



We hope that many of you have been making progress in the IAA registration.

We have been listening to member feedback and your issues with the process. Without a full briefing document from the IAA, MACI has put together an explanation of how the new registration system can be used in the meantime, we hope it provides some more assistance to those preparing to register.

A very high level of security has been employed within this new database which many will welcome, however this brings a certain complexity for some of our members not so familiar with this technology.

The process can be split into a number of distinct phases.

The IAA has created a number of useful videos which should be watched prior to each step, the actual links have been given below (Click to watch):

Operators must be at least 16 years of age. For all pilots under 16 years of age, a parent or guardian must register as the operator on their behalf.

The principal change for MACI members is the closing of the old scheme and individual models no longer require registration. The new system is based on registering the “Pilot” and then all your models weighing > 250g will carry that single Unique ID.

Until 31st December 2020 we are in a transition phase with either system complying with the regulations. **From 1st January 2021 it will be illegal to fly a model aircraft unless carrying the registration number provided by the new EU system.** These basic national regulations have been in place since SI 563 of 2015, this is simply a different method going forward from 2021. Our current MACI regulations call for compliance with these changes.

We are encouraging all MACI members to avail of the IAA offer for a limited period until November 30th to register as an “Operator” for a fee of €5. As per the EU Regulations this will be valid for two years. From November 30th 2020 onwards the fees will increase to €30 for a two year operator registration certificate.

We encourage all members to at least complete steps 1 and 2 so that the IAA can see our response and assist on the future steps if problems are occurring.

Video for Step 1A and 1B

https://www.youtube.com/watch?v=ZIL38dVS-3A&list=PLs6NkA8s_pUYLTxha45o2Qp-me-xLNTUo

Written Step 1A.

Log on to IAA web page using this link <https://mysrs.iaa.ie/auth/sign-up>
Make an account using your regular email address and a password to use on this app.

For this step you must make a new account, not use the “login” option
Use your own email address and make up a password. If the system does not accept your password it may be too short or very simple. Try adding a mix of letters and numbers.
You must then use the scroll bar to move to the end of “terms and conditions” where you will tick the box and submit your details.

For any member without an email account then one should be created, they are free, requiring only a simple application process, the “Gmail” option is very popular.

Written Step 1B.

The IAA will send an email back to your email address, it may be 5 mins or a few hours later.
Once you acknowledge the received security email by clicking on the link you can now use the “**login**” option and start the completion of the details requested.

Video for Step 2A and 2B

https://www.youtube.com/watch?v=vFAF0BQspQA&list=PLs6NkA8s_pUYLTxha45o2Qp-me-xLNTUo&index=2&t=22s

Written Step 2A.

In this step you will be required to prove your identity. This can be accomplished by uploading a copy of your “Drivers Licence” or your “Passport” as a “PDF”
The difficulty in this step is to create that copy in a “PDF” Document. We can suggest a number of options that may work for you, dependant on what resources are available to you locally.

The first and easiest option will be to use a combination of photocopy and scanner to achieve a final single sheet A4 document with both pictures on and scanned to a final “PDF” saved on your desktop.

A second option involving more steps would be to take the 2 photos with your mobile phone and then email them to yourself so that they can be retrieved later on your PC.

A digital camera could also be used but then transfer the pictures to your PC by a cable or the SD card to the desktop.

If you choose any of the above solutions you will then need to complete a few more simple steps. We now need to get these 2 pictures into a basic “Word document” or similar from “Google Sheet” or “Free Open documents”.

From the new blank sheet you will “insert” each of the pictures, then using the mouse you can reduce or increase their sizes until they nicely match the A4 paper sheet view on screen. You now have to “Save as” this file and give it a name such as “IAA Licence” Once that’s done the file will still be on screen, you can repeat the “save as” but instead of the default “word” document select on the dropdown list the “PDF” option and save with same name. You are now ready to go back and login following the video guidelines, you have the required “PDF” File ready to upload.

Written Step 2B.

After you have completed step 2A by uploading the “PDF” document, the IAA system will create a final document on their system and it will eventually be sent back to you by email. The document is sent in the “PDF” format which you have to sign with a signature that will be used to compare with the documents previously sent to them so use the same layout as on your document, full name and spelling etc.

The difficulty in this step is to put the signature onto this document.

An option for some will be to sign the document electronically on the actual document sent and others may sign the document with a “Stylus” on a mobile device.

If none of those options are available to you then you will have to print the document and use a regular signature with the more traditional biro. If that’s an issue then you could forward it to a colleague get it printed and drop it back to you personally.

Once you have the signed page, you can scan as a “PDF” then logon and send back.

If you don’t have access to a scanner then just take a picture and follow the steps already used in Written Step 2A until you arrive at a “PDF” ready to send.

Once you have completed Step 1 and Step 2, you are now registered, the remaining steps no longer require any paperwork but will require a smart phone with a camera.

We currently have no workaround for this other than to suggest you work with a colleague

Video for Step 3

https://www.youtube.com/watch?v=A4ppG43Ny34&list=PLs6NkA8s_pUYLTxha45o2Qp-me-xLNTUo&index=9

Written Step 3

In this step you are required to set up a system called two factor authentication (2FA). The difficulty here is that it can only be completed using a smartphone with a camera.

It is best to have your phone setup prior to logging on by installing the correct APP from the Android or Apple APP stores. The “Microsoft Authenticator” as shown in the video appears to work well so use this one.

We are not aware of any workaround on this step at this time but we are in discussions with the IAA to see if we can help for some members who may still be having difficulties, we encourage all members to complete this stage if they have a smart phone so that we can

ascertain where remaining help is required. Once you have reached this step in the system you will be required to input a new six digit code provided by the “Authenticator app” on your phone at each future login.

Video for Step 4

<https://www.youtube.com/watch?v=4t1RFC76j5s>

Written Step 4

In this step you are required to complete the universal “UAS Proof of online Training”

We recommend that you watch the test video in advance at the link above.

It is a basic test without a time limit and you will get plenty of opportunity to retake questions as needed.

Step 5

You are almost there, just follow the “next” clicks on screen and fill in the questions until you reach the payment options and pay as you wish.

Some important pieces of information you will require are:

- For the Insurance Question please use “MACI Insurance”
- For the Category Question please use “A3”

Step 6

Having now paid and received your receipt you can printout your certificate, there is a small orange cloud icon, top right of screen which will show it to you. You can save to your computer and then print a copy for your flight box.

The “QR Code” which is on the certificate contains your registration number so if you wish you can make copies of this and put on your model. Spray with some fuel proofer to give a long term finish. If you make them approx. 33mm square then you can place them over your existing IAA labels.

If you prefer you can use the long number provided and place on your model as per IAA guidelines.

If you later scan this tag on any model using a smartphone it will automatically provide a link to the login page for the IAA, and the unique long number code will be shown on your phone screen. This will be the most convenient method going forward for verifying compliance. Spray with some fuel proofer to give a long term finish. If you make them approx. 33mm square then you can place them over your existing IAA labels.

If you prefer you can use the long number provided and place on your model as per IAA guidelines.

Liam Broderick,
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