

# **Guideline Billing System**

## **General Aviation**

**&**

## **NON-IATA Members**

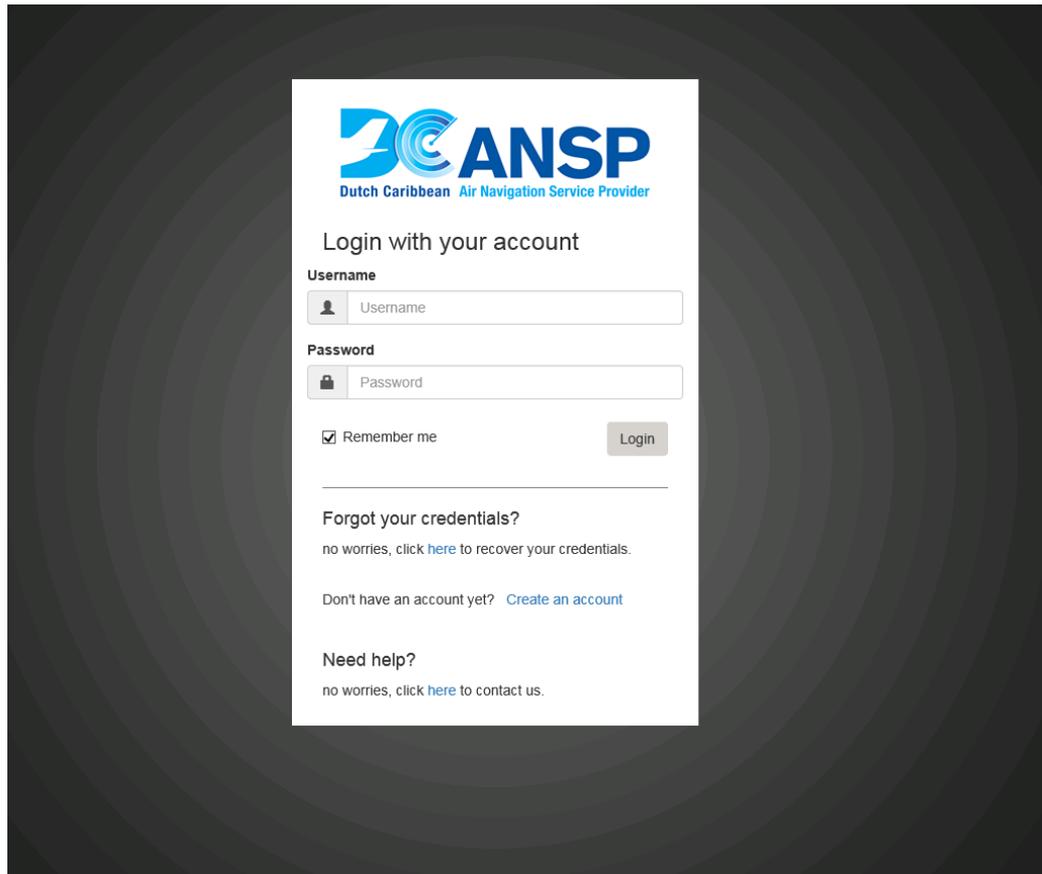
*November 24<sup>th</sup> 2017*

**Step 1:**

Go to the following link: <https://billing.dc-ansp.org/>

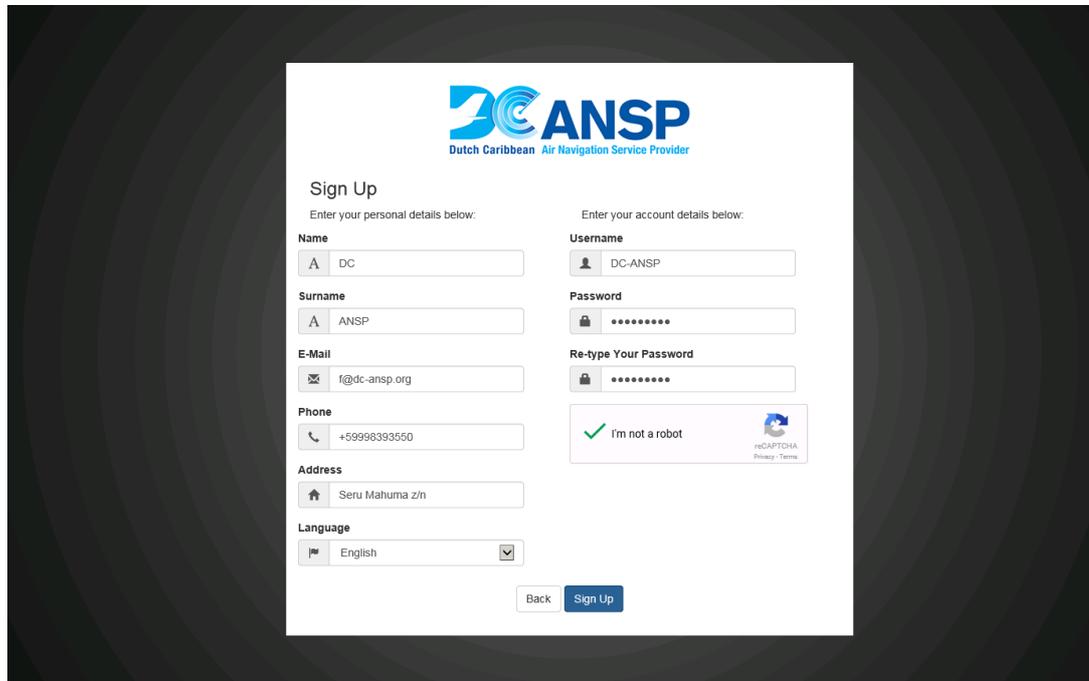
**Step 2:**

Click on “Create an account”

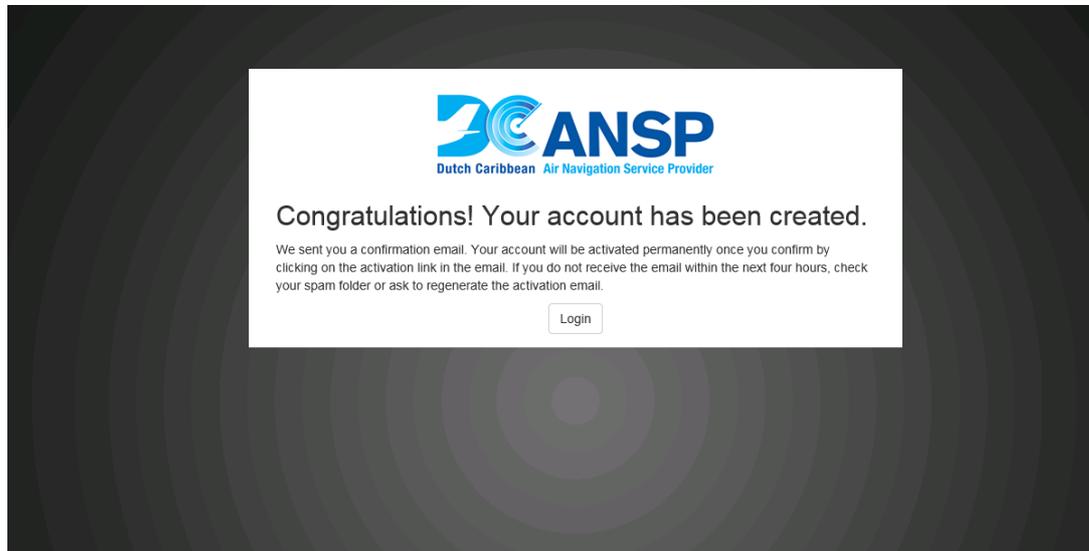


### Step 3:

Enter requested information and click on “Sign up”

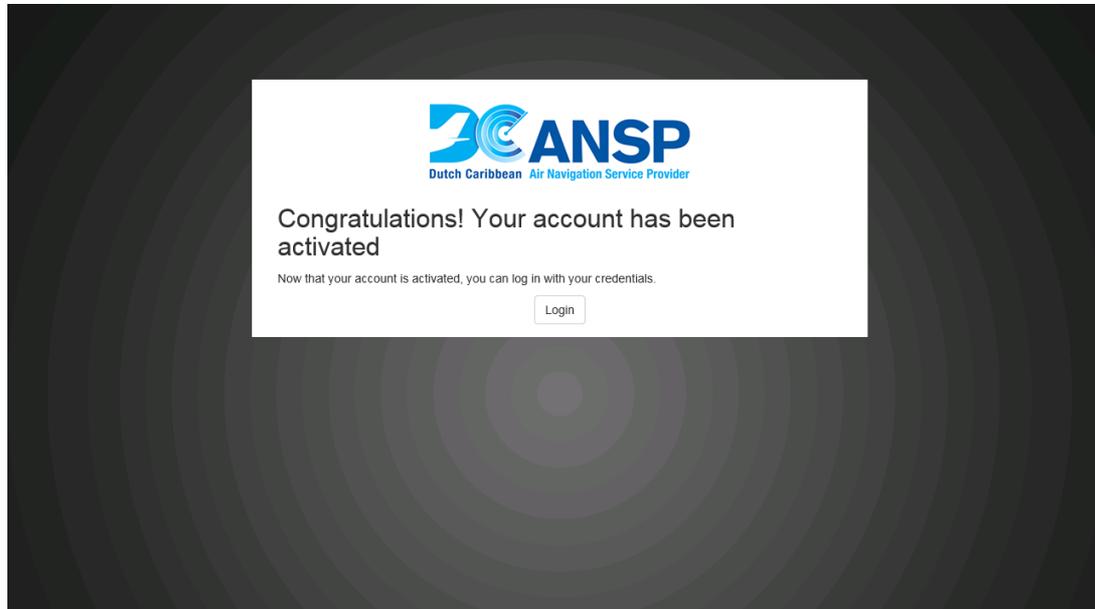


The screenshot shows the ANSP Sign Up page. At the top is the ANSP logo. Below it, the heading "Sign Up" is followed by two instructions: "Enter your personal details below:" and "Enter your account details below:". The form is divided into two columns. The left column contains fields for Name (with a dropdown set to 'A' and text 'DC'), Surname (with a dropdown set to 'A' and text 'ANSP'), E-Mail (with an envelope icon and text 'f@dc-ansp.org'), Phone (with a telephone icon and text '+599968393550'), Address (with a house icon and text 'Seru Mahuma z/n'), and Language (with a flag icon and a dropdown set to 'English'). The right column contains fields for Username (with a person icon and text 'DC-ANSP'), Password (with a lock icon and masked text '\*\*\*\*\*'), and Re-type Your Password (with a lock icon and masked text '\*\*\*\*\*'). Below these fields is a green checkmark icon with the text "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form are "Back" and "Sign Up" buttons.



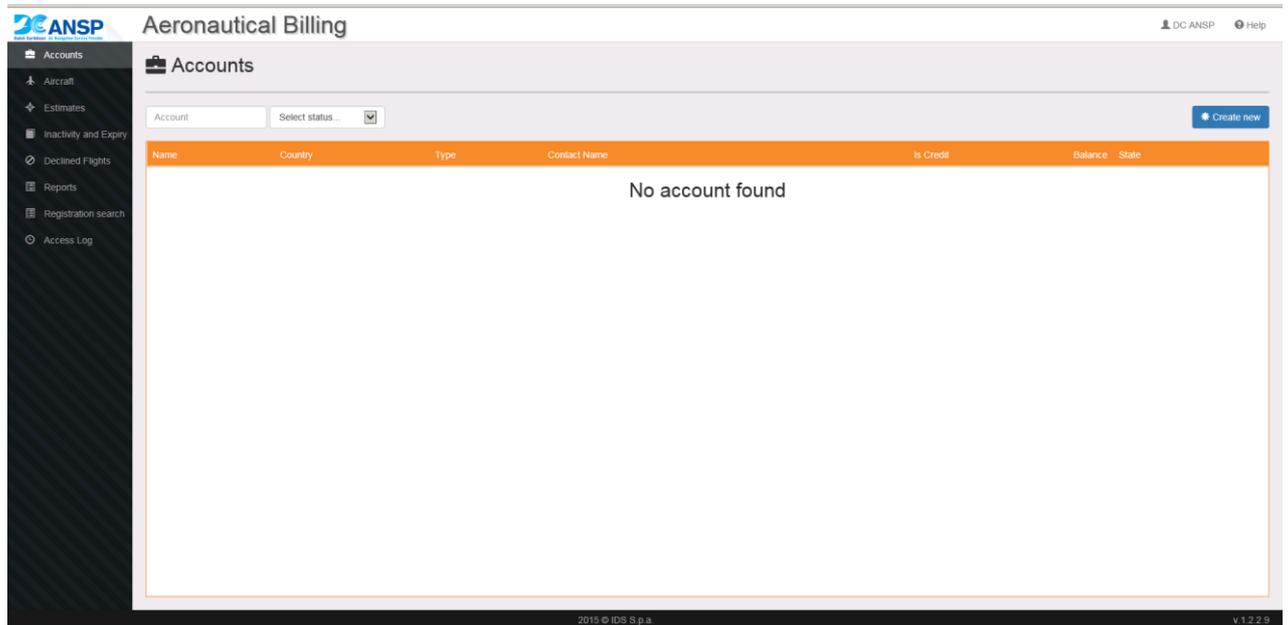
**Step 4:**

Go to your registered e-mail and click on “Confirm account” in the e-mail received from and click on “Login” and Log in to the account

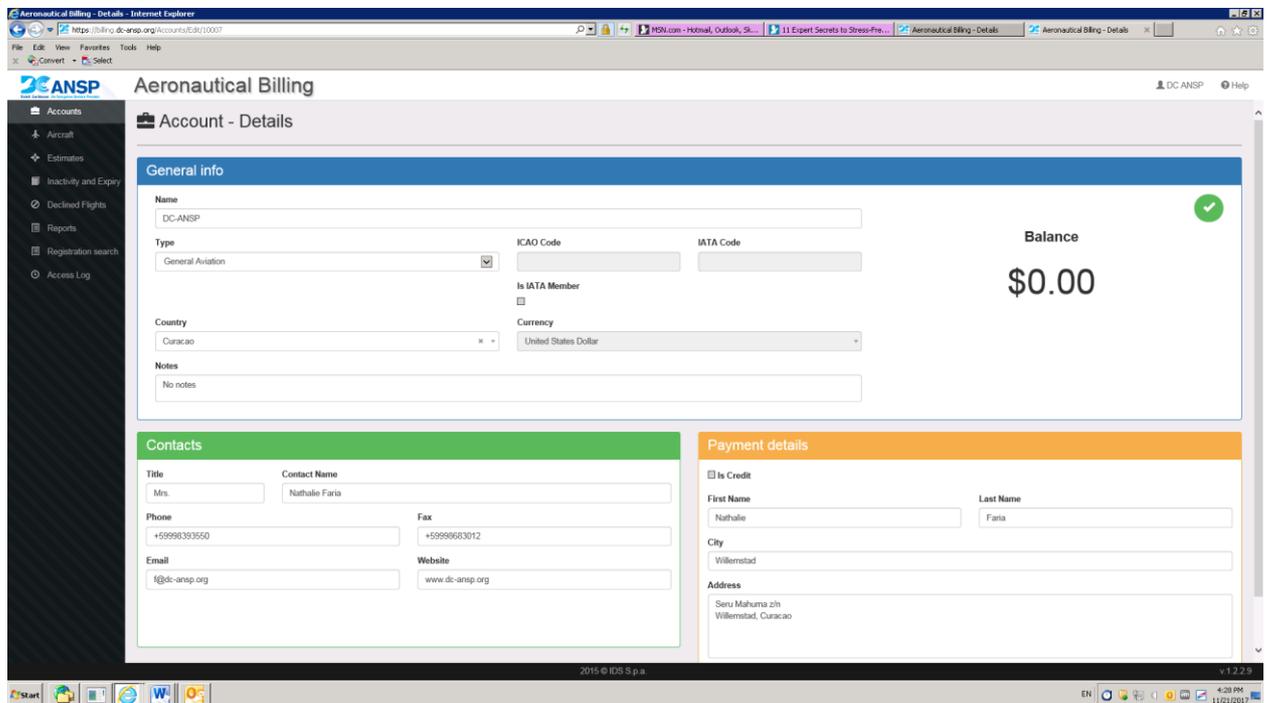


## Step 5:

Once logged your account has to be created/setup. Go to “Accounts” and click on “Create new” in order to create an account.

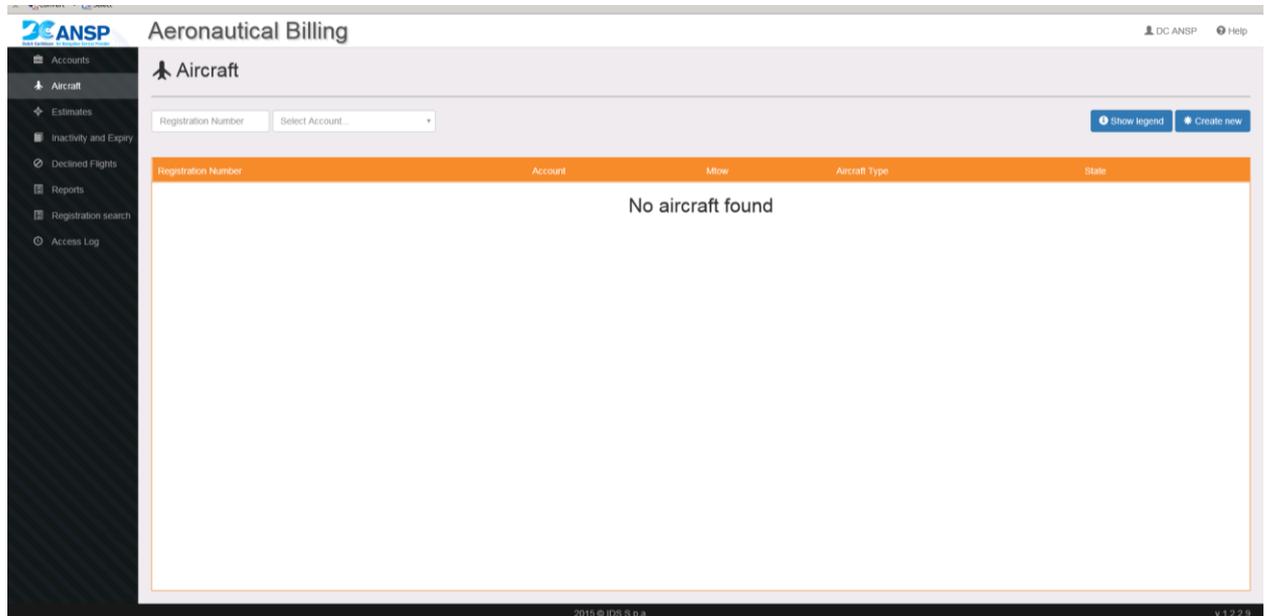


Fill out form and click on “create account”.

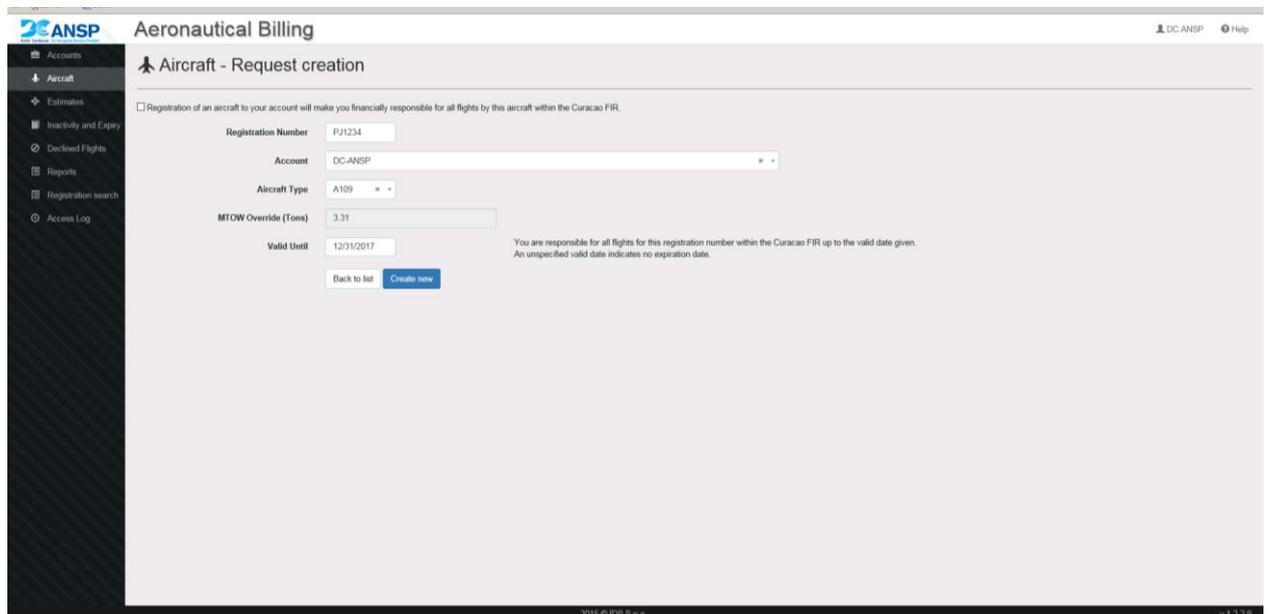


## Step 6:

Go to “Aircraft” and click on “Create new” in order to add aircrafts

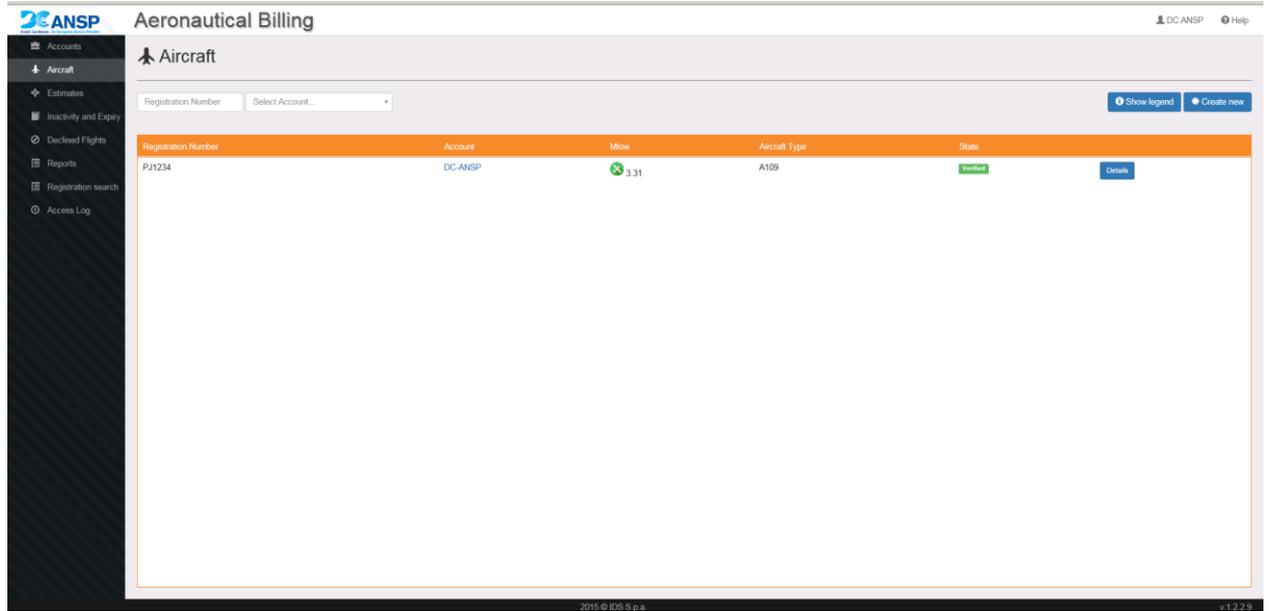


Fill out the correct Aircraft information



Click on “Create new” to add the filled out information.

The aircraft as been registered on your account



The screenshot shows the 'Aircraft' management interface in the ANSP system. The page title is 'Aeronautical Billing' and the sub-section is 'Aircraft'. A sidebar on the left contains navigation options: Accounts, Aircraft, Estimates, Inactivity and Expiry, Declined Flights, Reports, Registration search, and Access Log. The main content area features a search bar with 'Registration Number' and 'Select Account...' dropdowns, and buttons for 'Show legend' and 'Create new'. Below this is a table with the following data:

Registration Number	Account	Misses	Aircraft Type	Status	Actions
PJ1234	DC-ANSP	3.31	A109	Verified	<a href="#">Details</a>

At the bottom of the page, there is a footer with the text '2014 © IDSS p.a.' and 'v.12.2.3'.

## Step 7:

Create flight plan. Click on the “Estimates” tab.

Fill out the information: Insert planned flight route here. Contact ARO office at +5999 839 3552 if route is unknown/or if you require additional assistance to insert the correct route.

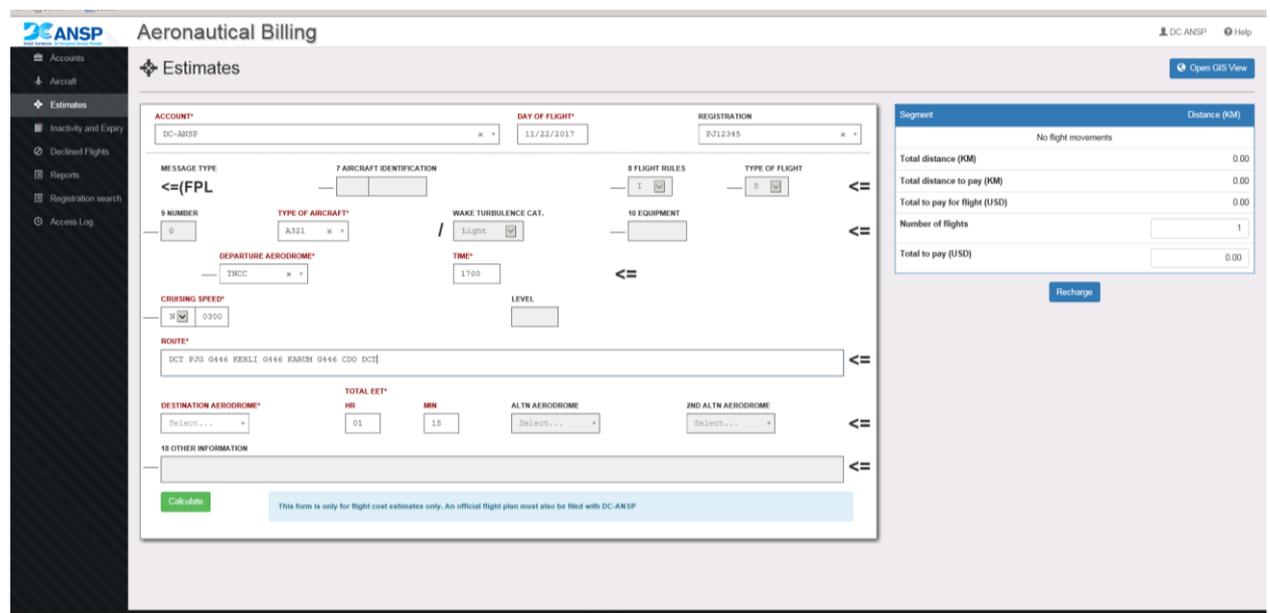
**Please note that this is NOT the Official filed flight plan.** You still need to file an official Flight Plan at the ARO Office according to ICAO 2012 FPL standards.

Departure flight time (EOBT) must be as close as possible OR the exact time of EOBT. In case there is a delay, a DLA message must be submitted to ARO at least 45 minutes prior EOBT. All FPLs must be filed with a minimum of 60 minutes prior to EOBT.

If a submitted Flight Plan Request to ARO has a discrepancy, this shall be dealt with/corrected timely in order not to affect the EOBT and/or the minimum of 60 minutes FPL filling time. The minimum of 60 minutes filing time before EOBT remains valid, for re-submission of the FPL (due to discrepancies or account issues).

Avoid unused FPL charges from your account for filed flight plans:

- Cancel filed FPLs, before EOBT and at ARO.
- If there are major changes to the flight affecting the route or ACFT registration. FPL must be cancelled and resubmitted with the new information, including a CNL message."



Click on “Calculate”

**Aeronautical Billing** | DC-ANSP | Help

Estimates Open GIS View

ACCOUNT\* DC-ANSP DAY OF FLIGHT\* 11/22/2017 REGISTRATION R712345

MESSAGE TYPE <=(FPL 7 AIRCRAFT IDENTIFICATION 8 FLIGHT RULES 9 TYPE OF FLIGHT

9 NUMBER 0 TYPE OF AIRCRAFT\* A321 WAKE TURBULENCE CAT. Light 10 EQUIPMENT

DEPARTURE AERODROME\* TNCC TIME\* 1700

CRUISING SPEED\* 0300 LEVEL

ROUTE\* DCT R09 0446 KERLI 0446 R303M 0446 C00 DCT

DESTINATION AERODROME\* HSDS TOTAL EST\* HR 01 MIN 15 ALTN AERODROME 2ND ALTN AERODROME

10 OTHER INFORMATION

Calculate This form is only for flight cost estimates only. An official flight plan must also be filed with DC-ANSP

Segment	Distance (KM)
ADHP(TNCC)	5.74
VOR(PJG)	
Waypoint(KERLI)	123.07
Waypoint(KERLI)	
Waypoint(BREDA)	78.35
Waypoint(BREDA)	
Waypoint(PERSO)	101.52
Waypoint(PERSO)	
Waypoint(KARUM)	121.72
Waypoint(KARUM)	
<b>Total distance (KM)</b>	<b>702.64</b>
<b>Total distance to pay (KM)</b>	<b>430.40</b>
<b>Total to pay for flight (USD)</b>	<b>138.89</b>
<b>Number of flights</b>	<b>1</b>
<b>Total to pay (USD)</b>	<b>138.89</b>

Recharge

2015 © IDS 5 p.a. v1.2.2.9

In the example above you can see that the amount to be paid to DC-ANSP is US\$ 138.89.

Click on “Recharge” to place funds in the account.

**Aeronautical Billing** | DC-ANSP | Help

\$ Recharge Account credit

**Recharge Account**

Payments made to DC-ANSP which remain unused after an account has been inactive for thirteen months will default to DC-ANSP.

Account DC-ANSP

First Name  Last Name

Address

City  Country

Email  Phone

Amount (USD)

The first name, last name, city and address given must exactly match the information on the credit card being used

2015 © IDS 5 p.a. v1.2.2.9

Insert personal and credit card information.

**ANSP** Aeronautical Billing DC ANSP Help

**\$ Recharge Account credit**

Recharge Account

Credit Card Number

Expiration Date (mm/yy)

CW

Total Amount: 138.89 (USD)



2015 © IDS B p.a. v.1.2.2.9

Click on “CX Pay.