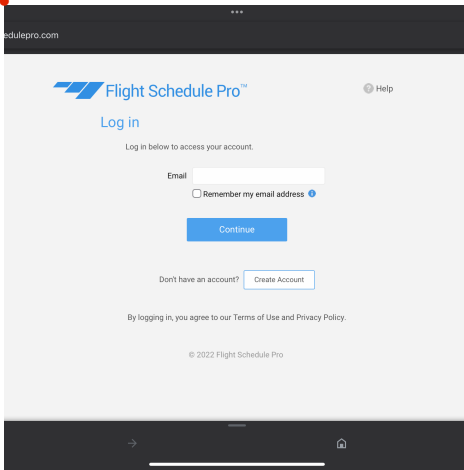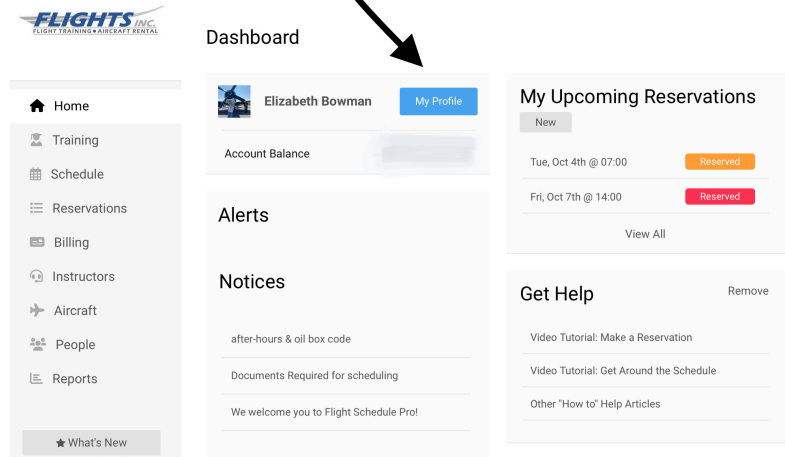# How to get your account finalized to start scheduling planes in Flight Schedule Pro

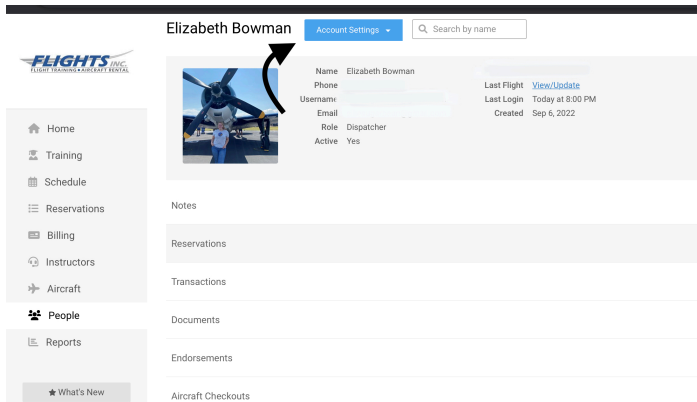**1.**

Once approved for our flight schedule pro, log into your account and complete the following steps
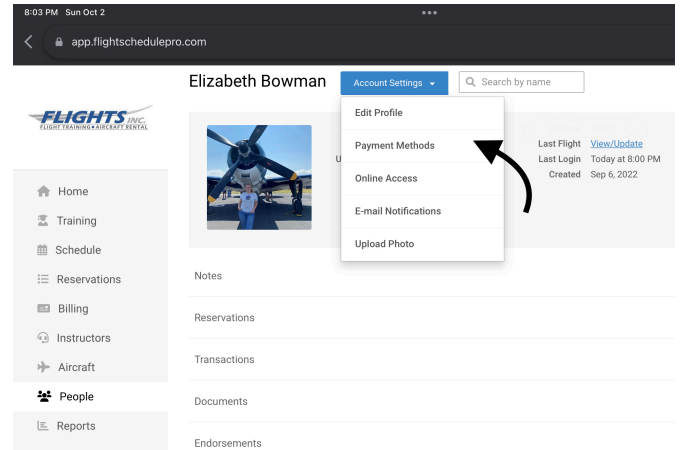
2.

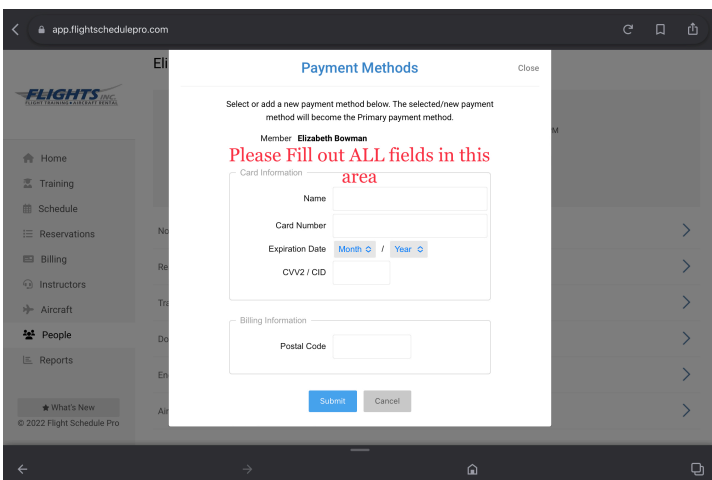Once on main page, click the "My Profile" tab to get to the following steps.

3.

After clicking that tab, it will bring you to this page - click account settings so you can start to set up your card on file
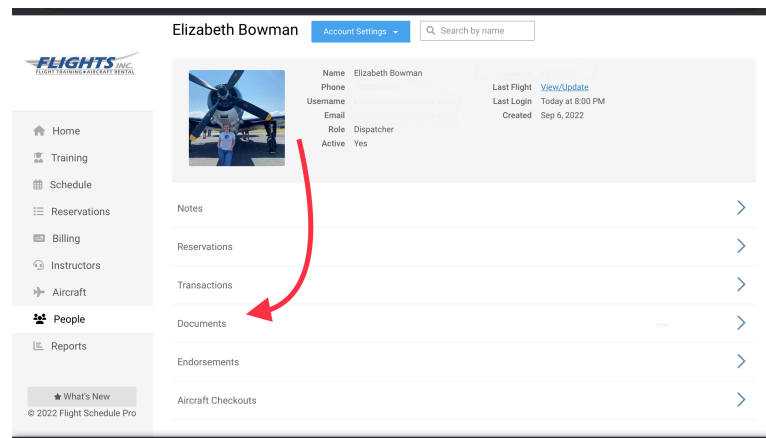
4.

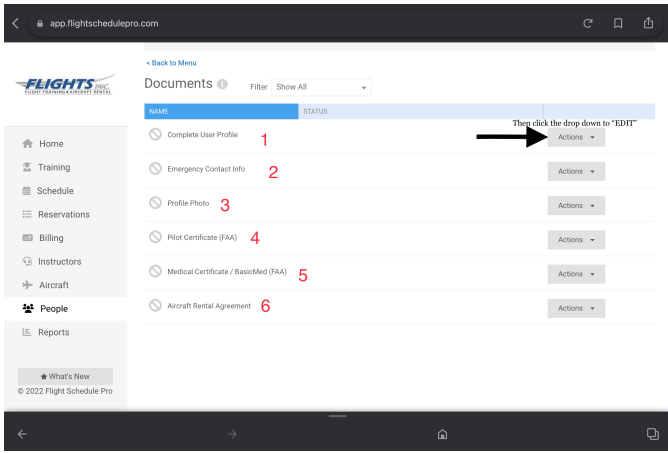

Click payment methods to get to the next step

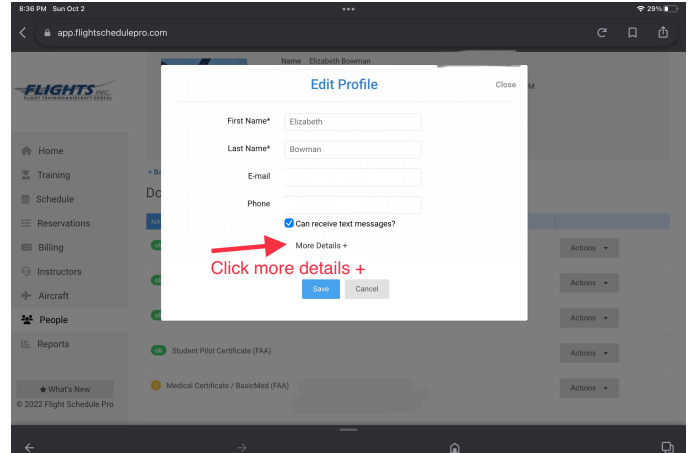**Input all of your card info, including the zip code associated with that card**

From there, once done - go to the documents tab to get to the following steps

5.

For each of the upcoming steps, you will have to click the right tab, to edit each of the following

For user profile, you will have to expand this drop down to input some information necessary to sign up
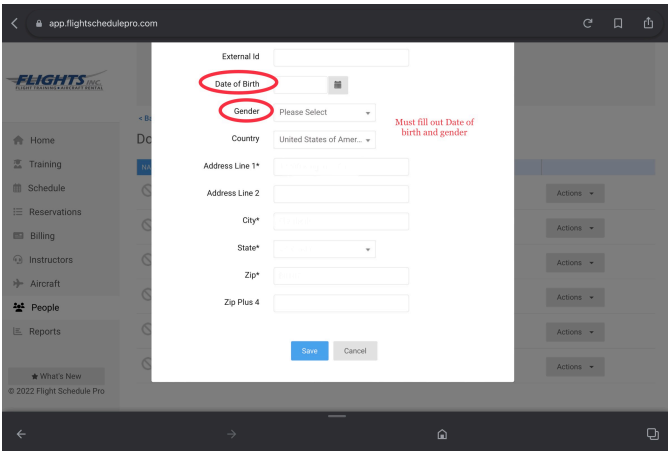
These are a MUST when completing this step

6.

Fill out Emergency contact info and save

7.

Please upload a profile photo - not required, but highly suggested

This section is a MUST complete area - include, type, certification #, issue date, and upload a photo

Same as uploading your Pilot Certification, you MUST upload all of the information for your medical
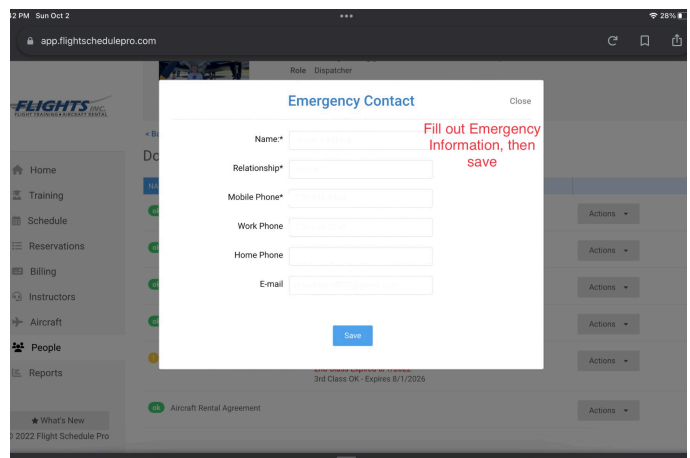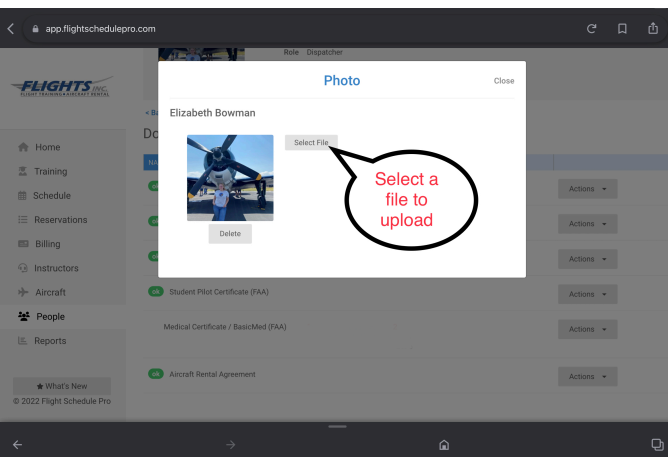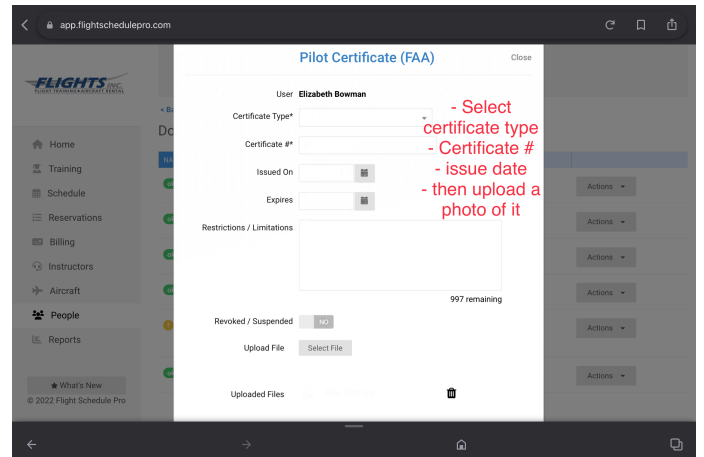- **Which class**
- **Date of birth**
- **Exam date**
- **Then let it calculate the dates for when your medical expires**

If you need a copy of the Rental agreement form, please go to this hyper link
Or Fill one out in person at the front desk

Steps to follow when getting your account finalized:

‣ First log into your Flight Schedule Pro account once approved by any of the dispatchers, Kimber or Austin Bauer

‣ Go to your dashboard - then click "My Profile" to help lead your towards your next steps

    ‣ Click at the very top "Account Settings", then "payment options" to input whichever card you plan on using consistently throughout your flight training at the time being - you MUST enter all of the information that is listed in that section.

‣ Once done with that, it should put you back onto your dashboard - from there you will want to select "Documents".

    ‣ The first thing to start off with in this section is your user profile, you will want to make sure the general information that you put in when you first signed up is CORRECT, then click the "more details+", to get access to the other half of this section

        ‣ You will want to input your Date of Birth and your gender - many people were having issues scheduling flights because they forgot this step

    ‣ Work your way down the list of documents to complete, by going through and filling out your emergency contact information

    ‣ Then upload a profile picture - this is not required, but highly suggested.

    ‣ The *IMPORTANT* stuff that is needed the most, your medical certification and your pilot certification.

        ‣ When inputting your pilot certification information, you will need to also have it handy to take a photo copy of it and upload it

            ‣ This is the same for the medical certification, but the certification # for the medical is not necessary - please just input what class, date of examination, and then let it calculate when it will expire for you.