



Federal Aviation  
Administration

# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: Subscriptions

*\*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.



## Subscription Preferences

Registered OE/AAA users can set up subscription(s) for the FAA to provide **e-mail notification of Off Airport aeronautical studies** conducted for obstacles in locations and/or statuses that are of interest to you.

Subscriptions are only available to registered users through the public OE/AAA website. Cases sent to you that fall within your preferences are those in a valid public status i.e. Proposed (WRK, EVL), CIR, Interim (NPH), or Determined.

\*Cases in NEW, ADD and TER status are not returned in the subscription distribution. On Airport cases are not included in the subscription functionality.

To setup Subscription Preferences to receive e-mail notification of cases you've asked the FAA to inform you of (Subscription Preferences), follow these steps:

Login to your account; on your Portal Page, in the My Account column, under the Email Notifications header, select the blue "**Subscription Preferences**" link to begin setup.

### OE/AAA Portal Page

**My Account**

**Name:**  
User Name:  
Login Time:  
IP Address:

**Actions:**  
[What's New](#)  
[OE/AAA System User Guide](#)  
[OE/AAA LAP Efiler User Guide](#)  
[Update Account Information](#)  
[Change Password](#)  
[Logout](#)

**Email Notifications:**  
[Circularized Case Notification](#)  
[Subscription Preferences](#)

**Documents:**  
[FAA Acronyms](#)



**Federal Aviation  
Administration**

## **My Subscriptions screen**

The OE/AAA system will automatically notify you via email based on the subscription(s) created.

1. To add a new subscription, select on the link "Add a new subscription"
2. To modify a current subscription, select on the subscription name
3. To activate/deactivate a subscription, select the link in the "Current Status" column
4. Allow up to 24 hours for notification to begin



**My Subscriptions**

**Subscription Information**

The OE/AAA system will automatically notify you via email based on the subscription(s) created

- To add a new subscription, select on the link "Add a new subscription"
- To modify a current subscription, select on the subscription name
- To activate/deactivate a subscription, select on the link in the "Current Status" column
- Allow up to 24 hours for notification to begin

[Add a new subscription](#)

No Subscriptions Found

- **Enter a name for your subscription**

[Add a new subscription](#)

The screenshot shows a dialog box titled "Add Subscription" with a close button (X) in the top right corner. Below the title bar is a text input field labeled "Name:" which is currently empty. At the bottom right of the dialog box, there are two buttons: "Cancel" and "Add". An arrow points from the "Add a new subscription" link in the previous step to the "Name:" input field.

- **Select the 'Add' button (after entering a subscription name)**

The screenshot shows the same "Add Subscription" dialog box. The "Name:" input field now contains the text "Pending Studies subscription (EXAMPLE)". The "Add" button at the bottom right is highlighted with a black arrow, indicating it should be selected.



Federal Aviation  
Administration

**Your subscription is now created (but deactivated); it's ready for you to add Subscription Filters.**

### Subscription

[Subscriptions - Desk Reference Guide](#)

Pending Studies : created on 08/02/2025

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type:   
[Subscription List](#)

- **Add Subscription Filters based on the following criteria:**

#### Subscription Information

#### Airport(s)

1. Duration Type
2. Latitude/Longitude Coordinates (for a point and a straight line)
3. OE Case(s)
4. Polygon
5. State(s)
6. Status
7. Structure Heights (AGL)
8. Structure Heights (AMSL)
9. Structure Types

### Subscription

[Subscriptions - Desk Reference Guide](#)

Pending Studies : created on 08/02/2025

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type:   
[Subscription List](#)



- The subscription List link displays your “My Subscriptions” screen. This is where you can view the created subscriptions in your account; by Name, Creation date and Current Status.
- The ability to delete individual subscriptions is also available.

### My Subscriptions

Subscriptions - Desk Reference Guide

**Subscription Information**

The OE/AAA system will automatically notify you via email based on the subscription(s) created.

- To add a new subscription, select on the link "Add a new subscription"
- To modify a current subscription, select on the subscription name
- To activate/deactivate a subscription, select on the link in the "Current Status" column
- Allow up to 24 hours for notification to begin

[Add a new subscription](#)

Records 1 to 3 of 3 Page 1 of 1

Subscription Name	Created Date	Current Status	Delete Subscription
New Structures	07/31/2025	Deactivated	Delete

- As desired, use the Subscription Name, Filter Type and Subscription List link to continue adding other Subscription Filters to meet your criteria.

Records 1 to 3 of 3 Page 1 of 1

Subscription Name	Created Date	Current Status	Delete Subscription
New Structures	07/31/2025	Deactivated	Delete
Pending Studies	08/02/2025	Add filter before activating	Delete
test	03/25/2025	Activated	Delete

Records 1 to 3 of 3 Page 1 of 1

Rows per Page: [20 ▼]  
Page: 1



### Filter Type example #1:

#### Subscription

**Pending Studies : created on 08/02/2025**

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type:  [Subscription List](#)

**Update Status Filters**

Circularization     Determined     Interim

Work In Progress

### Filter Type example #2:

**New Structures: created on 07/31/2025**

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type:  [Subscription List](#)

**Update Structure Filters**

<input type="checkbox"/> Antenna - Side Mount	<input type="checkbox"/> Antenna - Top Mount	<input type="checkbox"/> Antenna Tower
<input type="checkbox"/> Barge Crane	<input type="checkbox"/> Billboard	<input type="checkbox"/> Bridge
<input type="checkbox"/> Building	<input type="checkbox"/> Building w/Wind Turbine	<input type="checkbox"/> Catenary Wire
<input type="checkbox"/> Cell-On-Wheels	<input type="checkbox"/> Chimney	<input type="checkbox"/> Construction Equipment
<input type="checkbox"/> Crane	<input type="checkbox"/> Deviation from Red Obstruction Light Standards	<input type="checkbox"/> Drilling Rig
<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Flagpole	<input type="checkbox"/> High Mast Illumination
<input type="checkbox"/> Interstate Highway	<input type="checkbox"/> Landfill	<input type="checkbox"/> Light Pole
<input type="checkbox"/> Lighting Study	<input type="checkbox"/> Lighting Study for Met Tower	<input type="checkbox"/> Lighting Study for Wind Turbine
<input type="checkbox"/> Met Tower (non-WT Farm)	<input type="checkbox"/> Met Tower (w/WT Farm)	<input type="checkbox"/> Monopole
<input type="checkbox"/> Other Traverseway	<input type="checkbox"/> Other With Antenna	<input type="checkbox"/> Other Without Antenna
<input type="checkbox"/> Power Line	<input type="checkbox"/> Private Road	<input type="checkbox"/> Public Roadway
<input type="checkbox"/> Railroad	<input type="checkbox"/> Sign	<input type="checkbox"/> Solar Panel
<input type="checkbox"/> Solar Tower	<input type="checkbox"/> Stack	<input type="checkbox"/> Tower
<input type="checkbox"/> Transmission Line	<input type="checkbox"/> Utility Pole	<input type="checkbox"/> WT-Barge Crane
<input type="checkbox"/> Waste Management Facility	<input type="checkbox"/> Water Tank	<input type="checkbox"/> Waterway
<input type="checkbox"/> Wind Turbine	<input type="checkbox"/> Workover Rig	



To “Delete” a subscription, select the “Delete” link next to the applicable Structure Type Filter.

### Subscription

New Structures: created on 07/31/2025

Subscription is currently Deactivated (click to Activate)

Structure Type Filter:

- Building w/Wind Turbine [Delete](#)
- Flagpole [Delete](#)
- Barge Crane [Delete](#)
- Met Tower (non-WT Farm) [Delete](#)
- Met Tower (w/WT Farm) [Delete](#)
- Tower [Delete](#)
- Water Tank [Delete](#)

- Select the “Delete” button to delete the selected subscription.





Federal Aviation  
Administration

## Activate Subscription

Subscription is currently Deactivated (click to Activate)

**Structure Type Filter:**

Building w/Wind Turbine [Delete](#)

**Activate Subscription** [Close]

I agree to provide the FAA with a valid email address so I may receive electronic notification of aeronautical studies based on my preferences. I agree to establish and maintain my preferences. I agree that if I change my e-mail address, it is my responsibility to update my user profile. I understand that the FAA only solicits input from the public on cases that are issued a Public Notice and Circularized.

By entering the Activation Date and clicking "Activate" you are agreeing to the above terms.

\* Activation Date:  (MM/DD/YYYY and must be greater then last Saturday)

[Cancel](#) [Activate](#)

By entering the **Activation Date** and clicking "**Activate**" you are agreeing to the following terms.

1. I agree to provide the FAA with a valid email address so I may receive electronic notification of aeronautical studies based on my preferences.
2. I agree to establish and maintain my preferences.
3. I agree that if I change my e-mail address, it is my responsibility to update my user profile.
4. I understand that the FAA only solicits input from the public on cases that are issued a Public Notice and Circularized.



# Federal Aviation Administration

\* The Activation Date: (MM/DD/YYYY must be greater than last Saturday)

Activate Subscription
✕

I agree to provide the FAA with a valid email address so I may receive electronic notification of aeronautical studies based on my preferences. I agree to establish and maintain my preferences. I agree that if I change my e-mail address, it is my responsibility to update my user profile. I understand that the FAA only solicits input from the public on cases that are issued a Public Notice and Circularized.

By entering the Activation Date and clicking "Activate" you are agreeing to the above terms.

\* Activation Date:  (MM/DD/YYYY and must be greater than last Saturday)

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Cancel

Activate

## Subscription

[Subscriptions - Desk Reference](#)

New Structures: created on 07/31/2025

[Subscription is Active \(click to Deactivate\)](#)

**Structure Type Filter:**

Building w/Wind Turbine [Delete](#)

Flagpole [Delete](#)

Barge Crane [Delete](#)

Met Tower (non-WT Farm) [Delete](#)

Met Tower (w/WT Farm) [Delete](#)

Tower [Delete](#)

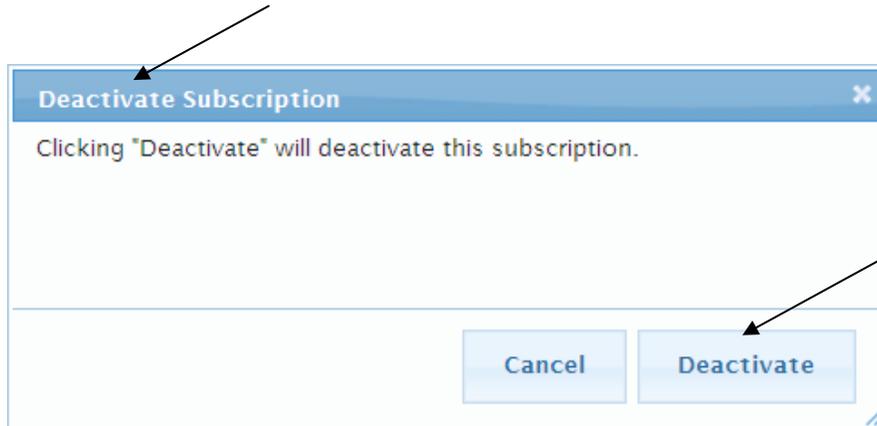
Water Tank [Delete](#)

Filter Type:

[Subscription List](#)



- Select the "Deactivate" button to deactivate the selected subscription.



The OE/AAA System will automatically notify you via email based on your Subscription Preferences when an Off Airport case is updated by the FAA and falls within your selected filters.

You will only receive updates when a subscription is activated and the FAA updates cases that fall within your preferred Subscription Filters.

Listed below are OE/AAA cases that are recently changed and belong to your "SFO" Subscription:

ASN	Status	Structure	Duration	City	State	Latitude	Longitude	Elevation	AGL
<a href="#">2025-AWP-9322-OE</a>	Determined	Transmission Line	Permanent	San Bruno	CA	37° 38' 47.33" N	122° 24' 15.63" W	9	70
<a href="#">2025-AWP-12426-OE</a>	Work In Progress	Crane	Temporary	Half Moon Bay	CA	37° 30' 14.53" N	122° 29' 24.37" W	7	75
<a href="#">2025-AWP-12461-OE</a>	Work In Progress	Crane	Temporary	San Bruno	CA	37° 38' 47.33" N	122° 24' 15.63" W	9	105
<a href="#">2025-AWP-12473-OE</a>	Work In Progress	Crane	Temporary	Redwood City	CA	37° 31' 19.59" N	122° 15' 27.46" W	8	220

4 total case(s)