

USER GUIDE

RTCA DOCUMENTS ACCESS THROUGH MY COMPANY LIBRARY



This user guide is for member companies which have been integrated into the new document access portal.

Log In to Community Hub/RTCA Store Account

Already have an account

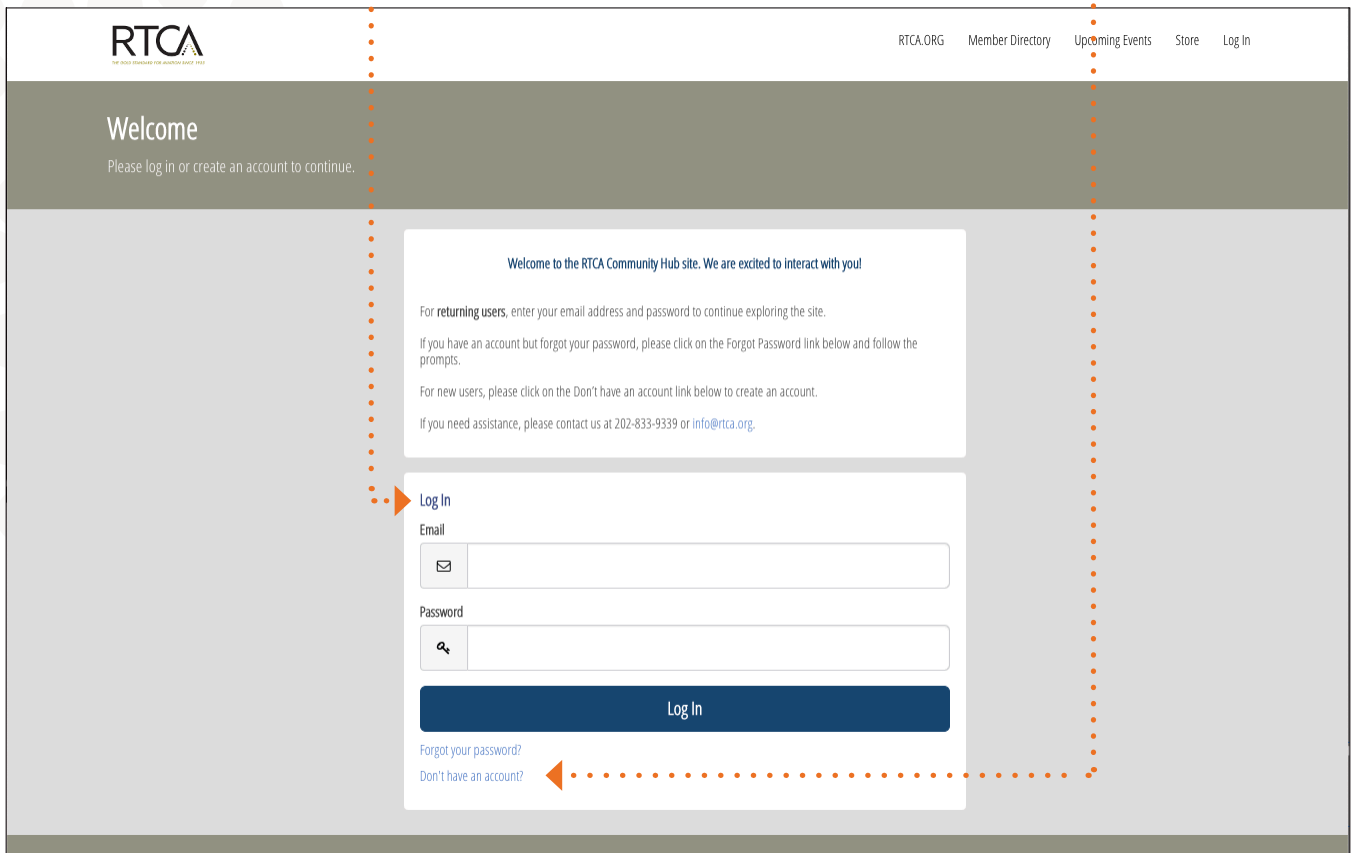
Log in: <https://my.rtca.org>

Don't yet have an account

Create your account here: <https://my.rtca.org>

Choose **Don't have an Account?** After creating your account, choose link to My Company.

Select your company.



RTCA
THE ROAD ENHANCER FOR SMOOTHER SAFER TRIP

RTCA.ORG Member Directory Upcoming Events Store Log In

Welcome
Please log in or create an account to continue.

Welcome to the RTCA Community Hub site. We are excited to interact with you!

For **returning users**, enter your email address and password to continue exploring the site.
If you have an account but forgot your password, please click on the Forgot Password link below and follow the prompts.
For new users, please click on the Don't have an account link below to create an account.
If you need assistance, please contact us at 202-833-9339 or info@rtca.org.

Log In

Email

Password

Log In

[Forgot your password?](#)

[Don't have an account?](#)

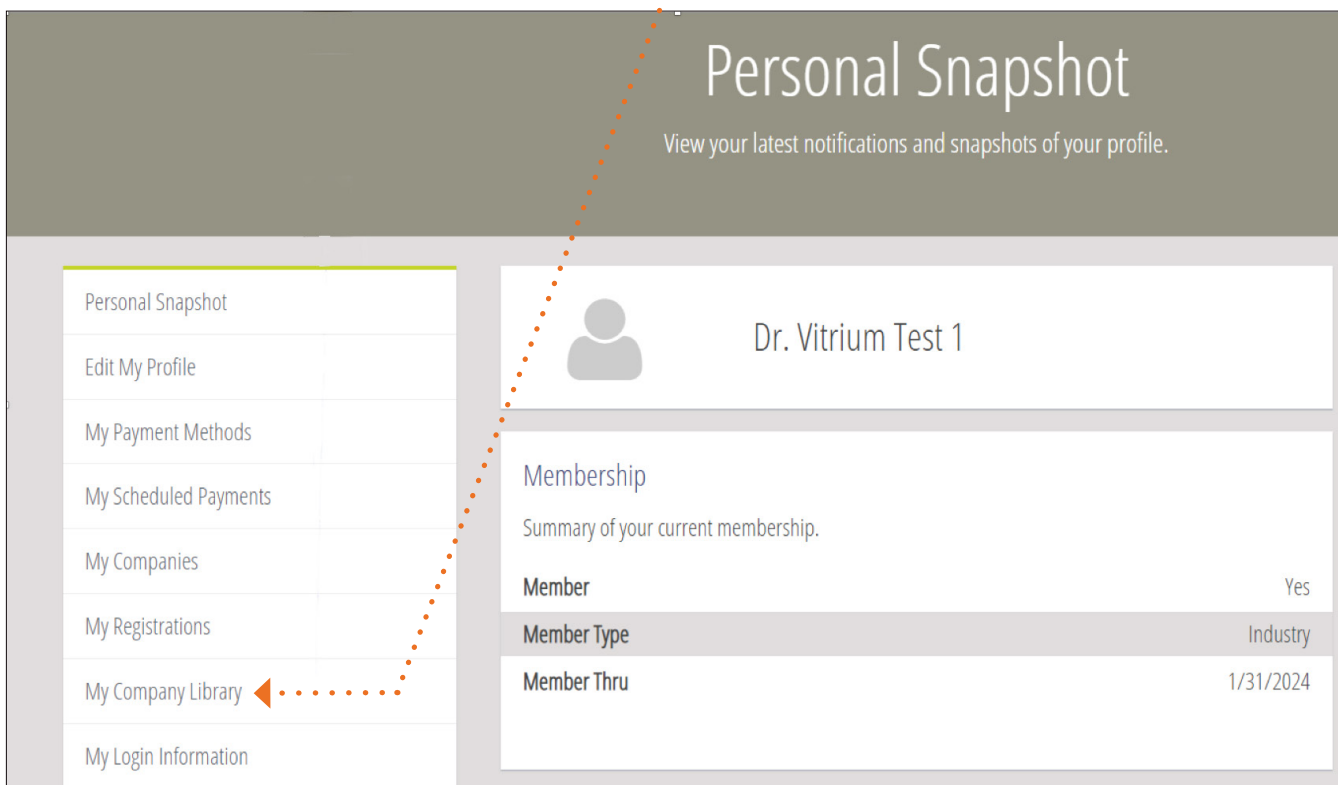
Community Hub site

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Accessing Your Company Library

Once your company has been integrated into the new document access portal, you'll see **My Company Library** on the left side menu.



Membership	
Summary of your current membership.	
Member	Yes
Member Type	Industry
Member Thru	1/31/2024

Community Hub Site

Ordering Documents

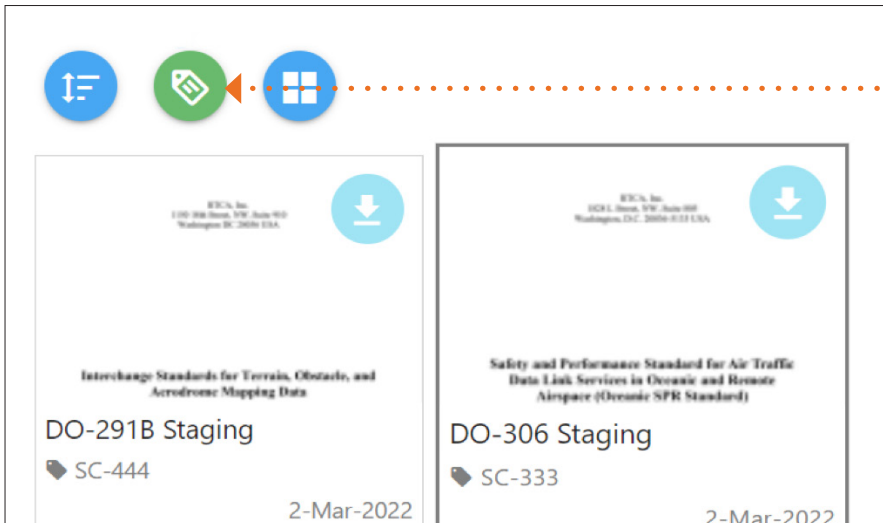
- 1** Before visiting the Store (link is on the upper right of the Community Hub site), you may want to visit My Company Library to determine if the document you need has already been ordered by someone else at your company.
- 2** If the document you need is not in your library, please visit the Store to place your order.
- 3** **Please allow up to 5 minutes for your document to appear in your Company Library;** refresh your browser if necessary.

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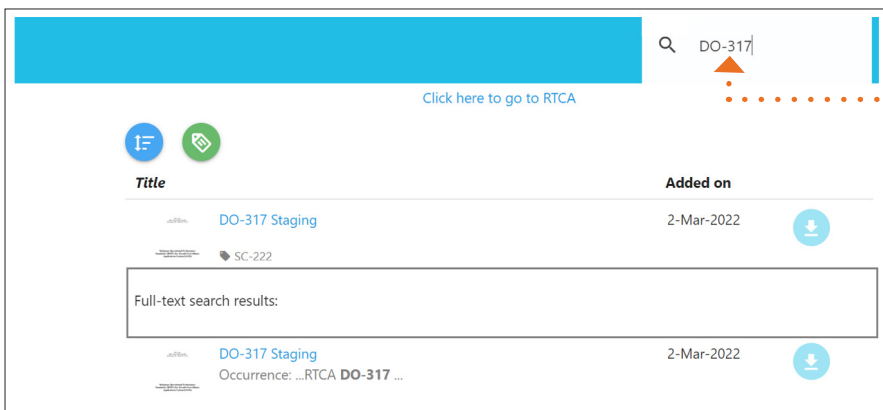
Finding Documents in the Library *(for those with large document libraries)*

There are two ways to organize and find documents.



Latest Version Tag

- 1 Click the **green tag** icon and select Latest Version. The latest versions of the documents will appear in your library.
- 2 To exit the filtering and view all documents in your library, click on the green tag and select "No Filtering".



Search Function

- 1 Enter a **DO number** or **key words** into the search field. The search function works on document titles as well as text within the document.
- 2 To exit the search, remove the information in the search field.

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Document Viewing and Download Options

On a PC or Mac, users have the option to view RTCA Documents in Web Viewer or PDF formats. If accessing the documents from a mobile device including an iPad, only the Web Viewer format will be available.

Web Viewer Format

To open the document, click on the document thumbnail.

PDF Format

The “Enable Global Security Object” setting in Adobe will need to remain unchecked while you are accessing and working in the document.

- 1 Navigate to your Adobe PDF application.
- 2 Navigate to View/Tools/JavaScript.
- 3 Uncheck “Enable Global Security Object”.

Opening the document:

- 1 Click the **download arrow** in the upper right corner of the document thumbnail.
- 2 After clicking the download arrow, **navigate to the downloads folder on your computer** to open the document in Adobe Acrobat. If you attempt to open the document from the download box shown below, the document may open in the browser and not in Adobe Acrobat.
NOTE: All browsers function differently and it may be possible to open the document in Adobe from the download box.





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RTCA Document Options and Features in My Company Library

Printing Documents

Printing one copy of an RTCA electronic document is allowable according to RTCA's Electronic License Agreement.

Making and Saving Annotations

Web Viewer format

- 1 Under Annotate, click the T symbol (notes) on the Left sidebar.
- 2 Annotations will save to your version of the document only, not to the company library version.

PDF Format

- 1 Click Comment in upper right corner. Select the T symbol for Text Comment.
- 2 If you save a PDF to your machine, the annotations will be saved with the document.

Offline Access

Offline access is available (for a limited time) to allow you to access a document in a meeting or while traveling.

Troubleshooting

If you receive a notification upon opening the document that the document has expired or is locked, or that your account is not found, the main reasons for this message are:

- 1 You have exceeded the device limit for the document. Please only open the document on 1 device.
- 2 Your company account has lapsed.
- 3 Your individual account may have been deactivated or frozen.

CONTACT:

docsales@rtca.org