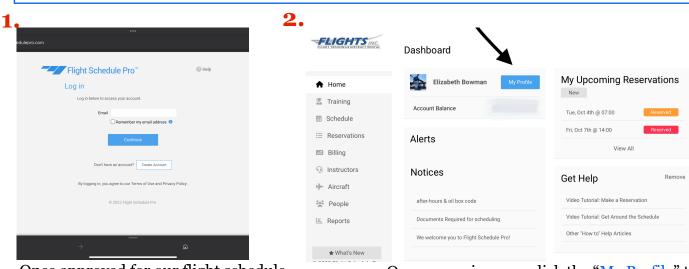
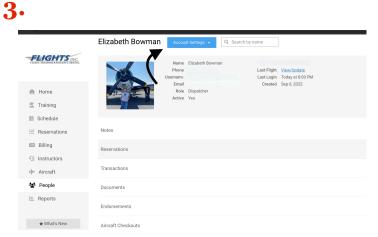
How to get your account finalized to start scheduling planes in Flight Schedule Pro

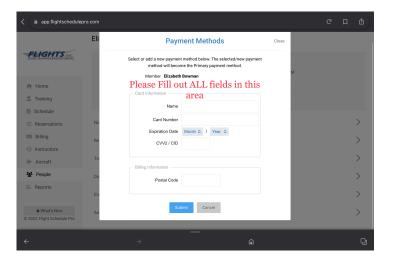
2



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



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



Input all of your card info, including the zip code associated with that card Once on main page, click the "My Profile" tab to get to the following steps.

03 PM Sun Oct 2			
app.flightscheduler	pro.com		
	Elizabeth Bowman	Account Settings 👻 🔍 Sear	ch by name
FLIGHTS INC.		Edit Profile	
ELGHI LEHMINGEMIKERET KANTAK		Payment Methods	Last Flight <u>View/Update</u> Last Login Today at 8:00 PM
A Home		Online Access	Created Sep 6, 2022
Training		E-mail Notifications	1
Schedule		Upload Photo	
≣ Reservations	Notes		
Billing	Reservations		
Instructors			
✤ Aircraft	Transactions		
People	Documents		
E Reports			

Click payment methods to get to the next step

	Elizabeth Bowman Account	Settings - Q Search by name		
FEEGHTS INC.	Phone Username	clessoscheer@groal.com Last Login	<u>View/Update</u> Today at 8:00 PM	
 Home Training Schedule 	Email Role Active	Dispatcher	Sep 6, 2022	
E Reservations	Notes			>
Billing	Reservations			>
Instructors	Transactions			>
People	Documents			>
💷 Reports	Endorsements			>
★ What's New © 2022 Flight Schedule Pro	Aircraft Checkouts			>

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

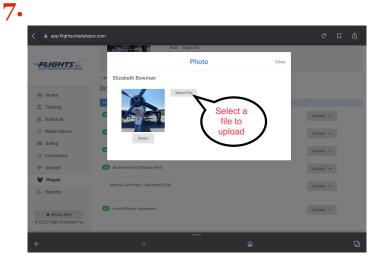
FLIGHTS	< Back to Menu Documents Filter Show All	
A Home	MAME STATUS	Then click the drop down to "EDIT"
🚊 Training	C Emergency Contact Info 2	Actions *
Schedule Reservations	◎ Profile Photo 3	Actions 👻
🖾 Billing	S Pilot Certificate (FAA)	Actions +
 Instructors Aircraft 	Medical Certificate / BasicMed (FAA) 5	Actions 💌
Neople	○ Aircraft Rental Agreement 6	Actions 👻
E Reports		

5.

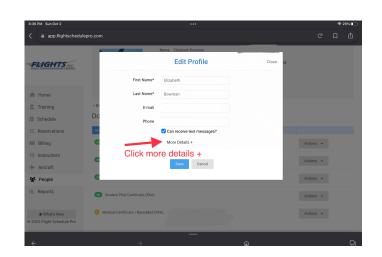
For each of the upcoming steps, you will have to click the right tab, to edit each of the following

	External Id				
FLIGHTS INC.	Date of Birth				
<8	Gender	Please Select +	Must fill out Date of		
Home Do	Country	United States of Amer *	birth and gender		
Training	Address Line 1*				
Schedule	Address Line 2			Actions 👻	
E Reservations	City*			Actions 👻	
Billing	State*	• * C = 11			
Instructors	Zip*			Actions +	
People	Zip Plus 4			Actions 👻	
Reports				Actions 👻	
* What's New		Save Cancel		Actions 👻	
2022 Flight Schedule Pro					

These are a MUST when completing this step



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



For user profile, you will have to expand this drop down to input some information necessary to sign up

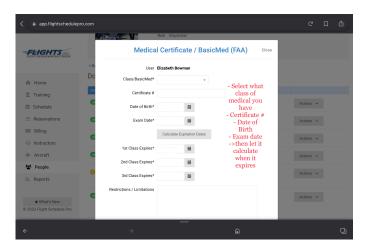


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Name* Information, then # Home Relationship* Training Mobile Prone* Schedule Work Prone Billing Home Prone Billing Email Information, then Attoos -	FLIGHTS INC.			Emergency Contact	Close			
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	A Home	Dc	Relationship*					
Schedule Work Phone E Reservations Home Phone Billing E-mail Actions -	🛣 Training	NA	Mobile Phone*					
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C instructors C	i≣ Reservations		Home Phone			Actions	×	
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LE Reports 3rd Class OX - Expires 8/1/2026	People	0				Actions		
	E Reports			3rd Class OK - Expires 8/1/2	026			
	What's New 2022 Flight Schedule Pro							

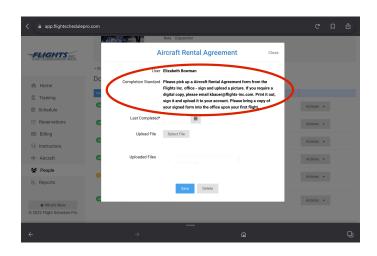
Fill out Emergency contact info and save

		Pilot Certificate (F	FAA) Close		
FLIGHTS INC.	User	Elizabeth Bowman			
	B: Certificate Type*		- Select certificate type		
A Home	Certificate #*		- Certificate #		
🕱 Training	Issued On		- issue date		
Schedule	Expires		- then upload a	Actions +	
E Reservations	Restrictions / Limitations		photo of it	Actions -	
🖽 Billing	Restrictions / Emitations				
Instructors				Actions •	
₩ Aircraft	G		997 remaining	Actions -	
😫 People	Revoked / Suspended	NO		Actions -	
E. Reports	Upload File	Select File			
★ What's New © 2022 Flight Schedule Pro	C Uploaded Files		ŵ	Actions -	

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 <u>link</u> 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.