REGISTRATION PROCEDURE TO BE AN AUTHORIZED USER
The ICARD authorized user registration is a **two-step process**.

Step 1 – Requesting ICARD Access

1. Connect to the ICAO portal: http://portal.icao.int/

2. Request an account

   Note: Registration on the ICAO portal will also serve for other ICAO topics / fields

3. Press **OK** to proceed

4. Subscription to "**ICARD**"

5. Your details are required for the registration part

   *Note: (***justification****) can be : "nominated ICARD route planners for x Country").*

6. After "Step 1",

   ✓ access to the ICARD group will be granted by the ICAO regional data manager and
   ✓ a notification will be sent automatically confirming your registration to the ICARD Group and providing a **password for your first login** (the password can be changed later).

Registration as **ICARD_5LNC_PLANNER** is required to enable 5LNC allocation requests

Step 2 – Requesting "ICARD Authorized User" Access

1. Log in with your new user id and password.

2. Click on the "Profile" link located on the top right corner of the page.

3. Select "Group Subscribe/unsubscribe"

4. Type "ICARD_5LNC_PLANNER" and complete the justification box

   Note:

   - ICARD_5LNC_PLANNER is case sensitive

   - Justification can be "authorized user for xx (Country);

   - The ICAO Regional Office must be informed by your national Administration of the name(s) of the route planners who will act as ICARD authorized user in order to validate your request.

5. Finalise your registration with 'Submit Changes'

6. A confirmation should appear on the screen.

7. Once completed, an automatic notification will be sent to the ICAO ICARD Data Managers who will check and confirm whether the requested status can be validated or not.

8. You will get the following notification via email within 24 hours that your request for group membership has been granted.

   "Dear Mr. xxx,
   Your request for subscribing to group ICARD_5LNC_PLANNER has been granted.
   Welcome to the ICARD_5LNC_PLANNER group."