



e-Autoridade Aeronáutica Nacional Quick Guide for Operators

What is e-AAN?

The e-AAN web application dematerializes the current application form for "Operation of Unmanned Aerial Systems (Drones) for the Execution of Aerial Surveys in National Territory", it is intended to facilitate the relationship between unmanned aircraft operators and the AAN Office, introducing greater flexibility and ease of use.

The e-AAN application will become the **exclusive way** of submitting applications. It is no longer possible to submit / send requests by email, postal mail, or by fax.

How to access e-AAN?

Access to the e-AAN application is done through the **AAN Portal > Aerial Surveys > [Unmanned Aircraft](#)**, and clicking on the displayed symbol, which leads to the access window.

Be careful to check the language of the access window, which you can switch between Portuguese and English. The language you select will influence the remaining procedures.

A screenshot of the e-AAN login interface. At the top left, there is a language dropdown menu currently set to "English", with a red arrow pointing to it from the right. Below the language selector is the e-AAN logo and the text "AUTORIDADE AERONÁUTICA NACIONAL". Underneath, it says "Sign in to account". There are two input fields: "Email" and "Password". A blue "Access" button is located below the password field. At the bottom, there is a link that says "Forgot password?". At the very bottom of the page, there is a link that says "Don't have account? Sign up".

OPERATOR'S REGISTRATION

Creating an account / registry?

If you are a new operator, you can request your access password through the registration procedure.

Fill out the Registration form with your identifying information, in the terms that you are asked for.

An essential data to indicate is the **Nature** of your activity as an unmanned aircraft operator, according to the definitions available on the form.

If the **Commercial**, **Collective** or **Public** nature are selected, the form will contain fields for the identification of this operating entity, followed by the fields to identify who has the power to represent it. The data of the representative are used only for the preparation of the Declaration, and are not recorded in the information system.

If the nature Commercial, individual (eg persons with green receipts, individual service provider, etc.) or Private / Playful (activities for personal, sporting, leisure activities that do not have the purpose of making a profit) are selected, the "Representative Full Name" field will be the name of the aircraft operator.

The registry is completed by the confirmation (in the check box) that all the data in the registry form is correct. If they are not, you must correct them before submitting the registry for evaluation. The registry conclusion is confirmed by the return to the page of the access window.

You will receive in your mailbox the account creation notification message, containing information to complete the registration, a PDF format file, and the initial password for accessing and populating your operator profile.

Be aware of **the importance of the e-mail address** you use to register, as it will be through it that all written communication will be made.



The image shows a screenshot of the e-AAN (Autoridade Aeronáutica Nacional) login page. At the top, there is a language dropdown menu set to 'English'. Below it is the e-AAN logo, which consists of a stylized aircraft tail in red, yellow, and green, followed by the text 'e - AAN' and 'AUTORIDADE AERONÁUTICA NACIONAL'. The main heading is 'Sign in to account'. There are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a blue button labeled 'Access'. Below the input fields is a link that says 'Forgot password?'. At the bottom of the page, there is a blue bar with the text 'Don't have account? Sign up'. A red arrow points to this 'Sign up' link.

Validation of a registry

In view of the **Nature** of the selected activity, you will receive a Declaration in a PDF file, already completed and on your behalf, that you must sign and return to the AAN Office. The purpose of this declaration is to hold each operator accountable for the statements made or to be made to the National Aeronautical Authority under the procedure for granting authorizations for aerial surveys.

If the **Public** nature is selected, the operator is requested to send a letter requesting the validation of the registration in the context of its performance in the pursuit of the public interest. (For Portuguese entities only)

The delivery or sending of the Declarations can be done by the following routes:

Electronic mail – In case they are signed through digital certification.

Postal mail – Alternative method, if you dont have a certified digital signature, signing the printed Declaration according to its identification document.

It is important to note that **only after receipt of the Declaration by the AAN Office will it be possible to proceed with the validation of your Registry**, allowing the submission of applications.

Operator profile

The creation of this Profile, started with the Registry, created once, and updated when necessary (change of residence, change of drone, addition of pilot, etc.), allows the operator to submit a pre-filled application. Only the areas to be submitted for evaluation will be filled out.

With the assigned password, you can complete your Operator Profile filling even before validation.

The Profile is organized into functional pages, visually represented by icons in the link bar placed on the left side of the monitor.



The fields are, for the most part, mandatory. The information, pre-populated at the time of registration, or completed by you later, may at any time be accessed with the **Edit** command for modification. **Add** and **Delete** commands are also available.

Insurance

The information in this Panel corresponds to the data of the legal obligation to contract objective civil liability insurance. As long as the applicable law is not approved and published, completing this panel is optional for those who already have insurance.

RPAs¹

This panel contains all the unmanned aircraft technical information (RPAs) held by the operator. You can register as many RPAs as necessary, modify the already registered data or, where applicable, delete a RPA record.

One of the most relevant data is the RPA class in terms of take-off weight. According to a bill (not yet approved and published), RPA aircraft with a maximum operating mass of 0,250 kg or more will be subject to national registration. In certain circumstances, non-Portuguese citizens will also have to comply with this law.

Pilots

Each operator can register as many remote pilots as necessary through this panel. For the most common situation, the operator is simultaneously the pilot, there is the option **Copy of my data**, importing the personal data.

APPLICATIONS

How to set operating areas?

Before you create an area in e-AAN, you are strongly advised to carefully plan the values you will enter to set each area. The information available on ANAC's² "[voa boa.pt](http://voa.boa.pt)" site, in particular the Kmz "[RPA Regulation](#)" file used in the Google Earth™ web application, is a very useful tool. **After submitting an area, you cannot make corrections.** If you verify that the area is not correct you must delete it and create a new area.

The essential unit for the definition of a geographical area and the corresponding airspace is the territory of a Municipality (or County). If there are no situations that condition the flight in the County, the operator may submit the area of that County.

¹ Abbreviation for "Remotely Piloted Aircraft".

² Abbreviation for "Autoridade Nacional de Aviação Civil", the Portuguese National Civil Aviation Authority".

If there are situations in a given country that condition the flight (civil or military airfields, hospital or civil protection heliports, restricted areas for military use, or areas related to situations of internal security or national defense), the operator will be presented with the options to define a circular area, a polygon area, or a route. To define the coordinates of your areas, the operator can do this by entering coordinates, addresses or locations.

It is recalled that, by definition:

A circular area is defined by a central point (represented by a geographic coordinate) and a radius, area within which the remote pilot is to move, and by the corresponding airspace to the defined height at which the aircraft will evolve. For a circular area, the radius value must always contain four digits (e.g. 0090 = 90 m; 0900 = 900 m), being able to have a maximum radius of 9999 meters;

A polygonal area is defined by three or more geographic coordinates, the area in which the remote pilot is to move, and the corresponding overlying airspace;

A route corresponds to a route between a starting point and an arrival point, with as many intermediate points as necessary, defined by their geographical coordinates, and by the width and height of the corridor.

The height, defined in meters above ground³, defines the portion of airspace within which the unmanned aircraft will move. The value to enter must always contain three digits (e.g. 050 = 50 m AGL, 085 = 85 m AGL, 120 = 120 m AGL).

How to submit an application?

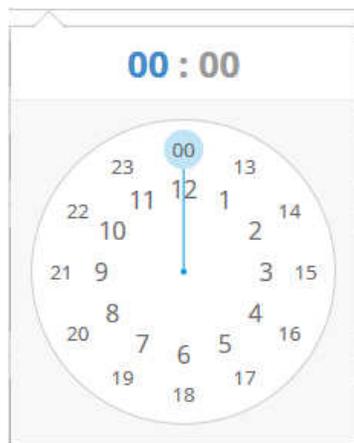
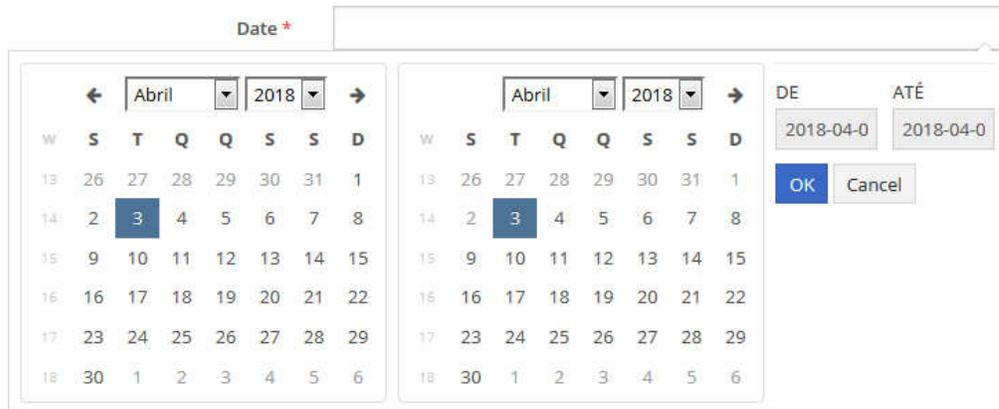
The e-AAN application introduces a major change. Each application corresponds to an **area** to be submitted. After you create your e-AAN account, submitting areas is a relatively simple act.

In the **Areas** panel, the **Add** command opens the **Create an area** window. The definition of the geographical area starts with the question "**will you fly over beaches or over sea?**" (**yes** or **no**), and by the selection of a continental district, or an island of the archipelagos of the Azores and Madeira, followed by the selection of a County.

It should be noted that **in this first version of the e-AAN application, it is only possible to select one remote pilot and one RPA for each area to be submitted**. If there is a need to include more than one pilot and / or an RPA, this should be indicated in the Complementary Notes field, and will be added as additional information in the AAN Authorization. You do not have to submit duplicate application.

³ Abbreviated as **AGL**, or **AMSL** for "above medium sea level".

The start date and end date are set by electronic calendar. It is recalled that **the maximum period to be granted is 60 consecutive days**. See the AAN Portal for more detailed information.



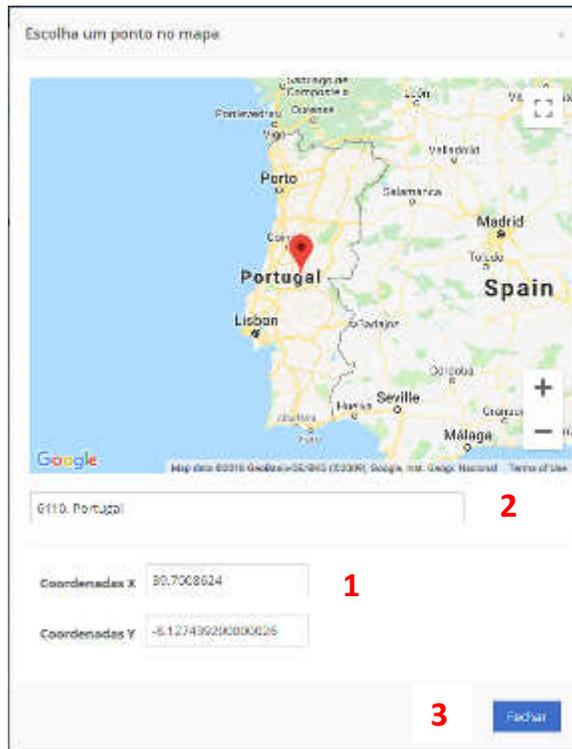
The definition of the time period, identical for all required days, has the options of **sunrise to sunset** or of **time interval**, this one assisted by a clock face, in which you have to define a **Start time** and **End time**.

If there are situations that condition the flight, the choice of geographical coordinates starts with the activation of the **Choose** button, opening a window for the Internet application "Google Maps™".

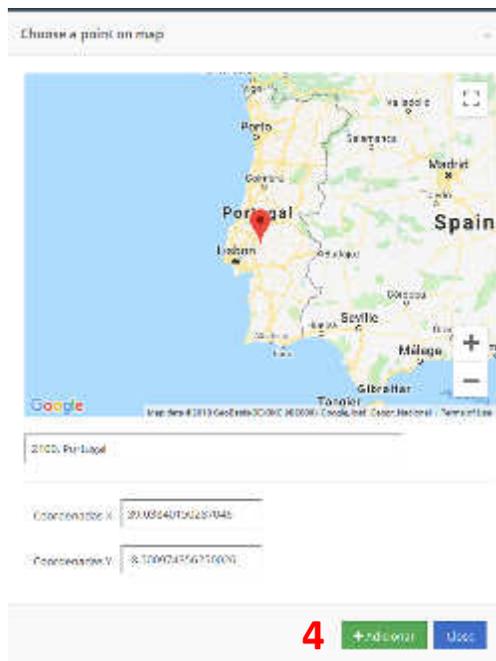


Next, a map will appear that allows you to choose the location by coordinates ("1"), address or location ("2").

You can also choose to use the mouse to move the place indicator  to the place you want.



NOTE: To define a **circular area** – choose a central coordinate according to the previous point “1” and close the window with the “close” button - “3”.



For a **polygon area** and for a **route**, each selected position must be added (“4”), with the coordinate value visible in the window footer, which is added a new line on the **Latitude** and **Longitude** fields of the application.

The “Close” button (“5”) has the function of closing the “Google Maps” window, recording the coordinates that have been entered in the **Latitude** and **Longitude** fields.

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Any entered coordinate can be deleted to correct before **recording** the submission.

Each submitted area is assigned a **unique sequential number**, which will identify it throughout the process, and serves as a reference in any communication with the AAN Office.

If you notice any inaccuracy in an area you have already submitted, or if you have to undo it, you can delete it while remaining in the **Submitted** state. If an area pass to the state **Under evaluation** only the AAN Office can eliminate it at your request. Formalize the request by electronic mail referring to the number assigned to the submitted area.

What is the legal process?

For each submitted area, you will receive a set of notifications that allows you to know about the status of your submissions. The notifications are received in your **personal area** (**Areas** panel), and are related to the receipt of submission, the beginning of the evaluation, and the approval or rejection. Other intermediate situations will also be reported in your **personal area**. Clicking on the word in the **Status** column gives you access to the **Status History**, consisting of the notifications texts.

Decisions

Applications are granted upon the issuance of an AAN Authorization in PDF file. Use the **Areas** panel to obtain proof of this Authorization, by clicking on the **Document** icon, to the right of each line, which must be printed to accompany the pilot, and for possible presentation to the supervisory authorities.

#	Primitiva	Data	Estado	Tipode Area	Ubicacion - Coordenada	Tipode Autorizacion	RFM	RNM	RNF		
1	1000		2008/10/14	1000	1000	1000	1000	1000	1000	1000	A

Note:

The requirements, regardless of their status, are available for consultation up to 6 months after the end of the period of validity requested by the operator.

In case of rejection, you can consult the reason for the rejection in the state history of the area.

Histórico de estados

Data	Estado	Utilizador
2013-11-20 10:02:46	Submetido	TSB@TCE
<p><i>com data</i></p> <p><i>Segue o presente recibo para confirmar a receção na Autoridade Aeroespacial Nacional do requerimento para Licenciamentos Aéreos formulado por Instituto das Tarefas 76236kkk, que ficou registado com o número 236.</i></p> <p><i>A Autoridade Aeroespacial Nacional</i> <i>General Manuel Teixeira Rato</i></p>		
2013-11-20 10:02:52	Em avaliação	TSB@TCE
<p><i>com data</i></p> <p><i>Fica V. Ex.º notificado(a) que o Gabinete de Autoridade Aeroespacial Nacional deu início ao procedimento de avaliação do requerimento para Licenciamentos Aéreos formulado por Instituto das Tarefas 76236kkk, que ficou registado com o número 236.</i></p> <p><i>A Autoridade Aeroespacial Nacional</i> <i>General Manuel Teixeira Rato</i></p>		
2013-11-20 10:03:17	Indeferido	TSB@TCE
<p><i>com data</i></p> <p><i>Fica V. Ex.º notificado(a) que o Gabinete de Autoridade Aeroespacial Nacional indeferiu o requerimento para Licenciamentos Aéreos formulado por Instituto das Tarefas, que ficou registado com o número 236.</i></p> <p><i>O seu pedido foi indeferido com base nos seguintes fundamentos de facto e de direito:</i></p> <p><i>1.-</i></p> <p><i>A Autoridade Aeroespacial Nacional</i> <i>General Manuel Teixeira Rato</i></p>		

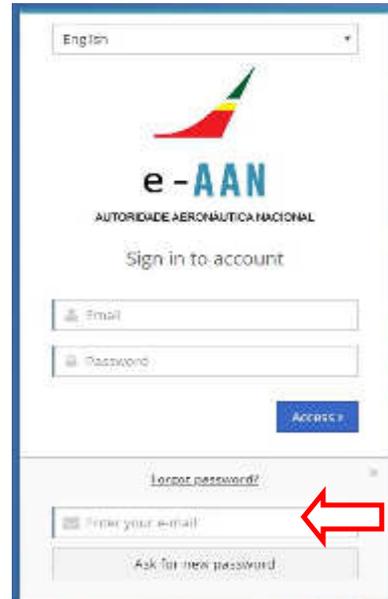


DOUBTS

And if you... ?

... cannot access your account? The access window contains the password recovery option represented by the expression "Forgot password?". The application generates a new password, sent by automatic message to your e-mail address.

... after asking for password recovery, and use the new password, continue to be unable to log in? You should contact the AAN Office by phone or e-mail to clarify the situation. Your account may be suspended under some restriction.



... want to change the password received by e-mail?



You can do this in the Account **Configuration** option located in the title bar.

... have documents that complement one or more applications of areas?

You must send them to the AAN Office by e-mail or postal mail, referring to the number(s) assigned to the area(s). The AAN Office e-mail address remains the same, "imagens.aereas@aan.pt".

... want to **Add** a new area to submit to AAN you get the "**Expired Profile**" warning?

This warning indicates that the validity of your AAN registration is suspended. You should contact the AAN Office by phone or by e-mail in order to extend the validity of your operator profile.

Good flights