FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Sponsor

*You are required to have a registered e-filing account

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Sponsor

The sponsor is the owner/operator of the structure you are requesting the FAA to study. This is the name and address that will be reflected on all FAA correspondence generated regarding this site. If you are the owner/operator, please enter your own information to proceed.

Add New Sponsor

Before filing a case, you must have a minimum of one sponsor. As a first time user, you're required to enter a sponsor before you can submit a new case (7460-1). This is only required for your first account filing, and is optional thereafter. Example: In case other filings have different sponsors.

Instructions:

1. Select the "Add New Sponsor" link on your portal screen to add a sponsor.

The **Add A New Sponsor** link is used to open the My Sponsors Page to add a new sponsor.

Example: Add New Sponsor Screen

Add New Sponsor

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please populate the following form to add or update a Sponsor.
- Required fields indicated with *

Field	
* Sponsor Name:	
* Attention Of:	
* Address:	
Address2:	
* City:	
* State:	
-OR-	
* Non-US State:	
* Country:	United States
* Zip / Post Code:	
* Phone:	___ - ___ - ___ ext ___
Fax:	___ - ___ - ___
* Email:	

Submit   Cancel

Instructions:

1. Enter your name in the "attention of" field
2. Enter the sponsors address information
3. Then, select the [Submit] button
4. Return to your portal screen and select the "Add New Case" link to see the 7460-1 form for completion.

View My Sponsors

- Click the **My Sponsors** link on your Portal Page to move to the **My Sponsors** screen that lists your sponsors.
- Sort the list: sponsor name, attention of, phone, email, city, state, View Off Airport Cases or View On Airport Cases.

My Sponsors Screen

From the My Sponsors screen, additional sponsors can be added and existing sponsor profiles can be updated or deleted.

Example: My Sponsors Screen

Update Sponsor

Change and update information in your existing sponsor profile(s):

Instructions:
5. Selecting the applicable sponsor from the Sponsor name list
6. Change the sponsor data as needed on the update Sponsor screen
7. Then, select the **[Submit]** button

Example: My Sponsors - Update Sponsor Screen – *Update Sponsor*

Delete a Sponsor Profile

Instructions:

1. Select the sponsor name from the list on the My Sponsors screen

2. Select the **Delete this Sponsor** link on the Update Sponsor screen

3. Select the **[Submit]** button on the Confirm sponsor Deletion screen

Example: My Sponsors - Update Sponsor Screen – *Delete this Sponsor*

Update Sponsor   faa.g

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please populate the following form to add or update a Sponsor.
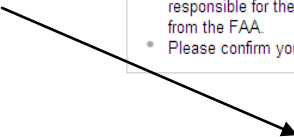- Required fields indicated with *

Delete this Sponsor

* Sponsor Name:	52 Eightone LLC
* Attention Of:	Katie Loukatos
* Address:	2300 Lake Parkway
Address2:	Suite 700
* City:	Alpharetta
* State:	North Carolina
-OR-	
* Non-US State:	
* Country:	United States
* Zip / Post Code:	70021
* Phone:	123 -259 -9143 ext
Fax:	123 -659 -4989
* Email:	katie.loukatos@52eightone.com

Submit   Cancel

Example: My Sponsors - Update Sponsor Screen – *Confirm Sponsor Deletion*

Confirm Sponsor Deletion

- The Sponsor can be you, your company, or your client. The sponsor is the person responsible for the construction or alteration. The sponsor appears as the addresse from the FAA.
- Please confirm you would like to delete this sponsor.

Sponsor Name:	52 Eightone LLC
Attention Of:	Katie Loukatos
Address:	2300 Lake Park Ave
Address2:	Suite 700
City:	Alpharetta
State:	North Carolina
-OR-	
Non-US State:	
Country:	United States
Zip / Post Code:	70021
Phone:	123-259-9143 ext
Fax:	123-659-4989
Email:	katie.loukatos@52eightone.com

Submit   Cancel

Change Sponsors

Links on the **My Sponsors** screen ("View Off Airport Cases" and "View On Airport Cases") places you on the **My Sponsors Active Cases** screen.

From the **My Sponsors Active Cases** screen, sponsors can be changed.

Example: My Sponsors - *My Sponsors Active Cases Screen* - ***Change Sponsor*** Off Airport

Example: My Sponsors - *My Sponsors Active Cases Screen* - ***Change Sponsor*** (On Airport)

Use the current sponsor to create a new sponsor or choose an existing sponsor from the "change sponsor to" dropdown.

Example: My Sponsors - *Cases For Sponsor Screen* - Change Sponsor (Off Airport)

Example: My Sponsors - *Cases For Sponsor Screen* - Change Sponsor (On Airport)

Example: My Sponsors - *My Sponsors Active Cases Screen* – Change Sponsor (Off Airport)

Confirm Sponsor Update   faa.go

* The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
* Please confirm you would like to Change this sponsor.

You are currently editing the sponsor information for 2010-ANE-1111-OE (Cooper Rd)

Change sponsor to:	Bechtel
Change Sponsors	**Cancel**

Example: My Sponsors - *Sponsor Change Success Screen* - Off Airport

Sponsor Change Success

You have successfully changed the sponsor for your location(s).

Continue

-- ADDITIONALLY --

My Sponsors Active Cases screen features are available for currently assigned sponsors.

The following case features are available via the **Project Name** link on the My Sponsors Active Cases screen:

- Project Summary screen

- Link to Details for Case screen

- Show saved map

- Clone the case

- Upload a PDF / Upload a PDF to the Project

- View the (most recent) Latest letter

From the **My Sponsors Active Cases** screen, the following case features are available via the **Structure Name** (Off Airport) or **Airport** (On Airport) link. Details for case)

- View 7460-1 information

- View all letters issued for a case

- View all documents uploaded to a case (e-filed)

Example: My Sponsors - *My Sponsors Active Cases Screen* - **Structure Name**
<u>Off Airport</u>

My Sponsors Active Cases   faa.gov Tools: Print this page

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Update Sponsor ▲	Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
☐	ABCOM-000161335-10	(Cooper Rd)	2010-ANE-1111-OE	Terminated	12/01/2010	12/02/2010	Chepachet	RI
☐	ABCOM-000161441-10	(Cooper Rd)	2010-ANE-1119-OE	Terminated	12/02/2010	07/23/2012	Chepachet	RI

Example: My Sponsors - *My Sponsors Active Cases Screen* - **Airport**
<u>On Airport</u>

My Sponsors Active Cases   faa.gov Tools: Print this page

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Update Sponsor ▲	Project Name	Airport	ASN	Status	Date Accepted	Date Determined	City	State
☐	Van -147891550-11	MINNEAPOLIS-ST PAUL ...	2011-AGL-3855-NRA	Determined	08/16/2011	09/02/2011	MINNEAPOLIS	MN
☐	Van -147891550-11	MINNEAPOLIS-ST PAUL ...	2011-AGL-3854-NRA	Determined	08/16/2011	09/02/2011	MINNEAPOLIS	MN