European Aero-Medical Repository

User Training for Aero-Medical Examiners

Version 1
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1 Introduction

The European Aero-Medical Repository (EAMR) aims to facilitate the sharing of information regarding the medical certification of pilots (class 1 applicants) among Member States (medical assessors of the licensing authority, aeromedical examiners and aeromedical centers), while respecting patient confidentiality and ensuring protection of personal data.

The purpose of this document is to serve as training material for aero-medical examiners looking to use the EAMR service.

2 Getting Started

2.1 Redeeming the login access token

**Step 1.** As an AME you will receive an email invitation to the EAMR portal. Please follow the link in the email body.

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EAMR - Registration CRM:0006488

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Dear Dr. Jenny Smith,

You have received this email to notify you that an AME account was created for you in the EAMR by your competent authority: Bulgaria - Civil Aviation Administration.

To complete the registration process please complete the following steps:

Step 1: Click on the invitation link below:
Click here to redeem your invitation

Or you can copy the following URL and paste it into your web browser:
https://expectationtest.microsoft.com/registration?invitedby=kjlD4Q2nme-GtIuZ2/juPK/5Rx4F7h65GmpF5NFR5on-XCMURYfDP01Z0DK7Y73xQOGLyF7F74CGaBRgw4pE90b5AFlZwV6UgLoYoM11dIVb-YFme3CjUm2mTwCHLkXAdmXmyFDbZMAmASSUBnVWHDwE-

Step 2: Complete the registration process
Please follow the instructions on the portal to complete your registration.

Need help?
If you require assistance or you believe you received this email in error, please contact your licensing authority using the contact details below and quote the following reference number: BG-00000958

For further assistance, please contact your licensing authority using the contact details below:
Bulgaria - Civil Aviation Administration
1 Burgas bld
Sofia Airport
1540 - Sofia
Bulgaria
+359 2 948 00 77

The EAMR Team
Step 2. Press the Register button in the EAMR portal.

Step 3. Type a new password to access the EAMR portal and press the Register button.
Step 4. Review your NAA and personal details.
2.2 Login to the EAMR Portal

**Step 1.** Navigate to the EMAR portal using the [https://euaviation.powerappsportals.com](https://euaviation.powerappsportals.com), and select ‘Sign-In’.

![Sign In to EAMR Portal](https://euaviation.powerappsportals.com)

**Step 2.** You will then be taken to the EAMR Portal home page.

![Welcome to EAMR Portal](https://euaviation.powerappsportals.com)

*The European Aero-Medical Repository (EAMR) aims to facilitate the sharing of information regarding the medical certification of pilots (class 1 applicants) among Member States (medical assessors of the licensing authority, aeromedical examiners and aeromedical centers), while respecting patient confidentiality and ensuring protection of personal data.*
3 Applicant Processing

3.1 Search for an applicant

**Step 1.** Click on the Find Applicant menu. The “Search for an Applicant” page is displayed.

**Step 2.** Enter the Applicant’s EAMR ID, or enter the applicant’s ID details, and press the Find Applicant button.
Step 3. The applicant’s record is displayed.
3.2 Add an applicant to EAMR

**Step 1.** If the applicant does not exist in system, please click on the Create Applicant button.

**Step 2.** Enter the applicant's personal details, including the associated NAA, and press Save and Continue.
Step 3. The Applicant Details screen is displayed, press the Add Identification to add the applicant’s ID document details.
Enter the applicants ID details, and press the Save button.

The applicant record is now in EAMR. The applicant will receive an automated email inviting them to access their record.
3.3 Process an initial Medical Certificate

**Step 1.** Find the relevant applicant record, and press the Save and Continue button to process an Initial Certificate.
Step 2. Enter the certificate details, and Initial as the certificate type.

Please select Initial as the type. Note: only the Head of AeMC will have the option of creating an Initial medical certificate.

Please indicate whether there are any medical limitations to the certificate.
**Step 3.** Press save and continue.

![Image of medical assessment confirmation screen](image)

**Step 4.** The Medical Assessment Confirmation screen is displayed.

![Image of medical assessment confirmation screen](image)
Step 5. Select your decision from one of the options below. Please select “Fit” if the applicant is fit to fly, “Unfit” if the applicant is not fit to fly, and “Referred” if you would like to refer the application to the NAA for review.

Step 6. Complete the assessment details, and press Save and Continue.
Step 7. The confirmation page is displayed. Please review the application details, and press the Finish button to submit the application.

Step 8. Confirm the submission.
Step 9. The application is submitted, and it will appear in your Processed Medical Certificates list.

3.4 Process a Medical Certificate revalidation

Step 1. Open an applicant record from the processed certificates list, or find the applicant using the “Find Applicant” screen.
Step 1. Search for an Applicant

Please enter the following fields to identify an existing applicant:

- ID Country
- ID Type
- ID Number

Unique ID:

CREATE APPLICANT  FIND APPLICANT

Step 2. The applicant details are displayed. Press the Save and Continue button.
Step 3. Select “Revalidation” as the type, and populated the examination date, and press the Save and Continue button.

Step 4. Populate the Medical assessment details, and press the Save and Continue button.
Step 5. Review the application details, and press the Finish button to submit the application.
3.5 Process a Medical Certificate renewal

**Step 1.** Find the relevant applicant record.

**Step 2.** Press Save and Continue.
**Step 3.** Select “Renewal” as the type, and populated the examination date, and press the Save and Continue button.

**Step 4.** Populate the medical assessment details and decision, and press Save and Continue.
Step 5. Review the application details, and press the Finish button to submit the record.
Step 6. The submitted record appears in the processed certificates list.
3.6 Referring an applicant to the NAA

**Step 1.** From the applicant’s screen, press the Save and Continue button.

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**Applicant Details**

Please complete applicant information or ensure applicant information is correct in the case of an existing applicant.

- **First Name(s):** Martin
- **Family Name:** Jenkins
- **Previous Name:**
- **DOB:** 29/1/1975
- **Email:** martin.jenkins@eudynamics.com
- **Associated NAA:** Bulgaria - Civil Aviation Administration

**Applicant Documentation**

Capture up to four (4) active identification documents. If the identification type is not available use the ‘Other’ option and specify the identification in the text box provided.

- **ID Type:** Passport
  - **ID Number:** CEE001234567800
  - **Expiry Date:** 20/2/2020
  - **ID Country:** Germany
  - **Applicant’s Nationality:** Germany

---

**Medical Certificates**

The applicant’s current medical certificates are shown below.

<table>
<thead>
<tr>
<th>Certificate Number</th>
<th>Certificate Type</th>
<th>Status</th>
<th>Expiry Date</th>
<th>Issue/Decision Date</th>
<th>Med. Certification Limitations</th>
<th>Medical Examination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no records to display.

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**Save and Continue**
Step 2. Complete the Medical Assessment details.

Step 3. In the Medical Assessment Confirmation screen, mark the decision as “Referred”, and press Save and Continue.
Step 4. Review the application details and press Finish to submit the referral.
4 General Administration

4.1 Correcting Medical Certificate details

Step 1. To correct a medical certificate please open the relevant applicant record, and select the Edit option next to the certificate as shown below.
Step 2. Amend the certificate as required, and press the Update button.
4.2 Correcting applicant personal details

**Step 1.** Open the relevant applicant record, and amend the details in the section highlighted below.

![Applicant Details](image)

**Applicant Details**

Please complete applicant information or ensure applicant information is correct in the case of an existing applicant.

<table>
<thead>
<tr>
<th>First Name(s)</th>
<th>Family Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin</td>
<td>Jenkins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Name(s)</th>
<th>DOB *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>28/1/1975</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail</th>
<th>Associated NAA *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bulgaria - Civil Aviation Administration</td>
</tr>
</tbody>
</table>

**Applicant Documentation**

Capture up to four (4) active identification documents. If the identification type is not available use the ‘Other’ option and specify the identification in the text box provided.

<table>
<thead>
<tr>
<th>ID Type</th>
<th>ID Number</th>
<th>Expiry Date</th>
<th>ID Country</th>
<th>Applicant’s Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>GER0012340687190</td>
<td>29/2/2020</td>
<td>Germany</td>
<td>Germany</td>
</tr>
</tbody>
</table>

**Medical Certificates**

The applicant’s current medical certificates are shown below.

<table>
<thead>
<tr>
<th>Certificate Number</th>
<th>Certificate Type</th>
<th>Status</th>
<th>Expiry Date</th>
<th>Issue/Decision Date</th>
<th>Med. Certification Limitations</th>
<th>Medical Examination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLUCERT/0001</td>
<td>Renewal</td>
<td>Released</td>
<td>24/2/2021</td>
<td>22/2/2020</td>
<td>No</td>
<td>22/2/2020</td>
</tr>
</tbody>
</table>
Step 2. Press the Save and Continue button.
**Step 3.** And finally press the Cancel Button.

![Image of the interface with the Cancel Button highlighted.](image)

**Step 4.** The applicant will received an automated email notifying them of the change.

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**EAMR - Aero-medical applicant record update CRM:0006490**

![Email notification with details.](image)

Dear Mr/Ms Martin Jenkins,

You received this email notification to inform you that your account was updated by your licensing authority, Bulgaria - Civil Aviation Administration.

To view your details please log in to your EAMR account following the link:

https://euaviallerted.microsoftports.com

If the data is incorrect or you need further assistance please contact your licensing authority using the contact details below:

Bulgaria - Civil Aviation Administration  
1 Brussels bld  
Sofia Airport  
1540 - Sofia  
Bulgaria  
+359 2 948 80 77

The EAMR Team.
4.3 Correcting or updating applicant identification documents details

**Step 1.** Open the relevant applicant record, and press the Add Identification button to add a new ID document.
Step 2. To remove an identification document that is no longer required, select the Delete option as shown below.

4.4 Reviewing open certificates

Step 1. Select the "My Open Certificates" menu, review the records listed in the dashboard.
Step 2. Click on a record to open the corresponding applicant details.
4.5 Reviewing processed certificates

**Step 1.** Select the “My Processed Certificates” menu, review the records listed in the dashboard.

![Image of EAMR dashboard showing processed certificates]

**Step 2.** Click on a record to open the corresponding applicant details.

![Image of EAMR applicant details page]