

Airport Carbon Accreditation Communication

Communication No:	5 of 2025
From:	Environmental Minds
To:	Accredited Airports, Approved Verifiers and Programme Stakeholders
Subject:	Launch of New <i>Airport Carbon Accreditation</i> Portal
Date:	4th November 2025

We would like to announce the launch of the new *Airport Carbon Accreditation* Portal (ACA Portal), which replaces the current ACA platform. The new ACA Portal includes functionality improvements and accommodates the latest programme developments, such as Level 5 applications and downloading the applications in PDF.

To ensure a smooth transition, all existing accounts (airport groups, airports, and verifiers) have already been migrated to the new ACA Portal. In addition, key information from at least one historical application per airport has been transferred. The new ACA Portal also ensures that each airport remains in the correct stage of the accreditation cycle.

Applications that are already under the administrator's review or that will be sent to the administrator (by the airport or by the verifier) by November 10th, 2025 will be completed on the current platform. All other applications are required to switch to the new portal. If users are unsure whether the airport or the verifier will be able to meet the deadline, please contact Environmental Minds. Please follow the instructions below, according to the application status:

1. New airports (never registered before)

Register and submit the application via the new ACA Portal.

2. Accredited airports planning a future application

Reset the password and log in to the new ACA Portal using the existing email address.

3. Airports with an application in “draft stage” in the current platform

- a. Either submit the application to the administrator by November 10th, 2025, or
- b. Reset the password and log in to the new ACA Portal using the existing email address in order to re-enter the application data and submit the application.

4. Airports with an application in “verification review” in the current platform

- a. Either ensure the application is submitted to the administrator by November 10th, 2025, or
- b. Reset the password and log in to the new ACA Portal using the existing email address in order to re-enter the application data and submit the application.

5. Airports with an application in “administration review” in the current platform

No action is required at this time unless contacted by Environmental Minds.

Q&A are available in the Appendix below, while User Guides for airports and verifiers have been shared via email to help navigation in the new ACA Portal.

Please note that airports that are already accredited, airports that have previously registered in the current platform and registered verifiers shall not create a new account in the new ACA Portal. Instead, they shall follow the instructions in the Q&A to reset the password and access the migrated account.

***For any questions, please contact the Airport Carbon Accreditation Helpdesk at
aca@environmental-minds.com***



Appendix

ACA Portal Launch Q&A

November 3rd, 2025

1. What is the purpose of the new portal?

The new portal introduces an updated and more efficient system for managing airport applications. It will support applications at all the accreditation levels (including Level 5), as well as new functionalities, downloading of pdf, etc.

2. Where can I access the new ACA portal?

You can access it via the new URL: <https://aca-platform.org/>.

3. I was already registered on one of the previous platforms. Do I need to register again?

No. If you were already registered, you must use the same email address and change your password when accessing the new portal for the first time. If you don't know the email address or if you don't have access to it anymore please contact the administrator at aca@environmental-minds.com.

4. How can I reset my password and log in?

Use the "Forgot your password?" option on the login page and follow the email instructions to reset it. See the instruction in the *User Guides for New ACA Portal*.

5. Who should I contact if I experience login or password reset issues?

Please reach out the programme administrator for assistance with access, login, or password recovery, sending an email to aca@environmental-minds.com

6. What should I do if I have not started my application yet?

You should start the new application in the new ACA Portal.

7. What happened to the historical data from the current platform?

Key information from the latest application has been migrated to the new portal. However, some fields of the new forms may not be filled due to differences in the application form structures or lack of data. For example, Scope 1 and Scope 2 are now two separate fields.

For any questions related to the migrated applications, please contact the programme administrator.

8. Where can I find help or additional resources?

Support materials and user guides are available in the Knowledge Center within the platform.

9. Is there a guide to help me get started?

Yes. An illustrated guide is uploaded to the Knowledge Center of the portal, and we encourage you to read it to better understand the functionalities of the new platform.

In case you have any questions, please contact Environmental Minds at aca@environmental-minds.com