



Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Getting Started

**You are not 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.



Getting Started

Computer

To use the *OE/AAA* System, you just need a properly configured computer with necessary software installed.

Some smart phones can run the *OE/AAA* System but may not be able to access all the functions.

Software

- Adobe Acrobat Reader is required to view letters issued by the FAA on the *OE/AAA* website.

Browser

Internet Explorer, Mozilla Firefox, or other popular browsers are suitable with the *OE/AAA* Web site.

Clearing Browser Cache

Please clear your computer cache.

In order to speed up web browsing, web browsers are designed to download web pages and store them locally on your computer's hard drive in an area called "cache". The cache contains a kind of travel record of the items you have seen, heard, or downloaded from the Web, including images, sounds, Web pages, even cookies. Typically these items are stored in the Temporary Internet Files folder of your computer.

When you visit the same page for a second time, the browser speeds up display time by loading the page locally from cache instead of downloading everything again. This sometimes results in less than current versions of web pages being displayed.

If you're experiencing problems like long waits while your computer boots up, or long waits in calling up web pages, it may be because you need to clear your Temporary Internet Files.



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Pop-up Windows

The *OE/AAA* System uses pop-up windows for some functionality. Please make sure that your browser allows popup windows from the following website:

- <https://oeaaa.faa.gov>

Using the *OE/AAA* System

Registering a First Time User

You must register to create an account in the *OE/AAA* System.

- When registered, you'll be able to file the following online to the FAA:
 - 7460-1: Notice of Proposed Construction or Alteration
 - 7460-2: Notice of Actual Construction or Alteration
 - 7480-1: Notice of Landing Area Proposal (LAP)

Follow the instructions below to register as a new user and create an online e-File account:

- Go to <https://oeaaa.faa.gov>.
- Click the link "**New User Registration**" located on the left side menu under *OE/AAA* Account or in the Construction/Alteration section of the page.



- Follow the instructions to fill in all required information to create an OE/AAA e-File account, “New user Registration.”

New User Registration

• Please populate the form below and accept the Restriction of Liability Statement in order to register.
 • A valid **Username** is at least 4 characters long and may contain letters, numbers, or the following special characters (- _ @ .). No spaces are allowed in a Username.
 • A valid **Password** is at least 8 characters long and contains one letter, one number, and one special character (e.g., Fly2*High, gliDer\$77, @ntenna#5).
 • Required fields indicated with an asterisk*

* First Name:
 * Last Name:
 * Email Address:
 * Username:
 * Password:
 * Retype Password:
 * Phone Number: () - - ext
 Fax Number: () - -
 Organization/Company:
 * Address 1:
 Address 2:
 * City:
 * State:
 -OR-
 * Non-US State:
 * Country:
 * Zip / Post Code:

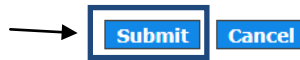


- When registering or creating a new account you must:
 - Create a Valid User Name: A *valid* username is at least 4 characters long and may contain letters, numbers, or the following special characters (- _ @ .) and “spaces” are allowed in a username.
 - Create a Valid Password: A *valid* password is at least 8 characters long and contains one letter, one number, and one special character (e.g., bu1ld!t, con\$truct1on, @ntenna5).
- After completion of the Registration:
 - At the bottom of the page, read and accept the Restriction of Liability Statement.

Restriction of Liability Statement

The FAA makes no claims, promises, or guarantees about the accuracy, verification of the set-up of user accounts, completeness, or adequacy of the contents of this website and expressly disclaims liability for errors and omissions in the contents of this website. No warranty of any kind, implied, expressed or statutory, including but not limited to warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to the contents of this website or its hyperlinks to other Internet resources. Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by FAA.

→ I accept the above statement.



- Follow these steps:
 - Click Submit to accept the Statement. The *Successful Registration Confirmation* page opens to confirm the registration.
 - After registration, you can begin using the OE/AAA site, click Submit to go to the OE/AAA Portal.



Existing Users

Instructions to manage your accounts are provided below:

- Click Login on the left menu bar to enter the OE/AAA system.
- Enter your *OE/AAA* system Username and Password.
- Click Submit to go to the *OE/AAA Portal* page.

[New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)

→ Username:

→ Password:

→

Forgot Your Username

If you forget your username, select the Forgot My Username link.

[New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)

→ [Forgot my Username](#)

Username:

Password:

Enter your email address and last name and then select the Submit button. The system will send you an email with your username so you can regain access to the system.

Forgot Your Password

If you forget your password, select the Forgot My Password link.

[New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)

→ [Forgot my Password](#)

Username:

Password:

Enter your username and last name and then select the Submit button. The system will send you an email with password reset instructions so you can create a new password and regain access to the system.



Help

If you need assistance using the system, please contact the Support Desk at (202) 580-7500, or via email: oeaaa_helpdesk@cghtech.com.

OE/AAA Support Desk
Phone: 202-580-7500
Email: oeaaa_helpdesk@cghtech.com

The **External User Guide** is designed to facilitate the use of the online OE/AAA web site. The **Desk Reference Guides (DRGs)** are a compilation of instructions for specific activities that may be completed by users of the OE/AAA website.

If not Logged into an account

An “Instructions page” link is provided in the **OE/AAA Account** section labeled '**Instructions**'. The link is displayed after “New User Registration”.

Obstruction Evaluation

- Home
- FAA OE/AAA Offices
- View Determined Cases
- View Interim Cases
- View Proposed Cases
- View Supplemental Notices (Form 7460-2)
- View Circularized Cases
- Search Archives
- Download Archives
- Download Correspondence
- Circle Search for Cases
- Circle Search for Airports
- General FAQs
- Marking/Lighting FAQs
- Wind Turbine FAQs
- Discretionary Review FAQs
- Notice Criteria Tool
- DoD Preliminary Screening Tool
- Wind Turbine Build Out
- Distance Calculation Tool

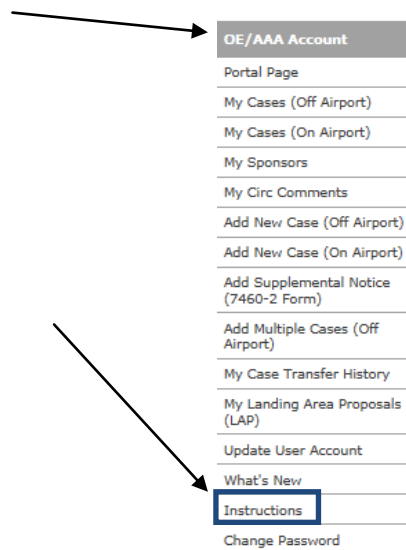
OE/AAA Account

- Login
- New User Registration
- Instructions**



If Logged into your account

An "Instructions page" link is provided in the OE/AAA Account section labeled '**Instructions**'. The link is displayed between "What's New" and "Change Password".



Sample of Available Instructions:

[OE/AAA System User Guide](#)

- [Add a New Case Off Airport - Desk Reference Guide](#)
- [Add New Case Off Airport for Wind Turbines and MET Towers - Desk Reference Guide](#)
- [Add New Multiple Cases Off Airport - Desk Reference Guide](#)
- [Add New Multiple Cases Off Airport for Wind Turbines and MET Towers - Desk Reference Guide](#)
- [Add New Case On Airport - Desk Reference Guide](#)
- [Attaching Documents - Desk Reference Guide](#)
- [DoD Preliminary Screening Tool - Desk Reference Guide](#)