



Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Attaching Documents

**You are required to have a registered e-filing account*

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.



Attach Documents to Cases

You can upload documents to drafts and submitted cases as required.

Constraints

1. Only PDF files may be uploaded to the system
2. There is a 25MB limit per document
3. For On Airport cases, an uploaded document is required prior to sending case submissions to the FAA

Uploading a PDF Document

To upload a PDF document from your computer, go to the applicable “My Cases in (XXX) Status” screen and select the desired Project Name Link.

Example: My Cases in (XXX) Status Screen – Project Name Link

My Cases in Draft Status [Tools] [Print]

Please refer to the assigned ASN on all inquiries to the FAA

All Cases Show All Cases (4) Filter by Case Status: Draft (4) | Accepted (0) | Work in Progress (0) | Determined (0) | Terminated (0) Cases Requiring Action: Waiting (0) | Add Letter (0)

Records 1 to 4 of 4

View Folder | Create Folder | Manage Folders

ASN	Folder Name	Project Name	Airport	Status	Date Accepted	Date Determined	City
		Bric-144493208-11	WALLACE STATE COLLEGE	Draft			HANCEVILLE
		Bric-176923793-12	GRISSOM AFB	Draft			PERU



To upload a PDF document, select the **Upload a PDF** link

Example: Project Summary Screen – Upload a PDF Link

Off Airport

Project Summary :

[Another Case to this Project](#) [Change the sponsor for this Project](#)

Lat/Long	Map	Actions
30° 30' 30.00" N 115° 30' 30.00" W	Verify Map	Clone Delete Upload a PDF

On Airport

Project Summary:

Lat/Long	Map	Document	Actions
20°46'40.72"N 156°57'29.10"W	Show Map		Upload a PDF

[Upload a PDF to the](#) [Project](#)

Select the type of document from the Choose Type of Document dropdown and then **[Browse]** your computer to find the file.

Example: Upload a PDF File – Case Document Upload

Choose Type of Document:

File to upload:

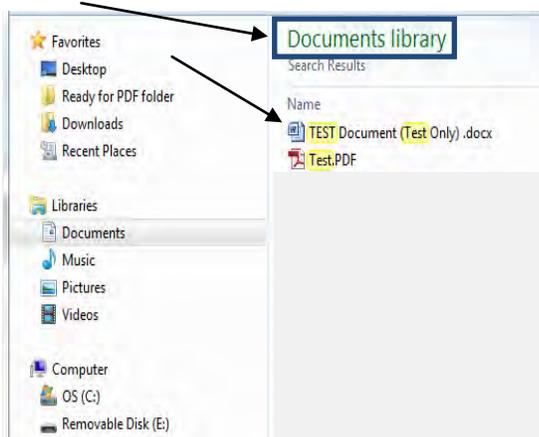
Only PDF files may be uploaded to the system



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Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

Example: Choose a File to Upload – Case Document

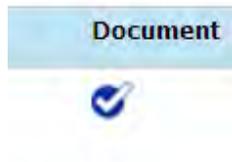


You will receive confirmation when the document is successfully uploaded.

The following message will display:

"Your file has been uploaded successfully to ASN: 2025-AXX-####-OE."

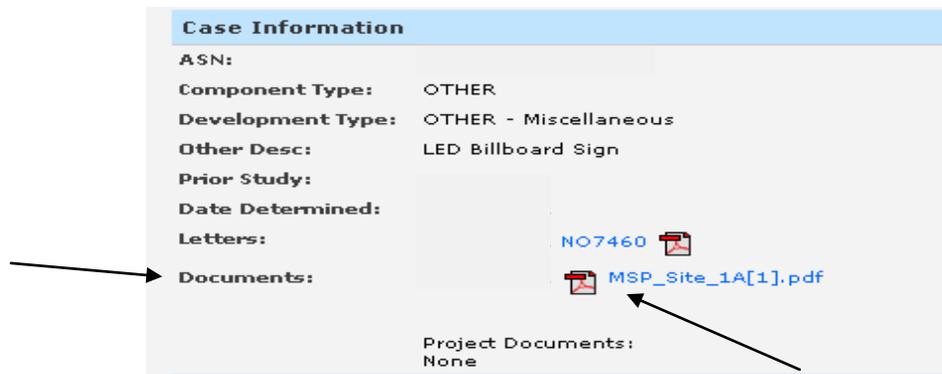
Example: Project Summary Screen – Successfully Uploaded to On Airport Case





A document uploaded within your registered e-file account is visible in your account on the Details for Cases screen.

Example: Details for Cases screen – Case Document (On Airport)



You may upload as many PDF documents as required, but there is a 25MB limit per document.

Uploading a Single PDF Document to Multiple Cases

You can **batch upload a single document** into all cases within a selected project. This is convenient when a document is common to all cases in the project.

To upload a PDF document to all cases within a specific project, select the **Upload a PDF to the Project** link. The link is located on the Project Summary screen.



Example: Off Airport Project Summary Screen – Upload a PDF to the Project Link

Structure	City, State	Lat/Long	Map	Actions
test009 Draft	treee, AZ	30° 30' 30.00" N 115° 30' 30.00" W	✗ Verify Map	Clone Delete Upload a PDF
test0010 Draft	treee, AZ	30° 30' 30.00" N 115° 30' 29.00" W	✗ Verify Map	Clone Delete Upload a PDF
test0011 Draft	treee, AZ	30° 30' 28.00" N 115° 30' 27.22" W	✗ Verify Map	Clone Delete Upload a PDF
test0012 Draft	treee, AZ	30° 30' 11.33" N 115° 30' 30.00" W	✗ Verify Map	Clone Delete Upload a PDF

Upload a PDF to the Project
Please upload all supporting case documentation including the latest certified survey, if available.

Example: On Airport Project Summary Screen – Upload a PDF to the Project Link

Lat/Long	Map	Document	Actions	Latest Letter
34°04'25.00"N 86°56'44.00"W	✗ Verify Map	✓	Upload a PDF Clone Delete	None

Upload a PDF to the Project project, you must verify the coordinates of each case listed above.

Upload a PDF to this Project

Select the type of document from the Choose Type of Document dropdown and then **[Browse]** your computer to find the file.

Example: Upload a PDF File – Project Document Upload

Choose Type of Document:

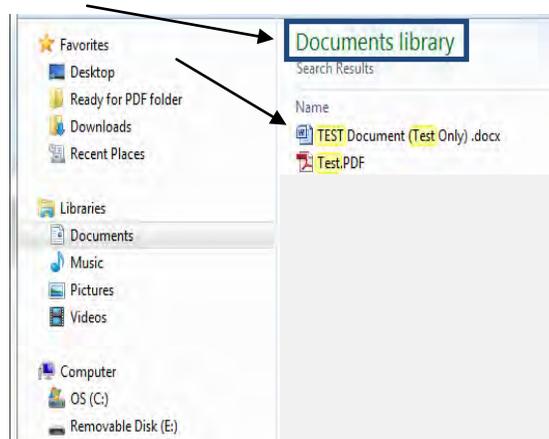
File to upload:

Only PDF files may be uploaded to the system



Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

Example: Choose a File to Upload – Case Document



You will receive confirmation when the document is successfully uploaded to the project cases.

The following message will display:

“Your file has been uploaded successfully to ASN: 2025-AXX-####-NRA.”

Example: Project Summary Screen – Successfully Uploaded to On Airport Project Cases



Documents uploaded within your registered e-file account are visible in your account on the Details for Cases screen.



Example: Details for Cases screen – Project Document(s) (On Airport)

Details for Case

[Show Project Summary](#)

Sponsor: Jeff Russell

Case Information

ASN:

Component Type: PART 77

Development Type: PART 77 - Other w/o Antenna

Other Desc:

Prior Study:

Date Determined:

Letters: [OBJ746](#) 
[OBJ746](#) 

Documents: None

Project Documents: [FAA-2C-SURVEY \(Ex...](#) 

Common Frequency Bands