FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Sponsor

*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.
Sponsor
The sponsor is the owner/operator of the structure you are requesting the FAA to study. This is the name and address that will be reflected on all FAA correspondence generated regarding this site. If you are the owner/operator, please enter your own information to proceed.

Add New Sponsor
Before filing a case, you must have a minimum of one sponsor. As a first time user, you’re required to enter a sponsor before you can submit a new case (7460-1 or 7480-1). This is only required for your first account filing, and is optional thereafter. Example: In case other filings have different sponsors.

Instructions:

1. Select the "Add New Sponsor" link on your portal screen to add a sponsor.

The Add A New Sponsor link is used to open the My Sponsors Page to add a new sponsor.
Example: Add New Sponsor Screen

Instructions:
1. Enter your name in the "attention of" field
2. Enter the sponsors address information
3. Then, select the [Submit] button
4. Return to your portal screen and select the "Add New Case" link to see the 7460-1 form for completion.
**View My Sponsors**

- Click the **My Sponsors** link on your Portal Page to move to the **My Sponsors** screen that lists your sponsors.
- Sort the list: sponsor name, attention of, phone, email, city, state, View Off Airport Cases or View On Airport Cases.

**My Sponsors Screen**

From the My Sponsors screen, additional sponsors can be added, and existing sponsor profiles can be updated or deleted.

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**Example: My Sponsors Screen**

* The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Attention Of</th>
<th>Phone</th>
<th>Email</th>
<th>City</th>
<th>State</th>
<th>Off Airport Cases</th>
<th>On Airport Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2 Eipson</td>
<td>Kate</td>
<td>123-567-8943</td>
<td><a href="mailto:jilikato@gmail.com">jilikato@gmail.com</a></td>
<td>Alpharetta</td>
<td>NC</td>
<td>View Off Airport Cases</td>
<td>View On Airport Cases</td>
</tr>
<tr>
<td>ABC Corp</td>
<td>Goldie</td>
<td>321-556-9800</td>
<td>asd.com</td>
<td>Charlotte</td>
<td>NC</td>
<td>View Off Airport Cases</td>
<td>View On Airport Cases</td>
</tr>
<tr>
<td>Advanced</td>
<td>Fredie</td>
<td>987-456-0033</td>
<td><a href="mailto:mail@advanced.com">mail@advanced.com</a></td>
<td>Brighton</td>
<td>VT</td>
<td>View Off Airport Cases</td>
<td>View On Airport Cases</td>
</tr>
<tr>
<td>AI Design</td>
<td>Brad</td>
<td>704-731-8075</td>
<td><a href="mailto:kritz@airpnc.com">kritz@airpnc.com</a></td>
<td>Charlotte</td>
<td>NC</td>
<td>View Off Airport Cases</td>
<td>View On Airport Cases</td>
</tr>
</tbody>
</table>
Update Sponsor

Change and update information in your existing sponsor profile(s):

**Instructions:**
5. Selecting the applicable sponsor from the Sponsor name list
6. Change the sponsor data as needed on the update Sponsor screen
7. Then, select the [Submit] button

**Example:** My Sponsors - Update Sponsor Screen – *Update Sponsor*
Delete a Sponsor Profile

Instructions:

1. Select the sponsor name from the list on the My Sponsors screen
2. Select the **Delete this Sponsor** link on the Update Sponsor screen
3. Select the [Submit] button on the Confirm sponsor Deletion screen

**Example:** My Sponsors - Update Sponsor Screen – **Delete this Sponsor**
**Example:** My Sponsors - Update Sponsor Screen – **Confirm Sponsor Deletion**

Change Sponsors

Links on the **My Sponsors** screen (“View Off Airport Cases” and “View On Airport Cases”) places you on the **My Sponsors Active Cases** screen.

From the **My Sponsors Active Cases** screen, sponsors can be changed.

**Example:** My Sponsors - **My Sponsors Active Cases Screen** - **Change Sponsor**

Off Airport
**Example:** My Sponsors - *My Sponsors Active Cases Screen - Change Sponsor*

*(On Airport)*

My Sponsors Active Cases

Use the current sponsor to create a new sponsor or choose an existing sponsor from the “change sponsor to” dropdown.

**Example:** My Sponsors - *Cases For Sponsor Screen - Change Sponsor*

*(Off Airport)*

You are currently editing the sponsor information for 2025 -ANE-1111-OE (Cooper Rd)
**Example:** My Sponsors - *Cases For Sponsor Screen* - Change Sponsor (On Airport)

Cases For Sponsor

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please populate the following form to add or update a Sponsor.
- Required fields indicated with (*)

You are currently editing the sponsor information for 2025-JO-1097-AIR MINNEAPOLIS ST PAUL INTL/WOLD-CHAMBERLIN

**Example:** My Sponsors - *My Sponsors Active Cases Screen* – Change Sponsor (Off Airport)

**Confirm Sponsor Update**

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please confirm you would like to Change this sponsor.

You are currently editing the sponsor information for 2025 -ANE-1111-OE (Cooper Rd)
Example: My Sponsors - Sponsor Change Success Screen - Off Airport

My Sponsors Active Cases screen features are available for currently assigned sponsors.

The following case features are available via the Project Name link on the My Sponsors Active Cases screen:

- Project Summary screen
- Link to Details for Case screen
- Show saved map
- Clone the case
- Upload a PDF / Upload a PDF to the Project
- View the (most recent) Latest letter

From the My Sponsors Active Cases screen, the following case features are available via the Structure Name (Off Airport) or Airport (On Airport) link. Details for case:

- View 7460-1 information
- View all letters issued for a case
- View all documents uploaded to a case (e-filed)
Example: My Sponsors - My Sponsors Active Cases Screen - Structure Name
Off Airport

<table>
<thead>
<tr>
<th>Update Sponsor</th>
<th>Project Name</th>
<th>Structure Name</th>
<th>ASN</th>
<th>Status</th>
<th>Date Accepted</th>
<th>Date Determined</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ABCHM-00016133-10</td>
<td>(Cooper Rd)</td>
<td>2825 -ANE-1111-DE</td>
<td>Terminated</td>
<td>06/17/2025</td>
<td>06/17/2025</td>
<td>Chappaqua</td>
<td>RI</td>
</tr>
<tr>
<td></td>
<td>ABCHM-00016144-10</td>
<td>(Cooper Rd)</td>
<td>2825 -ANE-1119-DE</td>
<td>Terminated</td>
<td>06/17/2025</td>
<td>06/17/2025</td>
<td>Chappaqua</td>
<td>RI</td>
</tr>
</tbody>
</table>

Example: My Sponsors - My Sponsors Active Cases Screen - Airport
On Airport

<table>
<thead>
<tr>
<th>Update Sponsor</th>
<th>Project Name</th>
<th>Airport</th>
<th>ASN</th>
<th>Status</th>
<th>Date Accepted</th>
<th>Date Determined</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Van-147091500-11</td>
<td>MINNEAPOLIS-ST PAUL</td>
<td>2025 -ASLI-3554-4RA</td>
<td>Determined</td>
<td>06/10/2025</td>
<td>06/27/2025</td>
<td>MINNEAPOLIS</td>
<td>MN</td>
</tr>
<tr>
<td></td>
<td>Van-147091500-11</td>
<td>MINNEAPOLIS-ST PAUL</td>
<td>2025 -ASLI-3554-4RA</td>
<td>Determined</td>
<td>06/10/2025</td>
<td>06/27/2025</td>
<td>MINNEAPOLIS</td>
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