

E-FILING is the quickest method for submitting your 7460-1, Request for Construction or Alteration, for structures located OFF airport property. Please follow these simple steps:

1. Click '**New User Registration**' on left side of this screen and complete. Make note of your user id and password.
2. Click '**Add a New Case**'.
3. Add **Sponsor**. This is the party ultimately responsible for the permanent or temporary structure.
4. Proceed with adding your new case. All areas with asterisks must be completed. Click on '**Save**'.
5. Click on '**Verify Map**'. Verify that the location AND site elevation are correct for your structure and click on the verification statement.
6. Click on '**Submit to FAA**'.
7. Remember to check the website at least weekly to monitor the status of '**My Cases**'.
8. For further assistance, refer to the '**User Guide**' or call the helpdesk at 202-580-7500.

-OR-

Quick Guide to E-FILING:

1. Register as a new user or log-in if already registered.
2. Click on 'Add a New Case'.
3. Add new sponsor or select from your previous entries.
4. Complete all areas with asterisks.
5. Verify the system-generated map – location AND site elevation.
6. Submit to FAA. Retain study number for reference.
7. For further assistance, refer to 'User Guide' or call the helpdesk at 202-580-7500.