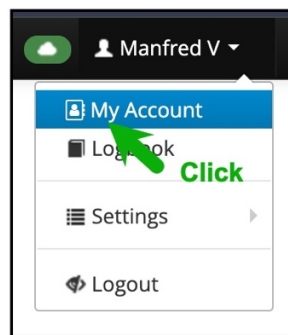


Flight Circle Tip: How to Upload Files to Your Account

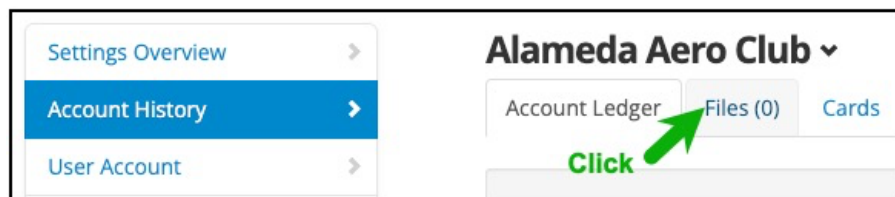
1. Log in to your Flight Circle account.
2. Click the arrow next to your name near the browser's upper-right corner:



3. Click "My Account":



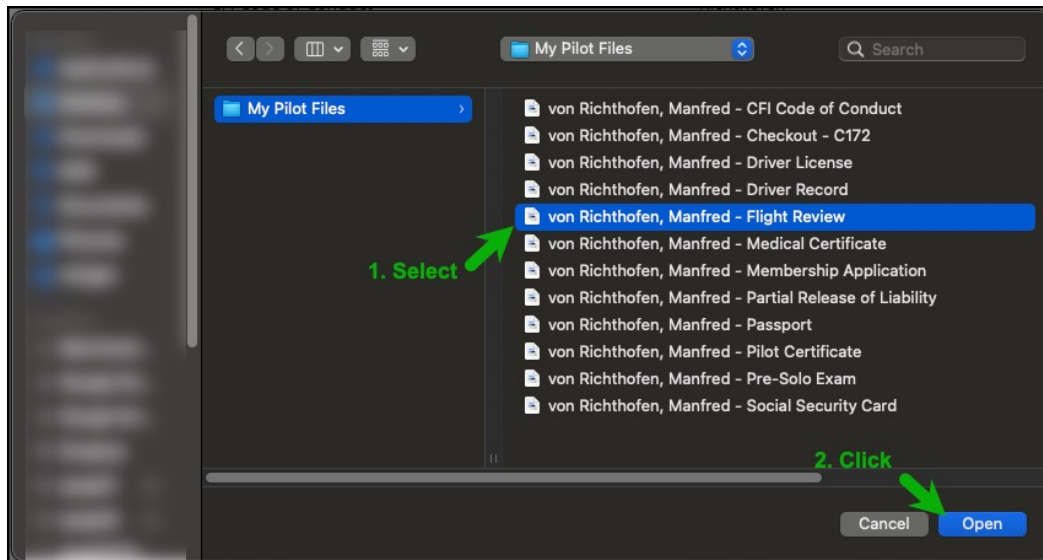
4. Click the "Files (#)" tab near the top-middle of the browser:



5. Click the "+ New Files" button near the browser's upper-right corner:



6. Select the desired file and click “Open” (macOS image shown; adapt as needed for Windows):



7. Select a category¹ matching the file’s content², enter a date in the “Expires” field (if applicable; e.g., passport), and click the “Save” button:

Edit File(s) Details

Name: ithofen, Manfred - Flight Review

Categories:

- ☐ CFI Code of Conduct
- ☐ Checkout/Exam
- ☐ Deposit Refund
- ☐ Driver Record
- ☒ Flight Review
- ☐ Identity/Employment Authorization
- ☐ K&A&B Badge/Supervisor Passport

Expires: 12/15/2026

1. Select

2. Enter (If Applicable)

3. Click

Cancel Save

8. Once you have completed uploading your files, you will see a similar list³:

Files					
Search				+ New Files	
Name	Created 	Expires	Added By	Categories	
von Richthofen, Manfred - Checkout - C172	May 22, 2025		Manfred von Richthofen	Checkout/Exam	Options 
von Richthofen, Manfred - Pre-Solo Exam	May 22, 2025		Manfred von Richthofen	Checkout/Exam	Options 
von Richthofen, Manfred - Medical Certificate	May 22, 2025	12/31/2026	Manfred von Richthofen	Medical Certificate	Options 
von Richthofen, Manfred - Social Security Card	May 22, 2025		Manfred von Richthofen	Identity/Employment Authorization	Options 
von Richthofen, Manfred - Passport	May 22, 2025	08/30/2030	Manfred von Richthofen	Identity/Employment Authorization	Options 
von Richthofen, Manfred - Driver Record	May 22, 2025		Manfred von Richthofen	Driver Record	Options 
von Richthofen, Manfred - Driver License	May 22, 2025	05/02/2027	Manfred von Richthofen	Identity/Employment Authorization	Options 
von Richthofen, Manfred - CFI Code of Conduct	May 22, 2025		Manfred von Richthofen	CFI Code of Conduct	Options 
von Richthofen, Manfred - Flight Review	May 22, 2025	12/15/2026	Manfred von Richthofen	Flight Review	Options 
von Richthofen, Manfred - Pilot Certificate	May 22, 2025		Manfred von Richthofen	Pilot Certificate	Options 
von Richthofen, Manfred - Partial Release of Liability	May 22, 2025		Manfred von Richthofen	Partial Release of Liability	Options 
von Richthofen, Manfred - Membership Application	May 22, 2025		Manfred von Richthofen	Membership Application	Options 

ENDNOTES

¹ File Categories

- Select only one category for a file.
- A file should contain only one unique document (e.g., passport).
- The “Identity/Employment Authorization” category applies to [documents required for a KOAK ID Badge](#).
- Use the “Other” category if you cannot find one that is more appropriate.

² File Content

- If a document is double-sided (e.g., pilot certificate card, driver license, passport card, I-551 card, etc.), the document must include an image of each side.
- Do not upload files that contain multiple documents, even if they are the same type (e.g., a passport and a driver license).

³ File Expiration

- Files with an expiration date will no longer be shown in the list once that date has been reached.