6.4 Session Timeout

The MedXPress times out after 20 minutes of inactivity. If a user allows MedXPress to sit idle for 20 minutes or more, the session will time out and the user will be directed back to the MedXPress login screen

On the 8500-8 screen of the MedXPress, the user will receive a warning message after 15 minutes of inactivity. If the user does not click on the **Continue** button on the session timeout warning message within five minutes of receiving the message, the session will time out. Once the session times out, any update or refresh action will send the user back to the MedXPress Login screen.
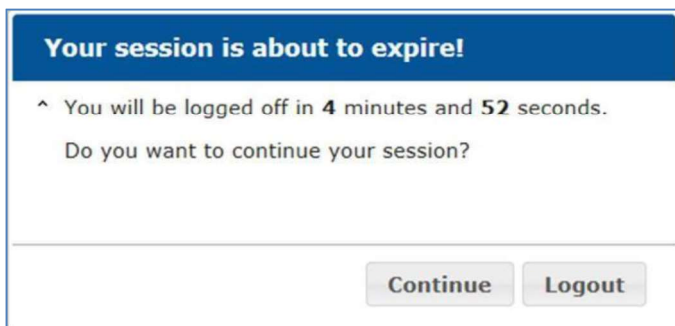

Figure 24 Session Timeout Message

7   Accessing Form 8500-8

From the Login Confirmation Screen, the user will have the option to:

- **Start New Application** – Displays the exam type selection screens
- **Continue Application** – If the user has previously saved an application, displays the 8500-8 Step-by-Step
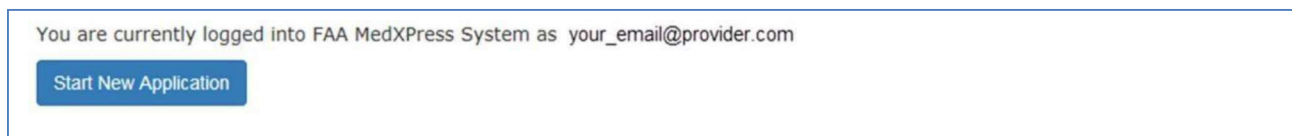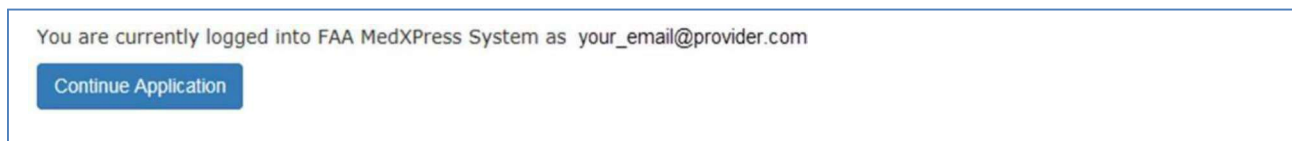

Figure 25 Start New Application

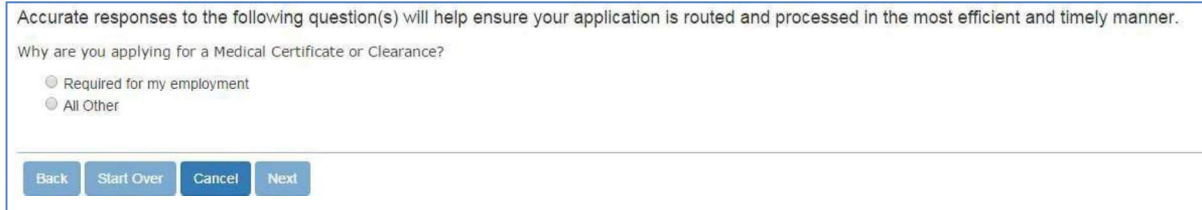*Figure 26 Continue Application*

8   Exam Type Selection

The exam type selection screens display a series of questions to determine the appropriate form 8500-8 questions to display and complete for the applicable FAA Medical Clearance or Certification. Accurate responses are essential to proper routing and processing of your application.

The first question asks "Why are you applying for a Medical Certification or Clearance?". Select

the response that best represents the reason for your application.

- If "Required for my employment" option is selected, Question 2 for Exam
  Type Selection will be presented.
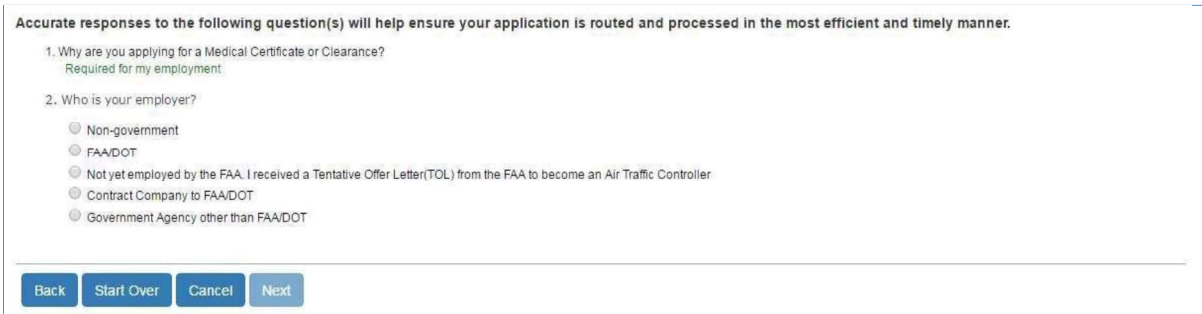- If "All Other" option is selected, the "Pilot's Bill of Rights" will be presented followed
  by the form 8500-8.

Figure 27 Exam Selection Question 1

The second question asks "Who is your employer?". Select the response that best describes why
you are completing the application.

- If "Non-government", "Contract Company to FAA/DOT", "Government Agency other
  than FAA/DOT" is selected, the Pilot's Bill of Rights will be displayed followed by the
  form 8500-8.
- If "FAA/DOT" option is selected, Exam Selection Question 3 will be displayed.
- If "Not yet employed by the FAA. I received a tentative offer letter from the FAA to
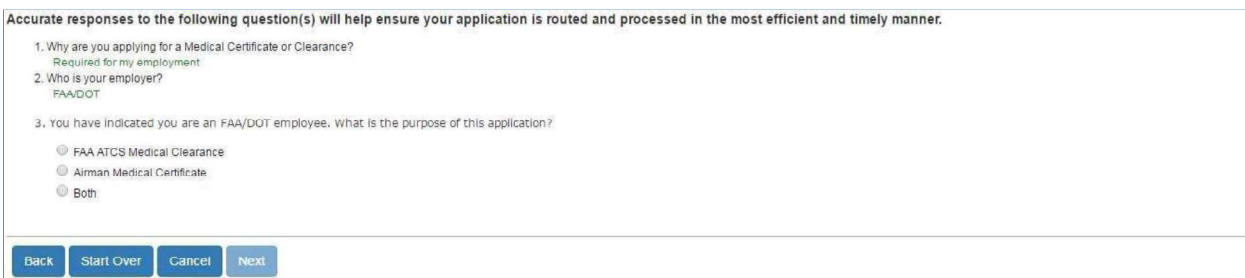 become an Air Traffic Controller" is selected; the FAA ATC Applicant Verification
  Screen will be displayed.

Figure 28 Exam Selection Question 2

The third question asks FAA employees to select the purpose of their application. Select the
response that best describes why you are completing the application.

Figure 29 Exam Selection Question 3