

Registration as an individual

To begin your registration as an individual, please follow these steps:

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

image.png

2. On the center-bottom section, click on 'Register as an individual user' to proceed with creating your personal account.
3. You will need to select the appropriate authority that will receive the submitted reports.

image.png

In the dropdown menu, the list of authorities can be expanded or collapsed using the '+' or '-' symbol located to the right of 'EASA MS' or 'ICAO STATES':

image.png

4. The system will display a registration form as follows:

image.png

You must fill in all the mandatory fields—this includes all fields except 'Phone' and 'Reason to register', which are optional.

Username must be unique. If your chosen name is already taken, you'll be asked to select a different one.

To confirm that you are not part of any organization, set the toggle switch to 'No'.

Once you have completed the form and clicked the 'SUBMIT' button, the system will display the following message:

image.png

5. Check your email. The system will then automatically send you an email confirming that your request has been successfully received:

Individual registration process start confirmation.PNG

The authority indicated in the form is responsible for approving or denying the registration.

a. If your registration is denied, you will receive an email notification similar to the one shown below.

image_116.png

You can find the contact details of the Authority to know further details.

b. If the registration is approved, you will receive an email as follows:

image_115.png

6. Once you have received the activation email, by clicking on 'ACTIVATE YOUR ACCOUNT' you will be securely redirected to the portal where you can set your password.

Individual registration set a password.PNG

7. Click 'SUBMIT' and you will receive a confirmation email shortly.

Note that the grants and generated web forms will be related to the competent Authority the Reporter has selected.

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