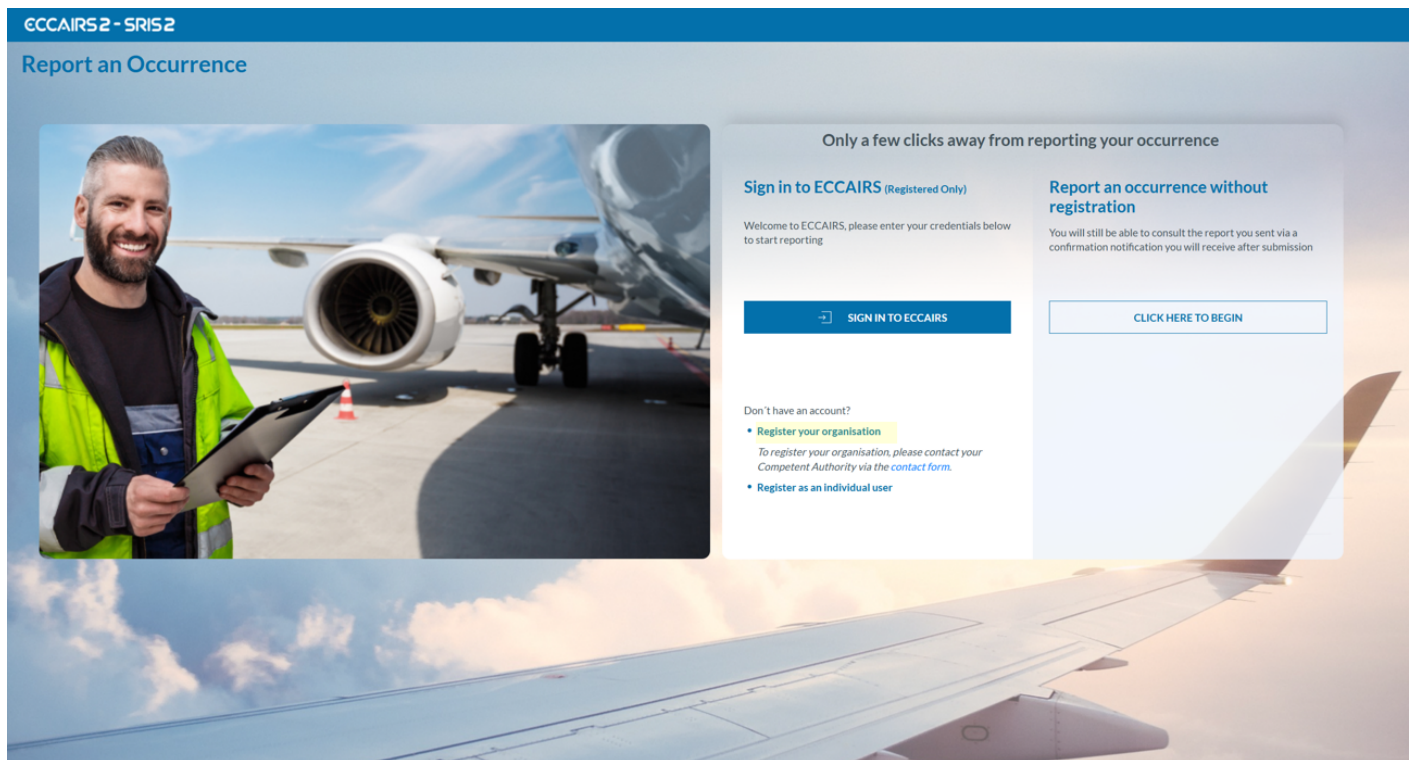


Registration of an organisation

To begin registering your organisation, please follow these steps:

1. Visit the E2 Reporting Portal at <https://e2.aviationreporting.eu/>.



2. On the center-bottom section, click on 'Register your Organisation' (If you click the 'contact form' link, you will access the same page). The system will display a Registration Request form to fill out as follows:

My Competent Authority is:*	select an item			▼
Company/Organisation Name:*		Organisation Approval Number Issued by your Authority:*		
*Format : EASA.21J.XXX, FR.145.xxxx, NL.POA...				
⌵ Contact Details of the 'To-Be' ECCAIRS 2 Organisation Administrator (Technical Level - Will Be Granted Admin Rights)				
First Name:*		Last Name:*		
Email:*		Phone:	+49 123 456 7890	
⌵ Organisation Responsible Contact (Administrative Level - Not Linked to User Creation in ECCAIRS 2)				
First Name:*		Last Name:*		
Title:*				
Email:*		Phone:	+49 123 456 7890	
Reason for Registering:*				
0/10000				
⌵ Optional Channels of Reporting (By Default Only Online and Offline Reporting Forms Granted)				
API/M2M Reporting:*	☐ No			
Use of E5X Format:*	☒ No E5X upload needed			
	☐ Full E5X uploads (in case of report updates, full report information included every E5X file)			
	☐ Incremental E5X upload (in case of report updates, only additional information will be communicated in E5X file)			

⌵ CANCEL

SUBMIT

All fields are mandatory, except for 'Phone,' which is optional.

- Please click 'SUBMIT', and you will receive an email containing instructions to complete the registration process.

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