



Procedures on the user's portal

Access

To access the Users Portal, you must have either an **E4F certificate** or a **digital certificate valid in Spain**, if available.

Registration

If you are not registered, you must click on **Create my account**

*You are in AESA's Administrados web application
This application will allow you to carry out online most of the administrative procedures required for your activity.*

1) Create my account - Before accessing the application, you must create your account:

- Request for registration with digital certificate: for individuals or legal entities([Click aquí](#))

Within this section, select **Act as a representative of**

Identification

Please indicate how you want to act:

Act on behalf of oneself

Act as a representative of:

NIF / CIF

Once a **tax identification number** has been entered, if it does not exist in the system, a blank field will appear allowing you to complete the **corporate name** of the operating company.

Inside the portal

If you are already registered, by clicking on **Access my account**

*You are in AESA's Administrados web application
This application will allow you to carry out online most of the administrative procedures required for your activity.*

1) Create my account - Before accessing the application, you must create your account:

- Request for registration with digital certificate: for individuals or legal entities([Click aquí](#))

2) Access my account - If you already have your account (user registration with ACCEPTED status), you can access:

- Access to your data and Request for modification with digital certificate: for individuals or legal entities([Click here](#))

If you are accessing the portal for the first time (details in the Registration column) or not, this is the information you can complete within the portal.

User Data:

Datos del administrado / Adm Data

NIF/NIE/National Identity Document:*
44732371Q

Nombre y Apellidos/Name and Surname:*
AEROTEST prueba

Nombre comercial/Trade name:
AEROTEST prueba

Correo electrónico/E-mail address:*
jmanrique@seguridadaerea.es

Confirmación correo electrónico/E-mail address confirmation*
jmanrique@seguridadaerea.es

Teléfono/Phone:
656903637

Power of attorney data

Here you may **modify, add or delete company representation details**, providing the corresponding supporting documentation.

Datos de representación autorizada/apoderamiento / Authorised representation/power of attorney data

Representante adicional/Additional representative

Haga clic para agregar un representante adicional/Click to add an additional representative

| Tipo/Type | NIF/NIE | Nombre/Razón Social / Name | Apellidos/Surnames | Acción |
|---------------------------|-----------|----------------------------|--------------------|--------|
| Representante Legal (PPF) | 44732371Q | JAIME | DOMINGUEZ | |

More information

If you have any questions, you may contact the following email address:

Usuariosdsa.aesa@seguridadaerea.es

Contact details

State Aviation Safety Agency

www.seguridadaerea.gob.es

- Safety and Flight Personnel Management Department
- Paseo de la Castellana 112, 28046, Madrid
- (+34) 91 396 81 30
Monday to Friday from 10.00h to 13.00h.
- [Aviation operations](#)

