



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:

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@segundadaerea.es

Teléfono/Phone:

656903637

Confirmación correo electrónico/E-mail address confirmation *

jmanrique@segundadaerea.es

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@segundadaerea.es

Contact details

State Aviation Safety Agency

www.segundadaerea.gob.es



Safety and Flight Personnel Management Department



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Monday to Friday from 10.00h to 13.00h.



[Aviation operations](#)