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FEDERAL AVIATION ADMINISTRATION

UNMANNED AERIAL SYSTEMS CERTIFICATE OF WAIVER OR AUTHORIZATION (COA)

UAS CIVIL COA

DESK REFERENCE GUIDE

SUBJECT: Getting Started

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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



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Computer

To use the UAS civil COA System, you need to have a suitable computer with necessary software installed and properly configured.

- Hardware processing speed no less than 1GB of RAM.
- Internet connection (dial-up is not recommended).

Some smart phones can run the UAS civil COA Site, but may not be able to access all the functions.

Software

- Adobe Acrobat Reader is required to view documents on the website.

Browser

Internet Explorer, Mozilla Firefox, or other popular browsers are suitable with the UAS civil COA Web site. Some browser/computer combinations, however, might require special configurations.

Pop-up Windows

The OE/AAA System uses pop-up windows for some feature functionality. The site uses pop-ups to provide more details and to allow users to take full advantage of the additional feature data available. We do not recommend permanently turning off your pop-up blocker. We recommend you add the UAS civil COA site (<https://oeaaa.faa.gov/oeaaa/external/uas>) to the "white list" of sites for which your browser will always allow pop-ups.



Accessing the UAS Civil COA System

UAS eFiling
Version 2015.2.0.499

UAS Civil COA

Home [Getting Started -UAS Civil COA Desk Reference Guide](#)

Login [Petitioning for Exemption under Section 333 and UAS COA](#)

New User Registration **After receiving an exemption under Section 333 , petitioners should apply for a civil Certificate of Waiver or Authorization (COA). The COA process makes applicable FAA Air Traffic Control facilities aware of proposed UAS operations, and provides the FAA the ability to consider airspace issues unique to UAS operations.**

UAS Section 333 FAQs

UAS Civil COA FAQs

faa.gov Tools: [Print this page](#)

NOTES:

- The FAA requires a reasonable amount of time to process a COA. Whenever possible, all efforts are made to handle COA requests expeditiously. The FAA will endeavor to process civil COA applications within fifteen (15) business days (excludes federal holidays and weekends). Please note that the timeframe for processing a civil COA application can be impacted by the type of operation that is requested.
- The COA application process is separate from the petition for exemption process
- The Federal Registry Docket number is not an exemption number granted to a petitioner
- Both the COA application and the petition for exemption should be submitted under the same name/company name.
- Questions about the Section 333 process should be directed to rob.pappas@faa.gov

User Registration

- You must register to have an account created in the UAS civil COA System.
- When registered, you'll be able to file a UAS civil COA application request online to the FAA.

Below, step-by-step instructions are given to register as a new UAS civil COA user and create an online e-File account:

- Go to <https://oeaaa.faa.gov/oeaaa/external/uas> .
- Click the link "New User Registration" on the left side of the page under UAS eFiling.
- Follow the instructions to fill in all required information to create a UAS civil COA e-File account, **"UAS civil COA Login."**



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NOTE: 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., bu1d!t, con\$truct1on, @ntenna5).

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 ***

* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Email Address:	<input type="text"/>
* Username:	<input type="text"/>
* Password:	<input type="password"/>
* Retype Password:	<input type="password"/>
* Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext <input type="text"/>
Fax Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Organization/Company:	<input type="text"/>
* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/> ▼
-OR-	
* Non-US State:	<input type="text"/>
* Country:	United States ▼
* Zip / Post Code:	<input type="text"/>



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Understand and Accept the Restriction of Liability Statement:

At the bottom of the screen, read and accept the mandatory Restriction of Liability Statement. Follow these steps:

- Click **Submit** to accept the 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.

—————→ Submit Cancel

- The Successful Registration Confirmation page opens to confirm the registration.

The screenshot shows the top navigation bar with the FAA logo and 'UAS DEMO Site' link. Below the header, a message reads 'User Registration was Successful!' with a 'Continue' button. A sidebar on the left contains links for Home, Login, New User Registration, UAS Section 333 FAQs, and UAS Civil COA FAQs. A footer area includes 'UAS eFiling Version 2015.1.0.426' and 'Print this page'.

- After registration, you can begin using the UAS civil COA site, click Submit to go to the UAS civil COA Portal.

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

—————→ Username:

—————→ Password:

—————→ Submit

OE/AAA Support Desk

Phone: 202-580-7500

Email: oeaaa_helpdesk@cghtech.com



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Existing Users

Below, step by step instructions to manage your accounts are given:

- Click Login to enter the UAS civil COA system.
- Click the Logout link to Log Off.
- Enter your UAS civil COA system Username and Password.
- Click **Submit** to go to the UAS civil COA *Portal* page.

Forgot Your Username

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



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

Username:	<input type="text"/>
Password:	<input type="password"/>

Help

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