

ForeFlight

ADMINISTRATOR

Guide



ForeFlight

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INTRODUCTION

This guide describes tools available to ForeFlight users for managing multi-pilot accounts. The content is intended for administrators responsible for team operations and user management within ForeFlight Business, ForeFlight Dispatch, and ForeFlight Military Flight Bag (MFB) accounts.

Settings Accessed via ForeFlight Web Platform

ForeFlight Web is the browser-based companion to ForeFlight Mobile. It is also the platform that provides administrators with tools for managing organization users, aircraft, documents, and operational settings.

To access ForeFlight Web, visit login.foreflight.com.

NEW ACCOUNT SETUP WORKFLOW

This section provides a recommended workflow for setting up a new ForeFlight organization account. The workflow is organized into phases that reflect a typical administrative setup sequence.

Refer to the linked sections for detailed procedures.

Phase 1: Initial Setup and Identity

Goal: Define the account structure and secure the account before inviting others.

- [Organization Account Structures](#)
 - Identify the account structure (legacy vs. modern).
- [Organization and Sub-Organizations](#)
 - Add Sub-Organizations if required by operational structure.
- [Security Settings](#)
 - Configure Multi-Factor Authentication (MFA) or Single Sign-On (SSO).

Phase 2: User Onboarding and Access Control

Goal: Add team members and organize them into functional groups.

- [Adding Users](#)
 - Add users via email address or CSV bulk upload.
- [User Details](#)
 - Create roles and permissions (Assigning Admins vs. Pilots).
- [Smart Groups](#)
 - Create Smart Groups and manage user assignment.

Phase 3: Resource and Subscription Allocation

Goal: Distribute the licenses and charts necessary for flight operations.

- [Managing ForeFlight Subscriptions](#)
 - Assign user subscriptions.
 - Manage chart subscriptions.
- [Managing Linked Jeppesen Subscriptions](#)
 - Link organization Jeppesen accounts and manage coverage installation.

Phase 4: Aircraft and Fleet Management

Goal: Establish the organization's aircraft fleet, assign required subscriptions, and control aircraft visibility and access for users.

- [Aircraft Management](#)
 - Add organization aircraft.
- [Managing Aircraft Subscriptions](#)
 - Assign and purchase performance/tail-specific licenses.
- [Publishing Aircraft](#)
 - Make aircraft visible to the organization.
- [Controlling Access to Aircraft](#)
 - Restrict specific tails to specific Smart Groups.

Phase 5: Content Distribution

Goal: Connect external document repositories for pilot access.

- [Document Cloud Distribution](#)
 - Link external cloud drive services (SharePoint, Box, Amazon S3, etc.).
- [Docs Manager: Advanced Distribution](#)
 - Set up document distribution and compliance (read receipts).
 - Control access to documents (via Smart Groups).

Phase 6: Compliance and Settings

Goal: Push documents and settings to pilot devices.

[Organization Settings](#)

- Review general compliance settings.
- Submit Declaration of Use for Eurocontrol FF-ICE flight planning.
- Configure ForeFlight Mobile settings policies to push uniform configurations to all devices.

Phase 7: Maintenance and Billing Oversight

Goal: Manage hardware currency and financial records.

- [User Device Management](#)
 - Monitor device status, app versions, and database currency.
- [Billing and Transaction History](#)
 - Manage renewals and review tail-specific transaction history.

AIRCRAFT MANAGEMENT

The **Aircraft** view in ForeFlight Web allows Administrators and Aircraft Managers to manage aircraft used across the organization. This view provides tools for configuring aircraft profiles, managing access, and controlling how aircraft are used for flight planning.

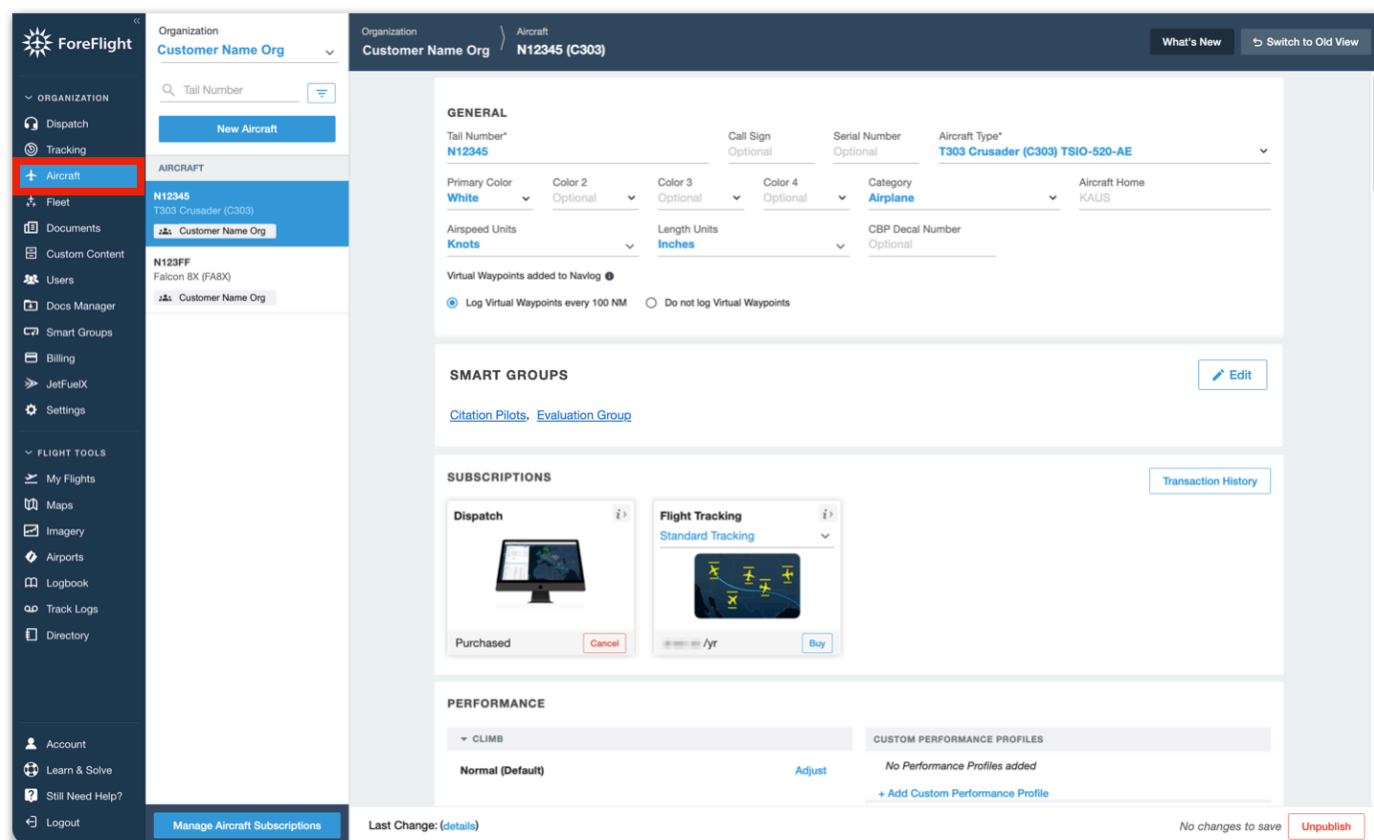


Figure 3-1. Aircraft View

The Aircraft view provides tools for managing both personal and organization aircraft. Available actions include adding aircraft, removing aircraft, configuring default settings, and publishing aircraft for use by organization users.

Aircraft Types

Aircraft are organized into two categories based on ownership and visibility.

- **Organization Aircraft** - Aircraft shared across the organization.
- **My Aircraft** - Personal aircraft belonging to the logged-in user.

The Organization dropdown at the top of the Aircraft view determines which aircraft are displayed and managed.

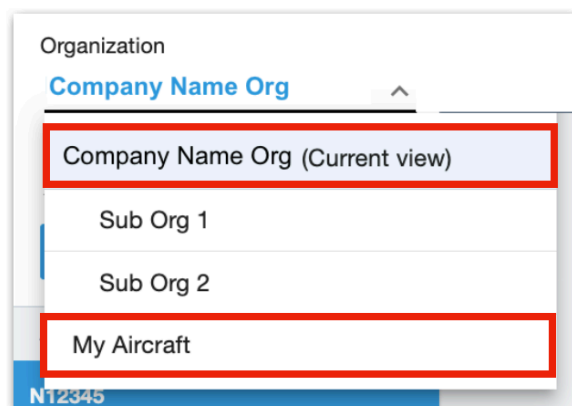


Figure 3-2. Organization Dropdown on Aircraft View

Use this control to switch between personal aircraft and organization aircraft.

Administrative Capabilities

Administrators and Aircraft Managers can use the Aircraft view to perform the following actions:

- Create new aircraft
- Edit aircraft configuration settings
- Delete aircraft
- Publish or unpublish aircraft
- Configure aircraft defaults for flight planning.

3.1 Adding, Removing, and Publishing Aircraft

The Aircraft view provides administrators and aircraft managers a means to add, copy, remove, publish, and unpublish organization aircraft.

NOTE: Publishing aircraft allows users in an organization to use an aircraft.

For detailed guidance on configuring aircraft-specific settings, refer to the ForeFlight Dispatch Guide or the ForeFlight Mobile Pilot's Guide.

3.1.1 Adding Organization Aircraft

New aircraft profiles can be created from the Aircraft view.

To create an Organization aircraft:

- 1 Select **Aircraft** from the navigation sidebar.
- 2 Select the Organization name from the Organization dropdown.
- 3 Select **New Aircraft**.
- 4 Enter the aircraft configuration details.
- 5 Select **Save**.

The aircraft is added to the organization, but it is not available for flight planning until it is published.

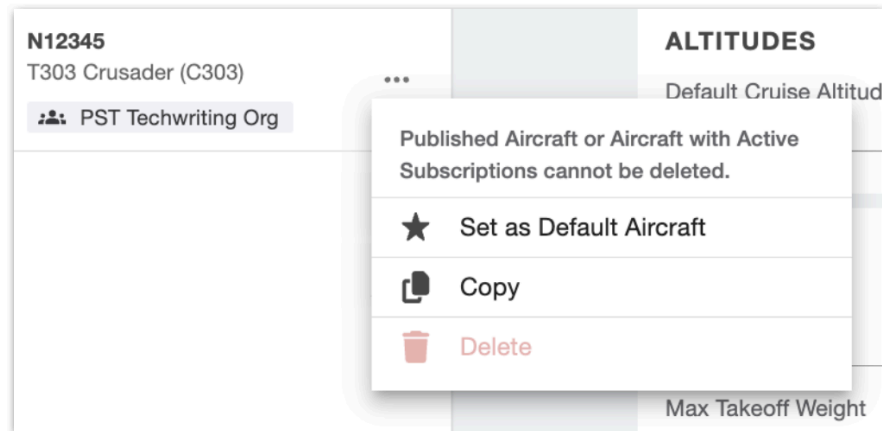
3.1.2 Duplicating Aircraft

Aircraft can be duplicated directly from the Aircraft view.

To duplicate an aircraft:

- 1 Select **Aircraft** from the navigation sidebar.
- 2 Hover over the desired aircraft.
- 3 Select the more options (...) button to access the Action Menu.

4 Select **Copy**.



5 If the organization-selection popover appears, select the destination organization.

6 Select **Copy** in the popover.

7 Select **Back to Aircraft** in the confirmation popover. The duplicated aircraft appears in the selected organization.

For detailed guidance on configuring aircraft-specific settings, refer to the ForeFlight Dispatch Guide or the ForeFlight Mobile Pilot's Guide.

3.1.3 Removing Aircraft

Aircraft can be removed directly from the Aircraft view.

WARNING: Deleting an aircraft removes it from ForeFlight Web, ForeFlight Mobile, and Dispatch for all users. As a result, associated flights no longer display the aircraft tail number.

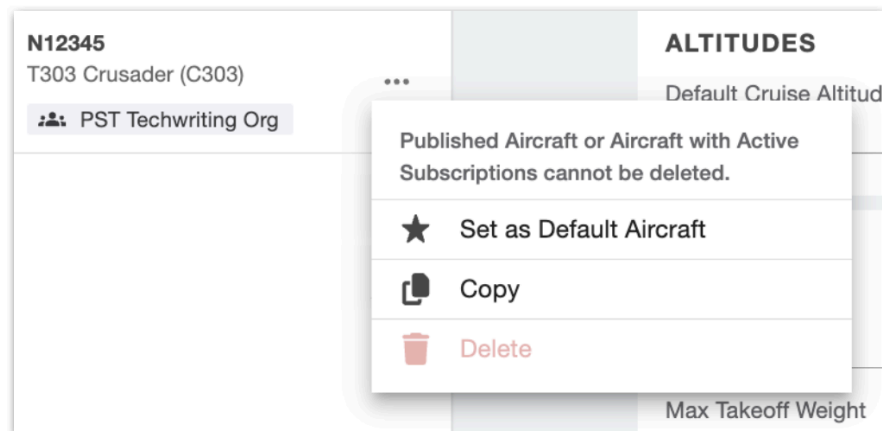
To delete an aircraft:

1 Select **Aircraft** from the navigation sidebar.

2 Hover over the desired aircraft.

3 Select the more options (...) button to open the Actions Menu.

- 4 Select **Delete** (Aircraft must first be unpublished).



For detailed guidance on configuring aircraft-specific settings, refer to the ForeFlight Dispatch Guide or the ForeFlight Mobile Pilot's Guide.

3.1.4 Publishing Aircraft

Aircraft must be published before organization users can access them for flight planning.

Publishing an aircraft allows users to:

- View aircraft configuration information
- Select the aircraft for flight planning in ForeFlight Mobile
- Use the aircraft in ForeFlight Dispatch (with a Dispatch license).

Organization users can view and use published aircraft but cannot edit aircraft configuration.

Aircraft can be published to either:

- **All Users** in the Organization
- **Specific Smart Groups.**

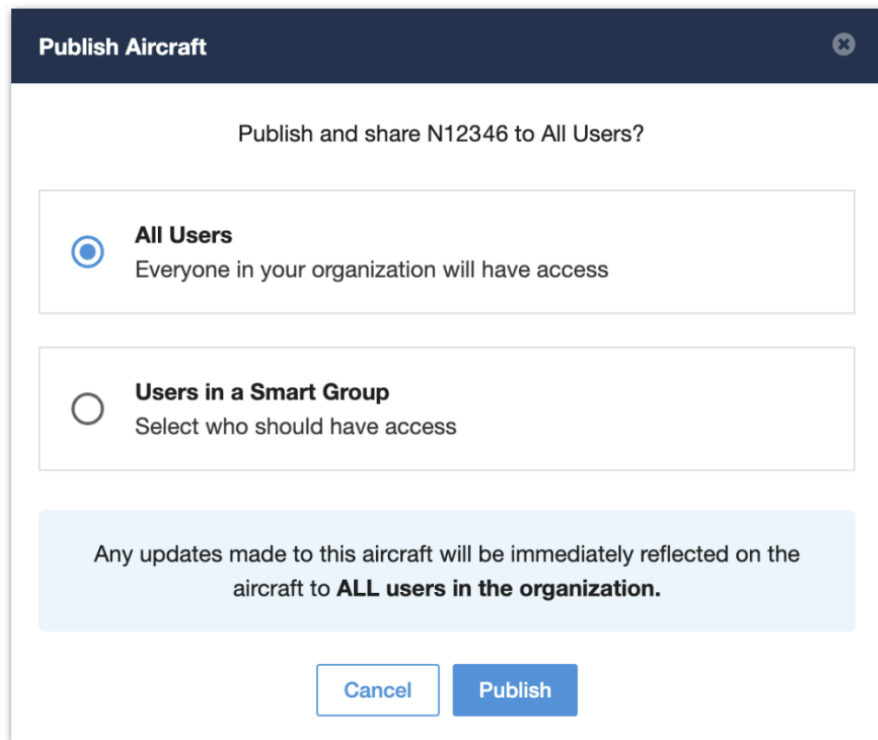
Publishing to Smart Groups restricts aircraft visibility to users assigned to the same Smart Group.

NOTE: For more information, see the [Smart Groups](#) section.

To publish aircraft:

- 1 Select **Aircraft** from the navigation sidebar.

- 2 Select the desired aircraft.
- 3 Select **Publish** in the lower right corner.
- 4 Select one of the following options:
 - All Users
 - Users in a Smart Group.
- 5 Select **Publish**.



The image shows a 'Publish Aircraft' dialog box. At the top, it says 'Publish Aircraft' with a close button. Below that, it asks 'Publish and share N12346 to All Users?'. There are two radio button options: 'All Users' (selected) with the description 'Everyone in your organization will have access', and 'Users in a Smart Group' with the description 'Select who should have access'. A light blue box contains a warning: 'Any updates made to this aircraft will be immediately reflected on the aircraft to **ALL users in the organization.**'. At the bottom are 'Cancel' and 'Publish' buttons.

After publishing, authorized users will see the aircraft in:

- ForeFlight Web
- ForeFlight Mobile
- Dispatch flight planning tools.

3.1.5 Unpublishing Aircraft

Aircraft can be unpublished. To unpublish an aircraft:

- 1 Select **Aircraft** from the navigation sidebar.

3. AIRCRAFT MANAGEMENT

2 Select the aircraft.

↓

3 Select **Unpublish**.

Unpublished aircraft remain in the Organization aircraft list but are no longer visible to users.

FLEET MANAGEMENT

The **Fleet** view in ForeFlight Web allows Administrators and Aircraft Managers to manage aircraft used across the Organization.

The Fleet view provides a consolidated overview of all aircraft in the Organization.

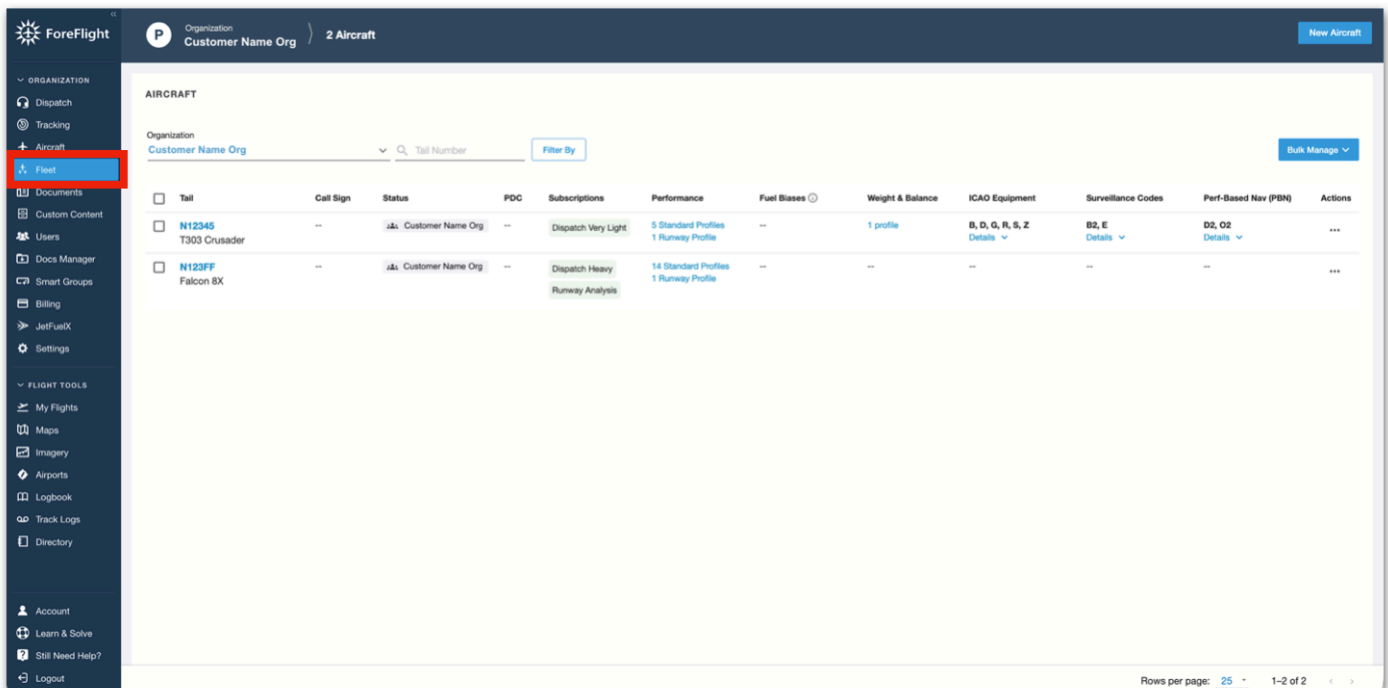


Figure 4-1. Fleet View

The Fleet view displays the following information for each aircraft:

- Published status
- Smart Group assignments
- Aircraft subscriptions
- Performance profiles.

Selecting an aircraft from the Fleet view opens the Aircraft view, where administrators can view or modify aircraft-specific configuration settings.

4.1 Bulk Editing Aircraft

Organizations with Control Tower or Enterprise subscriptions can perform bulk editing operations on multiple aircraft simultaneously.

Bulk operations allow administrators to update multiple aircraft without editing each aircraft individually.

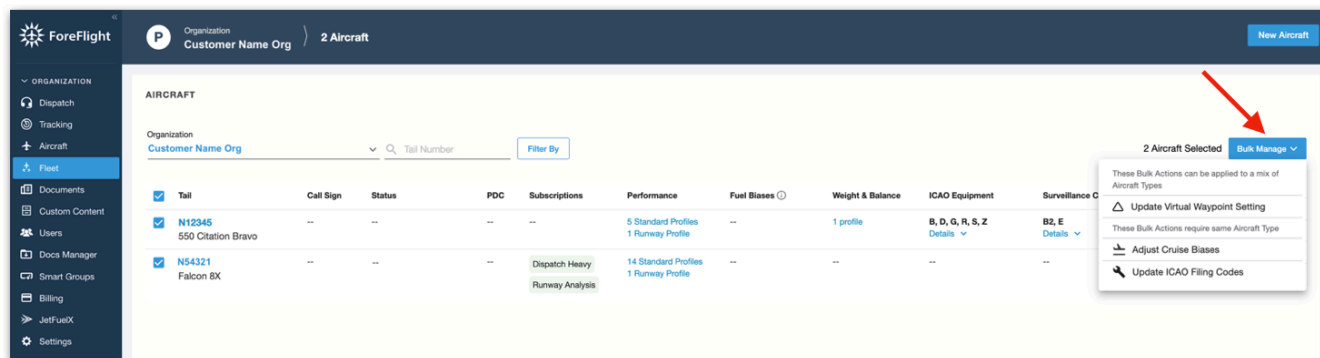
Bulk actions include:

- Updating Virtual Waypoint usage
- Adjusting cruise biases
- Updating ICAO filing codes.

4.1.1 Performing Bulk Aircraft Operations

To perform bulk change operations for aircraft:

- 1 Select **Fleet** from the navigation sidebar.
- 2 Select multiple aircraft using the checkboxes.
- 3 Select **Bulk Manage** on the right side of the page.
- 4 Select a bulk action from the dropdown menu.



- 5 Follow the prompts in the popover.

Some bulk operations require aircraft of the same type, while others support mixed aircraft types.

DOCUMENT CLOUD DISTRIBUTION

The **Documents** view allows organizations to distribute operational documents to pilots and staff through ForeFlight.

Documents are stored in an external cloud storage service and accessed through ForeFlight Web and ForeFlight Mobile.

Two document distribution methods are supported:

- **Basic Document Distribution** - Share documents with all users through a linked cloud drive.
- **Docs Manager Distribution** - Advanced document distribution and compliance tracking available with the Control Tower or Enterprise subscriptions. This method is managed through the Docs Manager view. See [Docs Manager: Advanced Distribution and Compliance](#).

5.1 Basic Document Distribution

Basic document distribution allows organizations to share documents stored in a linked cloud drive with all users.

Documents appear in:

- ForeFlight Web Documents view
- ForeFlight Mobile Documents view.

With this method:

- All documents are shared with all users in the Organization and Sub-Organizations.
- Documents cannot be restricted to specific user groups.
- Compliance tracking is not available.

The following features are not supported with basic distribution:

- Document effective dates
- Document expiration dates
- Required downloads
- Required read receipts
- Compliance reporting.

5.2 Cloud Drive Syncing

Documents are distributed through a linked cloud storage provider.

The following cloud storage services are supported:

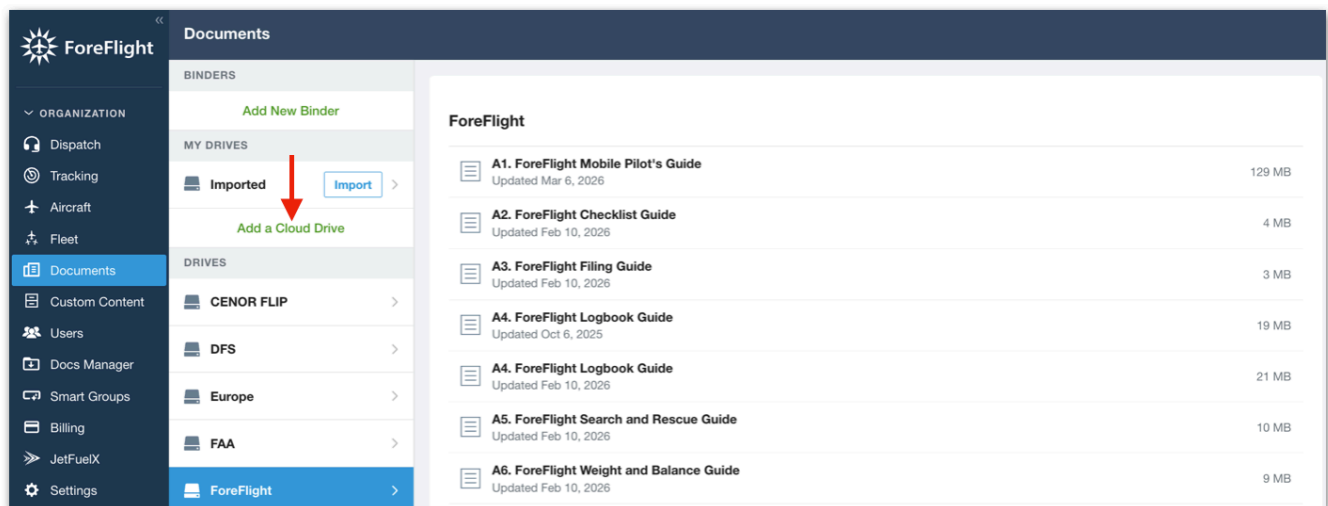
- Amazon S3
- Box
- Dropbox
- OneDrive (including SharePoint).

NOTE: ForeFlight does not provide built-in document storage. A cloud drive is required for document distribution.

5.2.1 Linking a Cloud Drive

To link a cloud drive to the Organization:

- 1 Select **Documents** from the navigation sidebar.
- 2 Select **Add a Cloud Drive**.



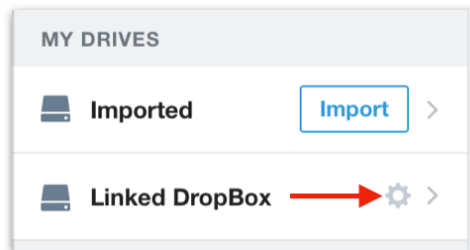
- 3 Select the desired cloud provider.
- 4 Enter a name for the linked drive.
- 5 Follow the authentication prompts for the selected provider.

- 6 Configure the document Sharing and Distribution Preferences.

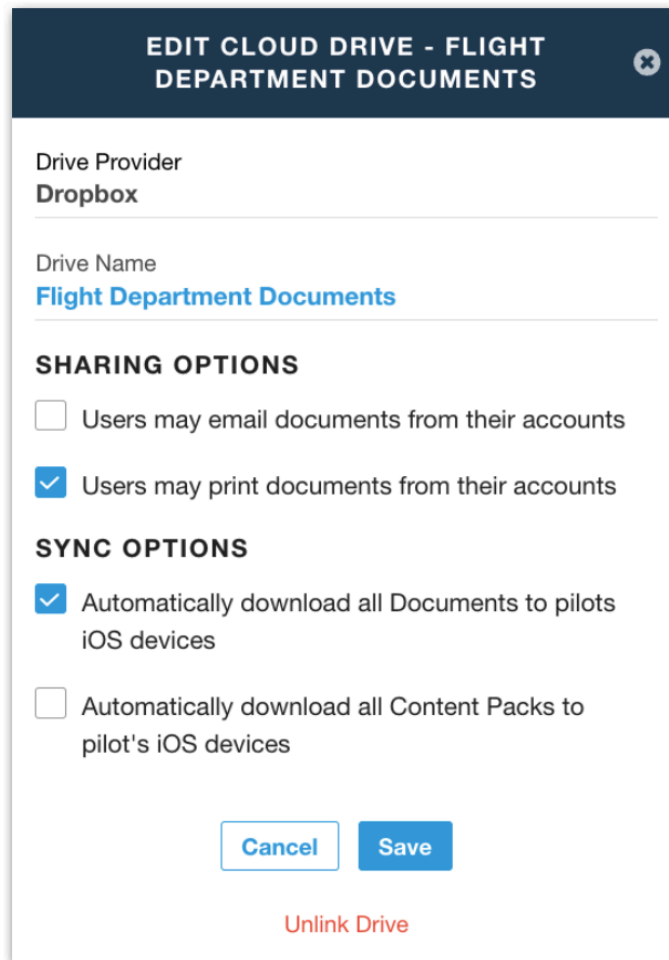
5.2.2 Setting Cloud Drive Settings

Linked Cloud Drives can be configured to manage sharing and synchronization options. To set Cloud Drive settings, complete the following steps:

- 1 Select **Documents** from the navigation sidebar.
- 2 Select the **Settings** button (looks like a gear) for the linked cloud drive.



- 3 In the Edit Cloud Drive popover, select or clear the Sharing and Sync options as needed.
- 4 Select **Save**.



The screenshot shows a settings modal titled "EDIT CLOUD DRIVE - FLIGHT DEPARTMENT DOCUMENTS". It contains the following fields and options:

- Drive Provider:** Dropbox
- Drive Name:** Flight Department Documents
- SHARING OPTIONS:**
 - ☐ Users may email documents from their accounts
 - ☒ Users may print documents from their accounts
- SYNC OPTIONS:**
 - ☒ Automatically download all Documents to pilots iOS devices
 - ☐ Automatically download all Content Packs to pilot's iOS devices

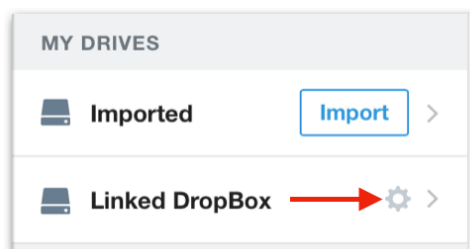
At the bottom, there are "Cancel" and "Save" buttons, and a red "Unlink Drive" link.

Figure 5-1. Cloud Drive Settings Menu

5.2.3 Removing a Linked Cloud Drive

To remove a linked cloud drive:

- 1 Select **Documents** from the navigation sidebar.
- 2 Select the **Settings** icon next to the linked drive.



- 3 Select **Unlink Drive**.

When a cloud drive is unlinked, ForeFlight Mobile displays the drive as "Missing Drive." Documents associated with the drive remain and must be removed manually.

WARNING: Unlinking a cloud drive removes access to all documents distributed through that drive. Documents previously saved in a Binder will generate an error when opened.

5.2.3.1 Removing Unlinked Documents from ForeFlight Mobile

To remove documents from ForeFlight Mobile due to an unlinked drive:

- 1 Open ForeFlight Mobile.
- 2 Tap the missing drive in the Documents tab.
- 3 Tap **Edit**.
- 4 Tap the **X** button in the upper right corner of the missing drive view.

USER AND ORGANIZATION MANAGEMENT

Multi-pilot ForeFlight accounts are managed through an Organization, which contains multiple users, devices, aircraft, and shared resources.

The **Users** view lists organizations, sub-organizations, and all users assigned to the selected Organization. From this view administrators can access controls for managing accounts. Organization, user, and device administration is performed from the **Users** view in ForeFlight Web.

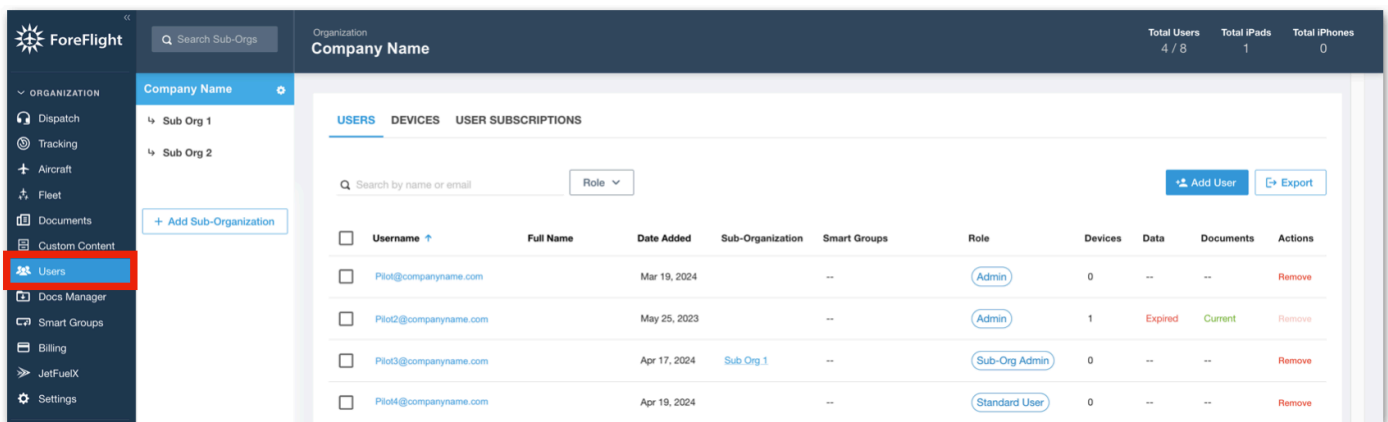


Figure 6-1. Users View

From this page, administrators can perform the following tasks:

- Create sub-organizations
- View user contact information and account details
- Assign or modify Roles
- Assign or remove Subscriptions
- Manage Sub-Organization or Smart Group membership
- Review device assignments
- Monitor user compliance status.

If enabled, additional columns provide visibility into data currency and document compliance.

NOTE: If the Data and Documents (Docs) columns are not visible, ForeFlight Compliance may not be enabled. See [Organization Settings](#).

NOTE: If the Smart Groups column is not visible, the current subscription may not include Smart Groups support. See [Smart Groups](#).

6.1 Organization Account Structures

The organization account is separate from administrator user accounts. Administrator accounts can be added or removed like any other user.

This structure provides clear separation between personal and organization resources and simple user management.

ForeFlight organizations may operate under the current organization structure or a legacy structure. Understanding the differences helps administrators manage accounts and plan potential migration.

6.1.1 Identifying the Organization Account Structure

The organization account structure can be identified from the Aircraft view in ForeFlight Web.

To determine whether the account structure is the current or legacy structure:

- 1 Select **Aircraft** from the navigation sidebar.

2 Locate the aircraft selection dropdown.

Evaluate the interface as follows:

Current Structure: The interface displays a dropdown menu for all Administrators that allows switching between Organization Aircraft and My Aircraft (personal aircraft).

Legacy Structure: The interface does not display a dropdown menu for the primary administrator, defined as the email address originally used to create the account. Personal and organizational aircraft exist in a single combined view, and switching between views is not available.

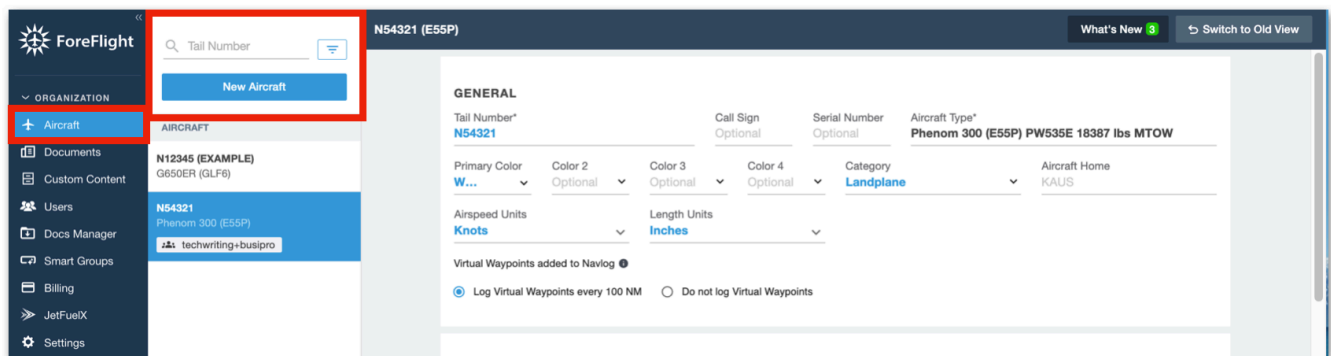


Figure 6-2. Legacy Organization Structure for Primary Administrator (No Dropdown)

6.1.2 Legacy Organization Structure

Organizations using a legacy structure have a single administrator account that also functions as the organization account.

This configuration introduces several limitations:

- Personal and organization aircraft cannot be clearly separated.
- Administrative changes may require assistance from ForeFlight Support.
- Access to newly released features may be delayed.

6.1.3 Migrating From the Legacy Structure

For more information about migrating from a legacy structure to the current structure, contact ForeFlight Support at team@foreflight.com.

6.2 Organization and Sub-Organizations

Organizations can be divided into Sub-Organizations to separate users, aircraft, and documents into smaller operational groups.

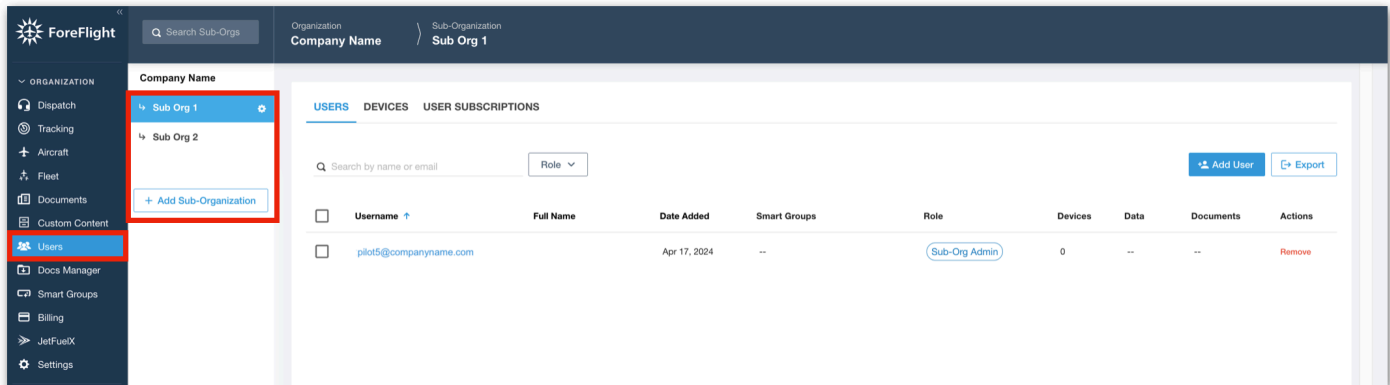


Figure 6-3. Sub-Organizations in the Users View

Sub-Organizations are commonly used to differentiate:

- Separate flight departments
- Operating bases
- Training units
- Military squadrons.

Resources are shared according to the following hierarchy:

- Aircraft and documents added to the parent Organization are shared with all Sub-Organizations.
- Aircraft and documents added to a Sub-Organization are only accessible to users within that Sub-Organization.

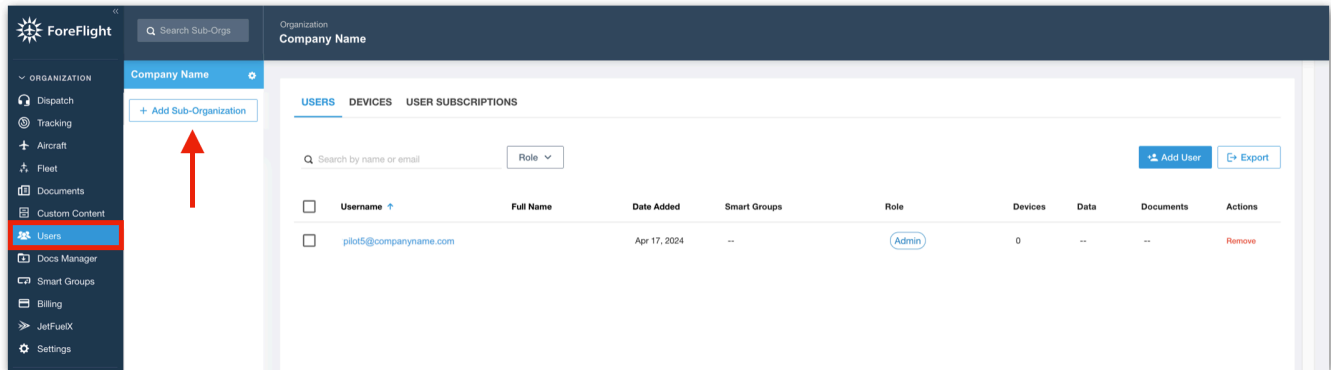
NOTE: When access restrictions are required for specific aircraft or documents, but users must belong to multiple groups, **Smart Groups** may be a better solution than Sub-Organizations.

6.2.1 Adding Sub-Organizations

Sub-Organizations can be created from the Users main view.

To add a Sub-Organization:

- 1 Select **Users** from the navigation sidebar.
- 2 Select **+ Add Sub-Organization**.



- 3 Enter the Sub-Organization name.
- 4 Select **Add**.

A modal dialog box titled 'ADD SUB-ORGANIZATION'. It contains a text input field labeled 'Sub-Organization Name' with the text 'Sub Org 1' entered. At the bottom are two buttons: 'Cancel' and 'Add'.

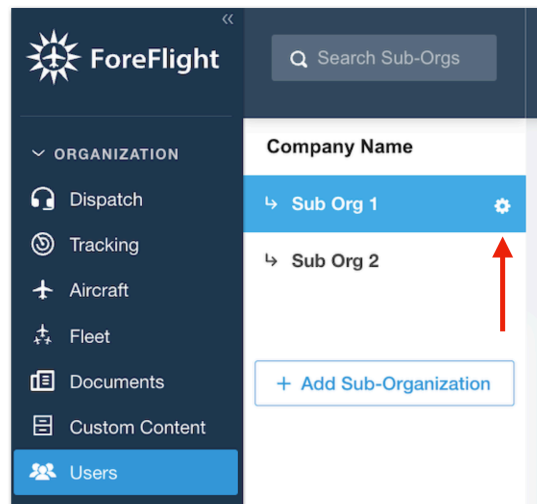
6.2.2 Renaming Organizations and Sub-Organizations

Organizations and Sub-Organizations can be renamed.

To rename an Organization:

- 1 Select **Users** from the navigation sidebar.
- 2 Select the Organization or Sub-Organization.

- 3 Select the **Settings** (gear) button on the Organization name.



- 4 Select **Rename Organization**.
- 5 Enter the new name.
- 6 Select **Rename**.



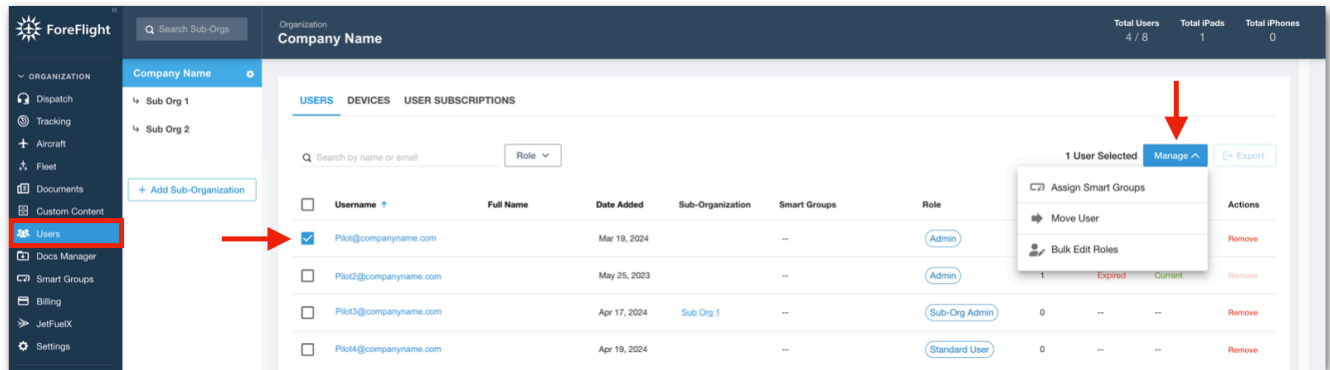
6.2.3 Moving Users Between Organizations

Users can be reassigned to different Sub-Organizations as operational roles change.

To move users:

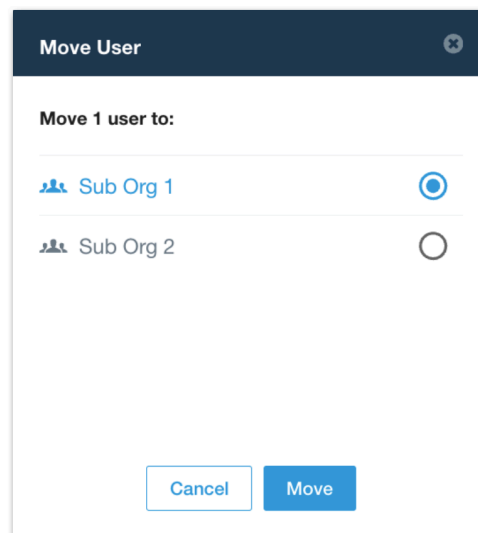
- 1 Select **Users** from the navigation sidebar.
- 2 Find the user(s) to move.
- 3 Select the checkbox next to the desired users.

4 Select **Manage**.



5 Select **Move User(s)**.

6 Choose the destination Organization in the Move Users popover.



7 Select **Move**.

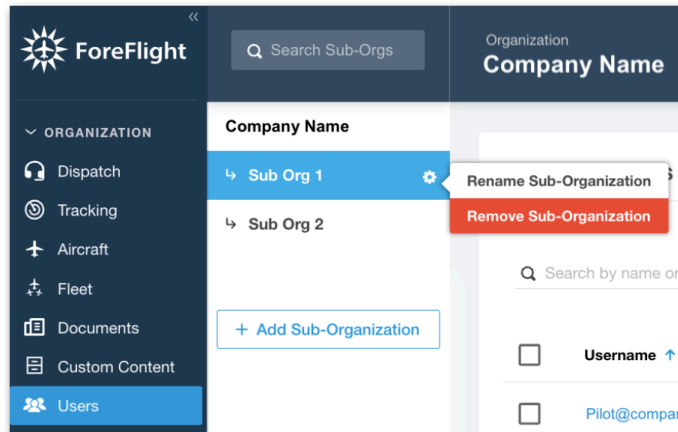
6.2.4 Removing Sub-Organizations

Before removing a Sub-Organization, all users must first be moved to another Organization or the parent Organization.

To remove a Sub-Organization:

1 Select **Users** from the navigation sidebar.

- 2 Select the Sub-Organization.
- 3 Select the **Settings** (gear) button.
- 4 Select **Remove Sub-Organization**.



- 5 Select **Remove** in the confirmation popover.

6.3 Adding Users

Users may be added individually by email address or in bulk using a comma-separated value (CSV) file.

When a new user is added:

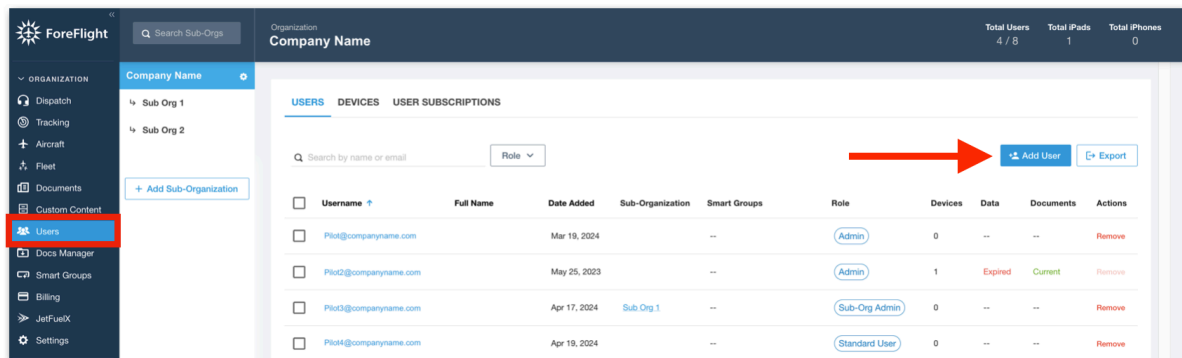
- If the email address is not associated with a ForeFlight account, an email invitation is sent with instructions to create an account.
- If the user already has a ForeFlight account, no additional action is required.

6.3.1 Add Users by Email Address

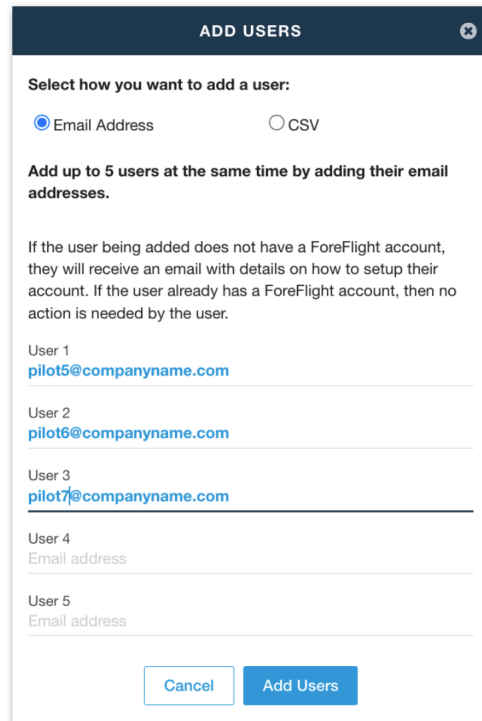
Administrators can add up to five users at a time using email entry.

To add users by email address:

- 1 Select **Users** from the navigation sidebar.
- 2 Select **Add User**.



- 3 Enter up to five email addresses in the popover.



The screenshot shows a modal window titled "ADD USERS" with a close button in the top right corner. Inside the modal, there is a section titled "Select how you want to add a user:" with two radio buttons: "Email Address" (selected) and "CSV". Below this, a message states: "Add up to 5 users at the same time by adding their email addresses." Another message explains: "If the user being added does not have a ForeFlight account, they will receive an email with details on how to setup their account. If the user already has a ForeFlight account, then no action is needed by the user." There are five input fields for email addresses, each preceded by a label "User 1" through "User 5". The first three fields contain example email addresses: "pilot5@companyname.com", "pilot6@companyname.com", and "pilot7@companyname.com". The last two fields are empty and labeled "Email address". At the bottom of the modal are two buttons: "Cancel" and "Add Users".

- 4 Select **Add Users**.

6.3.2 Add Users by CSV File

CSV uploads allow administrators to add large numbers of users simultaneously.

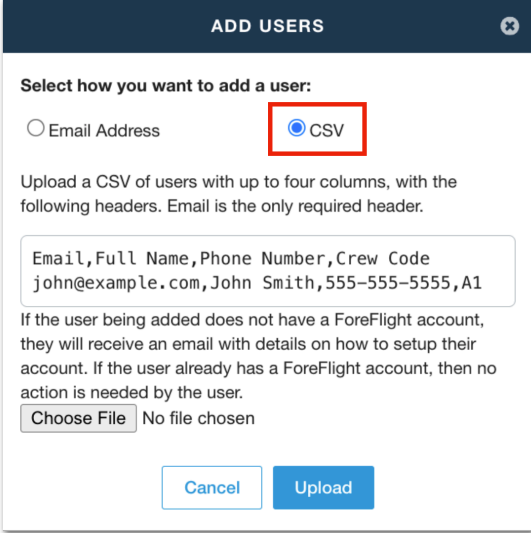
The CSV file must include four columns with the following headers:

Email	Full Name	Phone Number	Crew Code
-------	-----------	--------------	-----------

To add users by CSV file:

- 1 Select **Users** from the navigation sidebar.
- 2 Select **Add User**.

- 3 Select the **CSV** option in the popover.



The screenshot shows a modal dialog titled "ADD USERS" with a close button in the top right corner. Inside the dialog, there is a section titled "Select how you want to add a user:" with two radio button options: "Email Address" and "CSV". The "CSV" option is selected and highlighted with a red rectangular box. Below the radio buttons, there is a text instruction: "Upload a CSV of users with up to four columns, with the following headers. Email is the only required header." This is followed by a text box containing a sample CSV line: "Email, Full Name, Phone Number, Crew Code" and "john@example.com, John Smith, 555-555-5555, A1". Below the text box, there is a paragraph explaining that users without a ForeFlight account will receive an email with setup instructions, while existing users will not need any action. At the bottom of the dialog, there is a "Choose File" button (disabled) and the text "No file chosen". At the very bottom, there are two buttons: "Cancel" and "Upload".

- 4 Select **Choose File**.
- 5 Select the desired CSV file.
- 6 Select **Upload**.

6.4 User Details

Selecting a user name from the Users view opens the User Details view.

Organization Company Name **User** pilot3@companyname.com

PERSONAL INFORMATION

Full Name	Phone Number 555-555-5555	Crew Code	Organization Name Company Name	Sub-Organization Name	Email Address pilot3@companyname.com	Generate New Password	Edit
-----------	---------------------------	-----------	--------------------------------	-----------------------	--------------------------------------	-----------------------	------

ROLE Admin Edit

SMART GROUPS No Smart Groups assigned to User. Edit

DEVICES

DEVICE NAME	MODEL	IOS	CHECK IN	APP	DATA	DOCS	
iPad	iPad	26.3	Mar 09, 2026	18.4	Expired	Current	Rename Device Remove

JEPPESSEN COVERAGES

Search Inherit Installation Permissions ☒

COVERAGE	ACCOUNT	SERIAL	SEATS REMAINING	TAIL NUMBER	ALLOW INSTALL
Digital Data Services Mobile Initial, JV-VFR E REV SVC - EUROPE, Electronic Chart Services Worldwide JV IFR Military Supplement Coverage, REV SVC - JEPPIVIEW WORLD WIDE	123456789	SN8675309	23	N/A	☒

Save Changes

Figure 6-4. User Details View

The User Details view provides additional controls for managing individual user accounts.

Administrators and User Managers can:

- Review and edit personal information
- Modify user roles
- Reset user passwords
- Review assigned devices
- Rename or remove devices
- Review data and document compliance
- Configure access to linked Jeppesen coverages.

6.4.1 Roles and Permissions

ForeFlight Web uses a role-based access control system to manage administrative permissions within an Organization.

Roles determine which features and administrative functions are available to each user. Administrators assign roles based on operational responsibilities such as dispatch operations, aircraft management, or user administration.

Users may be assigned one or more roles simultaneously, allowing permissions to match operational requirements.

Example: A user may hold both the Dispatcher and Aircraft Manager roles.

6.4.1.1 Available Roles

The following roles are available for Organization users.

Table 6-2. Organization Roles and Descriptions

Role	Description
Standard User	Default role assigned to all users. Provides access to non-administrative features in ForeFlight Mobile, ForeFlight Web, and ForeFlight Dispatch.
Administrator (ADMIN)	Full access to all Organization functions, including subscription management, user management, Organization aircraft, document management, ForeFlight Dispatch, and ForeFlight Dispatch settings.
Dispatcher (DISP)	Edit access to ForeFlight Dispatch, including the ability to create flights, release flights, and view or modify all Organization flights.
Dispatch Viewer	Read-only access to view flight plans and operational information in ForeFlight Dispatch.
Aircraft Manager	Ability to create, edit, delete, publish, and unpublish Organization aircraft profiles.
Document Manager	Ability to manage document integrations and add or remove linked document drives for the Organization.

6. USER AND ORGANIZATION MANAGEMENT

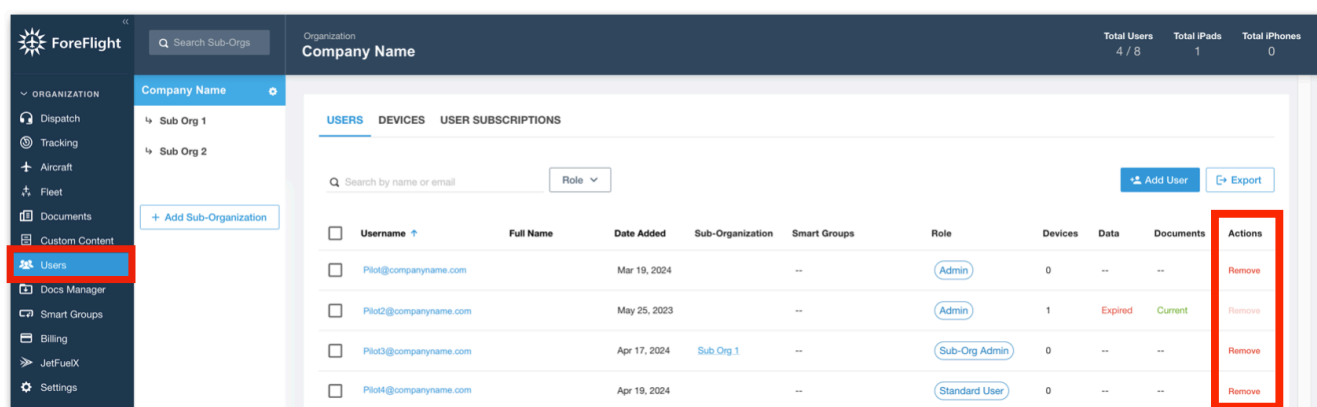
Role	Description
Billing Administrator	Ability to view receipts, add notes to receipts, change payment methods, and manage subscription billing.
User Manager	Ability to create, edit, and remove Organization users, including modifying email addresses, resetting passwords, and assigning roles.
Tracking	Ability to view real-time flight tracking information using the Tracking feature in ForeFlight Web.

6.5 Removing Users

Users can be removed from the Organization when access is no longer required.

To remove a user:

- 1 Select **Users** from the navigation sidebar.
- 2 Select the checkbox next to the user.
- 3 Select **Remove** in the Actions column.



- 4 Select **Remove** in the confirmation popover.

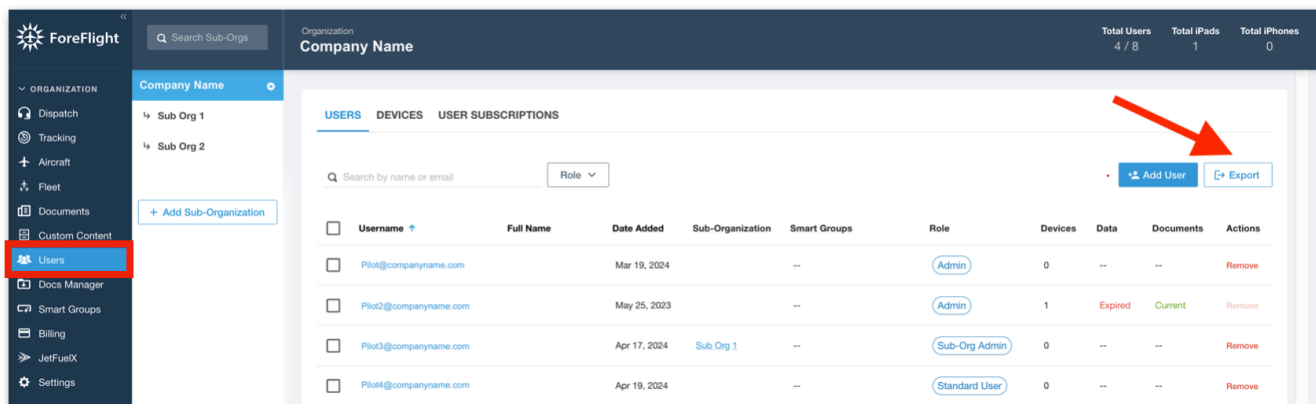
Removing a user revokes access to the Organization and its shared resources.

6.6 Exporting User Information

User information for an Organization can be exported as a CSV file.

To export user information:

- 1 Select **Users** from the navigation sidebar.
- 2 Select **Export**.



A CSV file containing user information will download to the local computer.

USER DEVICE MANAGEMENT

The **Devices** tab in the **Users** view displays all devices assigned to users within the Organization.

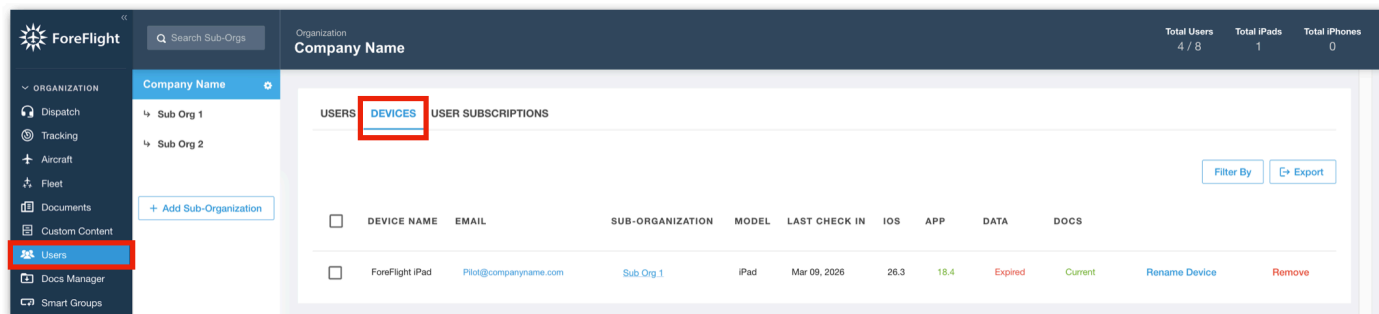


Figure 7-1. Devices View

For each device, the page provides the following information:

- Device name
- Assigned user
- Device type
- iOS version
- ForeFlight Mobile version
- Data compliance status
- Document compliance status.

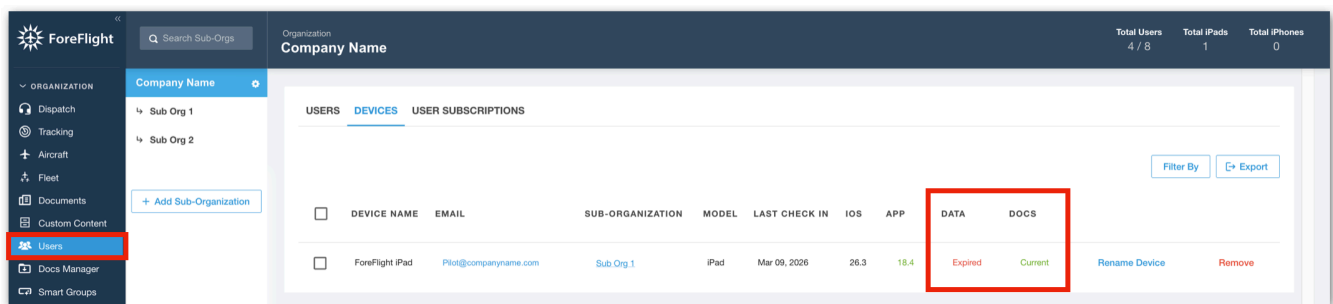
Administrators can also rename or remove devices from this page.

7.1 Viewing Device Status

Device compliance information is available through the Data and Documents (Docs) columns.

To view detailed status information:

- 1 Select **Users** from the navigation sidebar.
- 2 Select the **Devices** tab.
- 3 Select the status indicator in the DATA or DOCS column.



A popover appears showing the installed data or document status for the device.

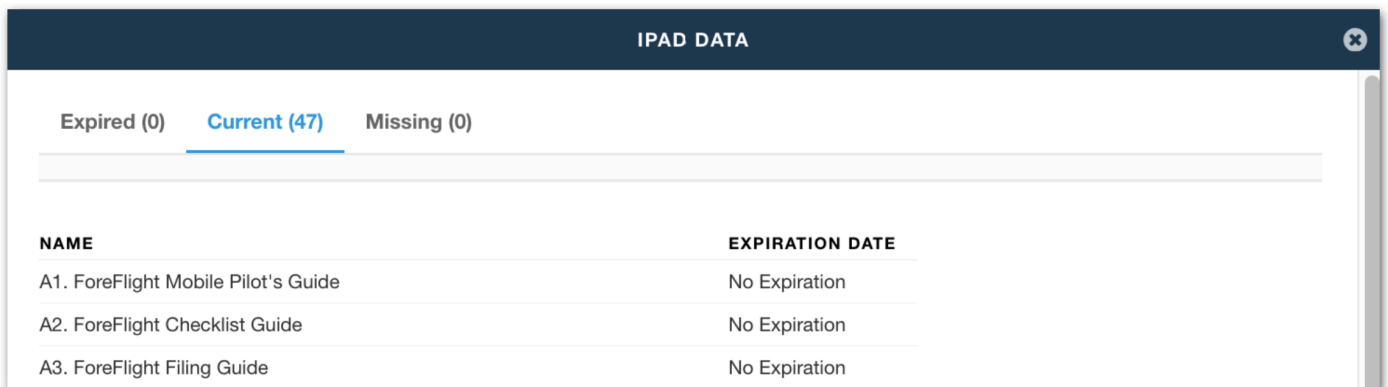


Figure 7-2. Data and Documents Status View

Data status may include:

- **Current** - All required data is installed and up to date.
- **Expired** - One or more required datasets are no longer current.

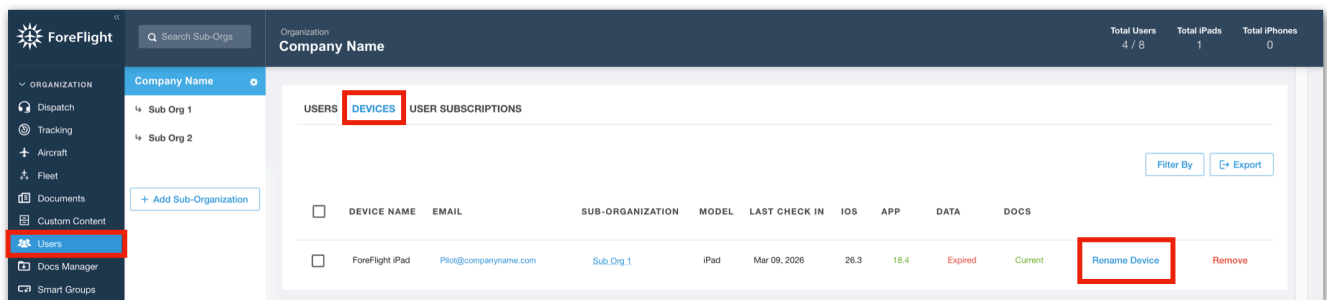
NOTE: If the Data and Documents (Docs) columns are not visible, ForeFlight Compliance may not be enabled. See [Organization Settings](#).

7.2 Renaming Devices

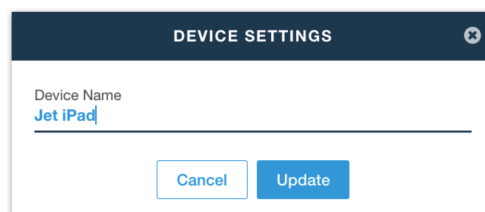
Devices may be renamed to improve identification within the organization.

To rename a device:

- 1 Select **Users** from the navigation sidebar.
- 2 Select the **Devices** tab.
- 3 Find the device to rename.
- 4 Select **Rename Device**.



- 5 Edit the device name in the Device Settings popover.
- 6 Select **Update**.

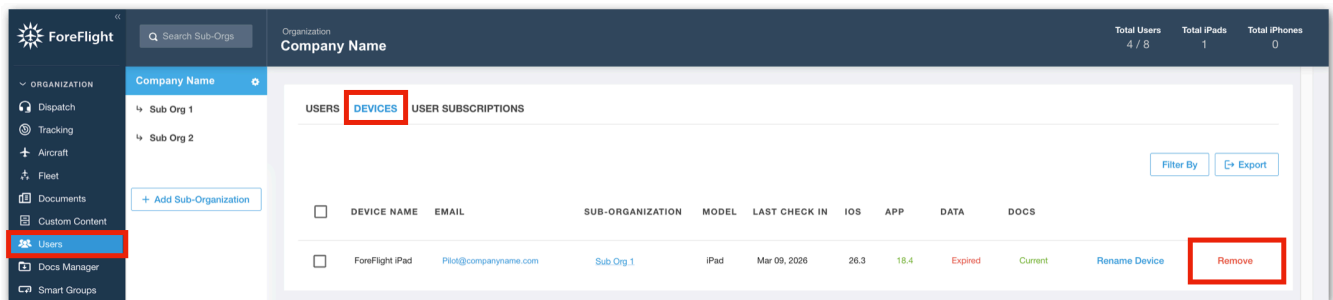


7.3 Removing Devices

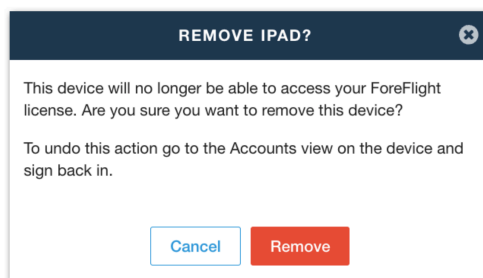
Devices can be removed when they are no longer used by an organization member.

To remove a device:

- 1 Select **Users** from the navigation sidebar.
- 2 Select the **Devices** tab.
- 3 Find the device to remove.
- 4 Select **Remove** next to the device.



- 5 Select **Remove** in the confirmation popover.



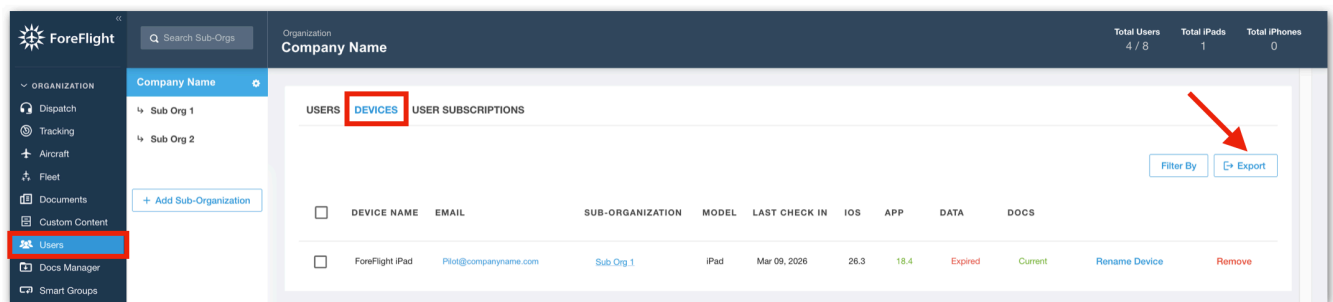
Removing a device revokes its access to organization resources.

7.4 Export Device Information

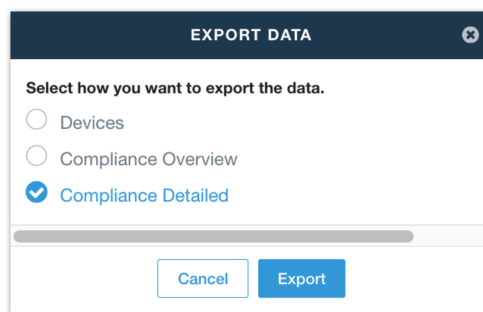
Device information can be exported as a report.

To export device information:

- 1 Select **Users** from the navigation sidebar.
- 2 Select the **Devices** tab.
- 3 Select **Export**.



- 4 Select the desired report type.
- 5 Select **Export**.



MANAGING FOREFLIGHT SUBSCRIPTIONS

ForeFlight subscriptions determine access to ForeFlight applications, chart data, and operational features on a per-user basis.

These subscriptions determine which features and data are available when a user logs in to ForeFlight Mobile or ForeFlight Web.

Administrators manage these subscriptions through ForeFlight Web.

Subscription management allows administrators to:

- Assign ForeFlight licenses to users or devices
- Allocate chart coverage and add-ons
- Enable aircraft-specific operational products such as ForeFlight Dispatch or Runway Analysis.

IMPORTANT: Organizations configured with device-based subscriptions automatically allocate most mobile subscriptions when users sign in to a device. When signing out on the device, the subscription is de-allocated.

8.1 Viewing User Subscriptions

Administrators can review all available subscriptions on the User Subscriptions view.

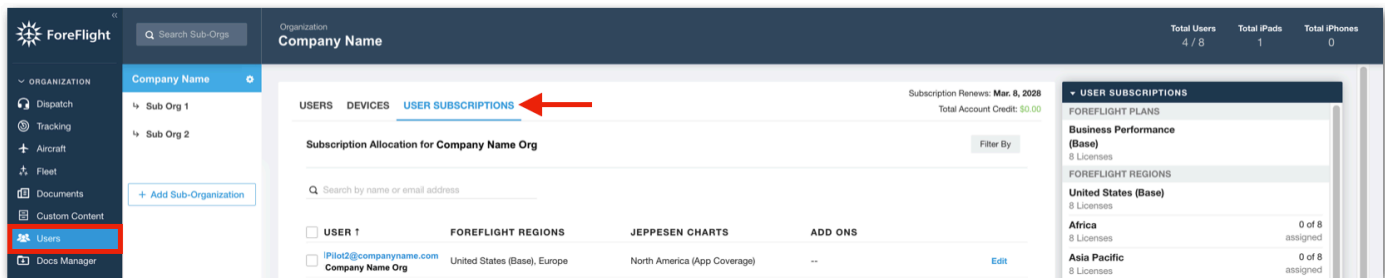


Figure 8-1. User Subscriptions View

The following are examples of User subscriptions:

- **ForeFlight Mobile and ForeFlight Web** - Core application licenses such as Business Performance or Business Pro.
- **ForeFlight Chart Subscriptions** - Regional chart coverage for ForeFlight-provided aeronautical data.
- **Jeppesen Chart Subscriptions** - Jeppesen electronic chart coverage.
- **User Add-Ons** - Optional features such as Active NavLog or FLARM support for compatible devices.

To access the User Subscription view:

- 1 Select **Users** from the navigation sidebar.
- 2 Select the **User Subscriptions** tab.

8.2 Viewing ForeFlight Mobile Licenses

ForeFlight licenses determine which application features are available to each user.

When licenses are purchased for an Organization, they are automatically allocated as users or devices are added.

To view license availability:

- 1 Select **Users** from the navigation sidebar.
- 2 Review the license counter in the upper-right corner.

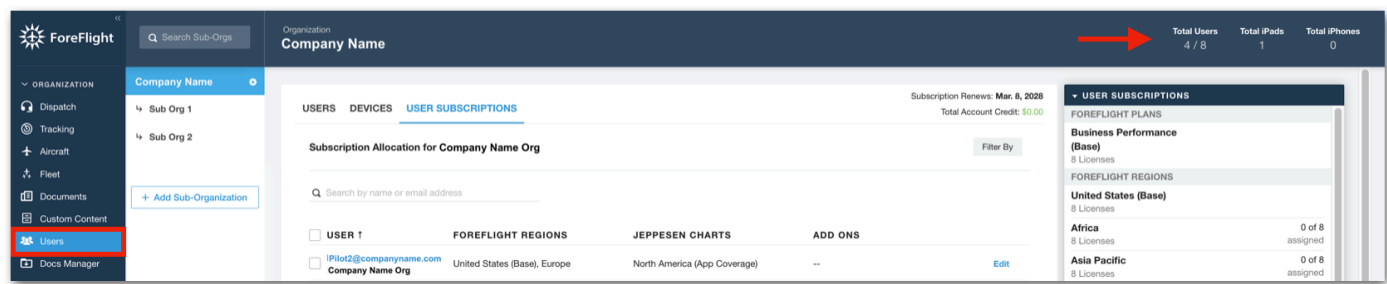


Figure 8-2. License Counter Location

The counter displays how many licenses are currently allocated compared to the total available licenses.

Example: User-based subscription allocation and device-based subscription allocations.

Total Users	Total iPads	Total iPhones
32 / 100	30	15

Figure 8-3. User-Based Subscription

Total Users	Total iPads	Total iPhones
85	11 / 100	0 / 100

Figure 8-4. Device-based Subscription

8.3 Managing ForeFlight Chart Subscriptions

ForeFlight chart subscriptions provide regional coverage for aeronautical charts and navigation data.

Coverage typically includes:

- En route charts
- Airport diagrams
- Instrument approach procedures
- Navigation data.

Chart coverage is organized by geographic region and can be assigned to users based on operational areas.

To manage chart subscriptions:

- 1 Select **Users** from the navigation sidebar.
|
- 2 Select **User Subscriptions**.
|
- 3 Select **Edit** next to a user.
|

4 Edit selections by selecting or deselecting the checkbox next to a product.

MANAGE PRODUCTS

FOREFLIGHT REGIONS

☒

United States8

☒

Europe1 of 8

☐

Canada1 of 8

☐

Africa0 of 8

☐

Asia Pacific0 of 8

☐

Australia0 of 8

☐

Latin America0 of 8

☐

Middle East & South Asia0 of 8

☐

New Zealand0 of 8

JEPPESEN CHARTS

☒

North America (App Coverage)2 of 8

☐

Australia & New Zealand (App Coverage)0 of 8

☐

Eurasia (App Coverage)0 of 8

☐

Worldwide (App Coverage)0 of 8

☐

Worldwide (Web Coverage)0 of 8

☐

USA+ (App Coverage)0 of 0Buy

☐

USA+ (Web Coverage)0 of 0Buy

☐

North America (Web Coverage)0 of 0Buy

☐

Canada/Alaska (App Coverage)0 of 0Buy

☐

Canada/Alaska (Web Coverage)0 of 0Buy

☐

Americas Military Supplement (App Coverage)0 of 0Buy

☐

Americas Military Supplement (Web Coverage)0 of 0Buy

☐

All Europe IFR + VFR (App Coverage)0 of 0Buy

☐

All Europe IFR + VFR (Web Coverage)0 of 0Buy

☐

Europe Military Supplement (App Coverage)0 of 0Buy

☐

Europe Military Supplement (Web Coverage)0 of 0Buy

Cancel

Apply Selection

5 Select **Apply Selection**.

NOTE: Device-based ForeFlight Mobile subscriptions automatically allocate chart coverage to devices.

8.3.1 Managing Jeppesen Chart Subscriptions Purchased Through ForeFlight

Jeppesen digital charts and navigation data may be purchased through ForeFlight.

To view Jeppesen chart subscriptions purchased through ForeFlight:

- 1 Select **Users** from the navigation sidebar.
- 2 Select **User Subscriptions**.
- 3 View subscriptions in the User Subscriptions section on the right or below the Users list (depending on browser width).

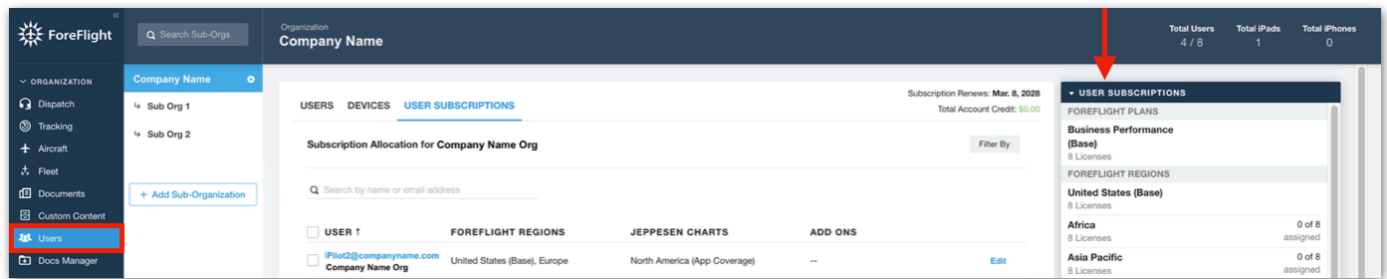


Figure 8-5. User Subscriptions Section

These subscriptions may be managed by both administrators and individual users.

8.3.2 Managing Jeppesen Chart Subscriptions Purchased Through Jeppesen

Jeppesen digital charts and navigation data may be purchased through Jeppesen and linked to a ForeFlight account.

To view Jeppesen chart subscriptions linked to ForeFlight:

- 1 Select **Account** from the navigation sidebar.
- 2 Select the **Jeppesen** tab.

8. MANAGING FOREFLIGHT SUBSCRIPTIONS

ForeFlight Account View - Jeppesen Tab

JEPPESEN ACCOUNTS

Username: pilot@companyname.com Account No.: 123456789 [Unlink Chart Coverage](#)

[Link Jeppesen Account](#)

JEPPESEN COVERAGES

Q Search

COVERAGE	ACCOUNT	SERIAL	SEATS REMAINING	TAIL NUMBER	ALLOW INSTALL
Digital Data Services Mobile Initial, JV-VFR E REV SVC - EUROPE, Electronic Chart Services Worldwide JV IFR Military Supplement Coverage, REV SVC - JEPPIVIEW WORLD WIDE	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	22	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.All Europe-IFR.ForeFlight.Coverage, Jeppesen Charts.All Europe-VFR.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Australia & New Zealand.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Canada/Alaska.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Latin & South America.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☒

[Show All \(2\)](#)

[Save Changes](#)

PURCHASED THROUGH FOREFLIGHT APP COVERAGES

Figure 8-6. Jeppesen Tab in Account View

These subscriptions may be managed by both administrators and individual users. For more information, see [Managing Linked Jeppesen Subscriptions](#).

8.4 Assigning ForeFlight User Subscriptions

Administrators can assign purchased subscriptions to one or more users.

To assign subscriptions:

- 1 Select **Users** from the navigation sidebar.
|
- 2 Select **User Subscriptions**.
|
- 3 Select **Edit** next to a user.
|

- 4 Edit selections by selecting or deselecting the checkbox next to a product.

The screenshot shows a 'MANAGE PRODUCTS' dialog box with a close button in the top right corner. It is divided into two main sections: 'FOREFLIGHT REGIONS' and 'JEPPESEN CHARTS'.

FOREFLIGHT REGIONS

Region	Count
☒ United States	8
☒ Europe	1 of 8
☐ Canada	1 of 8
☐ Africa	0 of 8
☐ Asia Pacific	0 of 8
☐ Australia	0 of 8
☐ Latin America	0 of 8
☐ Middle East & South Asia	0 of 8
☐ New Zealand	0 of 8

JEPPESEN CHARTS

Chart	Count	Action
☒ North America (App Coverage)	2 of 8	
☐ Australia & New Zealand (App Coverage)	0 of 8	
☐ Eurasia (App Coverage)	0 of 8	
☐ Worldwide (App Coverage)	0 of 8	
☐ Worldwide (Web Coverage)	0 of 8	
☐ USA+ (App Coverage)	0 of 0	Buy
☐ USA+ (Web Coverage)	0 of 0	Buy
☐ North America (Web Coverage)	0 of 0	Buy
☐ Canada/Alaska (App Coverage)	0 of 0	Buy
☐ Canada/Alaska (Web Coverage)	0 of 0	Buy
☐ Americas Military Supplement (App Coverage)	0 of 0	Buy
☐ Americas Military Supplement (Web Coverage)	0 of 0	Buy
☐ All Europe IFR + VFR (App Coverage)	0 of 0	Buy
☐ All Europe IFR + VFR (Web Coverage)	0 of 0	Buy
☐ Europe Military Supplement (App Coverage)	0 of 0	Buy
☐ Europe Military Supplement (Web Coverage)	0 of 0	Buy

At the bottom of the dialog are two buttons: 'Cancel' and 'Apply Selection'.

- 5 Select **Apply Selection**.

MANAGING AIRCRAFT SUBSCRIPTIONS

Aircraft subscriptions are assigned to individual aircraft rather than users.

These subscriptions enable aircraft-specific operational features tied to a particular tail number.

Aircraft subscriptions commonly include the following products:

- **ForeFlight Dispatch** - Enables dispatch planning, flight release, and operational coordination.
- **Runway Analysis** - Provides performance calculations for takeoff and landing based on aircraft data.
- **Flight Tracking** - Enables real-time aircraft tracking. Available in Standard or Enhanced configurations.

Aircraft subscriptions can be managed either from the Aircraft Subscriptions view located by going to **Account → Subscriptions → Aircraft Subscriptions** or from the Aircraft view by selecting **Aircraft** in the navigation sidebar and selecting the aircraft of interest.

9.1 Aircraft Subscriptions View

The Aircraft Subscriptions view, located by going to **Account** → **Subscriptions** → **Aircraft Subscriptions**, displays all aircraft in the Organization along with their subscription status.

The screenshot shows the ForeFlight interface with the 'Subscriptions' tab selected. The 'Aircraft Subscriptions' sub-tab is highlighted. The main content area displays a table of aircraft subscriptions for 'Customer Name Org'. The table has columns for Tail Number, Foreflight Dispatch, Runway Analysis, Flight Tracking, and Transaction History. Two aircraft are listed: N12345 (VERY LIGHT, T303 Crusader (C303)) and N123FF (HEAVY, Falcon 8X (F8X)). Each row shows subscription status (Cancel, Purchased) and a 'Buy' button. A right sidebar shows 'AIRCRAFT PRODUCTS' with categories like DISPATCH, RUNWAY ANALYSIS, and FLIGHT TRACKING, each listing products and their counts.

TAIL NUMBER	FOREFLIGHT DISPATCH	RUNWAY ANALYSIS	FLIGHT TRACKING	TRANSACTION HISTORY
N12345 ▲ VERY LIGHT T303 Crusader (C303) Customer Name Org	Cancel Purchased	Not Available	St... - Buy	TRANSACTION HISTORY
N123FF ▲ HEAVY Falcon 8X (F8X) Customer Name Org	Cancel Purchased	Cancel Purchased	St... - Buy	TRANSACTION HISTORY

Figure 9-1. Aircraft Subscription View

The header displays:

- **Subscription Renews** - Date when Organization subscriptions renew.
- **Total Account Credit** - Available credit from canceled subscriptions.

The main table displays one row per aircraft.

Each row includes:

- **Tail Number** - Aircraft registration, weight class, aircraft type, and Organization.
- **Product Status Columns** - Subscription status for ForeFlight Dispatch, Runway Analysis, and Flight Tracking.
- **Transaction History** - Link to the subscription history for that aircraft.

9.2 Assigning and Purchasing Aircraft Subscriptions

Aircraft subscriptions are assigned or purchased from the Aircraft Subscriptions view.

Each aircraft row contains an action button for each available product.

Possible actions include:

- **Assign** - Allocates an unused subscription already available in the Organization.
- **Buy** - Purchases a new subscription for the aircraft.
- **Publish** - Publishes the aircraft profile before purchasing a subscription.

If "Purchased" is displayed, then the subscription is already active.

To assign or purchase a subscription:

- 1 Select **Account** in the navigation sidebar.
- 2 Select the **Subscriptions** tab.
- 3 Select **Aircraft Subscriptions**.
- 4 Locate the aircraft in the list.
- 5 Select **Assign** or **Buy** for the desired product.
- 6 Confirm the assignment or complete checkout.

9.3 Canceling Aircraft Subscriptions

Aircraft subscriptions can be canceled if the service is no longer required.

To cancel a subscription:

- 1 Select **Account** in the navigation sidebar.
- 2 Select the **Subscriptions** tab.
- 3 Select **Aircraft Subscriptions**.
- 4 Locate the aircraft in the list.
- 5 Select **Cancel** next to the active product.
- 6 Confirm the cancellation.

NOTE: Canceling a subscription generates an account credit for the unused portion of the subscription. This credit appears in Total Account Credit and can be applied toward future purchases.

9.4 Viewing Aircraft Transaction History

Aircraft transaction history can be viewed on the Aircraft Subscription view. Transaction history includes information about:

- Purchases
- Cancellations
- Renewals.

To view aircraft transaction history:

- 1 Select **Account** from the navigation sidebar.
- 2 Select the **Subscriptions** tab.
- 3 Select **Aircraft Subscriptions**.
- 4 Locate the aircraft in the list.
- 5 Select the **Transaction History** button.

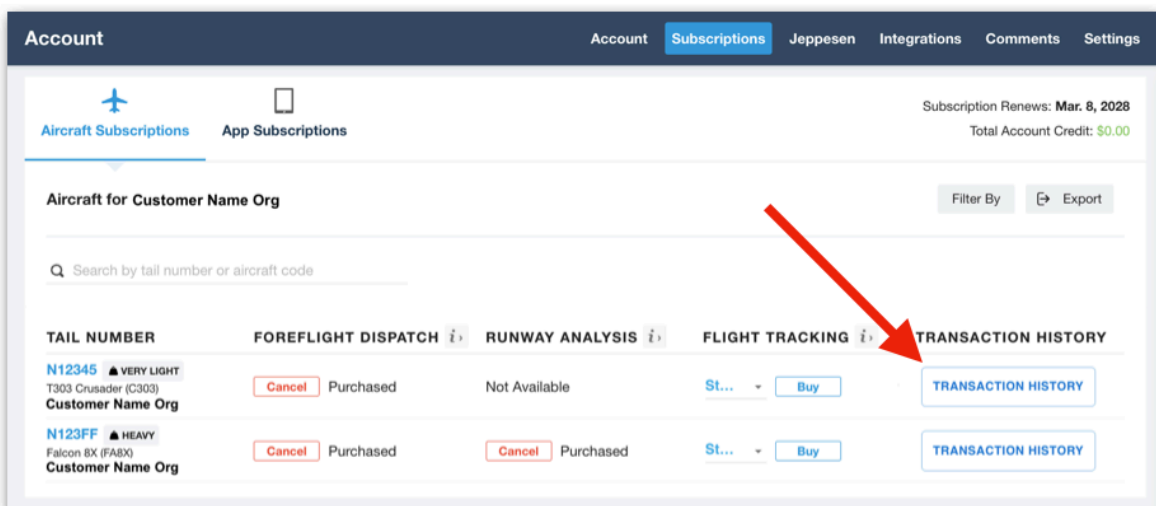


Figure 9-2. Aircraft Transaction History Button

MANAGING LINKED JEPPESEN SUBSCRIPTIONS

Organizations can link external Jeppesen accounts to a ForeFlight account to provide Jeppesen electronic charts and navigation data to users.

Linked Jeppesen subscriptions are managed from the **Jeppesen** tab by selecting **Account → Jeppesen** in ForeFlight Web.

This page allows administrators to:

- Link external Jeppesen accounts
- Control which Jeppesen coverage can be installed
- Monitor installed Jeppesen chart seats
- Remove installations from devices when needed.

10.1 Jeppesen Page Overview

The Jeppesen tab is organized into several sections that display linked accounts and coverage information.

The screenshot displays the 'Jeppesen' tab in the ForeFlight Administrator interface. The sidebar on the left contains navigation options under 'ORGANIZATION' and 'FLIGHT TOOLS'. The main content area is divided into three sections:

- JEPPESEN ACCOUNTS:** Shows a table with columns for Username, Account No., and a 'Link Jeppesen Account' button. The 'Unlink Chart Coverage' link is visible.
- JEPPESEN COVERAGES:** A table listing various coverage options with columns for COVERAGE, ACCOUNT, SERIAL, SEATS REMAINING, TAIL NUMBER, and ALLOW INSTALL. The table includes entries for Digital Data Services, Jeppesen Charts, and various regional coverages.
- PURCHASED THROUGH FOREFLIGHT APP COVERAGES:** A grid of map icons representing different regions: Africa, Canada/Alaska, Australia & New Zealand, Eurasia, All Europe IFR + VFR, Middle East, Pacific, Latin & South, USA+, North America, South America, and Latin America.

Figure 10-1. Jeppesen Linked Subscriptions View

These sections include:

Jeppesen Accounts - Displays linked Jeppesen accounts, including the username, account number, and the option to unlink the account.

Jeppesen Coverage - Displays available Jeppesen chart coverage and installation permissions.

Purchased Through ForeFlight - App Coverage - Displays ForeFlight-provided chart regions assigned to the logged-in user for ForeFlight Mobile.

Purchased Through ForeFlight - Web Coverage - Displays ForeFlight-provided chart regions assigned to the logged-in user for ForeFlight Web.

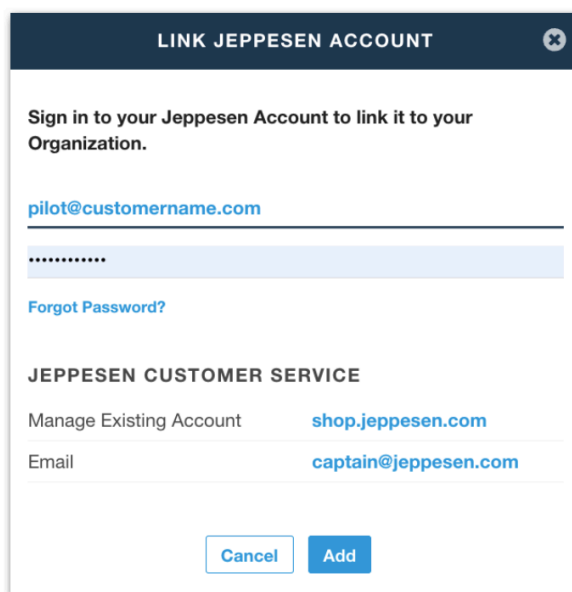
10.2 Linking an Existing Jeppesen Account

Organizations can link existing Jeppesen accounts to provide chart coverage to ForeFlight users.

Up to eight Jeppesen accounts can be linked to a single Organization.

To link a Jeppesen account:

- 1 Select the **Account** button in the navigation sidebar.
- 2 Select the **Jeppesen** tab.
- 3 Select **Link Jeppesen Account**.
- 4 Enter the Jeppesen username or email address.
- 5 Enter the Jeppesen password.



- 6 Select **Add**.

After linking the account, the Jeppesen username and account number appear in the Jeppesen Accounts section.

An **Unlink Chart Coverage** option becomes available for the linked account.

10. MANAGING LINKED JEPPESEN SUBSCRIPTIONS

The screenshot displays the ForeFlight web interface. On the left is a dark sidebar with navigation options: ORGANIZATION (Dispatch, Tracking, Aircraft, Fleet, Documents, Custom Content, Users, Docs Manager, Smart Groups, Billing, JetFuelX, Settings), FLIGHT TOOLS (My Flights, Maps, Imagery, Airports, Logbook, Track Logs, Directory), and Account (highlighted in red). The main content area is titled 'Account' and has tabs for Account, Subscriptions, Jeppesen (highlighted in red), Integrations, Comments, and Settings.

JEPPESEN ACCOUNTS

Username: pilot@companyname.com Account No.: 123456789 [Unlink Chart Coverage](#)

[Link Jeppesen Account](#)

JEPPESEN COVERAGES

Q Search

COVERAGE	ACCOUNT	SERIAL	SEATS REMAINING	TAIL NUMBER	ALLOW INSTALL
Digital Data Services Mobile Initial, JV-VFR E REV SVC - EUROPE, Electronic Chart Services Worldwide JV IFR Military Supplement Coverage, REV SVC - JEPPIVIEW WORLD WIDE	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	22	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.All Europe-IFR.ForeFlight.Coverage, Jeppesen Charts.All Europe-VFR.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Australia & New Zealand.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Canada/Alaska.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Latin & South America.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☒

[Show All \(2\)](#)

[Save Changes](#)

PURCHASED THROUGH FOREFLIGHT

APP COVERAGES



Africa



Canada/Alaska



Australia & New Zealand



Eurasia



All Europe IFR + VFR



Middle East



Pacific



Latin & South



USA+



North America



South America



Latin America

Figure 10-2. Successfully Linked Jeppesen Coverage

10.3 Managing Organization Access to Jeppesen Coverages

The Jeppesen Coverages section displays all coverage available through linked Jeppesen accounts.

JEPPESEN ACCOUNTS

Username: **pilot@companyname.com** Account No.: **123456789** [Unlink Chart Coverage](#)

[Link Jeppesen Account](#)

JEPPESEN COVERAGES

Q Search

COVERAGE	ACCOUNT	SERIAL	SEATS REMAINING	TAIL NUMBER	ALLOW INSTALL
Digital Data Services Mobile Initial, JV-VFR E REV SVC - EUROPE, Electronic Chart Services Worldwide JV IFR Military Supplement Coverage, REV SVC - JEPPIVIEW WORLD WIDE	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	22	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.All Europe-IFR.ForeFlight.Coverage, Jeppesen Charts.All Europe-VFR.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Australia & New Zealand.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Canada/Alaska.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Latin & South America.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☒

[Show All \(2\)](#)

[Save Changes](#)

PURCHASED THROUGH FOREFLIGHT APP COVERAGES

Africa, Canada/Alaska, Australia & New Zealand, Eurasia, All Europe IFR + VFR, Middle East, Pacific, Latin & South, USA+, North America, South America, Latin America

Figure 10-3. Jeppesen Coverages Section

The table includes the following columns:

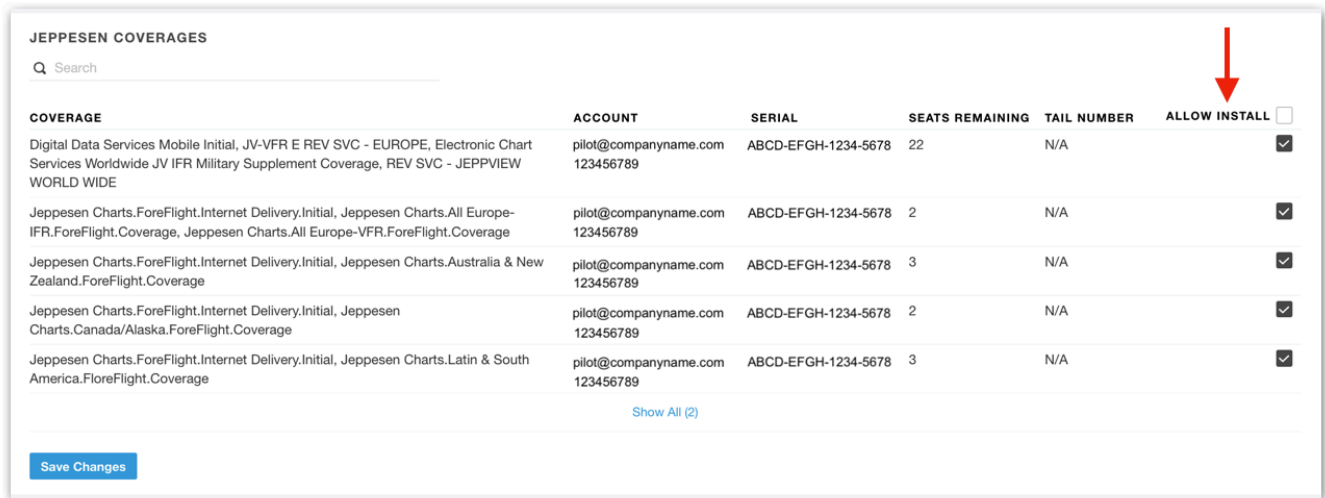
- **Coverage:** Name and description of the Jeppesen chart coverage.
- **Account:** Linked Jeppesen account username and account number.
- **Serial:** Serial number associated with the coverage.
- **Seats Remaining:** Number of available installation seats remaining.
- **Tail Number:** Aircraft tail number associated with the coverage, if applicable.
- **Allow Install:** Enables or blocks installation of the coverage by users.

Administrators can control whether users are permitted to install each coverage.

10.3.1 Allowing Installation of Jeppesen Coverage

Administrators can allow users to install Jeppesen coverage. To allow installation:

- 1 Select the **Account** button in the navigation sidebar.
- 2 Select the **Jeppesen** tab.
- 3 Select the checkbox for the desired coverage in the Allow Install column.



The screenshot shows a table titled "JEPPesen COVERAGES" with a search bar. The table has columns: COVERAGE, ACCOUNT, SERIAL, SEATS REMAINING, TAIL NUMBER, and ALLOW INSTALL. A red arrow points to the "ALLOW INSTALL" column header. The table contains five rows of coverage data, all with checked checkboxes in the "ALLOW INSTALL" column. A "Save Changes" button is at the bottom left, and a "Show All (2)" link is at the bottom center.

COVERAGE	ACCOUNT	SERIAL	SEATS REMAINING	TAIL NUMBER	ALLOW INSTALL
Digital Data Services Mobile Initial, JV-VFR E REV SVC - EUROPE, Electronic Chart Services Worldwide JV IFR Military Supplement Coverage, REV SVC - JEPPIVIEW WORLD WIDE	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	22	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.All Europe-IFR.ForeFlight.Coverage, Jeppesen Charts.All Europe-VFR.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Australia & New Zealand.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Canada/Alaska.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☒
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Latin & South America.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☒

- 4 Select **Save Changes**.

10.3.2 Blocking Installation of Jeppesen Coverage

Administrators can block users from installing Jeppesen coverage. To block installation:

- 1 Select the **Account** button in the navigation sidebar.
- 2 Select the **Jeppesen** tab.

10. MANAGING LINKED JEPPESEN SUBSCRIPTIONS

- 3 In the Allow Install column, deselect the checkbox for the coverage to prevent installation.

JEPPESEN COVERAGES

COVERAGE	ACCOUNT	SERIAL	SEATS REMAINING	TAIL NUMBER	ALLOW INSTALL ☐
Digital Data Services Mobile Initial, JV-VFR E REV SVC - EUROPE, Electronic Chart Services Worldwide JV IFR Military Supplement Coverage, REV SVC - JEPPIVIEW WORLD WIDE	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	22	N/A	☐
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.All Europe-IFR.ForeFlight.Coverage, Jeppesen Charts.All Europe-VFR.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☐
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Australia & New Zealand.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☐
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Canada/Alaska.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	2	N/A	☐
Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.Latin & South America.ForeFlight.Coverage	pilot@companyname.com 123456789	ABCD-EFGH-1234-5678	3	N/A	☐

[Show All \(2\)](#)

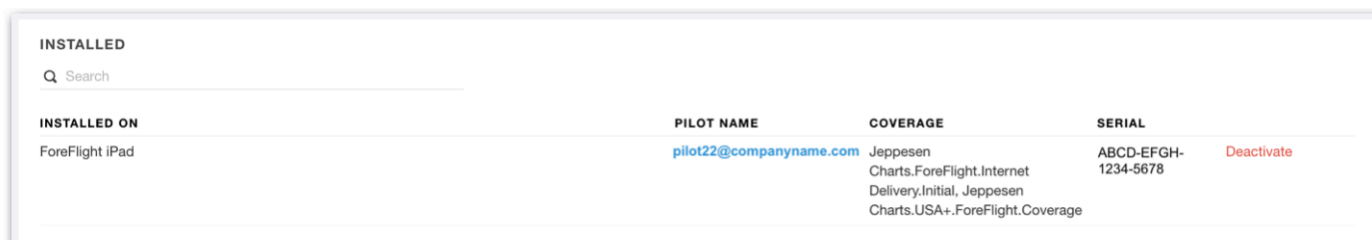
Save Changes

- 4 Select **Save Changes**.

10.4 Removing Jeppesen Coverages from Devices

Administrators can remove Jeppesen installations from devices, which is common if seats need to be reassigned.

Devices that have installed Jeppesen coverages appear in the Installed table.



INSTALLED ON	PILOT NAME	COVERAGE	SERIAL	
ForeFlight iPad	pilot22@companyname.com	Jeppesen Charts.ForeFlight.Internet Delivery.Initial, Jeppesen Charts.USA+.ForeFlight.Coverage	ABCD-EFGH- 1234-5678	Deactivate

Figure 10-4. Installed Coverages Table

This table displays:

- **Installed On:** Device name and type
- **Pilot Name:** Associated user
- **Coverage:** Installed Jeppesen coverage
- **Serial:** Coverage serial number
- **Deactivate:** Option to remove the installation

To deactivate a Jeppesen installation:

- 1 Select the **Account** button in the navigation sidebar.
- 2 Select the **Jeppesen** tab.
- 3 Locate the device in the Installed table.
- 4 Select **Deactivate**.

Deactivating the installation frees the seat for installation on another device.

10.5 Managing Jeppesen Web Coverages

Some Jeppesen coverages are available specifically for ForeFlight Web.

These coverages appear in the My Jeppesen Coverages (Web Only) section and use a separate seat allocation from mobile coverages.

10.5.1 Installing Jeppesen Web Coverage

To install a Jeppesen web coverage:

- 1 Select the **Account** button in the navigation sidebar.
- 2 Select the **Jeppesen** tab.
- 3 Locate the coverage in My Jeppesen Coverages (Web Only).
- 4 Select **Install**.

10.5.2 Removing Jeppesen Web Coverage

To remove a Jeppesen Web coverage:

- 1 Select the **Account** button in the navigation sidebar.
- 2 Select the **Jeppesen** tab.
- 3 Locate the coverage in My Jeppesen Coverages (Web Only).
- 4 Locate the coverage in the Installed table.
- 5 Select **Remove**.

10.6 Unlinking Jeppesen Accounts

Jeppesen accounts can be unlinked from a ForeFlight account if the coverage is no longer required.

WARNING: Unlinking a Jeppesen account removes access to all Jeppesen chart coverages associated with that account. All installations on user devices will be deactivated.

To unlink a Jeppesen account:

- 1 Select the **Account** button in the navigation sidebar.
- 2 Select the **Jeppesen** tab.
- 3 Locate the account in the **Jeppesen Accounts** section.
- 4 Select **Unlink Chart Coverage**.

JEPPESEN ACCOUNTS			
Username	chiefpilot@companyname.com	Account No.	1234567
			 Unlink Chart Coverage
Link Jeppesen Account			

DOCS MANAGER: ADVANCED DISTRIBUTION AND COMPLIANCE

Docs Manager (Requires a Control Tower or Enterprise subscription) provides advanced document distribution and compliance management capabilities.

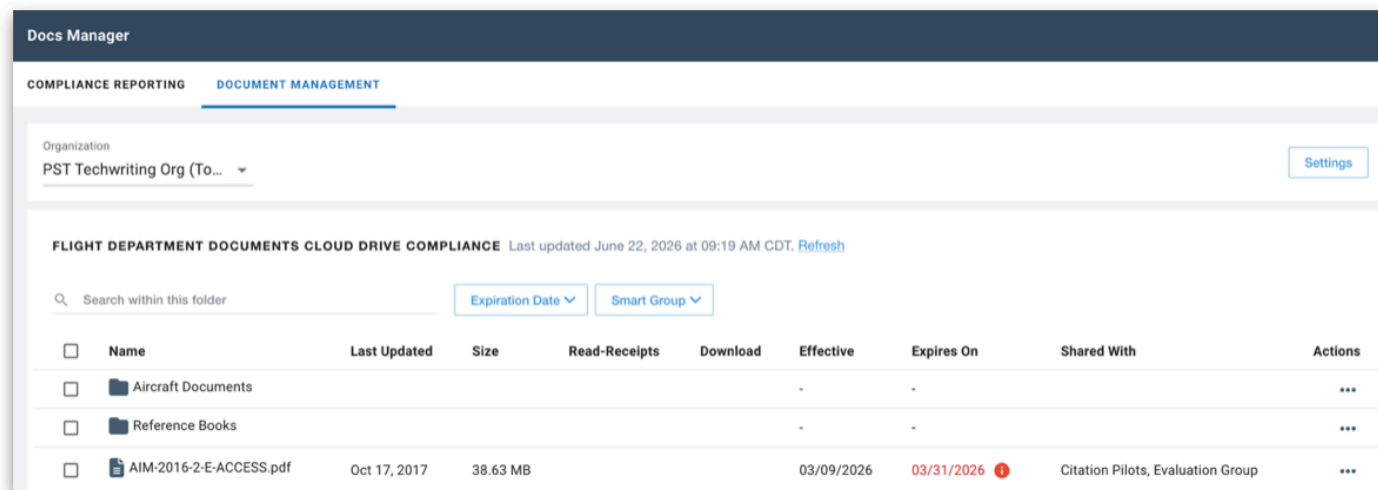


Figure 11-1. Docs Manager View

Administrators can use Docs Manager to:

- Share documents with specific [Smart Groups](#)
- Require document downloads
- Require document read receipts
- Set document effective dates
- Set document expiration dates
- Track pilot document compliance.

Docs Manager includes a Compliance Reporting tab that provides visibility into user compliance across the Organization.

11.1 Setting Document Distribution

Administrators can configure how documents are shared within the Organization by selecting the **Settings** button in the Docs Manager view.

Docs Manager, Updated Drive Settings

Drive Provider
Dropbox

Drive Name
Flight Department Documents

DISTRIBUTION PREFERENCE (Required)

☒ Share by default ☐ Private by default

Existing and newly added files and folders will be **shared to all users**. When shared with one or more smart groups, distribution will be limited Smart Group users.

SHARING OPTIONS

☒ Users may email documents from their accounts

☒ Users may print documents from their accounts

SYNC OPTIONS

☒ Automatically download all Documents

☒ Automatically download all Content Packs

Cancel Save

Figure 11-2. Document Distribution Settings

Two distribution modes are available:

- **Share by Default** (Recommended) - Files and folders not assigned to a Smart Group are automatically shared with all users. If a document or folder is later assigned to a Smart Group, only users in that group will have access.
- **Private by Default** - Files and folders are hidden from users unless explicitly assigned to a Smart Group. Administrators must assign a Smart Group before users can access the document.

11.2 Setting Document Compliance

Compliance rules can be applied to individual documents or entire folders.

If a compliance rule is applied to a folder, all documents within that folder inherit the same requirements.

Compliance settings include:

- Read receipt requirements
- Download requirements
- Effective dates
- Expiration dates.

11.2.1 Require Read Receipt

To require users to acknowledge a document:

- 1 Select **Docs Manager** from the navigation sidebar.
|
- 2 Select the more options (...) button next to the document or folder.
|
- 3 Select **Require Read-Receipts**.

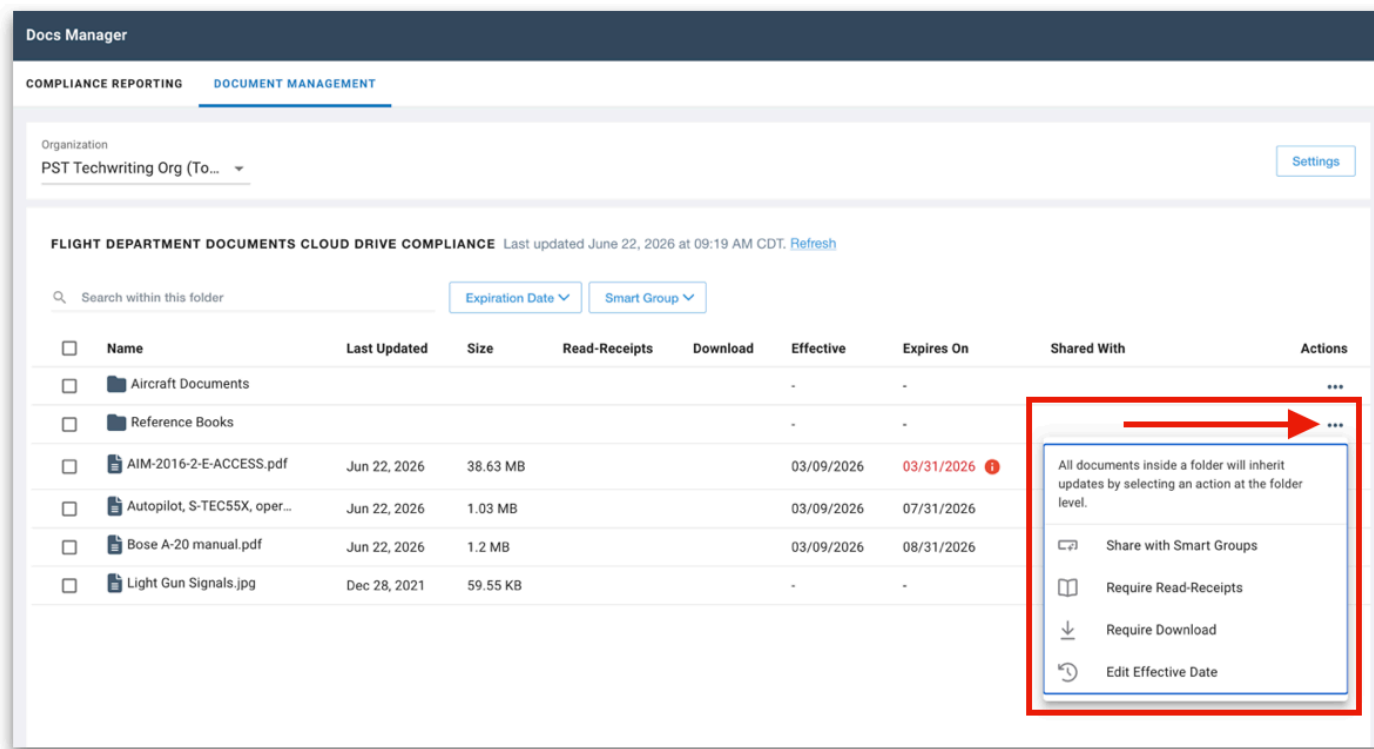


Figure 11-3. Document Administration Menu

After enabling the requirement, "Required" appears in red in the Read Receipt column.

11.2.2 Require Download

To require documents to be downloaded to pilot devices:

- 1 Select **Docs Manager** from the navigation sidebar.
- 2 Select the more options (...) button next to the document or folder.
- 3 Select **Require Download**.

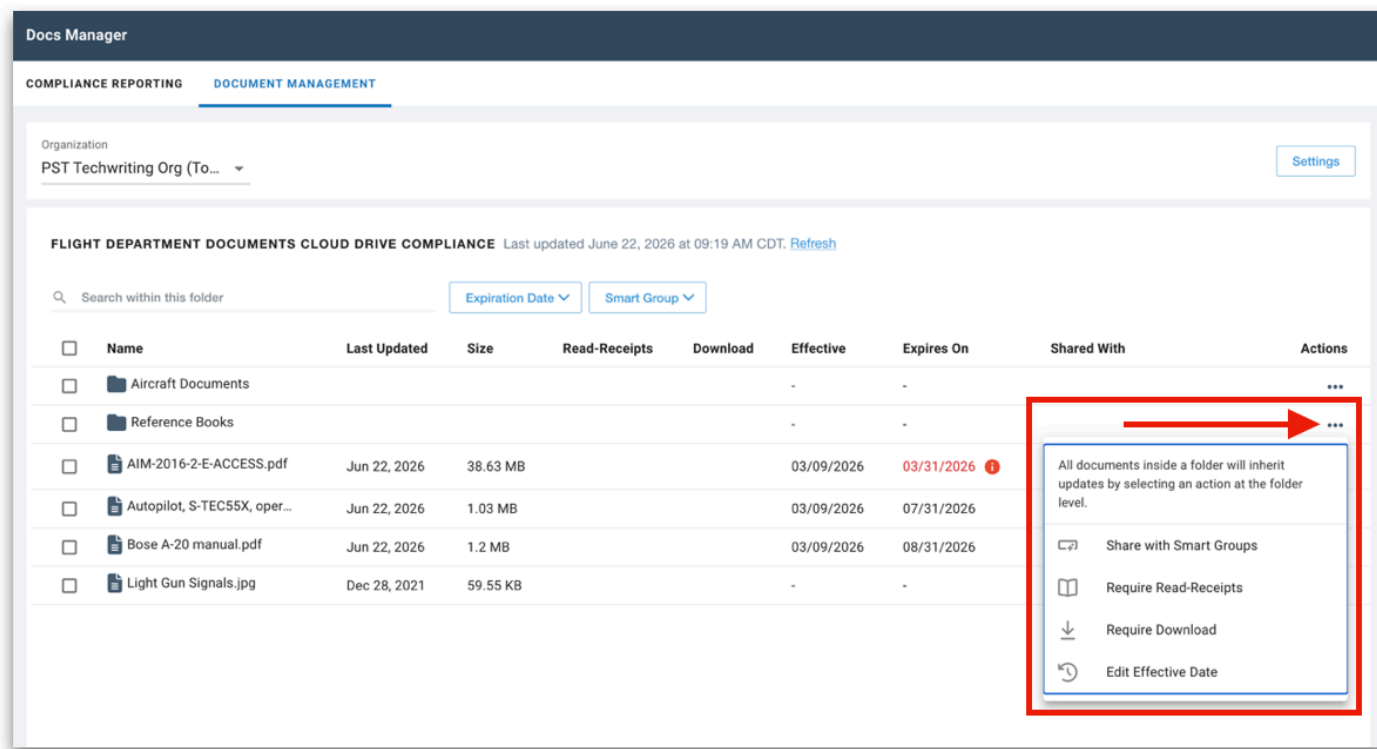


Figure 11-4. Document Administration Menu

After enabling the requirement, "Required" appears in red in the Download Required column.

11.2.3 Setting Effective and Expiration Dates

Administrators can control when documents become active and when they expire.

To configure document dates:

- 1 Select **Docs Manager** from the navigation sidebar.
- 2 Select the more options (...) button.
- 3 Select **Edit Effective Date**.
- 4 Enable Effective Date and/or Expiration Date.
- 5 Select the desired dates.
- 6 Select **Save**.

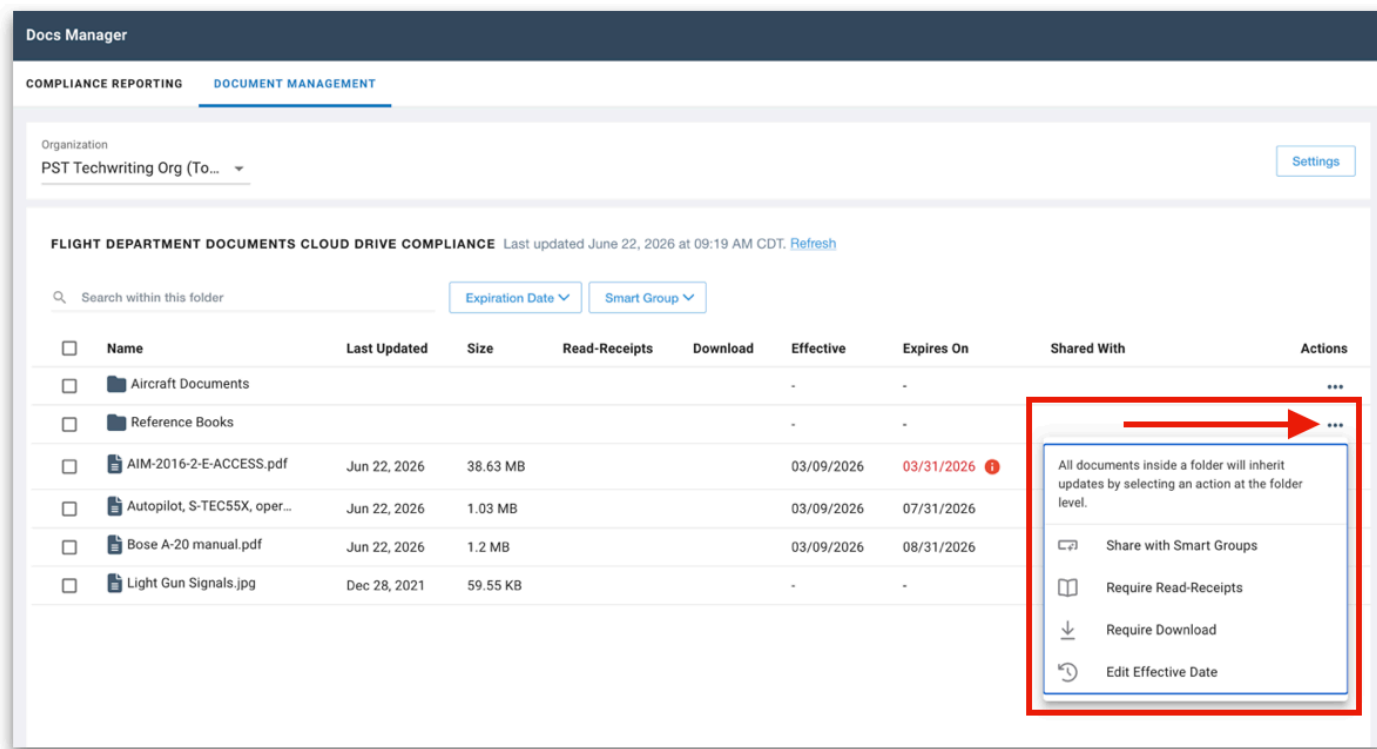


Figure 11-5. Document Administration Menu

NOTE: The expiration date must be at least one day after the effective date.

11.2.4 Bulk Compliance Configuration

Compliance settings can be applied to multiple documents simultaneously.

To configure compliance for multiple documents:

- 1 Select **Docs Manager** from the navigation sidebar.
- 2 Select the documents using the checkboxes.
- 3 Select **Manage**.
- 4 Choose the desired compliance settings.

11. DOCS MANAGER: ADVANCED DISTRIBUTION AND COMPLIANCE

The screenshot displays the 'Docs Manager' interface with the 'DOCUMENT MANAGEMENT' tab selected. The organization is 'PST Techwriting Org (To...)'. The main section is titled 'FLIGHT DEPARTMENT DOCUMENTS CLOUD DRIVE COMPLIANCE' with a 'Last updated' timestamp of 'June 22, 2026 at 09:19 AM CDT.' and a 'Refresh' link. A search bar is present with the placeholder 'Search within this folder'. Below the search bar, there are two filters: 'Expiration Date' and 'Smart Group'. A table lists documents with columns: Name, Last Updated, Size, Read-Receipts, Download, Effective, and Expires On. The table contains six rows, including folders like 'Aircraft Documents' and 'Reference Books', and files like 'AIM-2016-2-E-ACCESS.pdf', 'Autopilot, S-TEC55X, oper...', 'Bose A-20 manual.pdf', and 'Light Gun Signals.jpg'. A red arrow points to the 'Aircraft Documents' folder. To the right of the table, a 'Manage' dropdown menu is open, showing options: 'Share with Smart Groups', 'Require Read-Receipts', 'Require Download', and 'Edit Effective Date'. A red box highlights this menu. Above the menu, it says '4 Files Selected'.

	Name	Last Updated	Size	Read-Receipts	Download	Effective	Expires On
☒	Aircraft Documents					-	-
☐	Reference Books					-	-
☐	AIM-2016-2-E-ACCESS.pdf	Jun 22, 2026	38.63 MB			03/09/2026	03/31/2026
☒	Autopilot, S-TEC55X, oper...	Jun 22, 2026	1.03 MB			03/09/2026	07/31/2026
☒	Bose A-20 manual.pdf	Jun 22, 2026	1.2 MB			03/09/2026	08/31/2026
☒	Light Gun Signals.jpg	Dec 28, 2021	59.55 KB			-	-

Figure 11-6. Bulk Document Administration Menu

11.3 Document Compliance View

The Docs Manager Compliance view provides an overview of document compliance for all users.

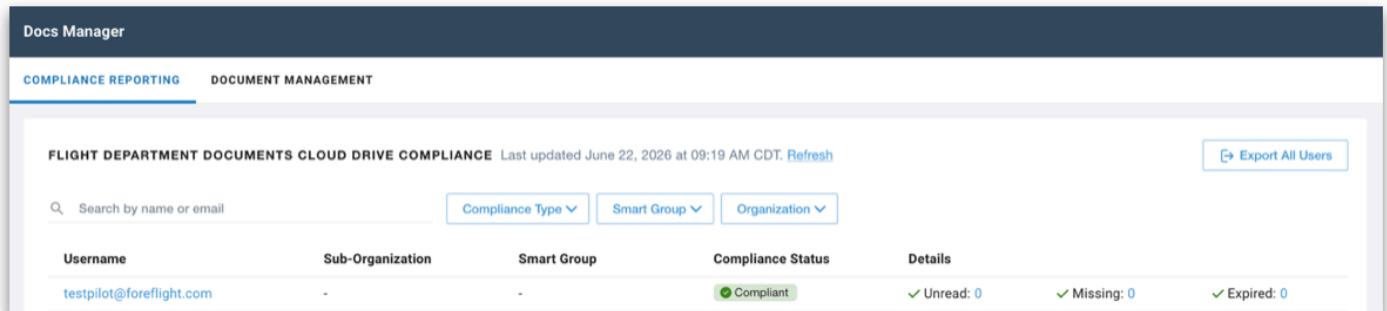


Figure 11-7. Compliance Reporting View

Compliance fields can be filtered by name, email, compliance type, smart group, or organization.

- **Compliance Type**

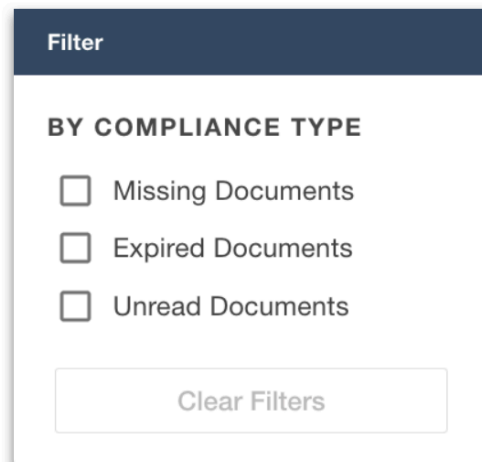
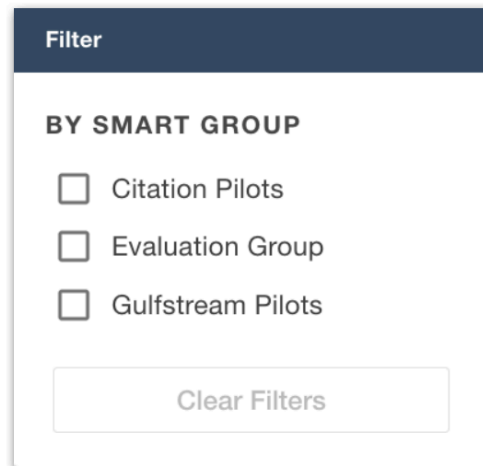


Figure 11-8. Compliance Type

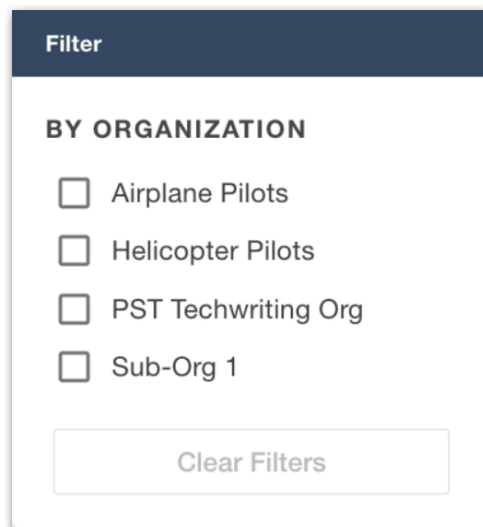
- **Smart Group**



A filter dialog box with a dark blue header labeled "Filter". Below the header, the text "BY SMART GROUP" is displayed. There are three unchecked checkboxes: "Citation Pilots", "Evaluation Group", and "Gulfstream Pilots". At the bottom, there is a button labeled "Clear Filters".

Figure 11-9. Smart Group

- **Organization**



A filter dialog box with a dark blue header labeled "Filter". Below the header, the text "BY ORGANIZATION" is displayed. There are four unchecked checkboxes: "Airplane Pilots", "Helicopter Pilots", "PST Techwriting Org", and "Sub-Org 1". At the bottom, there is a button labeled "Clear Filters".

Figure 11-10. By Organization

Compliant items display a green check mark in a circle.

Non-compliant items display a red "x" in a circle under the compliance status column for the affected pilots. The details column will identify the non-compliant item with a link to the compliance data popover.

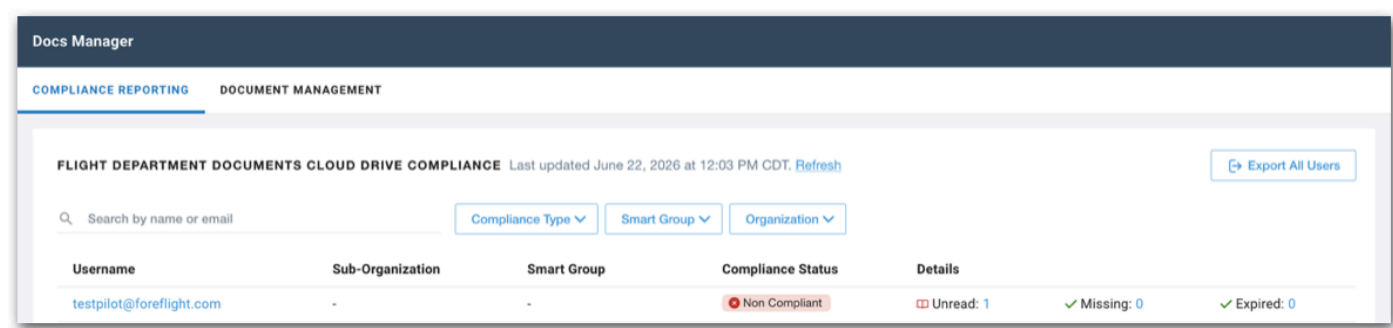


Figure 11-11. Compliance Status

Administrators can export the compliance report by selecting **Export All Users**.

11.4 Pilot Perspective

The following information describes how document compliance status appears in the Documents tab.

When documents have compliance requirements, ForeFlight Mobile displays status indicators to identify required pilot actions. If documents within a folder require pilot action, the folder displays a red circle in the top-right corner. The indicator includes a number that identifies the total documents within the folder that require action.

The following status indicators appear in the Documents tab.

Download Required

- Displays a download arrow icon.
- Shows the required download size.

Read Required

- Displays a book icon labeled **Read Requ.**
- Opening the document displays a **Mark as Read** banner.

Compliant

- Displays a green check mark labeled "Done."

SMART GROUPS

Smart Groups allow administrators to organize users, aircraft, and documents into flexible access groups within ForeFlight.

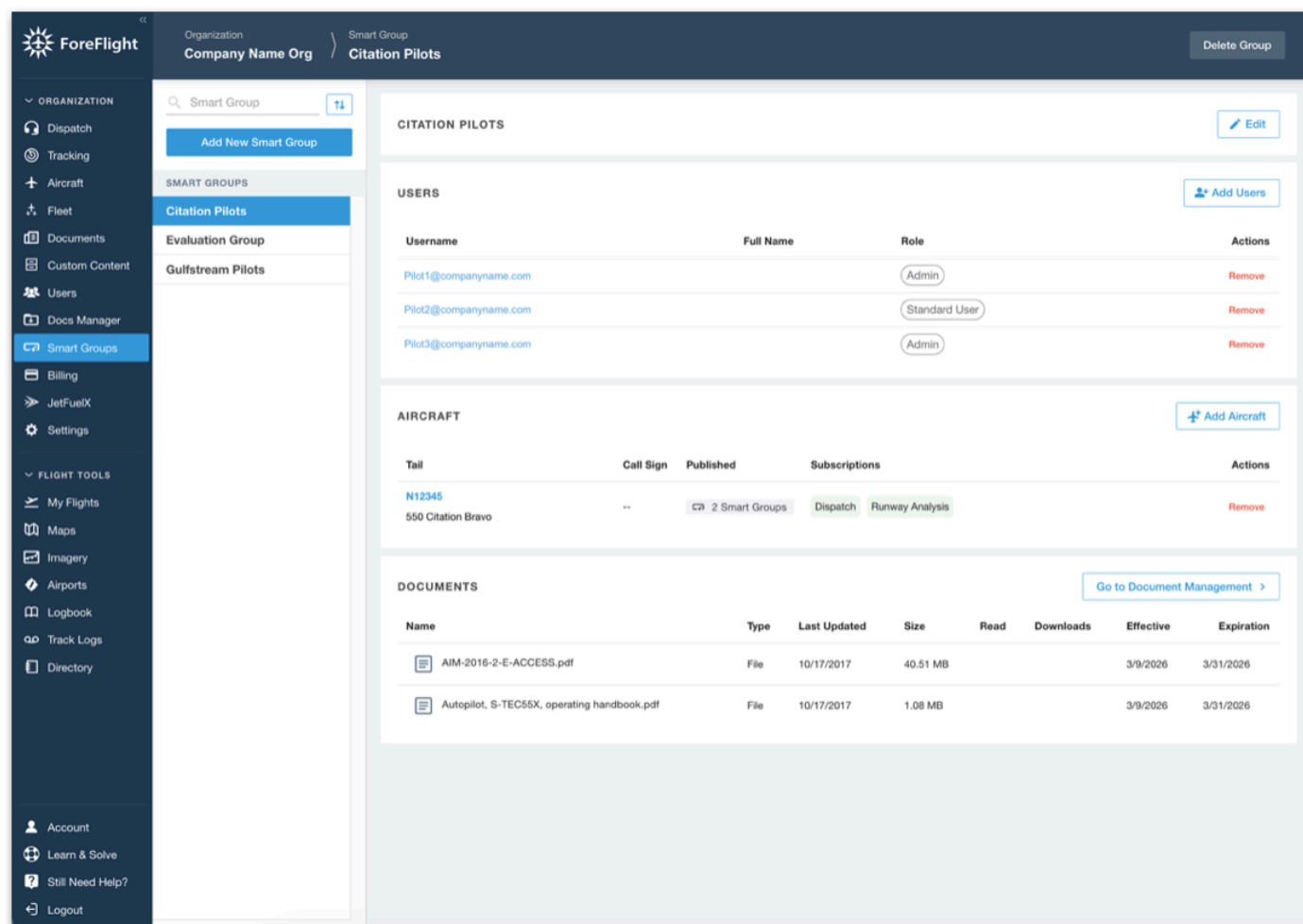


Figure 12-1. Smart Groups View

Unlike Sub-Organizations, Smart Groups allow a user, aircraft, or document to belong to multiple groups simultaneously. This structure supports flexible access management while maintaining centralized organizational control.

Smart Groups are commonly configured to manage access to operational resources such as aircraft, documents, and related operational data.

Purpose of Smart Groups

Smart Groups provide flexible access control across the organization. Administrators can configure groups to reflect operational requirements or organizational structure.

Common configuration methods include grouping by:

- Aircraft type
- Pilot qualifications
- Dispatch or operational roles
- Operating base
- Mission type.

This structure allows operational alignment without requiring separate Sub-Organizations.

Common Use Cases

Smart Groups are commonly used to support the following administrative functions:

- **Privacy** - Restrict visibility so that only authorized users can view or access specific aircraft or documents.
- **Operational Flexibility** - Allow dispatch personnel to manage all aircraft while limiting pilot visibility to authorized aircraft only.
- **Organizational Structure** - Create logical operational groupings based on aircraft type, crew qualifications, operating base, or mission profile.

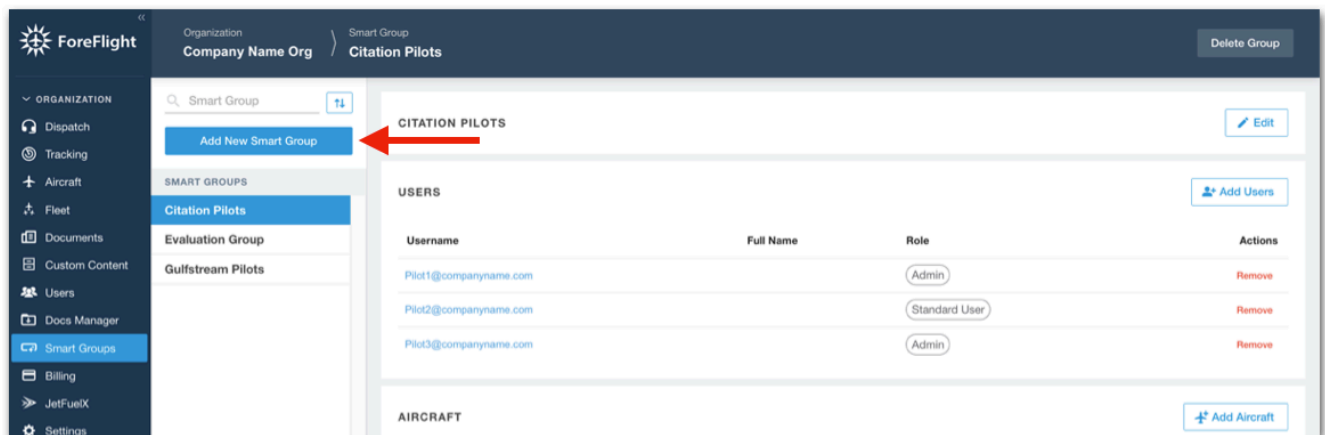
Smart Groups provide a flexible framework for controlling access to organizational resources while maintaining a unified administrative structure.

12.1 Creating Smart Groups

Administrators can create Smart Groups from the Smart Groups view.

To create a Smart Group:

- 1 Select **Smart Groups** from the navigation sidebar.
- 2 Select **Add New Smart Group**.



- 3 Enter a name for the Smart Group.
- 4 Select **Create**.

The Smart Group will now appear in the list of available groups.

12.2 Managing Users in Smart Groups

The Users section of a Smart Group displays all users assigned to that group.

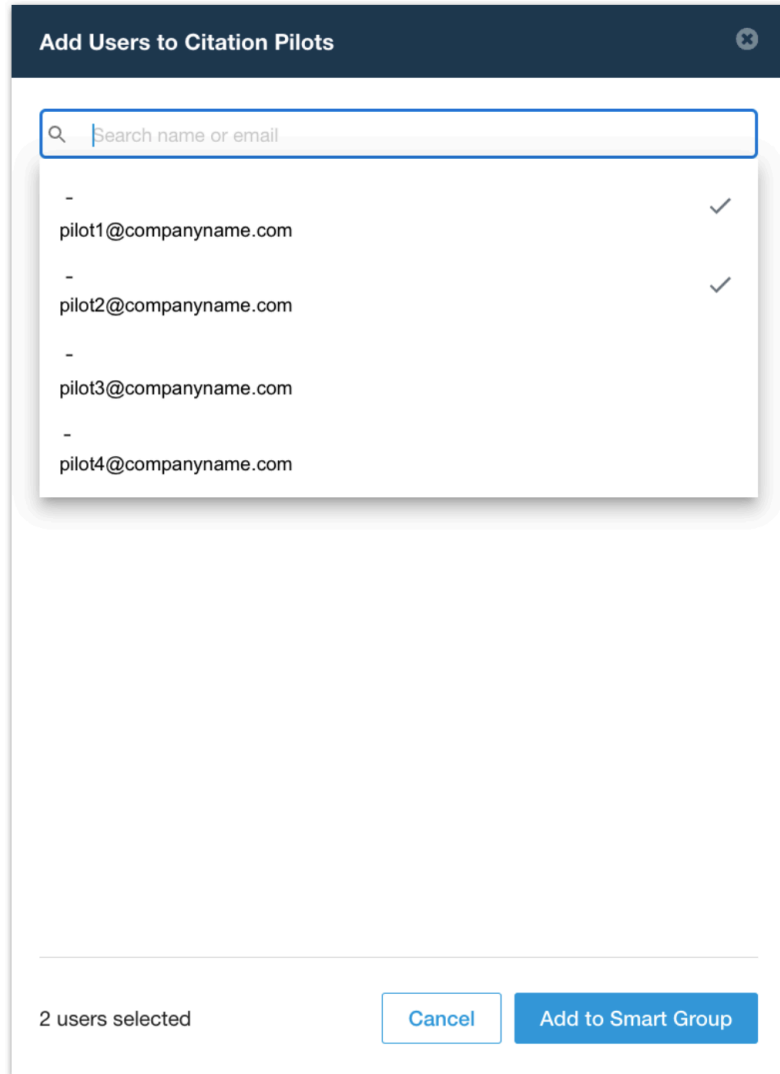
Administrators can add or remove users at any time.

12.2.1 Adding Users to a Smart Group

To add users to a Smart Group:

- 1 Select **Smart Groups** from the navigation sidebar.
|
- 2 Select the Smart Group to add users to.
|
- 3 Select **Add Users**.
|
- 4 Use the search field to locate users in the Organization.
|

5 Select one or more users.



6 Select **Add to Smart Group**.

12.2.2 Removing Users from a Smart Group

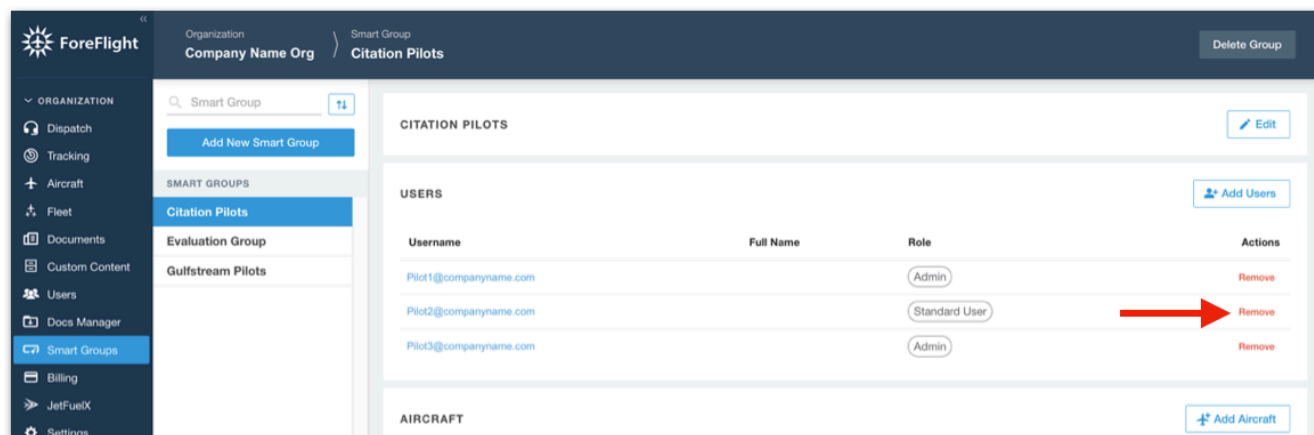
To remove a user from the group:

1 Select **Smart Groups** from the navigation sidebar.

2 Select the Smart Group.

12. SMART GROUPS

- 3 Select **Remove** next to the user.



- 4 Confirm the removal by selecting **Yes, Remove User**.

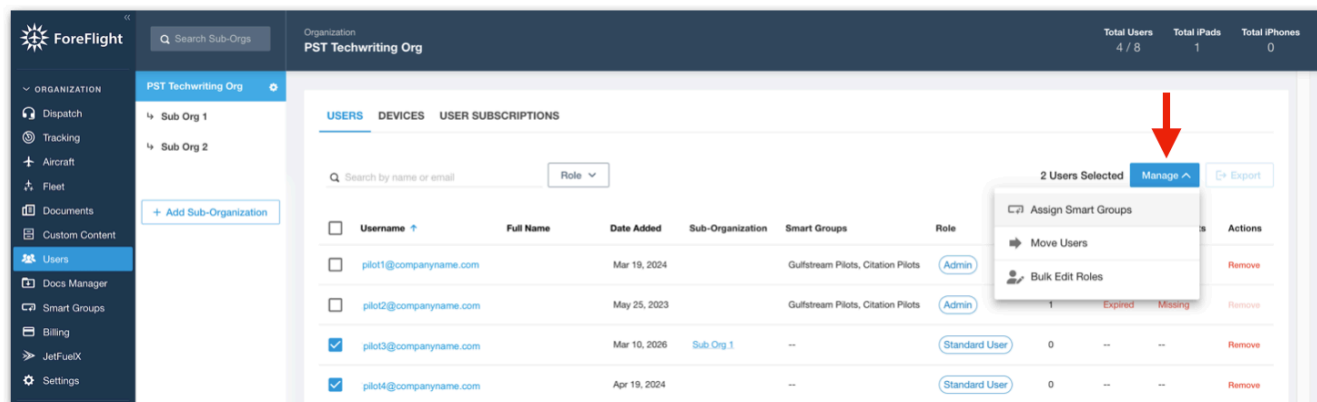
12.3 Assigning Users to Multiple Smart Groups

Users can be assigned to multiple Smart Groups simultaneously.

Bulk assignment can be performed from the Users view.

To assign users to Smart Groups:

- 1 Select **Users** from the navigation sidebar.
- 2 Select the **Users** tab.
- 3 Use the checkboxes to select one or more users.
- 4 Select **Manage**.
- 5 Select **Assign Smart Groups**.



- 6 From the popover that opens, select:
 - **Assign All** to add the selected users to a Smart Group.
 - **Remove All** to remove users from a Smart Group.
- 7 Select **Review Changes** to preview the updates.

The preview displays Smart Groups as follows:

- **Blue Text** - Groups being added.
- **Black Text** - Groups that remain unchanged.

- 8 Select **Apply Changes**.

12.4 Controlling Access to Aircraft

Smart Groups, available with a Control Tower or Enterprise subscription, can be used to control which users can access specific aircraft.

When an aircraft is published to a Smart Group, the following conditions apply:

- Only users assigned to that Smart Group can view the aircraft.
- Only assigned users can plan flights using that aircraft.
- Aircraft visibility is restricted in both ForeFlight Web and ForeFlight Mobile.
- Crew assignment in Dispatch is limited to users within the same Smart Group as the aircraft.

Users not assigned to the Smart Group cannot view or use the aircraft.

12.4.1 Publishing Scope

Aircraft can be published to:

- The entire Organization, or
- One or more Smart Groups.

An aircraft cannot be published to both at the same time. However, users and aircraft can belong to multiple Smart Groups.

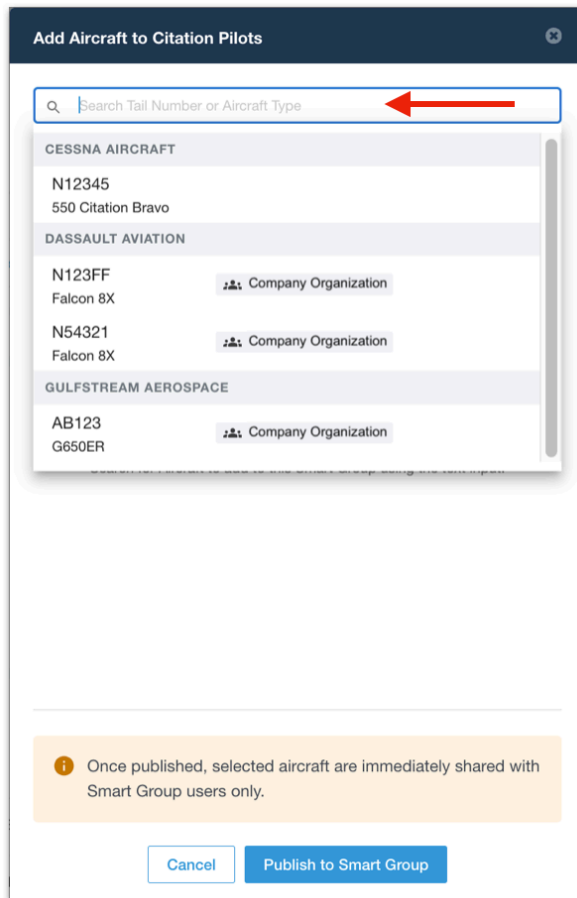
Aircraft can be published from either the Smart Groups page or the Aircraft page.

12.4.2 Publishing Aircraft from the Smart Groups Page

To publish an aircraft to a Smart Group:

- 1 Select **Smart Groups** from the navigation sidebar.
- 2 Select the desired Smart Group.
- 3 Select **Add Aircraft**.

- 4 Search for the aircraft using the search bar.



- 5 Select one or more aircraft from the results.

- 6 Select **Publish to Smart Group**.

12.4.3 Publishing from the Aircraft View

To publish an aircraft to multiple Smart Groups from the Aircraft view:

- 1 Select **Aircraft** from the navigation sidebar.
- 2 Select the aircraft.

12. SMART GROUPS

- 3 Select **Edit** in the Smart Groups section.

The screenshot shows the 'GENERAL' configuration page for an aircraft in the ForeFlight Administrator. The top navigation bar includes 'Organization' (Company Organization) and 'Aircraft' (N12345 (C55B)). A 'What's New' badge with the number 3 and a 'Switch to Old View' button are also present. The main content area is divided into several sections: 'GENERAL' with fields for Tail Number (N12345), Call Sign (Optional), Serial Number (Optional), Aircraft Type (550 Citation Bravo (C55B) PW530A), Primary Color (White), Color 2 (Optional), Color 3 (Optional), Color 4 (Optional), Category (Airplane), Aircraft Home (KAUS), Airspeed Units (Knots), Length Units (Inches), and CBP Decal Number (Optional). Below these is a section for 'Virtual Waypoints added to Navlog' with two radio buttons: 'Log Virtual Waypoints every 100 NM' (selected) and 'Do not log Virtual Waypoints'. At the bottom, the 'SMART GROUPS' section lists 'Citation Pilots' and features a blue 'Edit' button with a pencil icon, which is highlighted by a red arrow.

- 4 Choose one or more Smart Groups.

- 5 Select **Publish**.

12.5 Controlling Access to Documents

Documents can be shared with specific Smart Groups to control which users can view them.

This functionality requires Docs Manager.

To share documents with Smart Groups:

- 1 Select **Docs Manager** from the navigation sidebar.
- 2 Select **Document Management**.
- 3 Select the checkbox next to one or more documents.
- 4 Select **Manage**.

The screenshot displays the ForeFlight Docs Manager interface. The left sidebar shows the navigation menu with 'Docs Manager' selected. The main content area is titled 'FLIGHT DEPARTMENT DOCUMENTS CLOUD DRIVE COMPLIANCE' and includes three status boxes: 'Read Required Items', 'Required Downloads', and 'Expired Items', all indicating 'All users are compliant'. Below these is a table of documents. The document 'AIM-2016-2-E-ACCESS.pdf' is selected, and a 'Manage' dropdown menu is open, showing options: 'Share with Smart Groups', 'Require Read-Receipts', 'Require Download', and 'Edit Effective Date'. A red arrow points to the 'Manage' button. The bottom of the interface shows 'Rows per page: 25' and '1-6 of 6'.

NAME	TYPE	LAST UPDATED	SIZE	READ-RECEIPTS	DOWNLOAD
☐ Aircraft Documents	Folder				
☐ Reference Books	Folder				
☒ AIM-2016-2-E-ACCESS.pdf	File	Oct 17, 2017	38.63 MB		
☐ Autopilot, S-TEC55X, operating handboo...	File	Oct 17, 2017	1.03 MB	03/09/2026	03/31/2026
☐ Bose A-20 manual.pdf	File	Oct 17, 2017	1.2 MB	03/09/2026	03/31/2026
☐ Light Gun Signals.jpg	File	Dec 28, 2021	59.55 KB	-	-

- 5 Select **Share with Smart Groups**.

- 6 Choose the Smart Groups that should have access.

Checkbox states indicate sharing status:

- **Checked** - Documents will be shared with the group.
- **Unchecked** - Documents will not be shared.
- **Blue dash** - Some selected documents are already shared with the group.

- 7 Select **Share to Smart Groups**.

12.6 Sub-Organization Smart Groups

Smart Groups created at the Sub-Organization level can include only the users, aircraft, and documents that belong to that specific Sub-Organization. This ensures strict privacy and data separation between Sub-Organizations while allowing independent management of:

- Documentation for a specific region or department.
- Aircraft with access limited to a specific Sub-Organization.
- Sub-Organization-specific compliance requirements.

12.6.1 Creating a Sub-Organization Smart Group

To create a Sub-Organization Smart Group complete the following steps:

- 1 Select the Sub-Organization from the Organization dropdown menu.

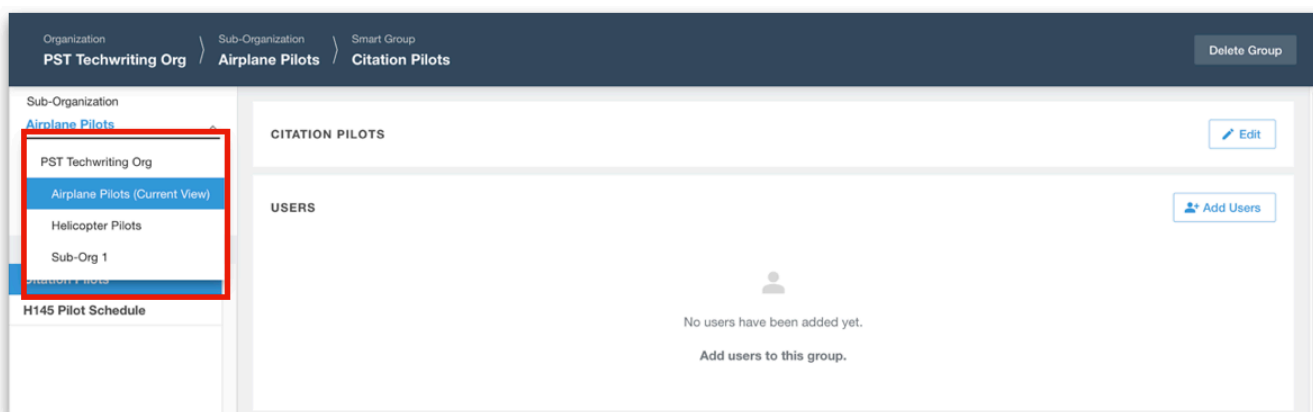


Figure 12-2. Sub-Organization Dropdown Menu

- 2 Select the **Add New Smart Group** button.

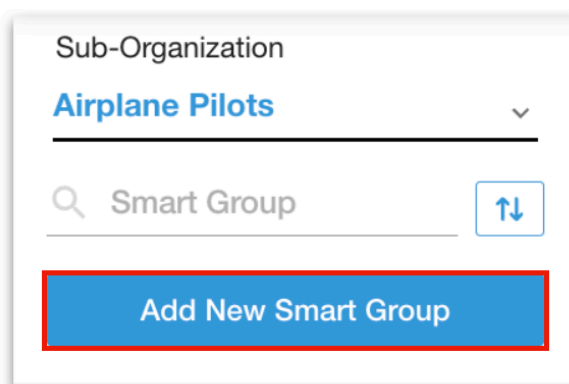


Figure 12-3. Add New Smart Group Button

- 3 Enter the desired group name.
↓
- 4 Select the **Create** button to add a new Smart Group.

BILLING AND TRANSACTION HISTORY

The Billing view provides a centralized location for Administrators and Billing Administrators to manage subscription costs, review renewal information, and view transaction history.

ForeFlight Billing

RENEWALS | ALL TRANSACTIONS | TAIL TRANSACTIONS

[Export Renewals](#)

ACTIVE SUBSCRIPTION
Next Renewal: **Mar 08, 2027**

ANNUAL RENEWAL COST
Total Cost: **\$123,456.00**
*Taxes not included

TOTAL ACCOUNT CREDIT
\$0.00

Subscription Name: **ForeFlight Business Performance Africa, Asia Pacific, Australia, Canada, Europe, Latin America, Middle East & South Asia, New Zealand, and USA**

Start Date: **Mar 08, 2026** | Renewal Date: **Mar 08, 2027**

[Renew Subscriptions](#) | [Upgrade Subscriptions](#)

SUBSCRIPTIONS |

Top Level Organization	User Subscriptions	Tail Subscriptions	Renewal Total	
Company Name Org	190	160	\$123,456.00	XLSX
Sub-Organization ↑				
Sub Org 1	10	0	\$1,234.00	XLSX
Sub Org 2	0	0	\$0.00	XLSX

Figure 13-1. Billing View

This view provides visibility into subscription costs across both the Parent Organization and any Sub-Organizations.

Administrators can use this page to:

- Review upcoming subscription renewals
- Analyze subscription distribution across the Organization
- Access billing transaction history
- View receipts and invoices
- Manage payment methods.

The Billing view contains three tabs:

- **Renewals** - Overview of subscription costs and cost distribution.
- **All Transactions** - Complete billing transaction history with search options.
- **Tail Transactions** - Aircraft subscription transaction history with filtering options.

13.1 Renewals Tab

The Renewals tab provides an overview of the Organization's upcoming subscription renewal and the distribution of subscription costs across the Organization hierarchy.

This tab is typically used for budget planning and subscription management.

The screenshot displays the ForeFlight Billing interface. The left sidebar contains navigation options, with 'Billing' highlighted. The main content area is titled 'Billing' and features a 'RENEWALS' tab. The 'RENEWALS' section includes three summary cards: 'ACTIVE SUBSCRIPTION' (Next Renewal: Mar 08, 2027), 'ANNUAL RENEWAL COST' (Total Cost: \$123,456.00), and 'TOTAL ACCOUNT CREDIT' (\$0.00). Below these cards, the 'Subscription Name' is listed as 'ForeFlight Business Performance Africa, Asia Pacific, Australia, Canada, Europe, Latin America, Middle East & South Asia, New Zealand, and USA'. The 'Start Date' is 'Mar 08, 2026' and the 'Renewal Date' is 'Mar 08, 2027'. Two buttons, 'Renew Subscriptions' and 'Upgrade Subscriptions', are visible. Below the summary cards is a 'SUBSCRIPTIONS' table with columns for 'Top Level Organization', 'User Subscriptions', 'Tail Subscriptions', and 'Renewal Total'. The table lists 'Company Name Org' and two sub-organizations, 'Sub Org 1' and 'Sub Org 2'.

Top Level Organization	User Subscriptions	Tail Subscriptions	Renewal Total
Company Name Org	190	160	\$123,456.00
Sub-Organization ↑			
Sub Org 1	10	0	\$1,234.00
Sub Org 2	0	0	\$0.00

Figure 13-2. Renewals Tab in Billing View

The page header displays the following information:

- **Active Subscription** - Date of the next subscription renewal.
- **Annual Renewal Cost** - Total renewal cost for all subscriptions, excluding taxes.
- **Total Account Credit** - Available credit from canceled subscriptions that can be applied to future purchases.

Two buttons are provided to:

- **Upgrade Subscriptions** - Opens the ForeFlight website to purchase additional products.

- **Renew Subscriptions** - Allows subscriptions to be renewed before the scheduled renewal date.

WARNING: Upgrading or renewing subscriptions from the Billing page restarts the Organization subscription term from the current date.

13.1.1 Subscription Distribution by Organization

The Subscriptions section in the Billing Renewal tab displays how subscriptions are distributed across the Organization hierarchy.

This table shows subscription costs allocated to:

- The parent Organization
- Each Sub-Organization.

The Top Level Organization row includes:

- Subscriptions assigned directly to the parent Organization
- Unallocated products currently available in the Organization inventory.

NOTE: Organizations using per-device subscription models will only see the Renewals overview and will not see the subscription distribution table.

13.1.2 Viewing Subscription Distribution Details

Administrators can view detailed subscription allocation for a specific Organization.

Subscriptions for Company Name Org				
User Subscriptions	Quantity	Users	Unit Price	Totals
Active Navlog	8	Pilot1@companyname.com		
Business Performance	7	Pilot20@companyname.com Pilot11@companyname.com Expand		
Control Tower	7	Pilot5@companyname.com Pilot19@companyname.com Expand		
Tails	Quantity	Tails	Unit Price	Totals
Dispatch Heavy Tail	8			
Dispatch Light Tail	8			
Dispatch Medium Tail	8			
Dispatch Super Heavy Tail	8			
Dispatch Ultra Heavy Tail	8			
Dispatch Very Light Tail	8	N12345		
*Subscription totals shown do not include taxes Close Export XLSX Renewal Total:				

Figure 13-3. Subscription Distribution Details

To view subscription details:

- 1 Select the **Billing** button in the navigation sidebar.
- 2 Select the **Renewals** tab.
- 3 Locate the desired Organization in the Subscriptions table.

4 Select the Organization name.

A popover opens displaying detailed subscription information.

The popover contains two sections.

- **User Subscriptions** - lists all user-based subscriptions allocated to the Organization, including:
 - Product name (for example, ForeFlight Region Europe or ForeFlight Region Latin America)
 - Quantity of subscriptions
 - Assigned users (expandable list)
 - Unit price
 - Total cost.
- **Tail Subscriptions** - This section lists all aircraft-based subscriptions allocated to the Organization, including:
 - Product name (for example, Dispatch Heavy Tail or Runway Analysis Dassault Falcon 7X Tail)
 - Quantity of subscriptions
 - Assigned tail numbers
 - Unit price
 - Total cost.

Administrators can download the subscription breakdown by selecting [Export XLSX](#).

Select **Close** to return to the Renewals tab.

13.2 All Transactions Tab

The All Transactions tab provides a complete history of billing transactions for the Organization.

Billing

RENEWALS **ALL TRANSACTIONS** TAIL TRANSACTIONS

SUBSCRIPTION

Subscription Name: ForeFlight Business Performance Canada and USA [Upgrade My Subscription](#)

Status: Active

Start Date: January 1, 2026

Ends on: January 1, 2027

Licenses: 300

Renewal Price: [REDACTED]

Payment Method: No credit card on file.

Postal Code: 12345

Country: United States

DATE	TRANSACTION TYPE	AMOUNT		
Feb 17, 2026	Subscription Periodic Billing	[REDACTED]	Edit Notes on Receipt	View Receipt
Jan 14, 2026	Subscription Upgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Jan 14, 2026	Subscription Downgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Jan 14, 2026	Subscription Upgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Jan 02, 2026	Subscription Downgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Jan 02, 2026	Subscription Downgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Dec 23, 2025	Subscription Upgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Dec 21, 2025	Subscription Upgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Dec 21, 2025	Subscription Upgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Nov 18, 2025	Subscription Periodic Billing	[REDACTED]	Edit Notes on Receipt	View Receipt
Nov 18, 2025	Subscription Upgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Nov 10, 2025	Subscription Upgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Oct 15, 2025	Subscription Upgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Sep 24, 2025	Subscription Downgrade	[REDACTED]	Edit Notes on Receipt	View Receipt
Sep 10, 2025	Subscription Upgrade	[REDACTED]	Edit Notes on Receipt	View Receipt

Figure 13-4. All Transactions Tab in Billing View

This tab includes transactions related to:

- User subscriptions
- Aircraft subscriptions
- Aircraft add-on products.

Administrators can use this tab to:

- Review past purchases
- View receipts and invoices
- Track payment status
- Add notes to billing records.

13.2.1 Payment Method

The Payment Method section at the top of the page displays the Organization's current billing information.

Administrators can update payment information as needed.

13.2.1.1 Updating Payment Method

To update payment details:

- 1 Select **Billing** from the navigation sidebar.
|
- 2 Select the **All Transactions** tab.
|
- 3 Select **Edit Payment Details** to update an existing payment method.

13.2.2 Viewing Transaction Records

The All Transactions table lists all billing transactions for the Organization.

Each row includes the following information:

- **Credits** - Account credits applied to or generated by the transaction.
- **Status** - Transaction status (Paid, Unpaid, or Overdue).
- **Receipt / Invoice** - Links to view detailed purchase information.

13.2.2.1 Adding or Editing Transaction Notes

Administrators can add or edit transaction notes that will be viewable with the receipt.

To add or edit a note:

- 1 Select **Billing** from the navigation sidebar.
|
- 2 Select **All Transactions** in the Billing view.
|

- 3 Find the transaction to add notes to.
|
- 4 Select **Add Notes to Receipt** or **Edit Notes on Receipt**.
|
- 5 Enter the desired note (up to 700 characters).
|
- 6 Select **Save**.

Notes are stored with the associated receipt for future reference.

13.3 Tail Transactions Tab

The Tail Transactions tab provides a transaction history specifically for aircraft subscription changes.

The screenshot shows the ForeFlight Billing interface. The 'Billing' section is active, and the 'TAIL TRANSACTIONS' tab is selected and highlighted with a red box. The main content area displays a table titled 'Transaction History for Account'. The table has columns: DATE, TAIL #, DESCRIPTION, BY, YEARLY, and TOTAL. The table lists three transactions:

DATE	TAIL #	DESCRIPTION	BY	YEARLY	TOTAL
03/28/2024	N54321	Dispatch Heavy Tail	-	yr	
03/28/2024	N123AB	Runway Analysis Dassault Falcon 8X Tail	pilot1@companyname.com	yr	
03/21/2024	N12345	Dispatch Very Light Tail	-	yr	

Below the table, there is a note: 'Totals shown do not include taxes and in some cases are a calculated approximation based on the aircraft's allocation date'. To the right of the note, there is a 'Rows per page' dropdown set to 25, and a '1-3 of' indicator. A 'CSV' button is also visible in the top right corner of the table area.

Figure 13-5. Tail Transactions Tab in Billing View

Administrators can filter the transaction history. Available filters include:

- **Search Tail #** - Filters transactions by aircraft tail number.
- **Year** - Filters transactions by calendar year.

13.3.1 Exporting Tail Transaction History

To export tail transaction history:

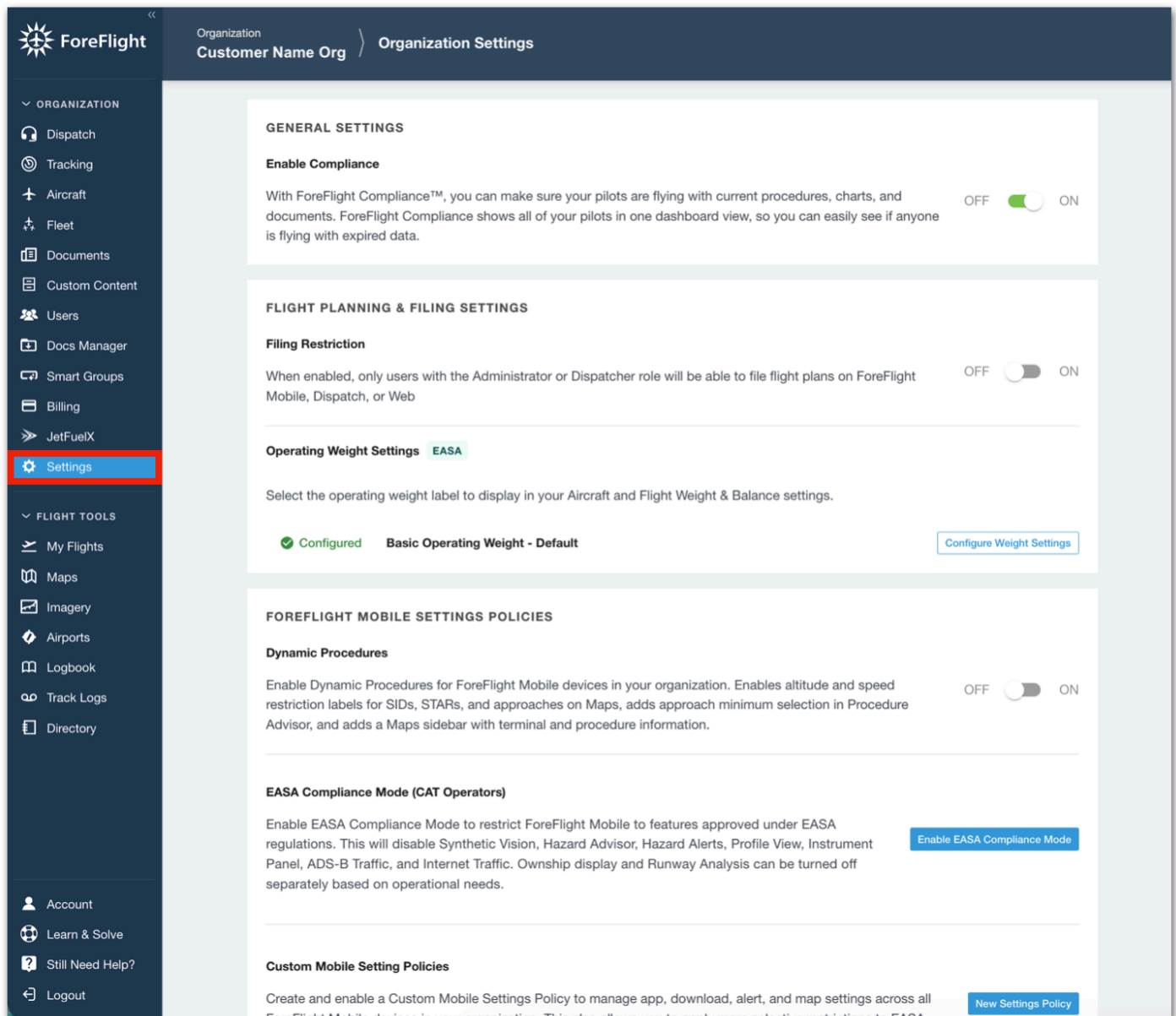
- 1 Select **Billing** in the navigation sidebar.
|
- 2 Select the **Tail Transaction** tab.
|
- 3 Apply any desired filters.
|
- 4 Select **CSV**.

The filtered transaction list will download as a CSV file.

ORGANIZATION SETTINGS

ForeFlight provides organization settings that help organizations meet regulatory requirements, maintain operational standardization, and enforce security controls.

Administrators configure these settings from the **Settings** view in ForeFlight Web.



Organization settings include controls for:

- Compliance requirements
- Flight planning and filing restrictions

- Mobile device configuration policies
- Security authentication settings.

14.1 General Compliance Settings

ForeFlight Compliance allows administrators to monitor whether users are operating with current aeronautical data and required documents.

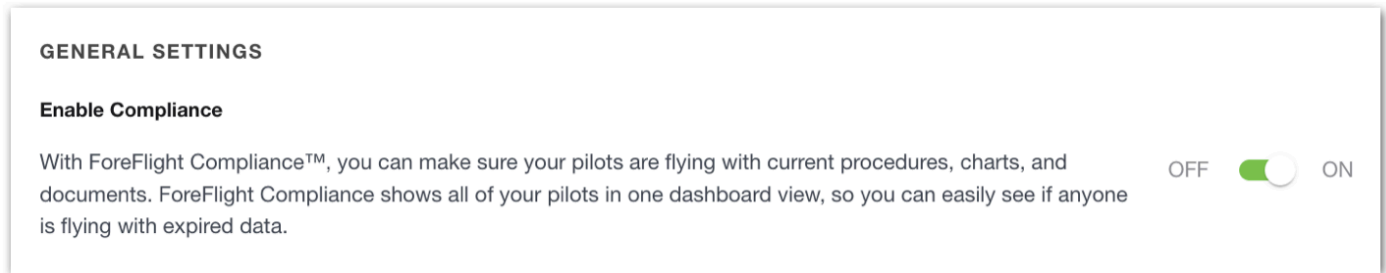


Figure 14-1. General Compliance Settings

When enabled, compliance status is displayed on the Users view.

The following columns are added to both the Users and Devices tables:

- **Data** - Indicates whether navigation data and procedures are current.
- **Docs** - Indicates whether required documents are current, including missing or expired region-specific manuals provided through ForeFlight based on user subscriptions.

14.1.1 Viewing Compliance Status

Administrators can review compliance status for individual users or devices.

To view compliance information:

- 1 Select **Users** from the navigation sidebar.
|
- 2 Select the **Users** or **Devices** tab.
|
- 3 Locate the Data and Documents columns.
|

4 Review the status indicators.

The screenshot shows the ForeFlight Organization Settings interface. On the left sidebar, the 'Users' option is highlighted with a red box. The main content area is titled 'Company Name' and has tabs for 'USERS', 'DEVICES', and 'USER SUBSCRIPTIONS'. The 'USERS' tab is active, showing a search bar and a table of users. The table has columns: Username, Full Name, Date Added, Sub-Organization, Smart Groups, Role, Devices, Data, Documents, and Actions. The 'Data' column contains status indicators: 'Expired' (in red) and 'Current' (in green). The 'Actions' column has a 'Remove' link for each user.

Username	Full Name	Date Added	Sub-Organization	Smart Groups	Role	Devices	Data	Documents	Actions
Pilot1@companyname.com		Mar 19, 2024	--	--	Admin	0	--	--	Remove
Pilot2@companyname.com		May 25, 2023	--	--	Admin	1	Expired	Current	Remove
Pilot3@companyname.com		Apr 17, 2024	Sub Org 1	--	Sub-Org Admin	0	--	--	Remove
Pilot4@companyname.com		Apr 19, 2024	--	--	Standard User	0	--	--	Remove

Possible statuses include:

- **Current** - All required data or documents are up to date.
- **Expired** - One or more required items are missing or outdated.

14.1.1.1 Inspecting Expired Data or Documents

To inspect expired data or documents:

- 1 Select **Users** from the navigation sidebar.
- 2 Select the **Devices** tab.
- 3 Locate the device associated with the user.
- 4 Select **Expired** in the Data or Docs column.

A popover displays the list of missing or expired items.

14.2 Flight Planning and Filing Settings

The Flight Planning and Filing Settings section allows administrators to enforce operational policies related to flight plan filing and weight and balance terminology.

FLIGHT PLANNING & FILING SETTINGS

Filing Restriction

When enabled, only users with the Administrator or Dispatcher role will be able to file flight plans on ForeFlight Mobile, Dispatch, or Web

OFF
☐
ON

Operating Weight Settings

EASA

Select the operating weight label to display in your Aircraft and Flight Weight & Balance settings.

Configured

Basic Operating Weight - Default

Configure Weight Settings

2026 Eurocontrol FF-ICE Filing Information

Operators with an Air Operator Certificate (AOC) must submit a Declaration of Use form to file FF-ICE flight plans in European airspace. Eurocontrol will require full compliance in early 2026. To avoid potential service disruption or penalties, operators should complete the declaration as soon as possible.

Incomplete

Flight plans are ICAO 2012 format only

Fill out Declaration of Use

Figure 14-2. Flight Planning and Filing Section

14.2.1 Filing Restriction

The Filing Restriction setting limits which users can file flight plans.

When enabled:

- Only users with the Administrator or Dispatcher role can file flight plans.
- Standard users may still create and edit flight plans but cannot file them.

If a standard user attempts to file a flight plan, an error message will appear.

This restriction applies to:

- ForeFlight Mobile
- ForeFlight Web
- ForeFlight Dispatch.

14.2.2 Operating Weight Settings

Administrators can configure ForeFlight to display Dry Operating Weight (DOW) or Basic Operating Weight (BOW) throughout the application.

This setting only changes the label used in Weight and Balance profiles and generated flight documents. It does not modify the aircraft's underlying weight data.

14.2.2.1 Configuring the Operating Weight Label

To configure the operating weight label:

- 1 Select **Settings** in the navigation sidebar.
- 2 Scroll to Flight Planning & Filing Settings.
- 3 Select Configure Weight Settings under Operating Weight Settings.
- 4 Choose one of the following:
 - Basic Operating Weight (BOW)
 - Dry Operating Weight (DOW)
- 5 Select **Save Changes**.

The selected label is displayed in aircraft profiles and Weight & Balance documents.

14.2.3 2026 Eurocontrol FF-ICE Filing Information

This section is visible only to organizations with an active European data subscription.

Operators holding an Air Operator Certificate (AOC) must submit a Declaration of Use to Eurocontrol in order to file FF-ICE compliant flight plans within European airspace.

The page displays submitted declarations for each operating entity in the Organization.

Each declaration includes:

- Operator name
- Submission status (for example, Pending or Submitted).

14.2.3.1 Submitting a Declaration of Use

To submit or update a declaration:

- 1 Select **Settings** in the navigation sidebar.
- 2 Scroll to Flight Planning & Filing Settings.
- 3 Select **Fill out Declaration of Use**.
- 4 Complete the Declaration of Use Form.

Declaration of Use Form



DECLARATION OF USE FORM

If you operate with an Air Operator Certificate (AOC) in an EATMN zone, complete this form as soon as possible to file 2026 FF-ICE compliant flight plans through ForeFlight.

Aircraft Operator Name*

Operator Name

Air Operator Business Address*

1234 Business Way Drive

Air Operator Certificate (AOC) (optional)	Air Operator ICAO Code (optional)
EASA.AOC.123	ZZZ
	0/3

Air Operator Single Point of Contact Full Name*

First Last

Air Operator Single Point of Contact Email*

Name@email.com

Expected Testing Start Date*

01/01/2026

DD/MM/YYYY

Consent*

☐ By selecting this checkbox, you give ForeFlight permission to share the above information with Eurocontrol.

Cancel

Save

- 5 Select the Consent checkbox to authorize ForeFlight to share the information with Eurocontrol.

6 Select **Save**.

After submission, the declaration initially displays a Pending status. The status changes to Submitted after successful transmission to Eurocontrol.

14.3 ForeFlight Mobile Settings Policies

ForeFlight Mobile Settings Policies allow administrators to control which features are available on ForeFlight Mobile devices used within the Organization.

The screenshot shows the 'FOREFLIGHT MOBILE SETTINGS POLICIES' section. It contains three main settings:

- Dynamic Procedures:** A toggle switch currently set to 'OFF'. The description states: 'Enable Dynamic Procedures for ForeFlight Mobile devices in your organization. Enables altitude and speed restriction labels for SIDs, STARs, and approaches on Maps, adds approach minimum selection in Procedure Advisor, and adds a Maps sidebar with terminal and procedure information.'
- EASA Compliance Mode (CAT Operators):** A blue button labeled 'Enable EASA Compliance Mode'. The description states: 'Enable EASA Compliance Mode to restrict ForeFlight Mobile to features approved under EASA regulations. This will disable Synthetic Vision, Hazard Advisor, Hazard Alerts, Profile View, Instrument Panel, ADS-B Traffic, and Internet Traffic. Ownship display and Runway Analysis can be turned off separately based on operational needs.'
- Custom Mobile Setting Policies:** A blue button labeled 'New Settings Policy'. The description states: 'Create and enable a Custom Mobile Settings Policy to manage app, download, alert, and map settings across all ForeFlight Mobile devices in your organization. This also allows you to apply more selective restrictions to EASA-regulated features than the EASA Compliance Mode setting.'

Below these settings is a table with the following headers: NAME, STATUS, CREATED, LAST CHANGE ⓘ, and CHANGE AUTHOR. The table is currently empty, with a message below it stating: 'No policies have been created yet.'

Figure 14-3. ForeFlight Mobile Settings Policies Section

These policies help organizations meet regulatory requirements and maintain consistent device configurations.

Two methods are provided for controlling ForeFlight Mobile settings:

- EASA Compliance Mode
- Custom Mobile Settings Policies.

14.3.1 Dynamic Procedures

The Dynamic Procedures setting enables enhanced procedure information on ForeFlight Mobile devices.

When enabled, the following features become available:

- Altitude and speed restriction labels for SIDs, STARs, and approaches
- Approach minimum selection in Procedure Advisor
- Procedure information sidebar on the Maps view.

14.3.2 EASA Compliance Mode (CAT Operators)

EASA Compliance Mode provides a predefined ForeFlight Mobile configuration intended to support EASA EFB compliance. Operators must verify and obtain approval for the configuration required by their applicable authority.

When enabled, the following features are disabled:

- Synthetic Vision
- Hazard Advisor
- Hazard Alerts
- Profile View
- Instrument Panel
- ADS-B Traffic
- Internet Traffic.

Starting with ForeFlight Mobile version 17.11, organizations can configure the following features within EASA mode:

- Ownship on Airport Moving Map
- Ownship in flight
- Runway Analysis.

This mode is recommended for organizations with standard EASA approvals.

Organizations requiring more granular configuration should instead use Custom Mobile Settings Policies.

14.3.2.1 Enabling EASA Compliance Mode

To enable EASA Compliance Mode:

- 1 Select **Settings** in the navigation sidebar.
|
- 2 Scroll to ForeFlight Mobile Settings Policies.
|
- 3 Locate EASA Compliance Mode (CAT Operators).
|
- 4 Select **Enable EASA Compliance Mode**.
|

5 Configure the desired Ownship settings.

Enable and Configure EASA Mode

EASA Compliance Mode will disable Synthetic Vision, Hazard Advisor, Hazard Alerts, Profile View, Instrument Panel, ADS-B Traffic, Runway Analysis, and Internet Traffic.

The following three features can be configured independently based on operational needs.

Ownship - Airport Map (Airport Moving Map)
Display the Ownship Location marker when aircraft speed is **less** than 80 kts

☒ Off ☐ On

Ownship - In Flight
Display the Ownship Location marker when aircraft speed is **more** than 80 kts

☒ Off ☐ On

Runway Analysis / Take-Off & Landing Performance
Use Runway Analysis and Take-Off & Landing Performance calculations in ForeFlight Mobile

☒ Off ☐ On

CancelSave and Enable EASA Compliance Mode

6 Select **Save and Enable EASA Compliance Mode**.

NOTE: Custom ownship settings require ForeFlight Mobile version 17.11 or later.

14.3.3 Custom Mobile Settings Policies

Custom Mobile Settings Policies (Requires a Control Tower or Enterprise subscription) provide centralized control of ForeFlight Mobile across all devices in the Organization.

Organization
Customer Name Org
Organization Settings
Policies
Draft
Standard Configuration

POLICY

Template
ForeFlight Default
Change
Policy Name (Required)
Standard Configuration
Contact Email (Optional)
admin.name@company.com

MOBILE SETTINGS
Search Settings

Ensure regulatory & operational compliance by controlling access to features and settings across the ForeFlight Mobile app.

Features
Downloads
General Settings
Map & Misc Settings
Alerts

Synthetic Vision
Advanced hazard awareness, showing 3D terrain, obstacles, & runways
☒ Enabled ☐ Disabled

Profile View
Side-on perspective showing route line and in-flight progress in relation to terrain, obstacles, and airspace
☒ Enabled ☐ Disabled

Hazard Advisor Terrain
Preflight and inflight map overlay that depicts terrain and nearby obstacles relative to a selected altitude
☒ Enabled ☐ Disabled

Instrument Panel
Customizable instrument panel allows users to choose & view several data points
☒ Enabled ☐ Disabled

ADS-B Traffic
Displaying traffic layer sourced by ADS-B receiver
☒ Enabled ☐ Disabled

Internet Traffic
Displaying traffic layer sourced by a cellular or wireless network
☒ Enabled ☐ Disabled

Ownship In-Flight
The GPS position of your aircraft displayed on ForeFlight Mobile
☒ Enabled ☐ Disabled

Airport Moving Map
Ownship depiction while performing ground movements at supported airports
☒ Enabled ☐ Disabled

[0 Settings](#) Admin Controlled
Save Draft
Enable Policy for All Users

Figure 14-4. Custom Mobile Setting Policies

Policies allow administrators to:

- Enable or disable application features
- Lock settings to a specific value
- Control download behavior
- Standardize configuration across all pilot devices.

Policy updates are applied automatically and do not interrupt pilots during active flights. If a policy update is received while a pilot is active, the update may be deferred for up to 12 hours.

14.3.3.1 Benefits of Custom Policies

Organizations use custom policies to achieve:

- Reduced device setup time
- Improved regulatory compliance
- Consistent application configuration
- Controlled data downloads
- Standardized operational procedures.

14.3.3.2 Creating a Policy

To create and enable a mobile settings policy:

- 1 Select **Settings** from the navigation sidebar.
- 2 Scroll to ForeFlight Mobile Settings Policies.
- 3 Select **New Settings Policy**.
- 4 Optionally select a template:
 - ForeFlight Default
 - EASA Template
- 5 Enter a policy name.
- 6 Configure policy settings.
- 7 To save the policy without applying it, select **Save Draft**. To apply the policy to all users, select **Enable Policy for All Users**.

IMPORTANT:

All EFB configurations must be approved by the applicable regulatory authority. The EASA template is provided as a starting point and may require modification based on specific operational approvals.

Organizations cannot use EASA Compliance Mode and Custom Policies simultaneously.

14.3.3.3 Configuring Policy Settings

Policy settings are organized into several tabs:

- **Features** - Enable or disable application features.
- **Downloads** - Configure chart download behavior.
- **General Settings** - Configure application settings.
- **Map & Misc Settings** - Configure map display options.
- **Alerts** - Configure alert behavior.

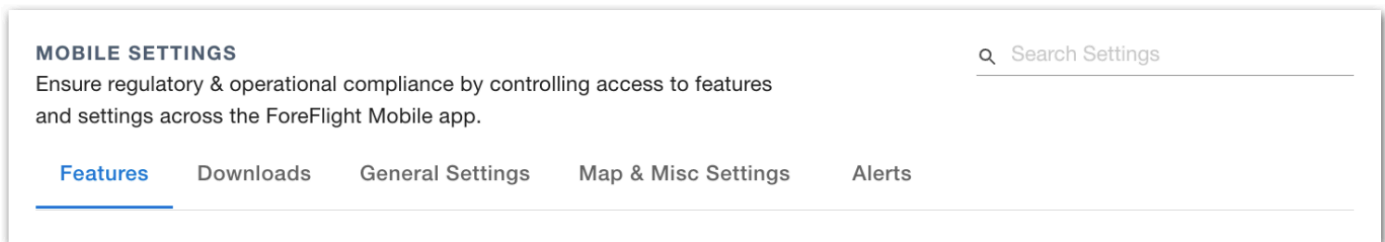


Figure 14-5. Mobile Settings Tabs

Each setting can be controlled by either:

- **Pilot** - The setting remains configurable by the user.
- **Admin** - The setting is locked and enforced by the Organization.

Admin-controlled settings appear in ForeFlight Mobile with a lock icon and a "controlled by administrator" indicator.

14.3.3.4 Disabling a Policy

To disable a mobile settings policy:

- 1 Select **Settings** from the navigation sidebar.
- 2 Scroll to ForeFlight Mobile Settings Policies.

- 3 Select the active policy in the NAME column.
|
- 4 Select **Disable Policy for All Users** in the lower right.
|
- 5 Confirm the action by selecting **Yes, Disable Settings Policy**.

14.4 Security Settings

The Security section includes authentication controls that protect Organization accounts.

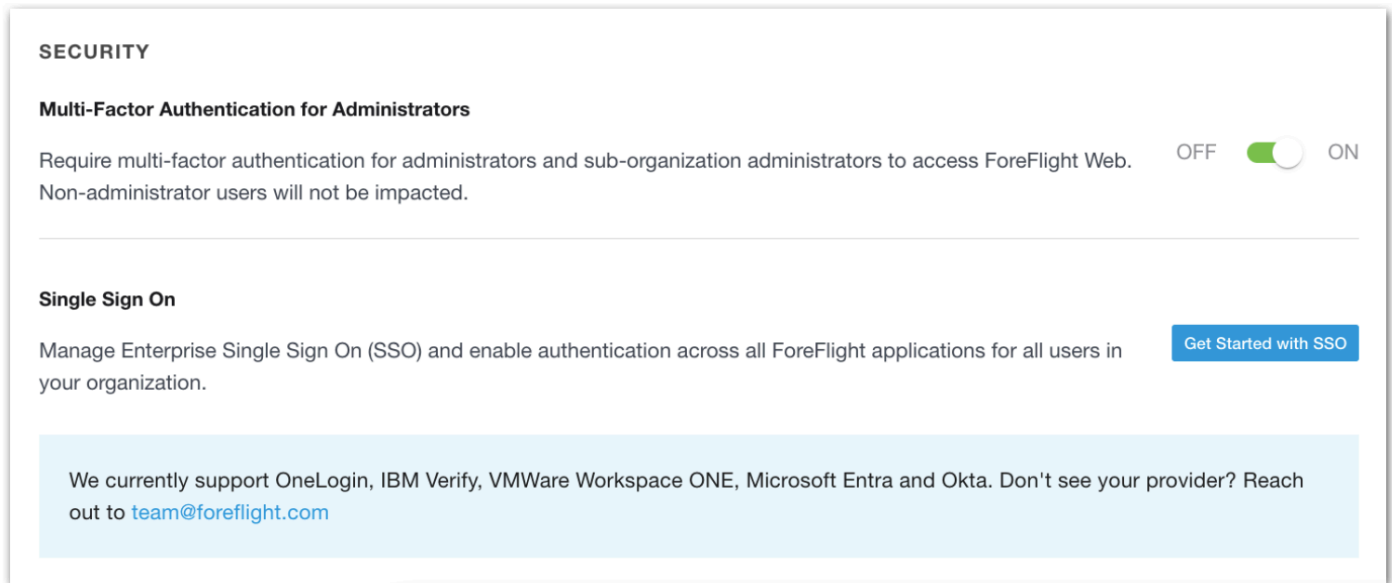


Figure 14-6. Security Section

14.4.1 Multi-Factor Authentication for Administrators

Multi-Factor Authentication (MFA) adds an additional security layer when administrators log in to ForeFlight Web.

When enabled:

- MFA applies to Administrator and Sub-Organization Administrator accounts.
- Users must enter a verification code sent via email.
- Verification codes expire after five minutes.

Organizations using Single Sign-On (SSO) authenticate through their Identity Provider instead of using MFA.

14.4.1.1 Enabling or Disabling MFA

To enable or disable MFA for administrators:

- 1 Sign in to ForeFlight Web as an Administrator.
- 2 Navigate to **Settings**.

3 Scroll to Security.

I

4 Set Multi-Factor Authentication for Administrators as desired.

If disabled, MFA can be re-enabled at any time by switching the setting back to ON.

14.4.2 Single Sign-On (SSO)

Single Sign-On (SSO) (Requires a Control Tower, Enterprise, or Military Flight Bag subscription) allows users to log in to ForeFlight using their organization's Identity Provider (IdP) credentials.

ForeFlight uses the SAML 2.0 authentication standard and integrates with enterprise identity systems.

Supported Identity Providers include:

- IBM Verify
- Microsoft Entra
- Okta
- OneLogin
- VMware Workspace ONE.

Organizations wishing to use a different IdP should contact team@foreflight.com.

14.4.2.1 SSO Behavior

When Single Sign-On (SSO) is enabled:

- All users must authenticate through the Identity Provider.
- Existing sessions remain active until the next login.
- SSO applies to ForeFlight Mobile and ForeFlight Web.
- SSO is enforced organization-wide.

If the SSO service becomes unavailable, ForeFlight automatically falls back to username and password authentication.

Automated user provisioning is not supported. Users must be created manually in both:

- ForeFlight Web
- The Identity Provider.

User email addresses must match exactly between both systems.

14.4.2.2 Setting Up SSO

Single Sign-On (SSO) setup is designed as a self-service process completed by administrators and IT staff.

The screenshot displays the 'Single Sign On' configuration page. At the top, a dark blue header contains 'Organization Customer Name Org' and 'Settings Single Sign On'. Below the header, the page title 'SINGLE SIGN ON' is followed by three steps: '1. Configure' (active), '2. Beta Test', and '3. Enable'. A light blue box contains 'Enterprise SSO Configuration Instructions' with three numbered steps. The main section, 'Add your Configuration Details', contains a grid of form fields: 'Identity Provider (IdP)' (dropdown), 'Issuer' (required), 'Idpx509 Certificate Containing Public Signing Key' (required), 'Single Log Out Redirect URL' (required), 'Idpx509 Roll Over Certificate' (required), 'Single Sign On Post URL' (required), 'Remote Logout URL' (required), and 'Single Sign On Redirect URL' (optional). A note states that Single Log Out is not currently supported. A blue 'Submit' button is at the bottom left. A footer section asks for questions about first-time setup and provides contact information.

Figure 14-7. SSO Setup View

To configure SSO:

- 1 Select **Settings** from the navigation sidebar.
- 2 Scroll to Security.

- 3 Select [Get Started with SSO](#).
- 4 Complete the configuration page with your IdP information.

NOTE: Select the [Service Provider Setup](#) link in the Enterprise SSO Configuration Instructions list for more information about configuring the identity provider.

- 5 Follow the Service Provider Setup instructions.
- 6 Select [Submit](#).

14.4.2.3 SSO Beta Testing

Before enabling Single Sign-On (SSO) organization-wide, performing a limited beta test is recommended.

To test the configuration:

- 1 Select the test users.
- 2 Enable **SSO for Beta Test Users**.
- 3 Have test users log in and out multiple times.

Monitoring the integration for 24–72 hours before full deployment is recommended.

14.4.2.4 Enabling SSO Organization-Wide

To enable Single Sign-On (SSO) for all users:

- 1 Select **Settings** in the navigation sidebar.
- 2 Scroll to the Security section.
- 3 Select [Update SSO](#).
- 4 Select **Enable**.
- 5 Select [Enable All Users with SSO](#).

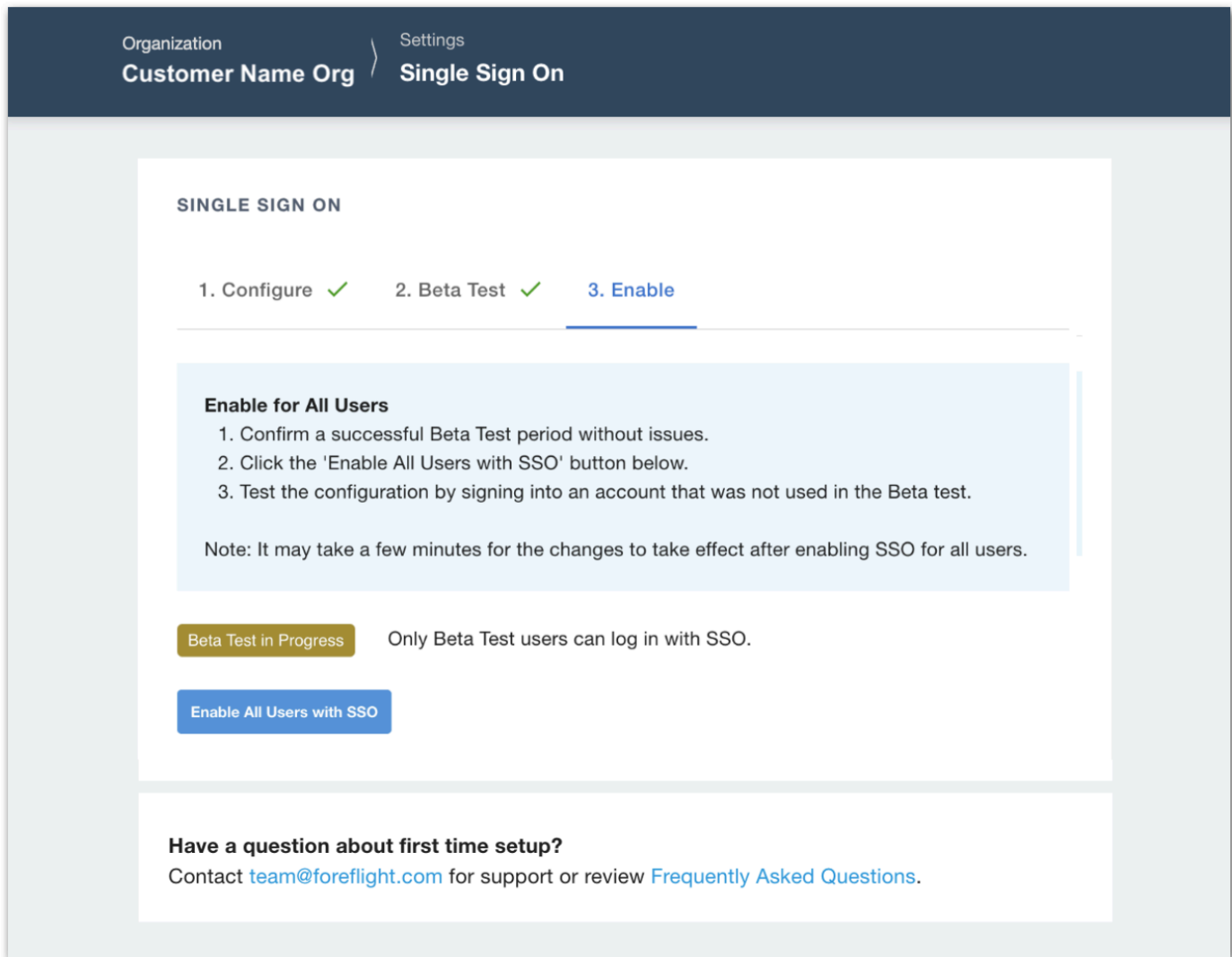


Figure 14-8. Enable SSO View

14.4.2.5 Disabling SSO

To disable Single Sign-On (SSO):

- 1 Select **Settings** from the navigation sidebar.
- 2 Scroll to the Security section.
- 3 Select **Update SSO**.
- 4 Choose **Disable SSO for All Users**.

14.4.2.6 Updating SSO Certificates

Administrators can update Single Sign-On (SSO) certificates when Identity Provider certificates rotate.

To update the certificate:

- 1 Sign in as an Administrator.
- 2 Select **Settings** from the navigation sidebar.
- 3 Scroll to the Security section.
- 4 Select **Update SSO**.
- 5 Select **Configure**.

Two update methods are available.

Identity Providers with rollover certificates

- Enter the new certificate in the Rollover Certificate field.
- Keep the existing certificate in the primary field.
- ForeFlight automatically attempts authentication using both certificates.

Identity Providers without rollover certificates

- Replace the existing certificate with the new certificate at the scheduled cutover time.

After saving changes, the updated configuration becomes active within a few minutes.

CHANGE HISTORY

Version	Date	Change Summary
26.08.1	August 2026	• Minor fixes throughout the guide.
26.06.1	June 2026	• Smart Groups for Sub-Organizations was added. • UI updates for the main Docs Manager view. • New Compliance reporting tab on the Docs Manager main view.
26.04.2	April 2026	• Original Version.

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ForeFlight

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