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 (NPF), 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.
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
• **Enter a name for your subscription**

  ![Add Subscription](image)

  **Name:** [Input field]

  - [Cancel]
  - [Add]

• **Select the ‘Add’ button (after entering a subscription name)**

  ![Add Subscription](image)

  **Name:** [Input field] - Pending Studies subscription (EXAMPLE)

  - [Cancel]
  - [Add]
Your subscription is now created (but deactivated); it’s ready for you to add Subscription Filters.

- **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
• 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.

• As desired, use the Subscription Name, Filter Type and Subscription List link to continue adding other Subscription Filters to meet your criteria.
Filter Type example #1:

Subscription

Filter Type example #2:
To “Delete” a subscription, select the “Delete” link next to the applicable Structure Type Filter.

Subscription

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

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

![Activation Date Calendar]

**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.