



Federal Aviation Administration (FAA)

Aerospace Medical Certification Subsystem (AMCS)

Document Upload Quick Start Guide

Overview

The Document Upload feature of AMCS will make it more efficient for AMEs to submit supporting documentation to the FAA. AMCS users will be able to upload supporting documents during the transmission process as well as after transmitting an exam. Please review this document for more information about this feature.

Details

- You will be able to attach up to 25 documents per exam
- Documents must be 3 MB or less
- Acceptable file types are: PDF, DOC, DOCX, JPG, JPEG, and XPS
- You must label uploaded documentation by Document Type (i.e. Lab Reports, Discharge Summary, etc.). Large volume records must be broken into appropriate categories before upload.
- You **must** ensure you upload documents to the correct person's exam. We will remove erroneously uploaded documents from the FAA medical record.

Support

AMCS Support may be reached via email or phone:

9-amc-aam-certification@faa.gov

405-954-3238

Upload Documents during Transmission

You may upload documents to an exam from the Pending Exam and/or Data Entry screens during the transmission process. **NOTE:** You **must** continue to upload routine 1st class ECGS with the *Attach ECG* tab

Pending Exams tab > Actions column > Up Arrow icon

Pending Exams:

Showing: 1 - 6 of 6






Last Name	First Name	Middle Name	SSN	Exam Date	Actions
OPEN	ACCOUNT	UAT	*****0893		

Form 8500-8 tab > Upload Document tab

Form 8500-8

Page 1 | Page 2 | AME Actions | Comments | Page 3

MedXPress Imported application
FAA Pilot Medical Certificate
Application For: Airman Medical Cert. Class of Medical Cert.:2nd
Name: UAT ACCOUNT
SSN: *****0893

 Upload Document  Attach ECG  Print Certificate  Display Summary  Check for Errors

Ok Exam Type:

Ok AME Serial Number:

1. Ok Application For: Airman Medical Cert. Airman Medical & Student Pilot Cert.

How to Upload Documents

Airman Name: UAT ACCOUNT MID: 200009731466

Upload only documents for the applicant. Do NOT upload ECG or Repeat ECG's from this window.

1 Document Name: No file chosen

Document Type: 2

3 Document Date: 3

OK Reset

Uploaded Documents: 5 (Upload limit = 25)

Document Name	Document Type	Document Date	User Name	Actions
TestUpload_-1.docx	Treatment Records	10/06/2022	PNAGARAJAN	
8500-8.pdf	8500-8/Multiple	10/05/2022	MPASUPULETI	
6_16.pdf	Narrative - Neuro	10/03/2022	MPASUPULETI	
Developer's Corner_f4c3fded9e044c6e912f321815e04775-050822-1407-422.pdf	Test Char Long Name Test Char Long NameTest Char Long NameTest Char Long NameTest Char Long NameTest	10/03/2022	jtorrealba	

1 After clicking on *Upload Document*, click *Choose File* and select the document from your computer you would like to upload.

2 Select correct *Document Type*. Selecting the incorrect *Document Type* will delay processing.

NOTE: The list of *Document Types* available to AME-Employee Examiners will vary based on the exam type (i.e. pilot, ATC, or ATC/pilot combo). When entering an ATC/pilot combo exam, please use the *Document Types* that start with "ATC" where possible.

3 Enter *Document Date*. The Document Date is the date of the medical event or service noted on the document.

Document Actions

While an exam is pending, you can view, edit, or delete uploaded documents. You will no longer be able to edit or delete a document after it has been transmitted to the FAA.

Document Upload Screen:

Airman Name: UAT ACCOUNT MID: 200009731466

Upload only documents for the applicant. Do NOT upload ECG or Repeat ECG's from this window.

Document Name: No file chosen

Document Type:

Document Date:

OK Reset

Uploaded Documents: 5 (Upload limit = 25) **4**

Document Name	Document Type	Document Date	User Name	Actions
TestUpload_-1.docx	Treatment Records	10/06/2022	PNAGARAJAN	5
8500-8.pdf	8500-8/Multiple	10/05/2022	MPASUPULETI	
6_16.pdf	Narrative - Neuro	10/03/2022	MPASUPULETI	
Developer's Corner_f4c3fded9e044c6e912f321815e04775-050822-1407-422.pdf	Test Char Long Name Test Char Long NameTest Char Long NameTest Char Long NameTest	10/03/2022	jtorrealba	

4

Displays list of uploaded documents **queued** for transmission. **NOTE:** Documents are not submitted to the FAA until you complete transmission.

5

Actions Icons:

Eye icon – click to **view** the uploaded document

Pencil icon – click to **edit** the document attributes (Document Type and Date)

Trashcan icon – click to **delete** the document (exclude from transmission)

Upload Documents after Transmission

This feature will be available to the AME of record until a new exam is transmitted.

If you need to upload a **new document** to an *already submitted* exam:

Search Applicant tab > Actions column > Up Arrow icon

Search Applicants Pending Exams Import Application Help

Search Applicants

Enter the required criteria along with any other information you may choose and click **Search**.
Note: Only one search method available at a time.
Note: 'Create Applicant' button only available after a Last Name/DOB search.

Applicant ID:
 SSN:
 PI Number:
 Last Name: First Name: Middle Name: DOB: (mm/dd/yyyy)

Found Applicant(s):

Showing: 1 - 1 of 1

	Last Name	First Name	Middle Name	Birth Date	Applicant ID	PI Number	SSN
SELECT	PILOT	TEST		01/01/1900	123456789		*****0185

Found Exam(s) for Selected Applicant:

Showing: 1 - 7 of 7

Exam Date	MID	Class Issued	City	State	Actions
12/16/2019	200008947326	Class 2, Clear	OKLAHOMA CITY	OK	
08/01/2018	200006666497	Class 1, Clear	Test		
01/16/2014	200006020354	Class 1, Clear	oklahoma city	OK	

If you have questions or concerns, please contact AMCS Support:

9-amc-aam-certification@faa.gov

405-954-3238