

How to work with the Web-Site (Documentation)

1. General information

This instruction defines rules and registration procedure for «Documentation» section on the Web-site. Using the «Documentation» section allow viewing and uploading electronic copies of helicopter maintenance documentation originals.

2. Check in

2.1. Initial registration

For initial registration on the website click on the link «[Register](#)» (see Figure 1) on the home page - <https://www.hsc-copter.com>.

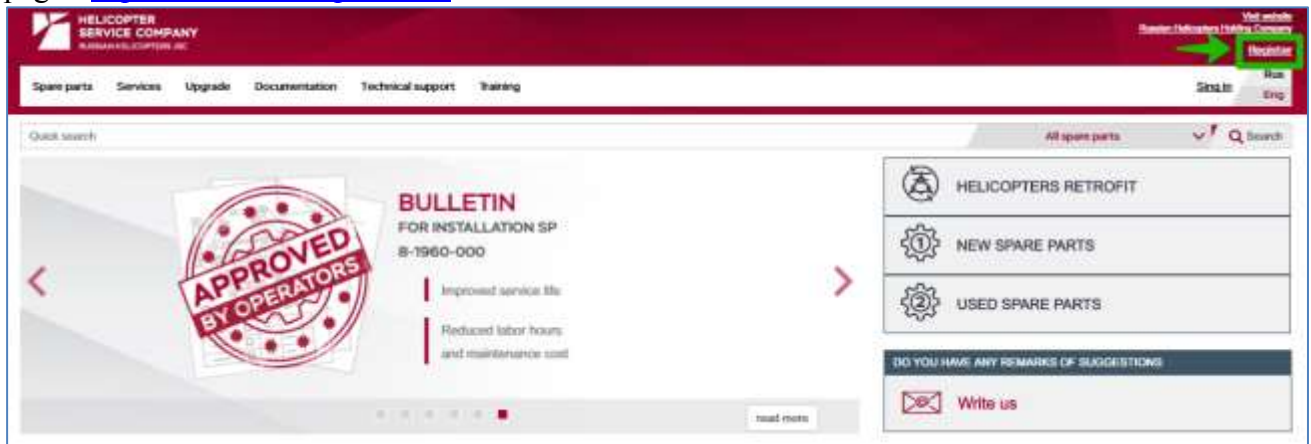


Figure 1 – Web-site home page

Fill the fields of the registration form (see. Figure 2). The fields marked with «*» are mandatory. Check out the «[User Agreement](#)» by clicking on the active link, and set a mark of compliance with conditions specified in the agreement.

Figure 2 - The page of the initial registration

Type the characters you see in the box. If you can not recognize symbols, press the icon «clock». Make sure that all fields of the registration form filled out correctly and click «Complete Registration»

To the email address specified during registration will be sent automatically generated e-mail with a link to verify your email address.

Follow the link and set the password in the form, confirm it, and enter the characters you see in the box. Be careful, the password will be used to log in to a personal account, so it is not recommended to use a simple combination of numbers or letters.

2.2. Registration in the «Documentation» block

Sign in to your account, by pressing «Sign in» (see. Figure 1) on the home page. Enter the credentials:

- «login», your e-mail address specified during the registration,
- «password» set during initial registration.

If you forgot the password, follow the link «Recover»

Sign in to your profile, then click to «My Account» and click on the list item «Profile» (see Figure 3).

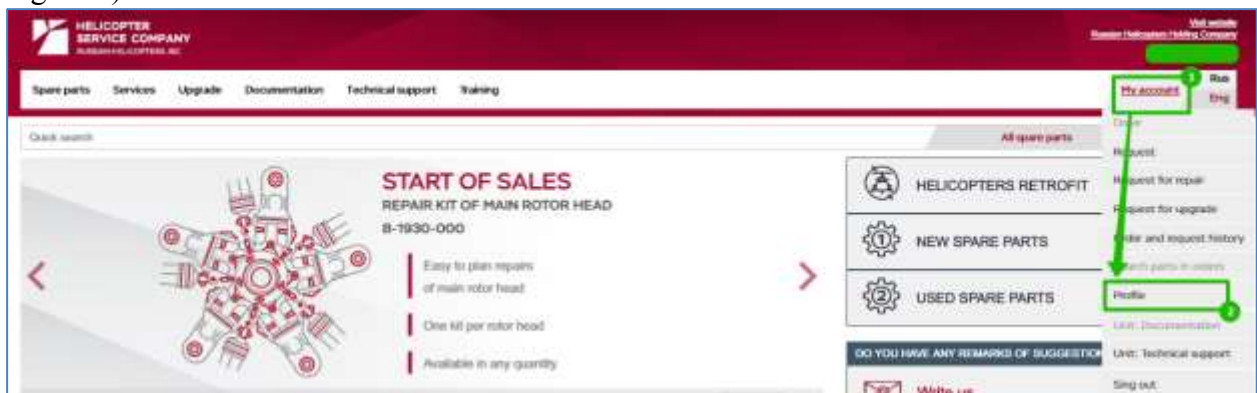


Figure 3 - menu «My Account»

«Profile» section (see. Figure 4) contains information specified during primary registration. «Registration card» contains the history of claims.

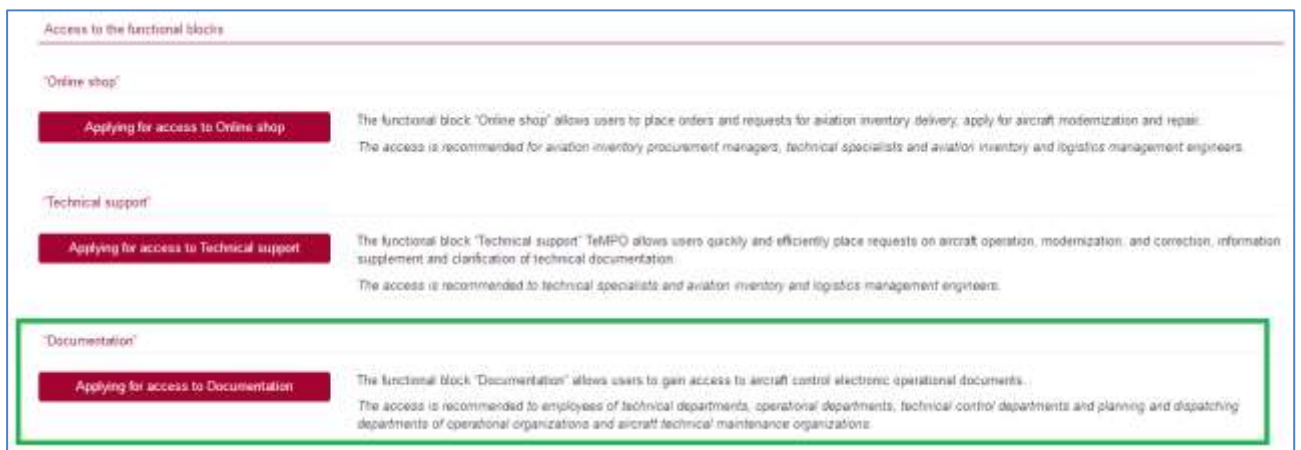


Figure 4 - page «Profile»

See «Access to the function blocks» that contains references to the registration requests for getting access to the relevant Site services:

- Online store;
- Technical support;
- **Documentation.** click the «Applying for access to Documentation» to get access to this block.

Fill out fields of the form below for «Documentation» section access request (see. Figure 5). Fill out the form fields marked with «*», set the mark on the user agreement and click «Send for the Company registration.»

The screenshot shows a web interface for Helicopter Service Company. The header includes the company logo and name, navigation tabs (Maintenance, Repair, Upgrade, Documentation, Technical support, Training), and user account options (My account, Rus, Eng). The main content area is titled "Request access to the system Documentation" and contains a registration form. The form is divided into several sections: 1. Personal information: First name, Middle name, Last name, e-mail, Contact phone, and Position in company. 2. Company information: Company name, Country (dropdown menu), and Legal address of the Company. 3. Documentation parameters: Type of equipment, Type of equipment, and Contract number. 4. Agreement: A checkbox for "I agree and accept the terms and conditions of the User Agreement". 5. Action buttons: "Send for the Company registration" and "Cancel".

Figure 5 - Request form to the «Documentation»

The request is registered, stored in the relevant section of «My Account» and sent to the JSC «HSC» for checking the active Contract that provide access to the documents.

In case the Contract signed, your account will be added to the security system with the appropriate rights. Upon successful log in you will be notified about the execution of your request and getting access to the "Documentation" block to your email address.