



STEP 1: LOGIN TO FLIGHT CIRCLE

Email

Password

[Forgot password?](#) or [Don't have an account?](#)

[Learn more](#) | [Privacy Policy and Terms of Use](#)

STEP 2: ACCESS PULLDOWN MENUS

The screenshot shows a user profile menu with the following items: My Account, Logbook, Settings, Login Credentials, Personal Information, My Associations, Schedule Settings, Notifications, and Social Profile. The 'Settings' item is highlighted in blue, and a red arrow points to the 'Personal Information' item within the settings sub-menu.

Personal Information

Information you enter below may be shared with your associated

Company Name

First Name

Middle Name

Last Name

Address

Address 2

City

State/Region

Zip Code

Date of Birth Age: 40

Gender Male Female

Phone

Emergency Contact

Emergency Phone

Home Airport

STEP 3: ENTER ALL PERSONAL INFORMATION

Driver's License

Number / Expires

Country / State

Passport

Number / Expires

Country / Issued Date

STEP 4: SAVE!

STEP 5: ACCESS “MY ACCOUNT”

STEP 6: CLICK “ACCOUNT HISTORY”

Files at Pensacola Air

Account Ledger Pilot Files (0) Cards Auto Pay

Files

No files to display.

My Account

- Logbook
- Settings
- Logout

Account History

New Files

STEP 7: ACCESS “FILES” TAB

STEP 8: CLICK HERE TO UPLOAD THE FOLLOWING DOCUMENTS:

1. UNEXPIRED PASSPORT* OR BIRTH CERT
2. GOV'T ISSUED PHOTO ID* (FRONT & BACK)
3. PILOT CERTIFICATE (IF APPLICABLE)
4. MEDICAL CERTIFICATE* (IF APPLICABLE)
5. RENTAL INSURANCE POLICY* (IF APPLICABLE)

Edit File(s) Details

Name Drivers License FRONT

Categories User Photo

Expires 07/31/2023

Cancel Save

***INCLUDE EXPIRATION DATE**

STEP 9: CLICK “CARDS” ... THEN “ADD CARD”

The screenshot shows a web interface for managing payment methods. On the left is a sidebar menu with items: Settings Overview, Account History, User Account, Personal Information, My Associations, Schedule Settings, Notifications, and Social Profile. The main header is 'Payment Methods at Pensacola Air'. Below the header are tabs: Account Ledger, Pilot, Files (9), Cards, Auto Pay, and More. An 'Add Card' button is in the top right. A modal window titled 'Add Payment Method' is open, containing the following fields:

- Card number: 0000 0000 0000 0000
- Card expiration: Month (dropdown), Year (dropdown)
- Name (exactly as it appears): [empty text box]
- Billing address: [empty text box]
- Billing city: Pensacola
- Billing state: FL (dropdown)
- Billing zip code: 32503
- CVV: 000

At the bottom of the modal are 'Cancel' and 'Add Payment Method' buttons. Red arrows point from the text above to the 'Cards' tab, the 'Add Card' button, and the 'Add Payment Method' button.

STEP 10: ADD METHOD OF PAYMENT

IF DESIRED, LINK YOUR ACCOUNT TO GOOGLE CALENDAR!

- Settings Overview >
- Account History >
- User Account >
- Personal Information >
- My Associations >
- Schedule Settings >**
- Notifications >
- Social Profile >

Settings / Schedule Settings

Schedule Settings

Use 12 hour clock

Show mouse over reservation details

Last used view is sticky

Month view: Expanded

Month view: Group by Aircraft

Default view

Default mobile view

Start week on

Calendar Subscription (iCal)


Save

Google Calendar

Connect your Google account to have your reservations automatically synced to your Google calendar.

You must check all checkboxes on the Google Authentication page to provide necessary access so we can write to your calendar.

- Use existing primary Google calendar
- Create new Google calendar

 Sign in with Google

SIGN IN TO GOOGLE ACCT TO LINK ICAL