

1 ACCESS TO E-FILING SYSTEM

1.1 USER LOGIN / LOGOUT

1.1.1 General Guidelines

The section provides some guidelines on use of the e-filing System. Users must observe the following guidelines when using the e-filing system:

- 1.1.1.1 Users shall use the e-filing system when they are registered and authorized by the CAD.
- 1.1.1.2 Users shall protect the approved user accounts and password from unauthorized use.
- 1.1.1.3 Users shall assign a responsible person as the key contact person with CAD on matters related to e-filing system account and update CAD if there is any change of the Account Responsible Person.
- 1.1.1.4 Users shall logout from the system when e-filing activities are completed. Users shall not log on the e-filing system for a prolong period of time.
- 1.1.1.5 Users shall not upload any material that are obscene or defamatory or which is intended to harass, annoy or intimidate any person.
- 1.1.1.6 Users shall not upload unauthorized /illegal software or works in electronic means/format.
- 1.1.1.7 Users shall not upload any materials that will monopolize systems or overload networks, such as propagating computer viruses intentionally, malicious codes and Trojan horse, ... etc
- 1.1.1.8 Users shall not share or disclose information on the Approved user accounts or passwords to others.
- 1.1.1.9 Users not following the above guidelines and use the accounts in an improper or inappropriate way may cause suspension of the related user accounts.

1.1.2 User Login / Logout

The **Login** screen is used to login to the Civil Aviation Department E-filing System.

1.1.2.1 Go to the web login page.

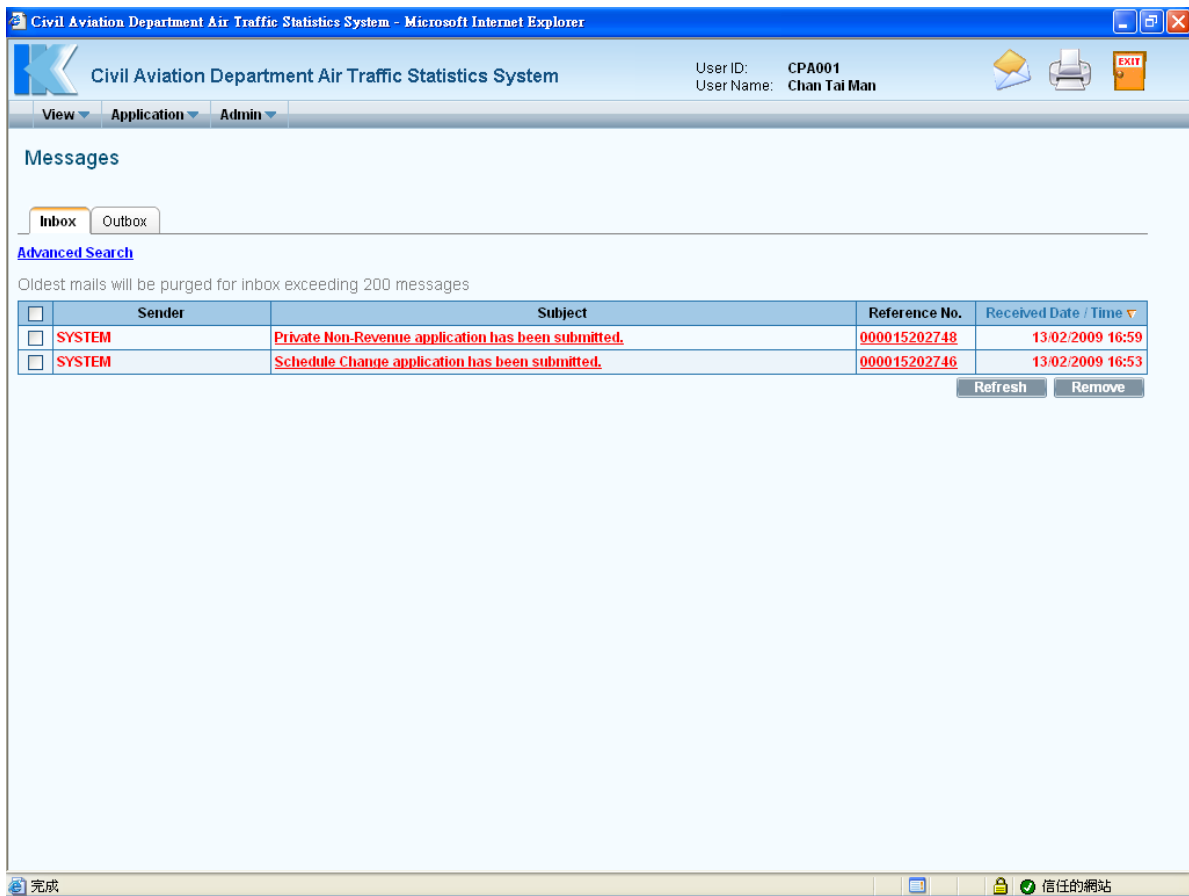


Login

1.1.2.2 Fill in the login information. CAD will provide the *Username* to users applied for a user account in the E-filing System and the login password will be provided for first time login. Users must change the password immediately when login in the first time.

1.1.2.3 *Username* is case-insensitive while *Password* is case-sensitive. Password must be at least 8 alpha-numeric characters and it will be revoked for 10 wrong consecutive attempts.




1.1.2.4 Click  to login to the Civil Aviation Department E-filing System **Messages** screen.



Messages

1.1.2.5 User must pay attention to the following points.

- System will be automatically logged off if there is no user activity over one hour.
- For registered operators, they can submit their flight schedules / documents only whereas for registered agents can submit applications for other non-registered operators.
- Users can view / change the flight schedules in their own account.
- Users must ensure the attached documents submitted via E-filing System are IT-secured.

1.1.2.6 Click  to logout from the Civil Aviation Department Air Traffic Statistics System. A message is prompted to confirm the logout. Click  to confirm the logout and return to the **Login** screen or click  to cancel the logout and return to the **Messages** screen.

1.2 CHANGE PASSWORD

1.2.1 Introduction

This section provides guidelines on password management for users of the E-filing System.

1.2.2 Change Password

1.2.2.1 Password needs to be changed immediately during first time login and should be changed from time to time each 60 days. As password history is kept, previous 5 passwords cannot be re-used. From the Main menu, click **Admin** → click **Change Password**. The **Change Password** screen will be displayed.

The screenshot shows a web browser window titled "Civil Aviation Department Air Traffic Statistics System - Microsoft Internet Explorer". The page header includes the system name, user ID (CPA001), and user name (Chan Tai Man). The main content area is titled "Change Password" and lists four requirements for a new password: at least 8 characters, a combination of letters and numbers, not equal to any in the history list, and no spaces. It also notes that passwords are case-sensitive. The form fields are: Username (CPA001), Name (Chan Tai Man), Old Password, New Password, and Confirm New Password. A "Save" button is located at the bottom right of the form area.

Change Password

1.2.2.2 Fill in the password information.

1.2.2.3 Click **Save** to save the password information. A message indicating that the password is successfully changed will be displayed.