



**MyFlight**  
CONNECT®

**Step 1: Complete your organization profile**

**Step 2: Complete your user account profile**


**Step 3: Create your fleet**

*Customer  
organization set up  
steps*

**Step 1: Complete your organization profile**

**The Emergency contact is the main platform contact having full User rights**

## Step 1: Complete your organization profile



Dashboard

Orders

Informations

**Organization**

Account

Flights

Slot management

Fleet Management

Crew

Private Jet

MetricEnglishMiguel

Edit

1 Main information

**2 Legal informations**

3 Addresses

4 Users

5 Offer

Any modification of company information requires a 30-minute validation time.

Legal informations

Company registration number \*  
BR777888999

Intra Community VAT number \*  
BR777888999

National Company Register \*  
CR Rio de Janeiro

Company creation date  
 Mon, Feb 19, 2001

Business activity code \*  
aviation

Company capital \*  
10000

Legal form  
Ltda

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Save

Save and next →

The VAT number is used for invoicing

As defined in your company's registration

## Step 2: Complete your user account profile



- Dashboard
- Orders
- Informations
- Organization
- Account**
- Flights
- Slot management
- Fleet Management
- Crew

1 Private Jet

Metric English Miguel

- Main informations**
- Payment method
- Security
- Organization
- Address book

### Main informations

Upload avatar  
Accepted format: png, jpeg | Max file size: 500Ko

Upload avatar

First name \*

Miguel

Last name \*

Lorenzo

Account Email \*

dvmazza+privatejet@myflightconnect.com

Mobile phone

+557890034587

Language

English

### Information

Email contact

Email contact


Title \*

Mr

Description

Your User account  
information for  
connection and  
password  
management

## Step 2: Complete your user account profile

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10

ID	BRAND	LAST CHARACTERS	EXPIRATION MONTH	EXPIRATION YEAR	TYPE	DEFAULT	ACTIONS
#88	visa	**** 0002	August	2024	card	<input type="checkbox"/>	
#156		**** 2609			sepa_debit	<input checked="" type="checkbox"/>	

1 to 2 of 2 entries

← Previous

Next →

+ Add payment method

A payment method configuration is required to enable order creation for Vendors.

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## Step 2: Complete your user account profile



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ID	BRAND	LAST CHARACTERS	EXPIRATION MONTH
#88	visa	**** 0002	August
#156		**** 2609	

1 to 2 of 2 entries

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Credit Cards from worldwide network and IBAN for SEPA debit could be configured





Payment method

Card

SEPA Debit

Card number

1234 1234 1234 1234



Expiration

MM / YY

CVC

CVC

Country

France

By providing your card information, you allow DIVEMA CONCEPT to charge your card for future payments in accordance with their terms.

☒ Default Payment method

Del

+ Add

Multiple payment means could be configured and assigned later in the transaction payment. There must be one by default.

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Step 3: Create your fleet

MyFlight  
CONNECT®

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aircraft


Type your search

+ Add

AIRCRAFT	NOISE CATEGORY	AIRCRAFT REGISTRATION	CALL SIGN	HOMEBASE	AOC NUMBER (AIR OPERATOR CERTIFICATE)	ACTIVE	ACTIONS
PA-28-140 Cherokee	1	BRP28	PIPER	France		Active	
TBM-850	1	TBM850FR	TBMFR	France	AOC666	Active	
90 (A90) King Air	2	BEEFR	KINGA	France	AOC666	Active	
PC-12	2	PC12FR	PILAT	France	AOC666	Active	
Citation CJ3	2	CJ3FR	CITAC	France	AOC666	Active	
Citation Sovereign	2	CSCH	CSOVE	Switzerland	CH666	Active	
Challenger 650	3	CL65CH	CHALL	Switzerland	CH666	Active	
Gulfstream 2B	3	GLF2CH	GULFS	Switzerland	CH666	Active	
Falcon 8X	4	FA8CH	FALCO	France	AOC666	Active	

The aircraft profile is used in the Flight and Order creation, must be created prior to it

### Step 3: Create your fleet



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Add an aircraft

Back

Select an aircraft

Select an aircraft

Challenger 350

Citation C33

Falcon 8X

Falcon 900LX

Dornier 328JET

450 Ultra

Ultra

550 Trener

Trener

3X-47 Ultra

Search with a model description to prefill the profile with ICAO aircraft designator

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### Step 3: Create your fleet



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Fleet Management > Duplicate

Select an aircraft

Citation CJ3

You have selected an aircraft Citation CJ3

Active ☒

Aircraft type \*

C25B

Aircraft model \*

Citation CJ3

Aircraft manufacturer \*

Cessna

Aircraft registration

Aircraft registration

Call sign \*

CITAC

Homebase \*

France

AOC Number (Air Operator Certificate)

AOC666

Notice : AOC (Air Operator Certificate) number will be used for invoicing and linked to the VAT (Value Added Tax) number of the organization or subsidiary under which the aircraft has been created. Please pay attention to the compliance link between AOC and VAT numbers.

All mandatory aircraft fields are required for the service ordering, please complete accurately

Aircraft informations

MTOW \*

6291

kg

Number of seats \*

6

Rule

vfr x ifr x

Category of fire fighting \*

2

Noise category \*

2

Minimum flight crew on board

2

Minimum runway length

1200

m

Height \*

4,6

m

Length \*

15,6

m

Wingspan \*

16,26

m

Fuel types \*

JET A JET A-1 JET B SAF

Max fuel capacity \*

13000

L

Cancel

Save and add

Save and exit

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This aircraft data is used in the transactions and for invoicing, please complete accurately