

Account to submit Construction & Maintenance Forms

Quick Reference Guide

Intended Users: Users wanting to submit any Construction or Maintenance forms including FAP's

Overview

Edmonton International Airport launched a new Extranet site as of **March 21, 2023** with modern security and look that will allow the secure submission of construction & maintenance forms, all found on the public website [here](#). YEG staff and external users can **access and submit any of the following forms using the listed credentials**.

- Maintenance Advisory Form
- Electrical Connection Request
- Fire Alarm Bypass Request
- Fire Protection System Shutdown Request (Notice of Impairment)
- Edmonton Airports' Utility Connection Request
- Address Request
- Request for Information
- Maintenance Department – Access Request for Secure Locations
- Facility Alteration, Development and Building Permit Application

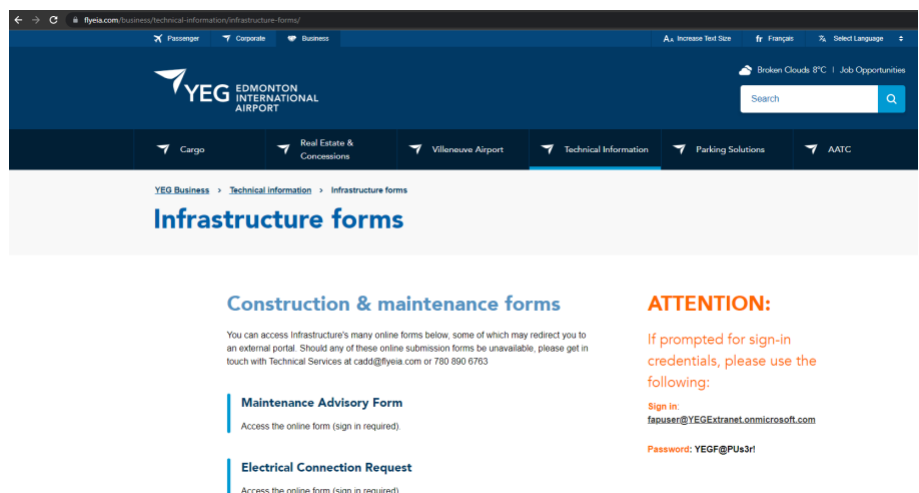
Credentials

- **Sign in:** fapuser@YEGExtranet.onmicrosoft.com
- **Password:** YEGF@PUs3r!

Submitting forms:

1. Navigate to the Technical Information section on our website and select the form/request you would like to submit.

<https://flyeia.com/business/technical-information/infrastructure-forms/>



Construction & maintenance forms

You can access Infrastructure's many online forms below, some of which may redirect you to an external portal. Should any of these online submission forms be unavailable, please get in touch with Technical Services at cadd@flyeia.com or 780 890 6763

Maintenance Advisory Form
Access the online form (sign in required).

Electrical Connection Request
Access the online form (sign in required).

ATTENTION:
If prompted for sign-in credentials, please use the following:
Sign in: fapuser@YEGExtranet.onmicrosoft.com
Password: YEGF@PUs3r!

2. Sign in to the extranet using the **new credentials**.

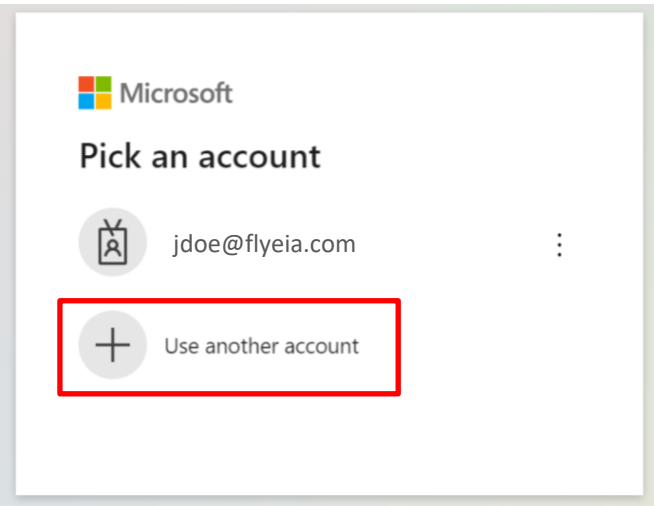
Sign in:

fapuser@YEGExtranet.onmicrosoft.com

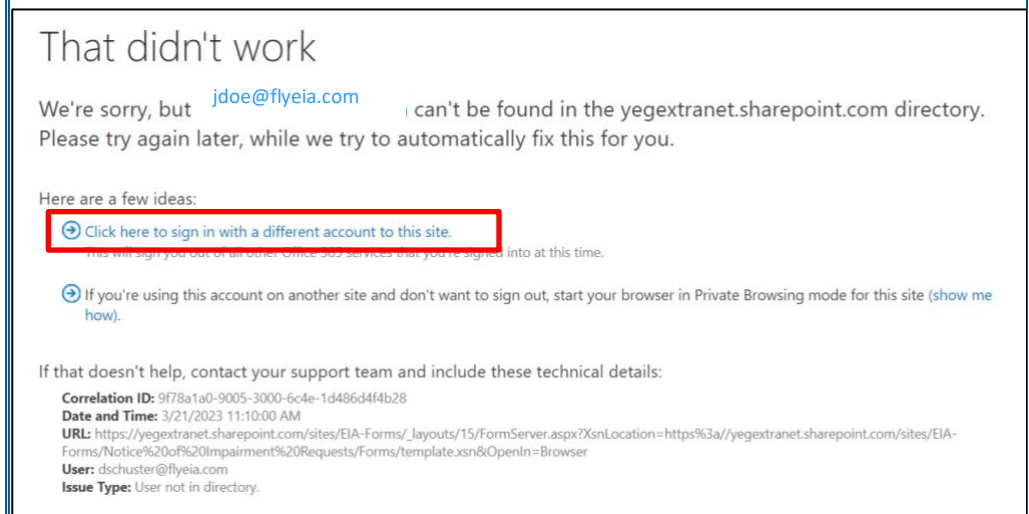
Password:

YEGF@PUs3r!

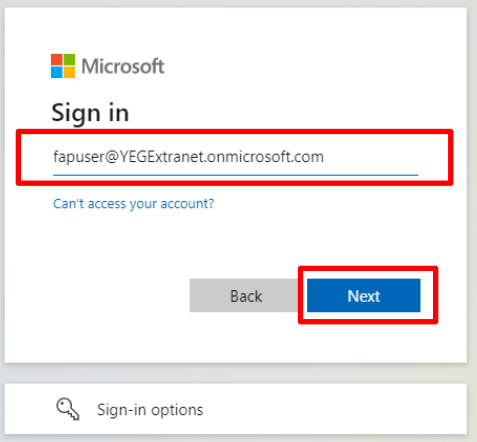
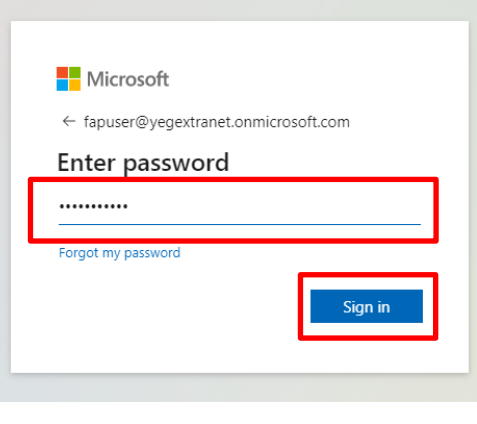
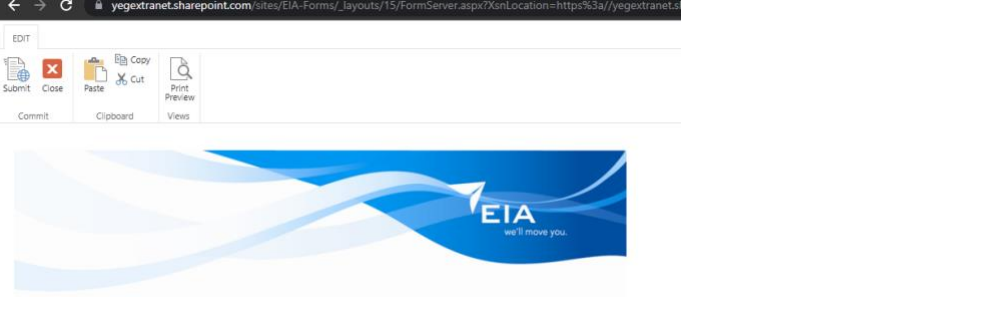
If the following screen displays, select *“Use another account”*



If the following screen displays, due to previous login, select *“Click here to sign in with a different account to this site.”*



Enter the login **fapuser@YEGExtranet.onmicrosoft.com** and click *“Next”*

	 <p>Microsoft Sign in fapuser@YEGExtranet.onmicrosoft.com Can't access your account? Back Next Sign-in options</p>	
<p>Enter the password YEGF@PUs3r! and click "Sign in"</p>		
	 <p>Microsoft fapuser@yegextranet.onmicrosoft.com Enter password Forgot my password Sign in</p>	
<p>3. You can now enter the appropriate information for the form/request you selected.</p>	 <p>Browser address bar: yegextranet.sharepoint.com/sites/EIA-Forms/_layouts/15/FormServer.aspx?XnLocation=https%3a//yegextranet.s... Form toolbar: Submit, Close, Paste, Copy, Cut, Print, Preview EIA logo: we'll move you.</p>	

Support

- If further support is required, Remote Technical Support will be provided via:
- Phone (780) 890-8324
 - Email helpdesk@flyeia.com