



IAA MYSRs – Account Setup, Initial Training & Registration

My Safety Regulatory System (MySRs) is the Irish Aviation Authority's (IAA) online portal for managing and issuing Unmanned Aircraft System (UAS) operator registrations and remote pilot certificates. Remote Pilots, Operators, Accountable Managers, Responsible Persons, and Administrators must all have a valid MySRs account.

➤ Initial Account Setup.

Step 1. Navigate to <https://iaa.mysrs.ie>

Step 2. Click 'Sign Up Now'.

Step 3. Insert your personal email address. Create a password and confirm it.

Note: this account is personal to you and so does not need to be a work email. You must scroll to the end of the privacy section before you will be able to tick the box. Also note, to have an account you must be 16 years of age.

Step 4. Review the IAA Privacy Notice and Terms & Conditions

Step 5. Consent to conditions and click 'Sign Up'.

You will be sent a confirmation email. Click 'Confirm Account' to be brought to the main MYSRs login page.

➤ Identity Verification

Once logged in, you will need to verify your details.

Step 6. Start Verification. Under Welcome to MySRs, click 'Start Application'.

Step 7. Existing IAA Licence. Enter Yes (with details) or No.

Step 8. Proof of Identity – Select your identity type and upload an image.

Very Important:

- Your name must be the same as stated on your ID including middle name.
- Your place of birth must be a county, not a town or hospital.
- If your ID includes an address, your personal details must reflect this address. You can update your current address details later when your account is open if they are different than on your ID. Passports have no address details and are thus an easier document to use.



Step 9. Personal Detail. Enter your details keeping in mind the note at point 7. Any discrepancy or difference will result in your account not verifying.

Step 10. Identity Address. Enter your details keeping in mind the note at point 7. Any discrepancy or difference will result in your account not verifying.

Step 11. Upload your signed document and click '**Submit**'.

Account verification is processed Monday to Friday 9am to 5:30pm. Allow from 3 up to 10 days for the verification process to be completed.

➤ **Account Verified - Two Factor Authentication Setup**

Once your account is verified by the IAA you need to login and setup Two Factor Authentication (2FA).

Step 12. Download onto your mobile device your preferred '**Authenticator App**' from the list provided.

Step 13. Open your Authenticator App and using the QR reader function, capture the QR code presented on MYSRS.

Note: You will be presented with 5 password recovery keys – take a photo and save them somewhere safe – they will no longer be available once your 2FA is set-up but will be required if you ever encounter problems with 2FA.

Your account is now verified and 2FA Security has been established.

➤ **Open A1/A3 Proof of Online Training Pilot Certificate (required for pilots).**

Step 14. To better understand rules & safety, complete Safe Drone Academy [Open A1/A3 Course](#).

Login to your MySRS Account

Step 15. Click on the UAS Panel.

Step 16. Under the *MySRS – UAS Services* heading click '**Start Application**' on the '*Unmanned Aircraft System – Proof of Online Training (A1/A3)*' panel and complete the Open A1/A3 exam and receive your Open A1/A3 certificate if successful*.

You now have the basic **Open A1/A3 Proof of Online Training** Certificate.

*Note: Allow about 30minutes. Initially, there is a short safety video by the IAA to introduce remote pilots to some fundamentals of unmanned aircraft operations. The training consists of a 10-minute video and a 40 multiple choice question exam (very easy).



Registering as a UAS Operator.

What is registration?

Registration as a UAS operator is the process of officially recording your details with the National Aviation Authority (IAA), as required under EU Regulation 2019/947. It ensures the UAS operator can be identified, held accountable for safe operations, and provided with a unique operator registration number that must be displayed on all unmanned aircraft.

Registering as a UAS Operator

The registration process depends on whether you are registering as a **'natural person'**, such as a recreational pilot or sole trader, or as a **'legal person'**, such as a limited company or government agency. To register as a **'legal person'**, you must be authorised to act on behalf of the organisation.

The steps for registration differ for natural and legal persons. Please follow the appropriate guidance below.

➤ Registering as a 'Natural Person'

Step A1. Open MYSRS Home Page.

Step A2. Click 'Unmanned Aircraft System - Operator Registration'.

Step A3. Input your insurance policy number. If you do not need insurance and therefore have no insurance, insert 'Unknown' here.

Select '**Open A1/A3**' or '**Open A2**' or '**Specific**' depending on the EU category of operation you intend to operate under. You may only be presented with '**Open A1/A3**' or '**Open A2**' options. Your choice here does not matter, and truth be told, makes no difference. Registration is required and is independent of the category of operation.

Step A4. Click '**Proceed to Payment**' and pay (€30 for two years).

Step A5. Once registered, note the registration number (IRLxxxxxxxxxxxxx), and write or affix this number to every drone operating under the organisation. If you have a Remote ID function on your drone, you are also legally required to input this number (and the secret 3-digit pin found on MYSRS) into the Remote ID section.

➤ Registering as a 'Legal Person' (organisation)

All unmanned aircraft operators in the EU must be registered with their National Aviation Authority. For limited companies, partnerships, government agencies and other state bodies, the registration must be completed as a 'legal person'.

If you are an individual with the authority to act on behalf of the organisation, the organisation's MYSRS account setup and subsequent registration is carried out through your own personal MYSRS account.

The MYSRS platform requires a valid Company Registration Office (CRO) number to register a 'legal person'. **Where a government department or state body does not have a CRO number, the registration must follow the process set out in the [IAA's UAM 02 Notice](#).** (This process is a more complicated. Please contact Safe Drone Academy (hello@safedrone.ie) for consultancy on this process).

Organisation Verification on MYSRS (creating an account for an organisation on MYSRS).



The organisation must first create its own account on the MYSRS platform before completing registration as a UAS operator. It is best if the accountable manager completes this step.

Step B1. Open MYSRS.

Step B2. On the left side of the page select 'My Organisations'.

Step B3. Under 'Organisation Verification' box click 'Registered in Ireland' or 'Registered Outside Ireland' as appropriate.

Step B4. Use Organisation/Ltd Company CRO number to start the Company MYSRS account set up.

Step B5. Complete verification steps.

Appointing the Accountable Manager (Responsible Person)

The organisation must appoint a suitably authorised individual to oversee and take responsibility for its unmanned aircraft operations. This individual is referred to as the Accountable Manager.

Step B6. Login to MYSRS.

Step B7: On the left side of the page select 'My Organisations'.

Step B8. On the 'Organisation Administrator' tab select 'Switch to this Profile'

Step B9. Click 'Add Key Person' and search for the person who will be the Accountable Manager using their MYSRS account number. Note: You will need their personal IAA MYSRS account number. (The proposed Accountable Manager should open their MYSRS account and on the top right-hand corner click the icon and note personal MYSRS account number (IAA-202x-xxxxx)) See image below for guidance. Click search and select the person.

Step B10. Under 'Select Regulation Area' drop down menu, select 'UAS (Drones)'.

Step B11. Under 'Select Role' menu select 'Accountable Manager'.

Step B12. Select 'Add Person' and complete the step.

Step B13 The person who is nominated as Accountable Manager, will need to login to MYSRS (if not already logged in). They will then need to continue the application of becoming Accountable Manager.

- Open MYSRS
- On the left side of the page select 'My Organisations'.
- The Accountable Manager role is now available with a RED BOX indicating 'Requires Approval'. Click 'Switch to this Profile'.
- Click 'Submit Key Person Details'
- Complete all requirements.
 - One of the requirements is to upload a letter on company headed paper confirming the nominated individual is authorised to act as the company's Accountable Manager.
 - **Company Director:** Create a letter on headed paper stating you are a director of the company and have the authority to operate as the Accountable Manager.
 - **Company Employee:** Have a director of the company write on headed paper stating a director of the company gives employee x the authority to operate as Accountable Manager for the company.



The process of verify the Accountable Manager might take the IAA a number of days. Once, verified, continue the process below to finally complete the process of registering the organisation. **There is a fee for this, and registration expires and must be renewed after 2 years.**

Registering the Organisation

Once the organisation has an account on MYSRS and the Accountable Manager has been assigned and approved by the IAA, the Accountable Manager must log in to MYSRS to complete the organisation's registration as a UAS operator. The following is completed by the nominated Accountable Manager.

Step B14. Login to MYSRS.

Step B15: On the left side of the page select 'My Organisations'.

Step B16. On the 'Accountable Manager' tab select 'Switch to this Profile'.

Step B17. Click the UAS Box (Blue Colour).

Step B18. Under 'Registration' box click 'Start Application' and follow details to register your organisation.

- Input your insurance policy number. If the Organisation does not yet have public liability/3rd party insurance, insert '**Unknown**' here.
- Select '**Open A1/A3**' or '**Open A2**' or '**Specific**' depending on the EU category of operation the Organisation/Ltd Company intends to operate under. You may only be presented with '**Open A1/A3**' or '**Open A2**' options. Your choice here does not matter, and truth be told, makes no difference. Registration is required and is independent of the category of operation.

Step B19. Once registered, note the registration number (IRLxxxxxxxxxxxxxx), and write or affix this number to every drone operating under the organisation. If you have a Remote ID function on your drone, you are also legally required to input this number (and the secret 3-digit pin found on MYSRS) into the Remote ID section.

➤ **Getting to Know your Personal MySRS Account**



MySRS

Hello Mark,
This is your personal UAS Dashboard.
To act on behalf of an organisation you first need to [switch profiles](#).

UAS

MySRS - UAS Services

Unmanned Aircraft System - Operator Registration
Register as an UAS Operator.

Start Application

UAS Operator Registration.

If you wish to operate recreationally or as a sole trader, you should register as a **'natural person'** operator in your own name. Click **'Start Application'**.

Once registered, you will be given an Operator ID (registration number) and you must affix this number to all your unmanned aircraft (drones) (**IRLxxxxxxxxxxxxxx**).

Once registered, you will find your registration details under 'Your Current Approvals / Licences'.

Your current approvals / licences

Unmanned Aircraft System – Proof of Online Training (A1/A3)

IRL-RP-xxxxxxxxxxxxxxxxxx

Issued on Jan 2, 2022 (valid until Jan 2, 2027)

Practical training for STS must be completed before operating in the Specific Category.

Your Pilot Certificate Details.

Here you will find your personal remote pilot competency certificates. You can add to foundation competency by completing various courses.

Your EU remote pilot competency certificate number looks like **'IRL-RP-xxxxxxxxxxxxxxxxxx'**. Click the cloud icon to download the certificate. Expiry dates are normally 5 years.

MySRS Account Details

Click 'My Account'

Here you will find your personal IAA MySRS account number. (**IAA-202x-xxxxxx**).

My account

Joe Bloggs
bloggs@email.ie
IAA-202x-xxxxxx

My Organisations
Account Settings
Logout

Once each pilot has completed the basic training on MySRS, they should be able to download their individual pilot competency certificate (Open A1/A3 Proof of Online Training).

EASA
European Union Aviation Safety Agency

IRL

MySRS

IAA

A1/A3 OPEN SUB CATEGORY

Proof of Completion of Online Training

First Name
Joe

Last Name
Bloggs

Identification Number
NNN - RP - 1234567890ABC

Expiration Date
xx - xx - 20xx

QR Code