How to Upload Your Documents to C-TRAC

1 Log into your C-TRAC account.

2 Go to DOCUMENTS.

3 Click on the specific document you want to upload.

4 Take a photo of or scan the document and save the file in docx, jpg, png, or pdf formats.

5 Upload the file.

6 Enter your document details.

7 Click ADD.

C-TRAC Document Status

Refer to the color-coded status guide in C-TRAC to track the status of your requirements.

- Yellow – Document Not Submitted (you have not yet uploaded your required document)
- Orange – Pending Document Approval (your document details are incomplete or your document has not yet been validated)
- Red – Disapproved/Document Rejected (your uploaded document is invalid and has been rejected by your Crew Readiness Representative)
- Green – Completed (your document has been verified as valid for your assignment)

Important Reminders:

For any rejected documents, you will receive an email stating the reason for the rejection.

An uploaded document will be validated within three (3) business days. Please monitor your document status regularly.

For COVID-19 vaccine records, you will receive an email regarding the status of your vaccine