

Two Step Drone Registration Process

Welcome to the ASSET[©] drone registry. In compliance with IAA SI 25, this 2 step process allows new users to have access to the IAA official aeronautical data, mapping and registry of their drones.

Step 1:

• Create a "New User" account

Select the below link to create a new user account

https://www.asset-international.com/asset/login/registerNewAccount.go

Complete the form, See Figure 1 below. NOTE: Only the fields that have **BOLD** text are mandatory fields. Non **BOLD** fields are optional.

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The second se								
First Name								
Last Name								
Company								
Email Address								
Verify Email Address								
Primary Phone	+353 (012)3456789							
Alternate Phone	+353 (012)3456789							
Fax	+353 (012)3456789							
Address Line 1								
	Street address, P.O box, company name, c/o							
Address Line 2								
	Apartment, suite, unit, building, floor, etc.							
Address Line 3								
City								
State/Province/Region								
Postal Code								
Country	IRELAND V							
Complete the Captcha	1VW							
	I certify I have read and agree to the following terms:							
	By submitting this information, you are validating that the information is correct to the best of your knowledge and that you are authorised to submit such \checkmark							

Figure 1: New User Registration Screen

Once all mandatory fields have been completed, check the box to confirm the Terms and then select "Save Changes"



You will receive an email, See Figure 2, with an attached link, requesting you to create a password

David Perry,
Your registration for the ASSET Portal has been received. Your username is: pyterps@aol.com
To activate your account and set your password please click on the following url (or copy and paste to your browser).
https://qa.asset-international.com:443/asset/login/setPassword.go?username=pyterps%40aol.com&userCertificate=8fafbede-f6ac-40e8-a910-62fec1a27f47
Once your account has been activated you will be able to access the ASSET Portal.
ASSET Support Desk Email: <u>asset_helpdesk@cghtech.com</u>

Figure 2: Password Creation E-Mail

After selecting the link you will need to create a password, See Figure 3 below. Make sure your password complies with the requirements listed on the Update Password Page.

ASSET ©								
Update Password								
* Password <i>must</i> be 8 characters or longer. * Password <i>must</i> contain one letter, one number, and one special character of these listed (e.g., !@#\$%^&*).								
Username	pyterps@aol.com							
New Password	•••••							
New Password(again)								
Complete the Captcha	<u> 388p</u>							
	Set Password							

Figure 3: Update Password Page

Select "Set Password" after you have entered your password twice and filled in the Captcha box.





Figure 4: Password Successfully Set

Select "Continue to ASSET© Login"

The ASSET login screen can also be accessed by creating a bookmark to the following address:

https://www.asset-international.com

Step 2:

• Login to the system, this will take the user to the ASSET[©] home screen, See Figure 6.

Regis	sgister New Account Forgot my Usemame Forgot my Password							
S	Sign In							
	Usemame Password	dpeny@cghtech.com Login to Asset For Support Contact asset_helpdesk@cghtech.com						
			ASSET® supports Chrome, Firefox, Safari 7, and IE 10 / 11.					

Figure 5: Asset© Login Screen

Once you have selected Login to ASSET©, Figure 6 illustrates your next step.





Figure 6: ASSET© Home Screen

At the top of the page select the "Airspace" tab.



Figure 7: ASSET[©] Airspace Screen

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Selecting the "Register Drone" tab, See Figure 7, will open the Drone registry page, See Figure 8, with "User Details" already populated.

The next step is to enter your drone details, see Figure 8.

Just like creating a user registration, the **BOLD** fields are mandatory entry fields.

ৰূ eTOD 🛪 Airspace 🔮 IAIP 🞯 Downloads 🛔 Account	Management 🛛 🗐 Library	y 🔅 Admin	O Logout		
Drone Details					
Manufacturer	Examples: DJI, Traxxas, 3D Rol	botics, Home Built	Vanufacture is a	a require	d field.
Model			Model is a requi	red field.	
Aircraft Mass Attached Devices	kg Select One		Aircraft Mass sh Attachments and	ould inclu d battery	ude total weigh with or fuel.
	Add Device	Actions	Attached device	s is a Ma	ndatory field.
	No records found.	Acuons			
Serial Number			Serial Number	is an opt	ional field.
MACI Number			MACI Number i	is an opti	onal field.
Remarks			Remarks are co you would like	mments to inform	of use or and advisory the IAA about.
Entered Drones	Add Drone				
Manufacturer N	lodel Seria	al No.	MACI No.	Actions	
No records found.					

Figure 8: Drone Registration Page



Once you add your drone or drones, you will have to confirm that you are 16 or older, See Figure 9. Then it is a user preference to select if you would like to receive safety or non-safety information.

You must agree to the Terms and Conditions and then select "Create" to create your drone.

ооте 🏫	# Airspace	O IAIP	Overloads	Account Management	🖉 Library 🔹 🔷	Admin 🛛 Logoxt	
				Remarks			
			Entered Dron	Add Dron	e	Click Add	d Drone, repeat process for all drones
			Manufacturer	Model	Serial No.	MACI No.	Actions
			No records fou	und.			
			I hereby confi I wish to recei I wish to recei	irm that I am at least 16 y ive safety related informa ive non-safety related info	ears of age. Note: Para tion regarding unmann- simation regarding unm	ona under the age of 16 an ad aircraft via email. ranned aircraft via email.	er not permited to register a drone. The drone must be registered by their perentipuedien. Tick the appropriate boxes, this is Mandatory
				I agree to	the Terms and Condition	m Ensur	re you click that you agree with Terms & Conditions
				(Drones) an	gathered under the Intel d Rockets) Order, S.I.	h Aviation Authority (Small 563 of 2015.	I Unmanned Alecraft
				Create	Cancel	Select "	'Create''. Then visit "My Drones" to view all drones added
						CGH Technologies In Version 3	International, LLC @ 2015 2.3.1-b1591

Figure 9: Drone Registration Page



Once created you will be presented with a list of your registered Drones. From here you can "View" or "Edit" this information, See Figure 10.

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ATLARIPACE ATS Anapace Orasic ATS Alapane My Appondia TeamOnitry Anspace Tempony Anapace	Alegate Home / My Drones My Drones							
	10 • records per page	Search:						
Create Temporary Airepace My Approvals	Drone ID	Drone Name	Registration Date	Renewal Date	Actions			
Aveas Areas Create Area My Approvals My Approvals	IE-110121	હત	2015-12-21	2017-12-21	View Edt Create RPAS Archive			
RPAS Cretel RPAS My Approvals Vew Al Drones Register Crone My Drones	IE-110234	Self Built-Airplane	2015-12-22	2017-12-22	View Edt Create RPAS Archive			
sisterschut poert s Significant Points Oreate Significant Point My Approvals	IE-110237	dji-phantom 3	2015-12-22	2017-12-22	View Edit Create RPAS Atchive			
	IE-110275	DJI-114	2015-12-23	2017-12-23	View Edit Creato RPAS Archivo			
	Showing 1 to 4 of 4 entries				← Provicus 1 Next→			

Figure 10: My Drones Screen

If you have any issues or questions please contact the help desk at: <u>asset_helpdesk@cghtech.com</u>