

The Master User has the following privileges:

- Registering other persons as Application Management Users
- Registering other persons as Read Users
- Creating and deleting contact persons from the list of contacts of the applicant
- Requesting an address change in the existing addresses of the applicant
- Requesting a name change for the applicant

**Functional requirements to use the Portal:**

Internet Explorer (≥ version 9)

Latest versions of Google Chrome (latest version)

Latest versions of Mozilla Firefox (latest version)

**Contact details:**

The EASA Applicant Portal can be accessed via <https://ap.easa.europa.eu/>.

Requests concerning the registration as a user of the Applicant Portal can be sent to:  
[Applicant.Master@easa.europa.eu](mailto:Applicant.Master@easa.europa.eu).

In case of further questions or technical issues concerning the Applicant Portal, please contact us at: [Applicant.Portal@easa.europa.eu](mailto:Applicant.Portal@easa.europa.eu).



**5<sup>th</sup> EASA Certification Workshop  
with Industry Representatives  
Cologne, 29.01.2015**

## **The EASA Applicant Portal**

**- KEY FACTS -**

## **The EASA Applicant Portal**

As part of a range of improvements designed to ensure that applicants receive an efficient and consistent service, EASA has launched the EASA Applicant Portal, a convenient gateway enabling applicants to prepare and submit applications online.

### **What are the benefits?**

There are numerous benefits using the new Applicant Portal:

- Simplifies applying for certification tasks - saving time and effort
- Enables viewing and monitoring the status of applications
- Allows applicants to manage their own contact details and user credentials
- Reduces administrative transactions
- Improves data quality due to integration with a centralised list for aeronautical products

### **Scope of the EASA Applicant Portal**

For the time being, it is possible to submit applications for the following certification tasks online:

- Major Change (EASA Form 31)
- Major Repair (EASA Form 31)
- Derivative (EASA Form 31)
- Minor Change (EASA Form 32)
- Minor Repair (EASA Form 32)
- Supplemental Type Certificate – Initial (EASA Form 33)
- Supplemental Type Certificate – Major Change (EASA Form 31)
- ETSOA – Initial (EASA Form 34)
- ETSOA – Minor Change (EASA Form 34)

Further application types will be gradually introduced in future updates of the Applicant Portal.

## How does it work?

### - Applicant Portal Features:

- Guided interface which ensures data completeness and consistency
- Applicant self-management of contact data and preparation of user credentials
- Preview of applications prior submission and the possibility to upload supporting documents and technical files
- Overview of applications submitted including the EASA task number and the application registration status
- Complete EASA list of aeronautical products
- Standardised data (supported by drop-down lists)
- Immediate acknowledgement of receipt by EASA

### How to register to the EASA Applicant Portal:

The EASA Applicant Portal is available for use by applicants located in the EU or associated member states.

Please submit the registration form (EASA Form 127) along with the mandatory additional document(s):

- Copy of the ID/Passport of the Master User
- Certificate of Incorporation of the entity/business registration
- Evidence of authorisation/powers of the Master User

to:

**European Aviation Safety Agency**

Certification and Approval Support Department

Ref: Applicant Portal Registration

Postfach: 10 12 53

50452 Köln

Germany

You will be requested to nominate one member of your company as the Applicant Portal Master User; a person who has the authority to act on behalf of the Applicant. Upon successful validation of the registration form and additional documents, EASA will contact the designated Master User and provide her/him with login credentials to the Applicant portal.