PA ATS 7460 Submission and Tracking System (BETA)
PA External User Instructions

If you are an existing user (and have previously accessed the site), proceed to the 7460 Submission and Tracking System, otherwise follow the directions below.

Instructions for First-Time External Users

1. Send an email to ensanabria@panynj.gov requesting access to the 7460 Submission and Tracking System.
2. Once approved you will receive two separate emails with the following subject lines:
   a) Microsoft Invitations: "You're invited to The Port Authority of New York & New Jersey Organization" – you will need this for **Steps 3 through 13.**
   b) ATS Form 7460: "ATS FAA Form 7460 Submission and Tracking System External User Instructions" – you will need this for **Step 14.**

3. Open the Microsoft Invitation email (#1 above) and click on **Get Started.**

   This part of the process will set up the necessary security features, including multi-factor authentication, to allow you to access the application as an external user.

   Use Private/Incognito Mode: If you have an existing Office 365 account, you will need to use a Private Browser window (Internet Explorer, Firefox, Safari) or Incognito Mode (Chrome) to login for the first time.
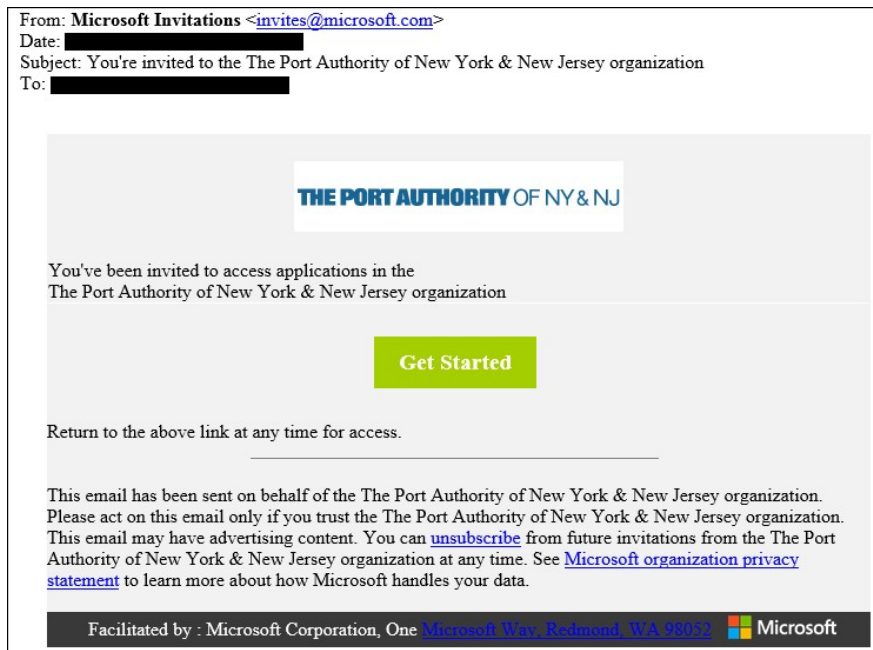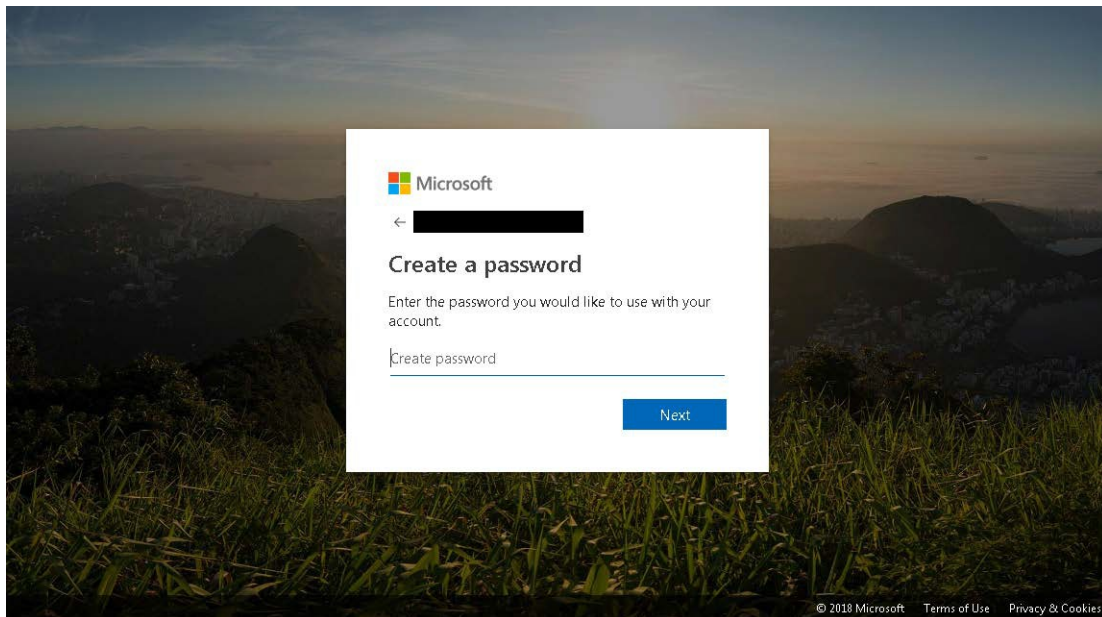

Note: The ATS 7460 Submission and Tracking System is currently in beta testing. Please use the feedback button within the application or email ensanabria@panynj.gov with suggestions or concerns.

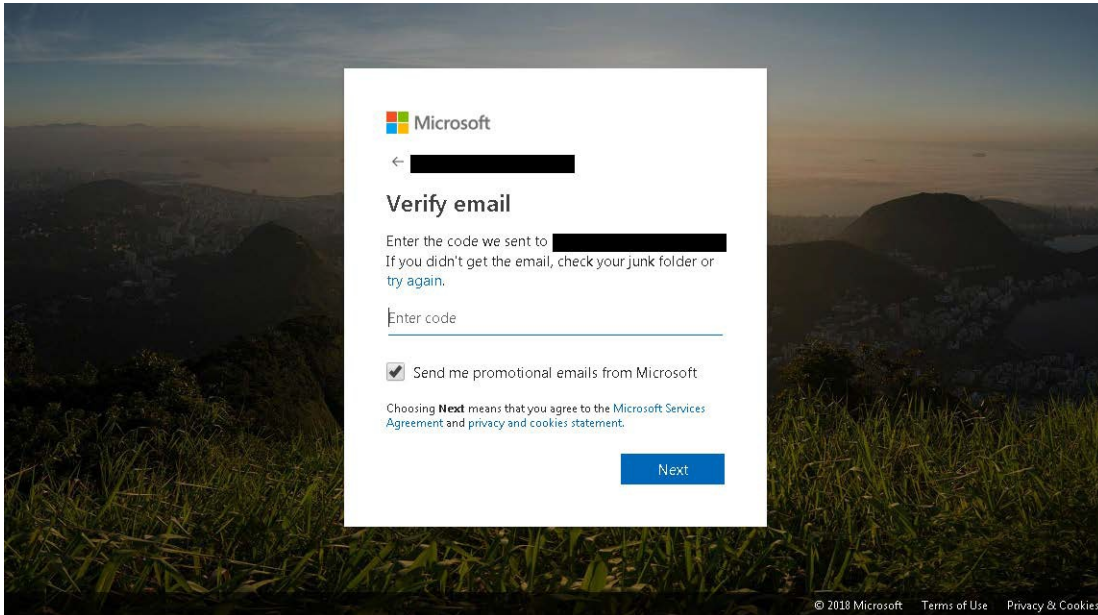4. On the Create Account window, click on **<u>Next</u>**.
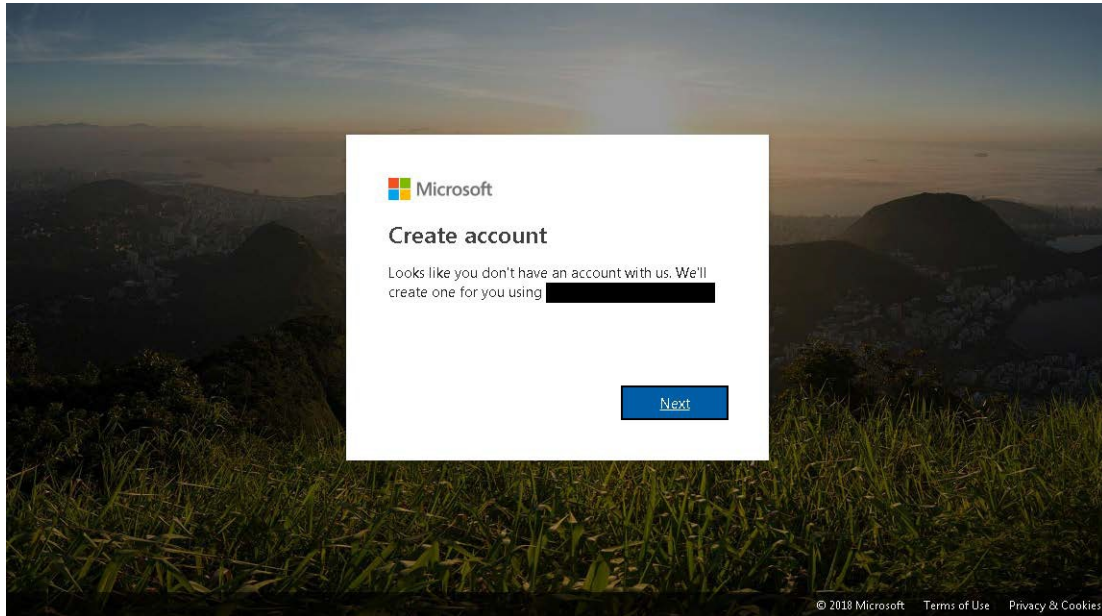
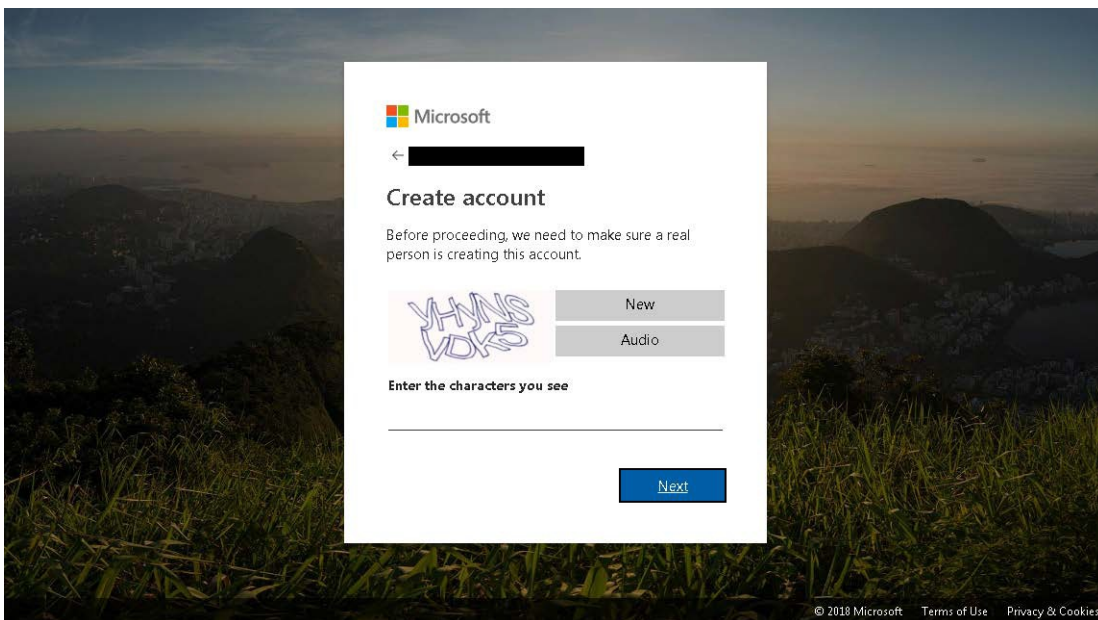5. Create a password and click on **<u>Next</u>**.

Note: The ATS 7460 Submission and Tracking System is currently in beta testing. Please use the feedback button within the application or email <u>ensanabria@panynj.gov</u> with suggestions or concerns.

6. An authentication will be sent to the email address you provided. Enter the code sent to your email address and uncheck the "Send me promotional emails from Microsoft" box and click on **Next**.
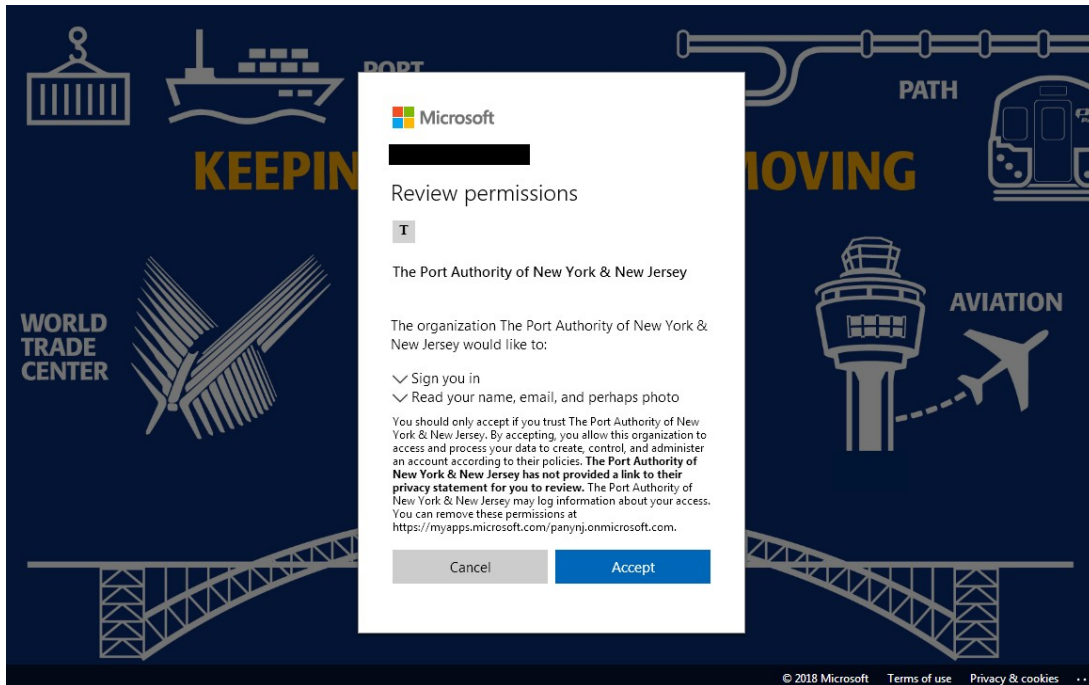

7. To verify you are a real person enter the characters on the image and click on **Next**.
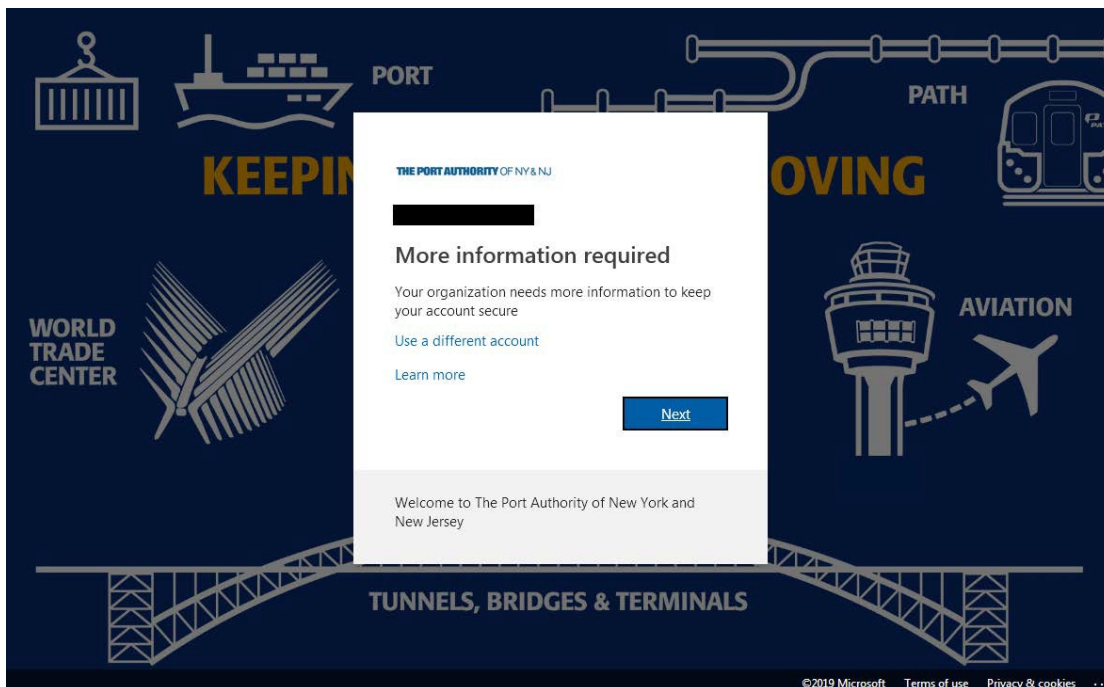

Note: The ATS 7460 Submission and Tracking System is currently in beta testing. Please use the feedback button within the application or email ensanabria@panynj.gov with suggestions or concerns.

8. Review the permissions and click on **Accept**.

9. To setup Multi-Factor Authentication click on **Next**.

Note: The ATS 7460 Submission and Tracking System is currently in beta testing. Please use the feedback button within the application or email ensanabria@panynj.gov with suggestions or concerns.

10. Specify one of the three available methods to contact you for the MFA, e.g. Authentication phone, and provide the additional information, e.g. phone number. The possible options are:
- The use of a mobile app (online and one-time password [OTP]) as a second authentication factor.
- The use of a phone call as a second authentication factor.
- The use of a Short Message Service (SMS) message as a second authentication factor.

11. When ready, press **Next**.

12. Follow the instructions based on the selected method, e.g. enter the verification code sent via text message, and click on **Verify**.
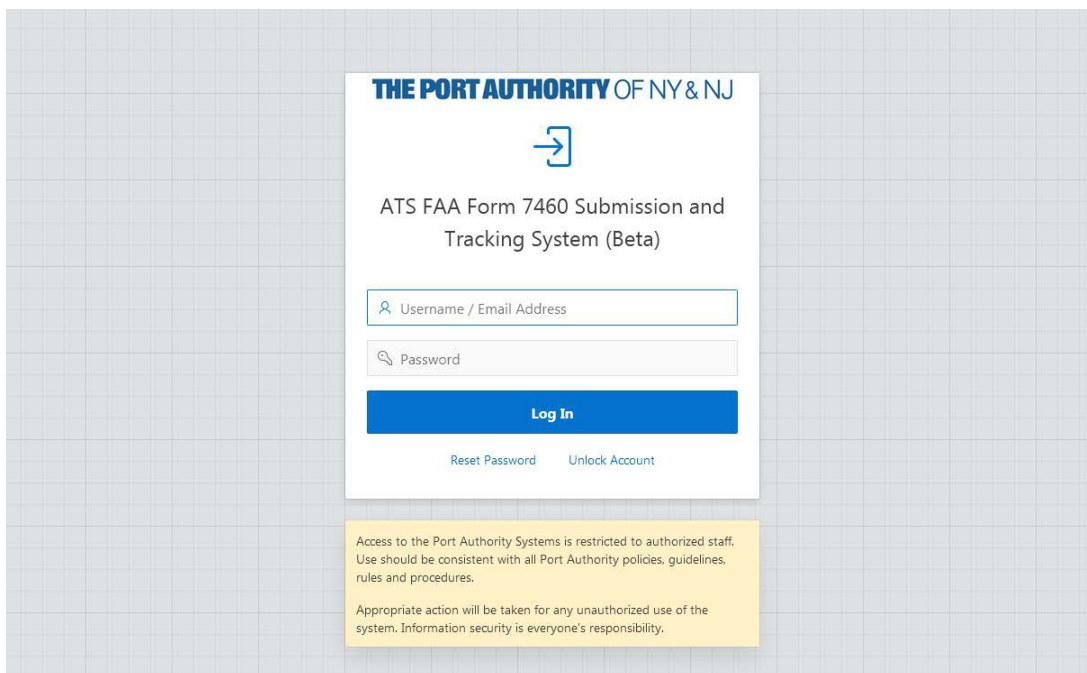

Note: The ATS 7460 Submission and Tracking System is currently in beta testing. Please use the feedback button within the application or email ensanabria@panynj.gov with suggestions or concerns.

13. Once the security verification has been successful, click on **Done**.
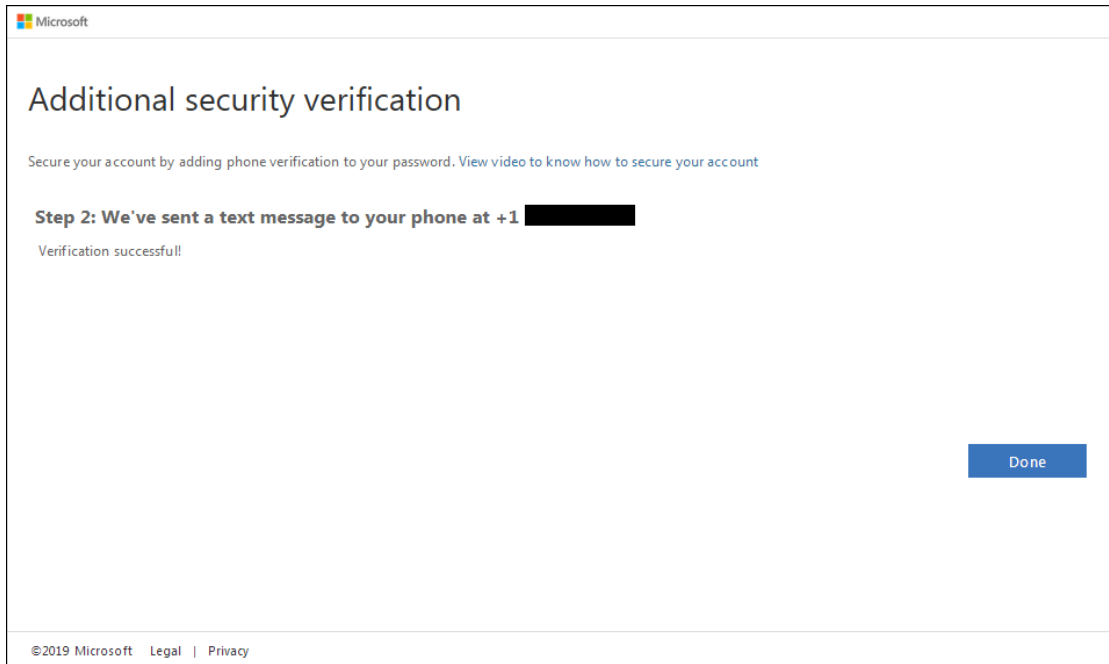
14. You will be forwarded to the application's login screen. Enter your email address and the temporary password included in the initial email from ATS Form 7460 Submission and Tracking System (provided in **Step 2**).

Note: The ATS 7460 Submission and Tracking System is currently in beta testing. Please use the feedback button within the application or email ensanabria@panynj.gov with suggestions or concerns.
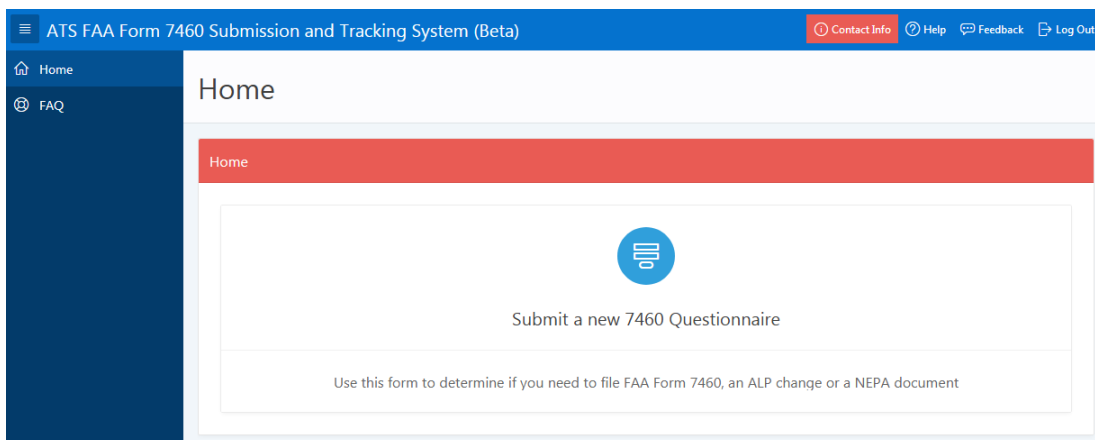
15. You will be prompted to update the temporary password (provided in **Step 2**). Specify a new password and click on **Update Password**.

16. You will now be redirected to the home page.

Enter the credentials you have selected and you will now be able to access the 7460 Submission and Tracking System.

Note: You will not be able to access the site using this link until all previous steps are completed.

Note: The ATS 7460 Submission and Tracking System is currently in beta testing. Please use the feedback button within the application or email ensanabria@panynj.gov with suggestions or concerns.