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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*

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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.



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Getting Started

Computer

To use the *OE/AAA* 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 *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. Some browser/computer combinations, however, might require special configurations.

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



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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.

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 web sites:

- oeaaa.faa.gov
- access.gpo.gov
- www.faa.gov

Using the OE/AAA System

Registering a First Time User

- You must register to have an account created in the OE/AAA System.
- When registered, you'll be able to file a 7460-1 or 7460-2 *Notice of Proposed Construction or Alteration* online to the FAA.

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" on the left side of the page under OE/AAA Account.



Obstruction Evaluation
Version 2014.1.2

- 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
- Circle Search for Cases
- Circle Search for Airports
- General 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
- Information Resources**
- FAA Acronyms

Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)

In administering Title 14 of the Code of Federal Regulations (14 CFR) [Part 77](#), the prime objectives of this mission, aeronautical studies are conducted based on information provided by proponents on an [Advisory Circular 70/7460-1](#) Obstruction Marking and Lighting, describes the standards for marking tanks, supporting structures of overhead wires, etc.

OE/AAA Filing

If your organization is planning to sponsor any construction or alterations which may affect navigable : electronically via this website or manually with the FAA.



If construction or alteration IS NOT LOCATED on an airport:

File forms 7460-1 and 7460-2 electronically via this website - [New User Registration](#).

E-filing your proposal is preferred because
- It's the fastest, most accurate method to submit to the FAA and immediately assigns an aeronautical study number to your case.
- It establishes an electronic communications link with FAA and allows you to obtain project status and notifications directly from this site.

ISO 9001:2008 Certified



or

If you are unable to file electronically please click [here](#)

Questions? Please contact the [appropriate representative](#).

- Follow the instructions to fill in all required information to create an OE/AAA e-File account, "OE/AAA Login."

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., bu1ld!t, con\$truct1on, @ntenna5).



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, gllDer\$77, @ntenna#5).
- **Required fields indicated with ***

* 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:

- Understand and Accept the Restriction of Liability Statement: At the bottom of the page, read and accept the mandatory Restriction of Liability 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.

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.



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Existing Users

Instructions to manage your accounts are provided below:

- Click Login to enter the OE/AAA system.
- Click the Logout link to Log Off.
- 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:

→

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

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.



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[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.

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



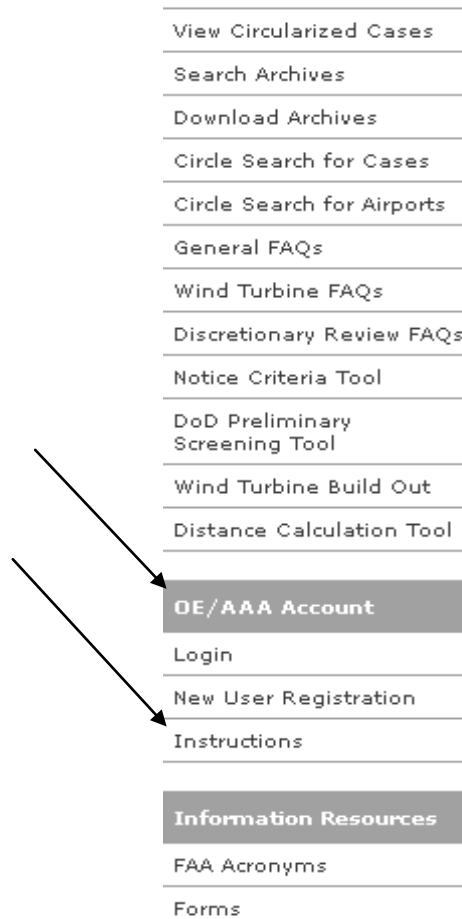
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The External User Guide is designed to facilitate the use of the online OE/AAA web site. The Desk Reference Guides are a compilation of instructions that are also provided in the External User Guide for specific activities that may be completed by 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 External User Guide and Desk Reference Guides are available to facilitate your use of the online OE/AAA web site; the link is displayed after New User Registration.



If construction or alteration IS NOT

File forms 7460-1 and 7460-2 electronically via this website - [New User Registration](#).

E-filing your proposal is preferred because

- It's the fastest, most accurate method to submit to the FAA and immediately assigns an aeronautical study number to your case.
- It establishes an electronic communications link with FAA and allows you to obtain project status and notifications directly from this site.

or

If you are unable to file electronically please click [here](#)

Questions? Please contact the [appropriate representative](#).



If Logged into your account

An "Instructions page" link is provided in the OE/AAA Account section labeled 'Instructions'. The External User Guide and Desk Reference Guides are available to facilitate your use of the online OE/AAA web site. the link is displayed between What's New and Change Password.



Sample Instructions:

Instructions

[OE/AAA System User Guide](#)

- [Add a new Case Off Airport - Desk Reference Guide](#)
- [Add New Case On Airport - Desk Reference Guide](#)
- [Attaching Documents - Desk Reference Guide](#)
- [DoD Preliminary Screening Tool - Desk Reference Guide](#)



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