

Report as an Individual

As an **individual registered reporter**, there are two ways to submit a report:

- Online
- Offline

Report online

To report **online** as an **individual registered reporter**:

1. Sign in to access the 'Report an Occurrence' page.

image.png

2. Click the 'ONLINE' button next to one of the available webforms.
3. Fill out the form. Mandatory fields are highlighted —please provide the required information where available.

image.png

How to fill the Reporting Form

1. **Moving between topics:** You can move between topics—*Occurrence*, *Aircraft*, *Narrative*, and *Airspace*—using the navigation tree on the left pane.
2. **Adding entries:**
 1. To add a new aircraft:
 1. Click on 'Aircraft' (left pane).
 2. Select 'ADD AIRCRAFT' (top-left corner of the right-hand pane).
 2. To add a new 'Air space':
 1. Click on 'Air space' (left pane).
 2. Click 'ADD AIR SPACE' (top-left corner of the right-hand pane).
 3. To add elements under 'Occurrence':
 1. Click on 'Occurrence' (left pane).
 2. Select "ADD SUBENTITY" (top-right corner of the right-hand pane).
3. **Saving the report:**

To save a draft version, click 'SAVE AS DRAFT' below the form.

The report will be stored in the 'Reports' list, accessible via the 'HOME' button at the top left of the page.

You will also receive an email with a link to review and edit your saved draft report.

4. Once you've completed the report, click '**CONTINUE**' to proceed.

4. If applicable, attach any relevant documents by clicking 'Select files...' or by drag and drop.

image.png

The system accepts files up to 4,000 MB in total. Supported formats include:

- Documents: .pdf, .doc/.docx, .ppt/.pptx, .xls/.xlsx/.xlsm, .xml, .rtf**, .odt**
- Images: .jpg/.jpeg, .png, .gif, .tif**, .heic
- Media: .mp3, .mp4, .mov
- Others: .e5x, .e5z, .msg, .eml**, .zip**

□ Files with .dll, .exe, .sys, or unknown extensions are not allowed.

You can add a description or remove the attached file by clicking on 'x' on the right.

image.png

Then click 'CONTINUE' to proceed.

5. If needed, you can return to the previous step using the 'PREVIOUS STEP' button.
6. Click 'SUBMIT' to send your report to the competent Authority.
7. You will get a confirmation saying that "You have successfully submitted your report(s)."

If any mandatory fields are left incomplete, a warning message will appear indicating which fields are missing. If you do not have the required information at the moment, you may still proceed by clicking 'SUBMIT'.

Report offline

This section outlines how to report offline as an individual registered reporter and how to validate a PDF to submit a report.

Report Offline

To report **offline** as an **individual registered reporter**:

1. Sign in to access the 'Report an Occurrence' page.

image.png

2. Click 'DOWNLOAD PDF' to obtain the reporting form in PDF format.
3. Use the free Acrobat Reader (Adobe's website) to fill the form. Other PDF applications may not work or corrupt the PDF form.

image.png

3. Save the file to your device.
4. Click 'UPLOAD PDF'.

image.png

4. Attach the saved report by clicking the 'Select files...' button or by using drag and drop.

image.png

5. When the process is finish you will see a message stating "Your file(s) have been successfully uploaded."
To save a draft version, you can click 'SAVE AS DRAFT' below the form. The report will be stored in the 'Reports' list, accessible via the 'HOME' button at the top left of the page. You will also receive an email with a link to review and edit your saved draft report.
6. If applicable, attach any relevant documents by clicking 'Select files...' or by drag and drop.

image.png

The system accepts files up to 4,000 MB in total. Supported formats include:

- Documents: .pdf, .doc/.docx, .ppt/.pptx, .xls/.xlsx/.xlsm, .xml, .rtf**, .odt**
- Images: .jpg/.jpeg, .png, .gif, .tif**, .heic
- Media: .mp3, .mp4, .mov
- Others: .e5x, .e5z, .msg, .eml**, .zip**

☐ Files with .dll, .exe, .sys, or unknown extensions are not allowed.

You can add a description or remove the attached file by clicking on 'x' on the right.

image.png

Then click 'CONTINUE' to proceed.

7. If needed, you can return to the previous step using the 'PREVIOUS STEP' button. In the 'Report Form' section, you can replace the uploaded report by clicking the pencil icon to the right of the document name. In the 'Attach Documents' section, you can upload additional files or remove them by clicking the 'X' icon.
8. You may click 'SUBMIT' to send your report.
9. You will get a confirmation saying that "You have successfully submitted your report(s)."

If any mandatory fields are left incomplete, a warning message will appear indicating which fields are missing. If you do not have the required information at the moment, you may still proceed by clicking 'SUBMIT'. However, the **UTC Date** is the only field required in order to submit a report.

Validate your PDF

To validate your PDF:

1. Sign in to access the 'Report an Occurrence' page.

image.png

2. Click 'Validate your PDF File'. The system will open the validation page:

image.png

3. Attach the PDF report to validate by clicking the 'Select files...' button or by using drag and drop. When the process is finish you will see a message stating 'Your file(s) have been successfully uploaded.'
4. Click 'VALIDATE'. The system will either display a message stating 'Your PDF has been successfully validated' or highlight the mandatory fields that are missing in the PDF:
- 5.

image.png

Revision #9

Created 2025-10-29 13:04:06 UTC

Updated 2025-10-30 13:13:21 UTC