Fit	ents DNumber↑ BW54321 BW54321 BW54321 BW54321 BW7-0000813 ent E a a a a b b b b b b b b b b b b b b b	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Cambodia Medical Limitations No Expiry Date (for Fit de 22/2/2021	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme Decision Fit	ents D Number D	Expiry Date 28/12/2019 28/12/2019 20/12/2019 20/12/2019 xamination Date 2/2/2020 sue Date / Decision Date 2/2/2020	ID Country Germany Greece Germany Cambodia Medical Limitations No Expiry Date (for Fit de 22/2/2021	Applicant's Nationality
Applicant Docume ID Type Passport ID Card ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme Decision Fit Previous Finish	ents ID Number ID Number ID Number IB WU54321 IB WU54321 IB WU7-00000813 IB WU7-0000813 IB WU7-000081 IB WU7-00081 IB WU7-0008 IB WU7-0008 IB WU7-0008 IB WU7-0008 IB WU7-0008 IB WU7-0008 IB WU7-008	Expiry Date 28/12/2019 28/12/2019 20/12/2019 xamination Date 2/2/2020 sue Date / Decision Date 2/2/2020	ID Country Germany Greece Germany Cambodia Cambodia Medical Limitations No Expiry Date (for Fit de 22/2/2021	Applicant's Nationality

Step 6. The submitted record appears in the processed certificates list.

🛞 EAM	R				My C	pen Certificat	s	My Processed Certificates	Find Applican	t Jenny Smith -
My Process EAMR ID (Applicant)	Applicant	Certificates Certificate Number 个	Status	AME / MA	Issue/Decision Date	Expiry Date		My Processed Me	edical Certificates	
DE- 00000813	Betty Wright	BWT0000081313- changed	Released	Jenny Smith	22/2/2020	22/2/2021			•	Released
IG- 10000959	Martin Jenkins	PL/CERT/0001	Released	Jenny Smith	22/2/2020	24/2/2021		2		

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3.6 Referring an applicant to the NAA

Step 1.From the applicant's screen, press the Save and Continue button.

EAMR		My Open Certificat	es My Process	ed Certificates F	ind Applicant	Jenny Smith +
tep 2 of 5 -	Applicant Details					
Applicant Detai Please complete applic	IS ant information or ensure applicant information	ion is correct in the case of an existi	ng applicant.			
First Name(s) *		Family Nar	nes *			
Martin		Jenkins				
Previous Name(s)		DOB *				
		29/1/197	5			**
E-mail *		Associated	NAA *			
martin.jenkins@ondy	namics.com	Bulgaria	- Civil Aviation Admir	nistration		
ID Туре	ID Number 🛧	Expiry Date	ID Country	Арр	licant's Nationality	
Passport	GER001234567890	29/2/2020	Germany	Gerr	nany	٢
Medical Certific The applicant's current Certificate Number	ates medical certificates are shown below. Certificate Type Status	Expiry Date Is:	sue/Decision Date 🕹	Med. Certification Limitations	Medical Exam Date	ination
There are no records	to display.					
Previous Save an	d Continue					
	Casp	right © 2020. European Union Avlation Safety Agency. All right	: roservod. Release 23.			

Step 2. Complete the Medical Assessment details.

	My C	pen Certificates	My Processed Certificates	Find Applicant	Jenny Smith +
Step 3 of 5 - Medical Assessment					
Please complete the relevant information regarding the medical assessment.					
Medical Assessment					
Certificate Number *		Type *			
BWT0000081313-changed		Revalidation			Ŧ
Medical Limitations *		Examination Date	e *		
No	Ŧ	22/2/2020			
Previous Cancel Action Saus and Continue					
Previous Cancel Action Save and Continue					
· · · · · · · · · · · · · · · · · · ·					
Coovriet# © 2020. Europe	in Union Aviation	n Safety Agency. All rights reserved.			

Step 3. In the Medical Assessment Confirmation screen, mark the decision as "Referred", and press Save and Continue.

@ EAMR	My O	pen Certificates My Processed Certificates Find Applicant	Jenny Smith 👻
Step 4 of 5 - Medical Assessment Confirmation			
Please confirm the outcome of the medical assessment.			
Medical Assessment Confirmation			
Decision *		Issue/Decision Date *	
Referred	•	22/2/2020	m
Fit Unfit			
Referred	-	•	
Previous Cancel Action Save and Continue			

Step 4. Review the application details and press Finish to submit the referral.

and the second sec		My Open Certificates	My Processed Certificates	Find Applicant Jenny Smith
Step 5 of 5	- Confirm Decision			
Please confirm all the en submitting the applicatio	ntered information below. Should a co on.	rrection be required use the 'Previous' button to r	avigate to the relevant screen	and correct the information before
Applicant Details	S			
First Name(s)		Family Names		
Betty		Wright		
Previous Name(s)		DOB		
_		6/6/1866		
F-mail		Associated NAA		
bwt@mailinator.com		Germany - Federal	Aviation Office	
		,		
Nationalities				
Name 🛧			ISO C	ode
Cambodia			КН	
Ecuador			EC	
Germany			DE	
Greece			GR	
Applicant Docur	ments			
Applicant Docur	nents	Expiry Date	ID Country	Applicant's Nationality
Applicant Docur	ID Number 1 BW54321	Expiry Date 28/12/2019	ID Country Germany	Applicant's Nationality
Applicant Docur	nents ID Number ↑ 8W54321 8W54321	Expiry Date 28/12/2019 28/12/2019	ID Country Germany Greece	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card	nents ID Number ↑ 8W54321 8W54321 8W54321	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport	nents ID Number ↑ BW54321 BW54321 BW54321 BW54321 BW54321 BW7-00000813	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport	ID Number ↑ 8W54321 8W54321 8W54321 8W54321 8W54321 8W54321	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport	nents ID Number ↑ 8W54321 8W54321 8W54321 8W54321 8W54321	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Medical Assessm	nents	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Medical Assessm Type	nents	Expiry Date 28/12/2019 28/12/2019 20/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Medical Assessm Type Revalidation	nents ID Number ↑ BW54321 BW54321 BW54321 BW54321 BW7-00000813 nent	Expiry Date 28/12/2019 28/12/2019 20/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No	Applicant's Nationality
Applicant Docur D Type Passport ID Card D Card Passport Medical Assessm Type Revalidation	nents	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Medical Assessm Type Revalidation Medical Assessm	nents ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Medical Assessm Type Revalidation Medical Assessm Decision	nents ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No Expiry Date (for Fit	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Passport Medical Assessm Type Revalidation Medical Assessm Decision Referred	nents ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	Expiry Date 28/12/2019 28/12/2019 20/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Cambodia Medical Limitations No Expiry Date (for Fit	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card ID Card Passport Medical Assessm Type Revalidation Medical Assessm Decision Referred	nents ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Cambodia Medical Limitations No Expiry Date (for Fit —	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Medical Assessm Type Revalidation Medical Assessm Decision Referred	nents ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No Expiry Date (for Fit	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Medical Assessm Type Revalidation Medical Assessm Decision Referred Previous Finish	nents ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No Expiry Date (for Fit	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Medical Assessm Type Revalidation Medical Assessm Decision Referred Previous Finish	nents D Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No Expiry Date (for Fit —	Applicant's Nationality
Applicant Docur ID Type Passport ID Card ID Card Passport Medical Assessm Type Revalidation Medical Assessm Decision Referred Previous Finish	nents ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	Expiry Date 28/12/2019 28/12/2019 20/12/2019	ID Country Germany Greece Germany Cambodia Medical Limitations No Expiry Date (for Fit	Applicant's Nationality

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4 General Administration

4.1 Correcting Medical Certificate details

Step 1. To correct a medical certificate please open the relevant applicant record, and select the Edit option next to the certificate as shown below.

EAMR			My Open Certi	ficates My Proce	essed Certificates	Find Applicant	Jenny Smit
ep 2 of 5 -	Applicant Details						
pplicant Deta lease complete appli	ils cant information or ens	ure applicant informa	tion is correct in the case of an e	xisting applicant.			
rst Name(s) *			Family	Names *			
Martin			Jenk	ins			
evious Name(s)			DOB *				
			29/1	/1975			**
mail *			Associ	ated NAA *			
			Pula	aria - Civil Aviation Ad	ministration		
martin.jenkins@ond Applicant Docu apture up to four (4)	ynamics.com Imentation active identification do	cuments. If the identif	fication type is not available use	the 'Other' option and	specify the identification	on in the text box prov	vided. dentification
martinjenkins@ond Applicant Docu apture up to four (4) ID Type	ynamics.com Imentation active identification do ID Number 1	cuments. If the identif	fication type is not available use Expiry Date	the 'Other' option and	specify the identificatio	on in the text box prov Add I	vided. dentification
martinjenkins@ond Applicant Docu apture up to four (4) ID Type Passport	ynamics.com Imentation active identification do ID Number 1 GER0012345	cuments. If the identii	fication type is not available use Expiry Date 29/2/2020	the 'Other' option and ID Country Germany	specify the identification	on in the text box prov Add I pplicant's Nationality iermany	vided. dentification
martinjenkins@ond Applicant Docu apture up to four (4) ID Type Passport Medical Certific he applicant's current	ynamics.com Jmentation active identification do ID Number 1 GER0012345 Cates t medical certificates an	cuments. If the identii 67890 e shown below.	fication type is not available use Expiry Date 29/2/2020	the 'Other' option and ID Country Germany	specify the identification	on in the text box prov Add I pplicant's Nationality iermany	vided. dentification
martin.jenkins@ond Applicant Docu apture up to four (4) D Type Passport Medical Certific ne applicant's current Certificate Number	ynamics.com Imentation active identification do ID Number 4 GER0012345 Cates t medical certificates an Certificate Type	cuments. If the identii 67890 e shown below. Status	fication type is not available use Expiry Date Expiry Date Expiry Date	the 'Other' option and ID Country Germany	specify the identification Certification Limitations	on in the text box prov Add I pplicant's Nationality iermany Medical Examina Date	vided. dentification
martin.jenkins@ond Applicant Docu apture up to four (4) D Type Passport Medical Certific he applicant's curren Certificate Number PL/CERT/0001	ynamics.com Imentation active identification do ID Number 1 GER0012345 Cates t medical certificates an Certificate Type Renewal	cuments. If the identii 67890 e shown below. Status Released	fication type is not available use Expiry Date Expiry Date 24/2/2021	the 'Other' option and ID Country Germany Issue/Decision Date 22/2/2020	specify the identification r A g G Med. Certification Limitations No No	on in the text box prov Add I pplicant's Nationality iermany Medical Examina Date 22/2/2020	vided. dentification
martinjenkins@ond Applicant Docu apture up to four (4) ID Type Passport Medical Certific he applicant's current Certificate Number PL/CERT/0001	ynamics.com Imentation active identification do ID Number 4 GER0012345 Cates t medical certificates an Certificate Type Renewal	cuments. If the identii 67890 e shown below. Status Released	Expiry Date 24/2/2021	the 'Other' option and ID Country Germany	specify the identification specify the identification Med. Certification Limitations No	on in the text box prov Add I opplicant's Nationality iermany Medical Examina Date 22/2/2020 I Z Edit	vided. dentification

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My Open Certificates My Processed Certificates Find Applicant IR Je Update Certificate × Certificate Number * of PL/CERT/0001 Medical Examination Date * ant D nplete 22/2/2020 Med. Certification Limitations * 2(S) * No Ŧ Issue/Decision Date * lame(s) 21/2/2020 Expiry Date 24/2/2021 <u>enkins</u>@ ant D Update p to fou provided d Ident ity al Cer ant's c ination e Number Certificate Type Status Expiry Date Limitations Date ł

Step 2. Amend the certificate as required, and press the Update button.

4.2 Correcting applicant personal details

Step 1. Open the relevant applicant record, and amend the details in the section highlighted below.

olicant Details	re applicant informati	on is correct in the case of an ex	isting applicant.			
information or ensu	re applicant informati	on is correct in the case of an ex	isting applicant.			
information or ensu	re applicant informati	on is correct in the case of an ex	isting applicant.			
		Family 1	vames *			
		Jenkir	15			
		DOB *				
		28/1/	1975			m
		Associa	ted NAA *			
mics.com		Bulga	ria - Civil Aviation Adr	ninistration		
					Add Ide	ntification
ID Number 🛧		Expiry Date	ID Country	Aţ	Add Ider	ntification
ID Number 1	7890	Expiry Date 29/2/2020	ID Country Germany	A ¢ Ge	Add Ider	
ID Number GER00123456 es edical certificates are Certificate Type	7890 shown below. Status	Expiry Date	ID Country Germany ssue/Decision Date	Ap Ge Med. Certification Limitations	Add Ide	ntification ©
•	nics.com entation re identification doc	nics.com entation /e identification documents. If the identific	DOB * 28/1/ Associat Bulga entation ve identification documents. If the identification type is not available use th	DOB * 28/1/1975 Associated NAA * Bulgaria - Civil Aviation Adr entation ve identification documents. If the identification type is not available use the 'Other' option and s	DOB * 28/1/1975 Associated NAA * Bulgaria - Civil Aviation Administration entation ve identification documents. If the identification type is not available use the 'Other' option and specify the identification	DOB * 28/1/1975 Associated NAA * Bulgaria - Civil Aviation Administration entation re identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provid

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Step 2. Press the Save and Continue button.

EAMR			My Open Certi	ificates My Proce	essed Certificates	Find Applicant	Jenny Smith
Step 2 of 5 -	Applicant Details						
Applicant Detai	ls						
Please complete applic	ant information or ensu	re applicant informa	tion is correct in the case of an e	existing applicant.			
First Name(s) *			Family	Names *			
Martin			Jenk	cins			
revious Name(s)			DOB *				
			28/1	1/1975			Ê
-mail *			Associ	iated NAA *			
martin.jenkins@ondy	mamics.com		Bulg	garia - Civil Aviation Adr	ministration		
Ю Туре	ID Number 🛧		Expiry Date	ID Country	, ,	Applicant's Nationality	
ID Туре	ID Number 🛧		Expiry Date	ID Country	1 A	Applicant's Nationality	
Medical Certific	ates						
The applicant's current	medical certificates are	shown below.					
Certificate Number	Certificate Type	Status	Expiry Date	Issue/Decision Date	Med. Certification Limitations	Medical Examin Date	ation
PL/CERT/0001	Renewal	Released	24/2/2021	22/2/2020	No	22/2/2020	۲
Previous Save an	nd Continue						
		Сор	vright & 2020. European Union Aviation Safety Agency.	All rights received. Release 23.			

Step 3. And finally press the Cancel Button.

	My O	Open Certificates My Processed Certificates Find Applicant Jenny Smith -	
Step 3 of 5 - Medical Assessment			
Please complete the relevant information regarding the medical assessment.			
Medical Assessment			
Certificate Number *		Type *	
PL/CERT/0001		Y	
Medical Limitations *		Examination Date *	
No	*		
Previous Cancel Action Save and Continue			

Step 4. The applicant will received an automated email notifying them of the change.

EAM	R - Aero-medical applicant record update CRM:0006490	+
() E	AMR Admin to Martin Jenkins 🗘	
[Dear Mr/Ms Martin Jenkins	
) E T	You received this email notification to inform you that your account was updated by yo Bulgaria - Civil Aviation Administration To view your details please log in to your EAMR account following the link: <u>https://euaviationtest.microsoftcrmportals.com</u>	ur licensing authority
li	f the data is incorrect or you need further assistance please contact your licensing aut details below:	thority using the contact
E 1 5 1 E 4	Bulgaria - Civil Aviation Administration 1 Brussels bld Sofia Airport 1540 - Sofia Bulgaria +359 2 948 80 77	
٦	The EAMR Team.	

4.3 Correcting or updating applicant identification documents details

Step 1. Open the relevant applicant record, and press the Add Identification button to add a new ID document

EAMR			My Ope	n Certificates	Mv Processed Cer	tificates	Find Applicant	Jenny Smith
Ad	dd Identificatio	on					×	
itep 2 of	Type *							
	Driving Lice	ence					w	
Applicant D	Number *							
lease complete	ID01231233	3333						
irst Name(s) *	Issued By *							
Martin	Denmark					x (2	
Previous Name(s)	Expiry Date							
	22/2/2024					Ê	1	m
E-mail *	Details *							
martin.jenkins@	Applicants	Danish Drivers License						
	Applicant's N	ationality *				1		
Applicant D Capture up to fou	Denmark					×C	2	provided.
								ld Identification
-	Savo	-						
ID Type	Jave							ity
Passport								٢
Medical Cer								
The applicant's cl								
Certificate Number	Certificate Type	Status	Expiry Date	¥	Limita	tions	Date	lination
PL/CERT/0001	Renewal	Released	24/2/2021	22/2/2020	No		22/2/2020	O

Note: Applicant cancelled action on 22.02.2020 17:54. Reverted the certificate PL/CERT/0001 back to the status of Released.



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Step 2. To remove an identification document that is no longer required, select the Delete option as shown below.

Applicant Documentation

Capture up to four (4) active identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provided.

ID Туре	ID Number 🛧	Expiry Date	ID Country	Applicant's Nationality
Passport	GER001234567890	29/2/2020	Germany	Germany 💽 🗸
Driving Licence	ID01231233333	22/2/2024	Denmark	Denmark 💼 Delete



4.4 Reviewing open certificates

Step 1. Select the "My Open Certificates" menu, review the records listed in the dashboard.

🛞 EAM	R					My C	open Certificate	s My P	rocessed Certificate	s Fina	d Applic	ant Jenny S	Smith
My Open Medical Certificates					I≣ My Refer	ed Applicatio	ons						
EAMR ID (Applicant)	Applicant	Certificate Number ↑	Status	AME / MA	Issue/Decision Date	Expiry Date	EAMR ID (Applicant)	Applicant ↑	Certificate Number	Status	AME / MA	lssue/Decision Date	Expir Date
BG- 00000960	Laura Jensen	DE/CERT/0002	New / In Progress	Jenny Smith			DE- 00000813	Betty Wright	BWT0000081313- changed	Referred to NAA	Jenny Smith	22/2/2020	
× •							4						•

Add Identification

Step 2. Click on a record to open the corresponding applicant details.

# EAMR	My Open Certificates	My Processed Certificates	Find Applicant	Jenny Smith 🗕
Step 2 of 5 - Applicant Details				
Applicant Details Please complete applicant information or ensure appli	icant information is correct	in the case of an existing applic	ant.	
First Name(s) *	Fam	ily Names *		
Laura	Je	nsen		
Previous Name(s)	DOE	} *		
Petersen	22	2/2/1980		m
E-mail *	Asso	ociated NAA *		
laura.jensen@ondynamics.com	Ви	Ilgaria - Civil Aviation Administra	ation	

Applicant Documentation

Capture up to four (4) active identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provided.

				Add Identificatio	on
ID Туре	ID Number 🛧	Expiry Date	ID Country	Applicant's Nationality	
Passport	P0133333123123	22/2/2024	Denmark	Denmark	9

Medical Certificates

The applicant's current medical certificates are shown below.

Certificate Number	Certificate Type	Status	Expiry Date	Issue/Decision Date 🕹	Med. Certification Limitations	Medical Examination Date
DE/CERT/0002		New / In Progress			No	

Previous Save and Continue

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4.5 Reviewing processed certificates

Step 1. Select the "My Processed Certificates" menu, review the records listed in the dashboard.

🛞 EAM	R				Му С	pen Certificates	My Processed Certificates Find Applicant Jenny Smith -
My Processed Medical Certificates							X
EAMR ID (Applicant)	Applicant	Certificate Number 个	Status	AME / MA	Issue/Decision Date	Expiry Date	My Processed Medical Certificates
DE- 00000813	Betty Wright	BWT0000081313- changed	Referred to NAA	Jenny Smith	22/2/2020		 Referred to NAA Released
BG- 00000959	Martin Jenkins	PL/CERT/0001	Released	Jenny Smith	22/2/2020	24/2/2021	



Step 2.Click on a record to open the corresponding applicant details.

		My Open Certificates	My Processe	d Certificates	Find Applicant	Jenny Smit
Step 2 of 5 - A	pplicant Details					
Applicant Detail	c					
Please complete applica	s nt information or ensure applicant inform	ation is correct in the case of an existing a	oplicant.			
First Name(s) *		Family Names *				
Martin		Jenkins				
Previous Name(s)		DOB *				
		28/1/1975				m
E-mail *		Associated NA	*			
martin.jenkins@ondyr	namics.com	Bulgaria - Civ	il Aviation Admin	istration		
						andentineduon
						andentification
ID Type	ID Number 🛧	Expiry Date	ID Country		Applicant's Nationali	ty
ID Type Driving Licence	ID Number 1	Expiry Date 22/2/2024	ID Country Denmark		Applicant's Nationali	ty ©
ID Type Driving Licence	ID Number • ID01231233333	Expiry Date 22/2/2024	ID Country Denmark		Applicant's Nationali Denmark	ty ©
ID Type Driving Licence Medical Certifica The applicant's current n	ID Number ↑ ID01231233333 ates medical certificates are shown below.	Expiry Date 22/2/2024	ID Country Denmark		Applicant's Nationali Denmark	ty ©
ID Type Driving Licence Medical Certifica The applicant's current r Certificate Number	ID Number ♠ ID01231233333 ates medical certificates are shown below. Certificate Type Status	Expiry Date	ID Country Denmark	Med. Certificatio	Applicant's Nationali Denmark	ty ©
ID Type Driving Licence Medical Certifica The applicant's current r Certificate Number	ID Number ♠ ID01231233333 ates medical certificates are shown below. Certificate Type Status	Expiry Date	ID Country Denmark	Med. Certification	Applicant's Nationali Denmark	ty ©
ID Type Driving Licence Medical Certifica The applicant's current r Certificate Number	ID Number ♠ ID01231233333 ates nedical certificates are shown below. Certificate Type Status	Expiry Date	ID Country Denmark	Med. Certificatio Limitations	Applicant's Nationali Denmark	ty © mination
ID Type Driving Licence Medical Certificat Medical Certificat Certificate Number Note: Applicant cancelle	ID Number ♠ ID01231233333 ates medical certificates are shown below. Certificate Type Status d action on 22.02.2020 17:54. Reverted th	Expiry Date	ID Country Denmark	Med. Certification	Applicant's Nationali Denmark	ty 🔊
ID Type Driving Licence Medical Certificat Medical Certificat Certificate Number Note: Applicant cancelle	ID Number ← ID01231233333 ates medical certificates are shown below. Certificate Type Status d action on 22.02.2020 17.54. Reverted th	Expiry Date	ID Country Denmark	Med. Certificati Limitations	Applicant's Nationali Denmark	ty ©
ID Type Driving Licence Medical Certificat Medical Certificat Certificate Number Note: Applicant cancelle	ID Number ← ID01231233333 ates medical certificates are shown below. Certificate Type Status d action on 22.02.2020 17.54. Reverted th	Expiry Date	ID Country Denmark	Med. Certificatic Limitations	Applicant's Nationali Denmark	ty ©
ID Type Driving Licence Medical Certificat Medical Certificat Certificate Number Note: Applicant cancelle	ID Number ♠ ID01231233333 ates medical certificates are shown below. Certificate Type Status d action on 22.02.2020 17.54. Reverted th	Expiry Date	ID Country Denmark	Med. Certificatio	Applicant's Nationali Denmark	ny o
ID Type Driving Licence Medical Certificat Medical Certificat Resplicant's current r Certificate Number Note: Applicant cancelle Previous Save and	ID Number ID01231233333 Ates Ates Action on 22.02.2020 17:54. Reverted th Continue	Expiry Date 22/2/2024	ID Country Denmark	Med. Certificatis	Applicant's Nationali Denmark	ny o