



**How to send your  
documents to  
[flytime.help@gmail.com](mailto:flytime.help@gmail.com)**

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## Overview & Purpose

This lesson will walk you through the Fly Time Aviation procedures for sending [flytime.help@gmail.com](mailto:flytime.help@gmail.com) your required documents.

## Activity

1. Fill out the Renters Agreement, Pilot Information Sheet, and Checkout Form then email to [flytime.help@gmail.com](mailto:flytime.help@gmail.com). Be sure to fill out all of the applicable sections and answer all questions. You can find these documents through Fly Time Aviation's webpage. Go to [flytimechd.com](http://flytimechd.com) and through the rental requirements tab you can download these documents.
2. Send a picture of your current medical, pilot certificate (front and back), TSA training endorsement, and TSA acceptable form of ID (passport or birth certificate or front and back of a 'real ID') to [flytime.help@gmail.com](mailto:flytime.help@gmail.com).
3. Email a copy of the non-owned insurance policy to [flytime.help@gmail.com](mailto:flytime.help@gmail.com). It will need to show the provider, policy number, amount of coverage, and the policy period. See "How to obtain non-owned insurance for Fly Time Aviation".
4. After we have received these documents you will be sent an invitation to Flight Schedule Pro.

