

Pilot user guide

Use Akua1fly step by step: registration, documents, offers, aircraft assignment, platform payment and flight follow-up.



Process overview

This guide follows the real order of platform use. Each step shows the action, expected control and operational result.

1. Request registration

Action	From Pilot access, click Request registration.
Information	Enter your contact details, e-mail address and required professional information.
Result	The administrator reviews the request and authorizes access if the file is acceptable.

2. Complete access

Action	Use the e-mail and temporary code sent after approval.
Security	Change your password and activate MFA when requested.
Tip	Keep an active e-mail address: offers, approvals and notifications are sent to it.

3. Upload mandatory documents

Documents	Upload the full PDF identity document and the full PDF licence.
Expiry dates	Enter a valid expiry date for each document.
Blocking rule	Without compliant and non-expired documents, the pilot account remains blocked and no mission can be operated.

4. Prepare your operating perimeter

Airports	Select your operating airports.
Availability	Review open requests compatible with your preferences and qualifications.
Compliance	The site checks document validity at access, offer, assignment and before boarding.

5. Send an offer to the client

Action	From open requests, enter your flight service price.
Client	The client accepts or refuses the proposal through a secure link.
Important	Until the client accepts, the aircraft assignment button is not available.

6. Assign an aircraft

Choice	Select an authorized, available and documented aircraft compatible with the route.
Checks	Owner slot, capacity, destination, planning and positioning matrix are checked.
File	Assignment creates a unique file and locks the segment according to concurrency rules.

7. Payment and travel documents

Payment	Pay the Akua1fly service fee calculated per passenger.
After payment	Passenger tickets and the pilot manifest are generated if all conditions are met.
QR code	Each ticket has an individual QR code; the manifest contains a 4-character pilot code.

8. Follow-up, boarding and closure

Check-in	Check passenger confirmations at 36 h and 3 h.
Boarding	Scan QR codes, enter the manifest code and validate each passenger.
Closure	Close the flight. Any missing passenger triggers an operational incident to be qualified.

Control diagram and attention points

Pre-operation checklist

- Full identity PDF and expiry date entered
- Full licence PDF and expiry date entered
- Medical certificate valid for the whole mission
- Operating airports selected
- Price offered to the client before assignment
- Compatible aircraft and explicit owner slot
- Platform payment confirmed before ticket issue

Important reminders

- ! Akua1fly is a matchmaking platform, not an air carrier.
- ! The pilot in command retains regulatory and operational responsibilities.
- ! Any expired, missing or flagged document blocks operation.

