

INSTRUCTIONS FOR ACCESS TO THE STATE AIR TRANSPORT ACTION PLAN SYSTEM (SATAPS) PORTAL

1. For new users

Please follow the instructions below to gain access to the online site by subscribing to a group.

- Access the ICAO Portal at the following link: <http://portal.icao.int/>
- Since you do NOT have a Portal username/password, click the **REQUEST AN ACCOUNT** option.
- Click the **OK** button on the pop-up message to indicate this is your first Portal account .Please ensure that the pop up blocker from your browser is turn off.
 - *Some browsers require to continuously press the "Ctrl" key while clicking the OK button (to bypass the pop up blocker function)*
- In the pop-up window, enter **SATAPS** in **PLEASE ENTER A GROUP NAME YOU WISH TO SUBSCRIBE** and press **OK**.
- Enter the necessary information in the New User Account form.
- Click the **SUBMIT REQUEST** button.
 - Please make sure you provide a working email, as your user ID and password will be sent.

2. For users who already have ICAO portal account

Please follow the instructions below to subscribe to a group.

- Log on to <http://portal.icao.int> with your secure site login credentials.
- Click on the **PROFILE** link on the right hand top corner.
- A new window pops up, click on **GROUP SUBSCRIBE/UNSUBSCRIBE** in the left side menu.
- Enter the group name **SATAPS** in the **SUBSCRIBE TO** field and the **JUSTIFICATION** for your request.
- Click the **SUBMIT CHANGES** button.
- When these steps are completed, you will receive an email confirmation that you have been granted or denied access to the group in question.