

# **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.

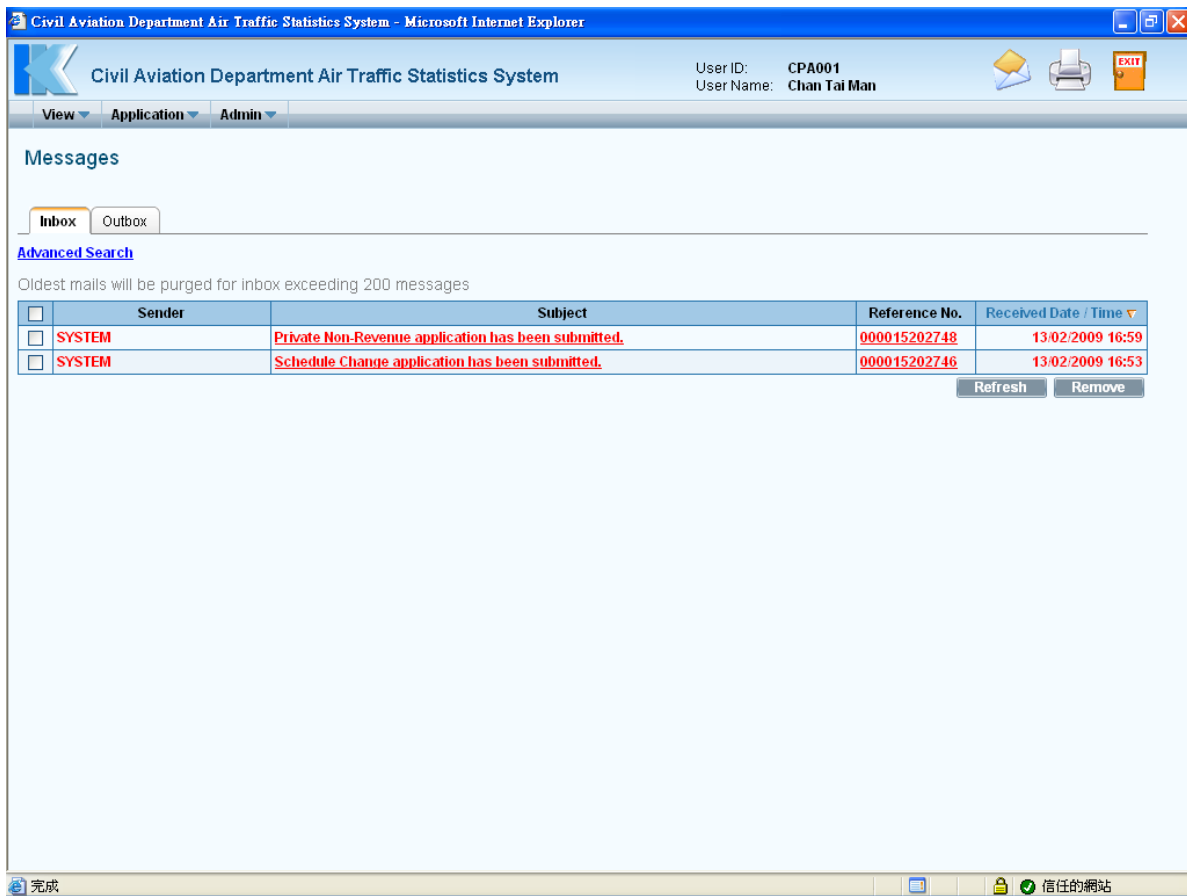


### Login

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.

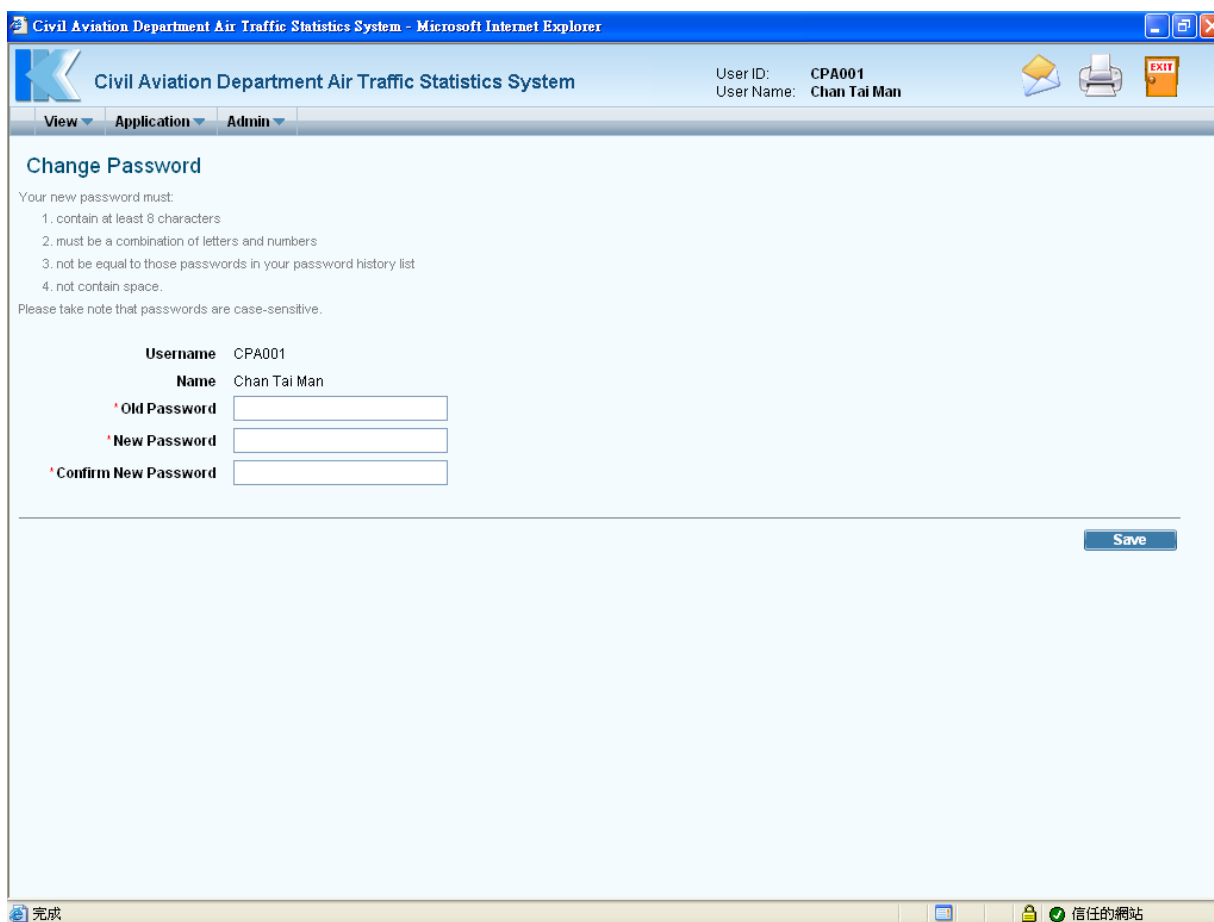
## 1.2 CHANGE PASSWORD

### 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.



Civil Aviation Department Air Traffic Statistics System - Microsoft Internet Explorer

Civil Aviation Department Air Traffic Statistics System

User ID: CPA001  
User Name: Chan Tai Man

View Application Admin

### Change Password

Your new password must:

1. contain at least 8 characters
2. must be a combination of letters and numbers
3. not be equal to those passwords in your password history list
4. not contain space.

Please take note that passwords are case-sensitive.

Username CPA001  
Name Chan Tai Man

\* Old Password

\* New Password

\* Confirm New Password

Save

完成 信任的网站

### 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.