A-CDM Access - Application Form

INSTRUCTIONS:
- **This form must be filled out using the interactive form fields.**
- **Forms which are printed and Scanned will not be approved.**
- **Once completed and saved, send this PDF to following e-mail address:**

it.servicedesk@gtaa.com
Subject: A-CDM Portal Access Request

Organization and Representative

This section must be completed by an authorized representative of the Company/Airline requesting A-CDM Portal access for an employee.

Note: Fields marked with an * are mandatory.

Are you a General Aviation / Business aviation user?   Yes   No

Company/Airline name *	
Name of authorized representative *	
Representative RAIC number (if unavailable, leave this field blank)	
Company/Airline Address * (please provide the address for the point-of-contact, station, or centralized office)	
Telephone number *	
Email address *	
Date of request	

BUSINESS AVIATION APPLICANTS ONLY	
Reminder that all flights need to have a reservation through OCS	
Which FBO will you operate from?	

Employee / Individual requiring access

NOTE: The employee/individual may be contacted by the GTAA/Manager, Operations Airport Flow (MO-AF) when necessary. Please ensure the individual can be reached at the telephone number and email address provided below.

Employee name *	
Employee's RAIC number (if unavailable, leave this field blank)	
Position/Title	
Telephone number *	
Email address *	
Reason for requesting access	
Employee's A-CDM Training Completion Date (required if requesting Edit access)	
Trainer's name	

Note: It is the responsibility of the Company / Airline to advise IT service desk of when to grant or deny A-CDM access to the employees. GTAA does not take any responsibility for updated times for an employee who has left the company.

Minimum System Requirements

Desktop browsers supported for A-CDM Portal	Google Chrome version 70 or higher (macOS and Windows)
Mobile Browsers Supported	iOS: Google Chrome (version 70 or higher) Android: Google Chrome (version 70 or higher)
Minimum Resolution Support	1920 x 1080

TO BE COMPLETED BY GTAA

User Role assigned for applicant	GTAA authorizer's name

| View access | Edit access (including TOBT) |

A-CDM Portal Access Application Form v 1.7