

PHX Authorized Signer (AS) Online Portal 'How To'



As an Authorized Signer (AS) at the PHX Sky Harbor International Airport, you are acknowledging all Authorized Signer's duties and responsibilities as outlined in the Company Authorized Signer Manual and badging process located on the website (shared during your AS training or available on our website).

Each respective AS serves as the point of contact between the PHX Security Badging Office and its employees/badge holders.

Do NOT share your AS log in, password and/or authentication code with ANYONE!

For additional information on the badging process, please visit skyharbor.com/security/BadgingInformation





PHX Authorized Signer (AS) Online Portal 'How To'

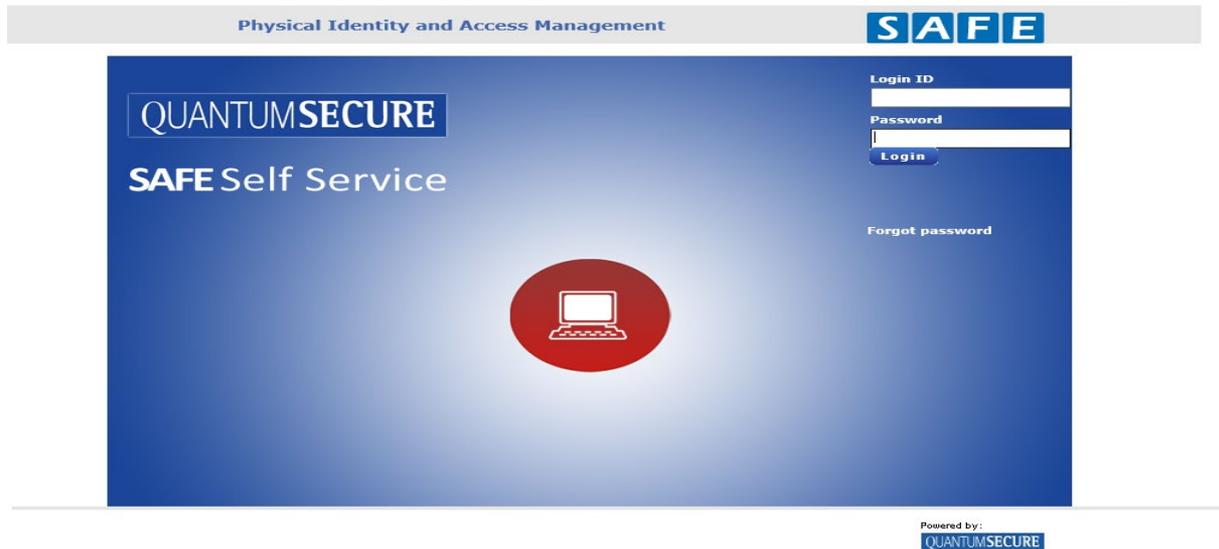


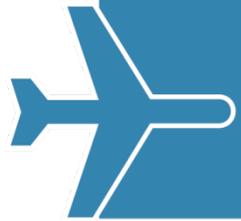
Sign in with INTERNET EXPLORER as your browser (the system is compatible with this browser only).

- **Weblink Authorized Signer (AS) Online Portal (aka SAFE):** <https://badging.Skyharbor.com>
- **AS Log in:** The email address on file for you as the (AS).
- **AS Password:** Was provided after your initial AS training or you may click on 'forgot password' and the system will email you with it. Authentication Code is 4-digit PIN code associated with your respective PHX SIDA badge or ID Credential.

The PHX Security Badging Office can be reached via security.badging@phoenix.gov or 602-273-2036.

Please refer to the Qless Reference Guide for additional information on the PHX Security Badging Office, as well as scheduling appointments via Qless.





AS Online Portal **Dashboard** New Applicant & Renewal



PHX PHOENIX SKY HARBOR INTERNATIONAL AIRPORT

Welcome DONNA BEGONIS
Logged on at: 14-Sep-2016 12:52

Change Password Logout About

Report: employees Employer

My Links

Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)
- [Vehicle Permit Renewal](#)

Badge Renewal Summary (Top 200)

UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
SIDA (RE...				08/16/2016	Renew	Do Not Renew
SIDA (RE...				08/16/2016	Renew	Do Not Renew
SIDA (RE...				08/16/2016	Renew	Do Not Renew
SIDA (GR...				08/16/2016	Renew	Do Not Renew
SIDA (GR...				08/17/2016	Renew	Do Not Renew
SIDA (GR...				08/17/2016	Renew	Do Not Renew
SIDA (GR...				08/17/2016	Renew	Do Not Renew
SIDA (GR...				08/17/2016	Renew	Do Not Renew
SIDA (RE...				08/18/2016	Renew	Do Not Renew
SIDA (GR...				08/18/2016	Renew	Do Not Renew
SIDA (RE...				08/18/2016	Renew	Do Not Renew
SIDA (GR...				08/18/2016	Renew	Do Not Renew

Main Screen:

New Applicant to the Left

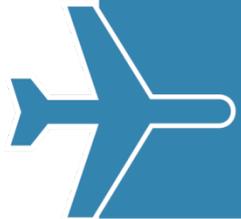
Renewal Applicant to the Right

My Pending Vehicle Renewals Summary (Top 20)

ID	Status	Request Type	Request From

My Pending Audit Tasks Summary (Top 20)

ID	Status	Request Type	Request From



Pre-Enrolling a New Applicant

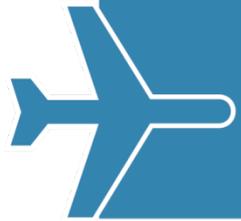


To enroll a new applicant into the AS Online Portal, the AS needs to log in and click on **New Applicant tab**.

You (AS) will need complete: General + Privileges tabs for the applicant, before submitting the online application.

There is no need to print anything for the applicant, but you (AS) will need to verify that the pre-enrollment was successful prior to advising the applicant.

The screenshot shows the PHX AS Online Portal interface. At the top, there is a header with the PHX logo, the user name 'Welcome DONNA BEGONES', and the login time 'Logged on at: 19-May-2015 11:56'. Below the header, there are navigation tabs for 'Reports', 'MySAFE', 'Employees', and 'Employer'. A 'My Links' section is visible, containing a 'Quick Links' box with the following links: 'New Applicant', 'Manage Employees', 'Audit Task', and 'Vehicle Permit Renewal'. A red arrow points to the 'New Applicant' link. To the right of the 'Quick Links' box, there is a 'Badge Renewal Summary (Top 200)' table with columns: 'UPID', 'Name', 'Employer', 'Badge Type', 'Exp Date', 'Renew', and 'Do Not Renew'. Below this, there are two more summary tables: 'My Pending Vehicle Renewals Summary (Top 30)' and 'My Pending Audit Tasks Summary (Top 30)', both with columns for 'ID', 'Status', 'Request Type', and 'Request From'.



Pre-Enrolling a New Applicant – General Tab



Please turn your CAPS Lock on and enter all information into the AS portal in CAPS (capital letters). You (AS) will need complete: General tab + Privileges tab for the applicant.

General tab: All fields in blue are mandatory; including the social security number & respective email address for the applicant (a company or private email address for the applicant). **Note: If applicant doesn't have an email; you will need to create one for them. If the applicant was born in the United States; you must enter what state they were born.**

The screenshot shows the 'New Applicant Step 1 of 2' form in the PHX AS portal. The form is organized into three main sections: General Details, Address Details, and Physical Details. Fields are color-coded: blue for mandatory fields and white for optional ones. The 'General Details' section includes fields for Last Name (with an 'Alias' link), First Name, Middle Name, Application Date, End Date, Date of Birth, Email, and CHRC Case Number. The 'Address Details' section includes Address, City, Country, State (F USA), and Zip. The 'Physical Details' section includes Sex, Height, Weight, Hair Color, and Eye Color. There are also fields for Phone, Additional Contact, SSN, Place of Birth, State (F USA), Citizenship, Ethnicity, Employer, Job Title, and Department Code. A blue question mark icon is overlaid on the right side of the form.

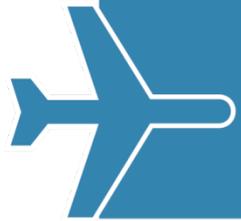


Pre-Enrolling a New Applicant – General Tab



Note: Report all **Alias** names the applicant has used in the past (name changes due to marriage, divorce and/or legal name change). Failure to report all alias names could result in a delay in the applicant's approval or denial of the application process. To add alias names, you (AS) will need to click on **Alias** and add additional name(s) and then **Apply**.

The screenshot displays the 'New Applicant Step 1 of 2' form in the PHX DVT BYR system. The 'General Details' section includes fields for UPID (7227115), Phone, Address, and SSN. A link labeled 'Alias' is visible next to the Last Name field. The 'Alias Details' section contains three rows for Alias1, Alias2, and Alias3, each with fields for First Name, Middle Name, and Last Name. A red arrow points from the 'Alias' link to the Alias1 First Name field. Another red arrow points from the 'Apply' button in the Alias Details section to the 'Apply' button at the bottom of the form. The form also includes 'Address Details' and 'Physical Details' sections with various dropdown and input fields.



Pre-Enrolling a New Applicant – Privileges Tab



Privileges tab: From **Badge Type** drop down select the badge type and click **Add**. Second, under the **Privilege drop down**, you (AS) may select the privilege(s) that you approve the applicant to have. Selecting a Badge Type is mandatory, but adding privilege(s) are optional. You (AS) will only have access to the privileges your company has been approved for, for an example: a GREEN SIDA(central core), escort, non-movement driving. You (AS) will have to click on the add button for each privilege you want to assign to the applicant.

The screenshot shows the PHX MySAFE system interface. The user is logged in as DONNA REGONIS. The interface is for a new applicant, step 2 of 2, in the 'Add/Edit Privileges' section. The 'Privileges' tab is active, and the 'Badge Type' dropdown is set to 'SIDA (GREEN)-Central Core'. The 'Privilege' dropdown is set to '--Select--'. The 'Add' button is highlighted with a red arrow. Below the form is a table with the following data:

Badge Type	Privilege	Assigned Date	Remove
<input type="checkbox"/> SIDA (GREEN)-Central Core	N/A	19-May-2015	Remove

At the bottom of the interface are 'Back', 'Submit', and 'Close' buttons.



Pre-Enrolling a New Applicant – SUBMITTING

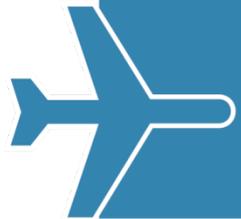


You (AS) will need to click on the **Submit** button, and will be prompted to enter your enrollment authentication code (4-digit pin code of your SIDA badge or ID credential). The pre-enrolled application is valid for 30 days from your (Authorized Signer's pre-enrollment) only.

The AS has no capability to modify and/or terminate a record in a pre-enrolled status after the submission. For assistance with termination or modification/changes to all pre-enrolled records, please contact the Security Badging Office.

The screenshot displays the PHX MySAFE web application interface. At the top, it shows the user is logged in as DONNA REGONIS on 19-May-2015 at 11:56. The navigation menu includes Reports, MySAFE, Employees, and Employer. The current page is titled 'New Applicant Step 1 of 2' and is divided into three main sections: General Details, Address Details, and Physical Details. An 'Enrollment Authentication' dialog box is overlaid on the form, asking the user to enter a PIN and providing 'Authenticate' and 'Cancel' options. A question mark icon is present on the right side of the form area.

Section	Field	Value	
General Details	UPSD	7227113	
	Last Name	Record	
	First Name	Test	
	Middle Name		
	Status	Pre-Enrolled	
	Application Date	19-May-2015	
	End Date		
	Date of Birth	01-Jan-1905	
	Email		
	CHRC Case Number		
Address Details	Address	3300 e sky harbor BLVD	
	City	PHOENIX	
	Country	United States of America	
	State (F USA)	Arizona	
	Zip	85034	
	Physical Details	Sex	Female
		Height	5 ft 02 inches
		Weight	140 lb
		Hair Color	Black
		Eye Color	Blue
Place of Birth		United States of America	
State (F USA)		Arizona	
Place of Birth		United States of America	
Ethnicity		White/Hispanic	
TEST BADGES		CSB	



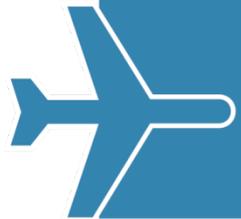
Searching and Pulling up the Person



ALWAYS go back and ensure that the pre-enrolled online application was submitted correctly. To do so, click on **Employees** tab, type in the **applicant's name** you wish to loop up and click on the **Search** button. If the applicant's name re-appears then it was done correctly. There is nothing for you (AS) to print, you (AS) will need to provide instructions to the badge holder (the badge holder will need to schedule a FINGERPRINT only appointment via Qless).

Note: All appropriate badging fees will apply to process these applicants, and two (2) forms of approved/unexpired IDs/documents will be required.

The screenshot displays the PHX Employee Search interface. At the top, it says "PHX PHOENIX SKY HARBOR INTERNATIONAL AIRPORT" and "Welcome SANDRA COVRY Logged on at: 27-Apr-2015 10:55". There are navigation tabs for "Reports", "MySAFE", "Employees", and "Employer". Below these, there are sub-tabs for "Personnel", "Audit", and "Vehicle Permit Renewal". The main content area is titled "Employees" and contains a search form for "Employee General Details". The form has two columns of input fields: the left column includes LPTD, SSN, Last Name, First Name, Middle Name, and Date of Birth; the right column includes Card Number, Asset Number, Status (a dropdown menu), and Job Title (a dropdown menu). At the bottom of the form are "Reset" and "Search" buttons. Two red arrows point from the text above to the "Search" button and the "Last Name" field.



Badge Change Type



You (AS) will need to pull the badge holder up under the **Employees** tab, click on **Privileges** tab, click on **Change** button icon, select the 'new badge type' and finally click on **Save**.

Note: For badge change types from STERILE to SIDA badge, an additional SIDA badge training will apply. Then, you (AS) will need to provide instructions to the badge holder. **Note:** An appropriate re-badge fee will be charged to reprint the badge.

PHX PHOENIX SKY HARBOR INTERNATIONAL AIRPORT

Welcome DONNA BEGONIS
Logged on at: 14-Sep-2016 12:52

Change Password Logout About

Reports MySAFE **Employees** Employer

Personnel | Audit | Vehicle Permit Renewal

General Occupation **Privileges** Security Keys Access Cards Renew & Print

Employees -> Personnel -> Privileges

KURTENBACH ANNE|7239828|Active Active

Employer/Occupation CITY OF PHOENIX AVIA ADMIN

Badge Type SIDA (RED)-All Airfield Acc

Privilege --Select--

Notes

Add Update Show History

Employer/Occupation	Badge Type	Privilege	Assigned Date	Change	Remove
<input type="checkbox"/> CITY OF PHOENIX AVIA ADMIN	SIDA (RED)-All Airfield Access	N/A	04-Feb-2016	Change	Remove
<input type="checkbox"/> CITY OF PHOENIX AVIA ADMIN	SIDA (RED)-All Airfield Access	Non-Movement Driving	04-Feb-2016	N/A	Remove
<input type="checkbox"/> CITY OF PHOENIX AVIA ADMIN	SIDA (RED)-All Airfield Access	Escort Privilege	04-Feb-2016	N/A	Remove

Back Next Save Close



Renew, Lost, Stolen Status Badge Change



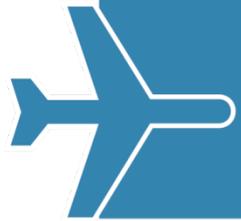
Pull the applicant's name of the badge you wish to change. Go to the **Access Card** tab and **check mark the box** to the left of the current active card, under **Card Status** drop down select 'renew, damaged, lost or stolen.'

The screenshot shows the PHX MySAFE interface for managing access cards. The 'Access Cards' tab is active. The main card details for 'MORNING WARM UP TEST BADGE' are visible, including its activation and expiration dates and its current 'Active' status. Below this, a table lists multiple 'TEST BADGES' with checkboxes and status dropdown menus. A red arrow points to the 'Active' dropdown of the selected card, and another red arrow points to the checkbox of the first 'TEST BADGE' in the table.

Employer/Occupation	Card Number	Card Status	Activation Date	Expiration Date	Badge Type
<input type="checkbox"/> TEST BADGES		Returned	05-Apr-2015	22-Jan-2017	Notes
<input type="checkbox"/> TEST BADGES		Returned	09-Apr-2015	22-Jan-2017	Yellow Temporary Badge Less Than 72 Hours
<input type="checkbox"/> TEST BADGES		Returned	19-Apr-2015	22-Jan-2017	PHX Green SIDA-Central Core
<input checked="" type="checkbox"/> TEST BADGES		Active	24-Apr-2015	22-Jan-2017	PHX Green SIDA-Central Core

Renew and Damage Badge Status: Sterile/SIDA badge will remain in an active status till the badge is reprinted or expiration.

Lost and Stolen Badge Status: Sterile/SIDA badge will be INACTIVATED till the badge is reprinted or re-activated by the Security Badging Office (more on the next slide).



Renew, Lost, Stolen Status Badge Change

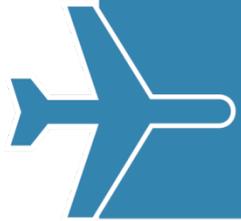


Then click on the **Update** button and click on the **Save** button. Now, you (AS) may provide additional instructions to the badge holder. For Lost/Stolen badge replacement ONLY one (1) form of gov picture ID (processed as a walk-in). For Renewals – two (2) forms of approved IDs & badge holder will have to schedule a RENEWAL appointment via Qless (please refer to the Qless Badging Office Reference Guide for more information).

The screenshot shows the PHX Badging System interface. At the top, it says "Welcome SANDRA COVEY" and "Logged on at: 27-Apr-2015 10:15". The main menu includes "Reports", "MySAFE", "Employee", and "Employer". The "Employee" section is active, showing "Personnel | Audit | Vehicle Permit Renewal". The "Access Cards" tab is selected, displaying details for "MORNING WARM UP TEST BADGE(7285189) Active". The "Card Status" is set to "Lost". A red arrow points to the "Update" button. Below the form is a table of badge records.

Employee/Occupation	Card Number	Card Status	Activation Date	Expiration Date	Badge Type
<input type="checkbox"/> TEST BADGES		Returned	08-Apr-2015	22-Jan-2017	Yellow Temporary Badge Less Than 72 HOURS
<input type="checkbox"/> TEST BADGES		Returned	09-Apr-2015	22-Jan-2017	PHX Green SIDA-Central Core
<input type="checkbox"/> TEST BADGES		Returned	10-Apr-2015	22-Jan-2017	PHX Green SIDA-Central Core
<input checked="" type="checkbox"/> TEST BADGES		Active	24-Apr-2015	22-Jan-2017	PHX Green SIDA-Central Core

REMEMBER: Once a SIDA badge is put in the lost or stolen status, it is INACTIVATED. If the badge holder finds his/her SIDA badge they should not try to use it until it is reactivated by the Security Badging Office. Attempting to use the SIDA badge before it is reactivated could result in Police & Operations responding, as well as a Notice Of Violation (NOV) issuance.



Another Way to Renew – Badge Renewal Summary



Click on **Renew** by the person's name you would like to renew; a personal file will open up...

PHX PHOENIX SKY HARBOR INTERNATIONAL AIRPORT

Welcome DONNA BEGONIS
Logged on at: 14-Sep-2016 12:52

Change Password Logout About

Report: employees Employer

My Links

Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)
- [Vehicle Permit Renewal](#)

Badge Renewal Summary (Top 200)

UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
SIDA (RE...			SIDA (RE...	08/16/2016	Renew	Do Not Renew
SIDA (RE...			SIDA (RE...	08/16/2016	Renew	Do Not Renew
SIDA (RE...			SIDA (RE...	08/16/2016	Renew	Do Not Renew
SIDA (GR...			SIDA (GR...	08/16/2016	Renew	Do Not Renew
SIDA (GR...			SIDA (GR...	08/17/2016	Renew	Do Not Renew
SIDA (GR...			SIDA (GR...	08/17/2016	Renew	Do Not Renew
SIDA (GR...			SIDA (GR...	08/17/2016	Renew	Do Not Renew
SIDA (GR...			SIDA (GR...	08/17/2016	Renew	Do Not Renew
SIDA (RE...			SIDA (RE...	08/18/2016	Renew	Do Not Renew
SIDA (GR...			SIDA (GR...	08/18/2016	Renew	Do Not Renew
SIDA (RE...			SIDA (RE...	08/18/2016	Renew	Do Not Renew
SIDA (GR...			SIDA (GR...	08/18/2016	Renew	Do Not Renew

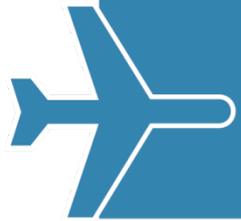
Main Screen:
New Applicant to the Left
Renew Applicant to the Right

My Pending Vehicle Renewals Summary (Top 20)

ID	Status	Request Type	Request From
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My Pending Audit Tasks Summary (Top 20)

ID	Status	Request Type	Request From
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Another Way to Renew – from Badge Renewal Summary



Click on **Renew** by the person's name you would like to renew; a personal file will open up. Click on **Renew & Print** tab and then click on **Renew Employee Applications** tab. ALWAYS go back and ensure that the person's record was renewed online and changes were submitted correctly. To check: under the Access Card tab you should see a person's badge in a renew status. If not, you (AS) will need to follow the steps all over. **Note:** An appropriate re-badge fee will be charged to reprint the badge.

PHX PHOENIX SKY HARBOR INTERNATIONAL AIRPORT

Welcome DONNA BEGONIS
Logged on at: 14-Sep-2016 12:52

Change Password Logout About

Reports MySAFE Employees Employer

Personnel Audit Vehicle Permit Renewal

General Occupation Privileges Security Keys Access Cards **Renew & Print**

Employees -> Personnel -> Renew & Print

KURTENBACH ANNE | 7239828 | Active

Employer/Occupation CITY OF PHOENIX AVIA ADMIN

APPLICANT NAME: ANNE KURTENBACH

BADGE TYPE: SIDA (RED)-ALL AIRFIELD ACCESS

AIRPORT IDENTIFICATION BADGE (AIB) APPLICATION

PHX PHOENIX SKY HARBOR INTERNATIONAL AIRPORT

APPLICANT GENERAL DATA

LAST NAME KURTENBACH	FIRST NAME ANNE	MIDDLE NAME ELIZABETH	SUFFIX
ALIAS LAST NAME 1. SOB CZAK	ALIAS FIRST NAME 1. ANNE	ALIAS MIDDLE NAME 1. ELIZABETH	
PERSONAL PHYSICAL ADDRESS 16624 S 29TH PL	CITY PHOENIX	STATE ARIZONA	COUNTRY USA
PRIMARY PHONE 480-759-1839	CELL / WORK PHONE	PRIMARY EMAIL	ZIP 85048

APPLICANT BIOGRAPHIC DATA

DATE OF BIRTH: MM/DD/YYYY	COUNTRY OF BIRTH	STATE OF BIRTH (IF USA)
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Back Renew Employee Application Print Application Close

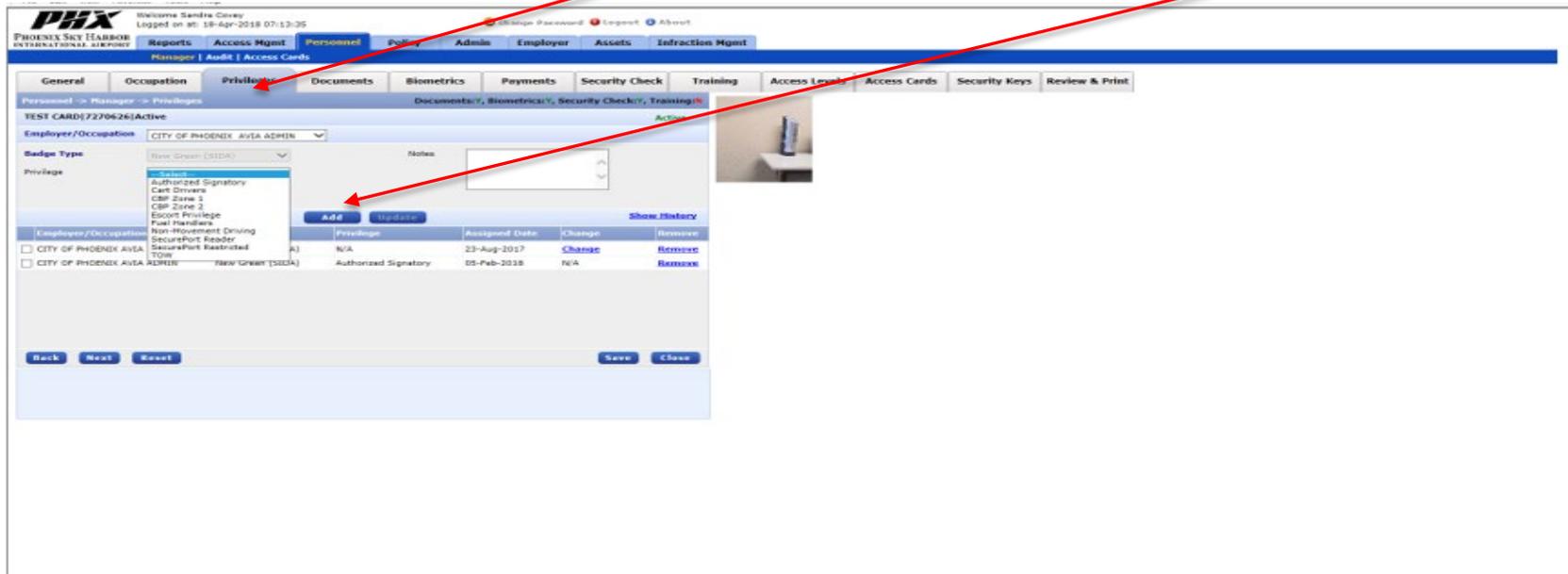
Note: There is nothing for you (AS) to print; unless you (AS) would like to keep a paper copy on file. You (AS) may renew a badge holder's record 60 days prior to his/her SIDA badge expiration.



Adding Privileges



Pull the applicant's name up you wish to change and go to the **Privileges** tab. Make sure your company name is in the employer section. Click on the privilege drop down and choose the privilege you are adding. Click on **Add** and **Save**. **Note:** An appropriate re-badge fee will be charged to reprint the badge.



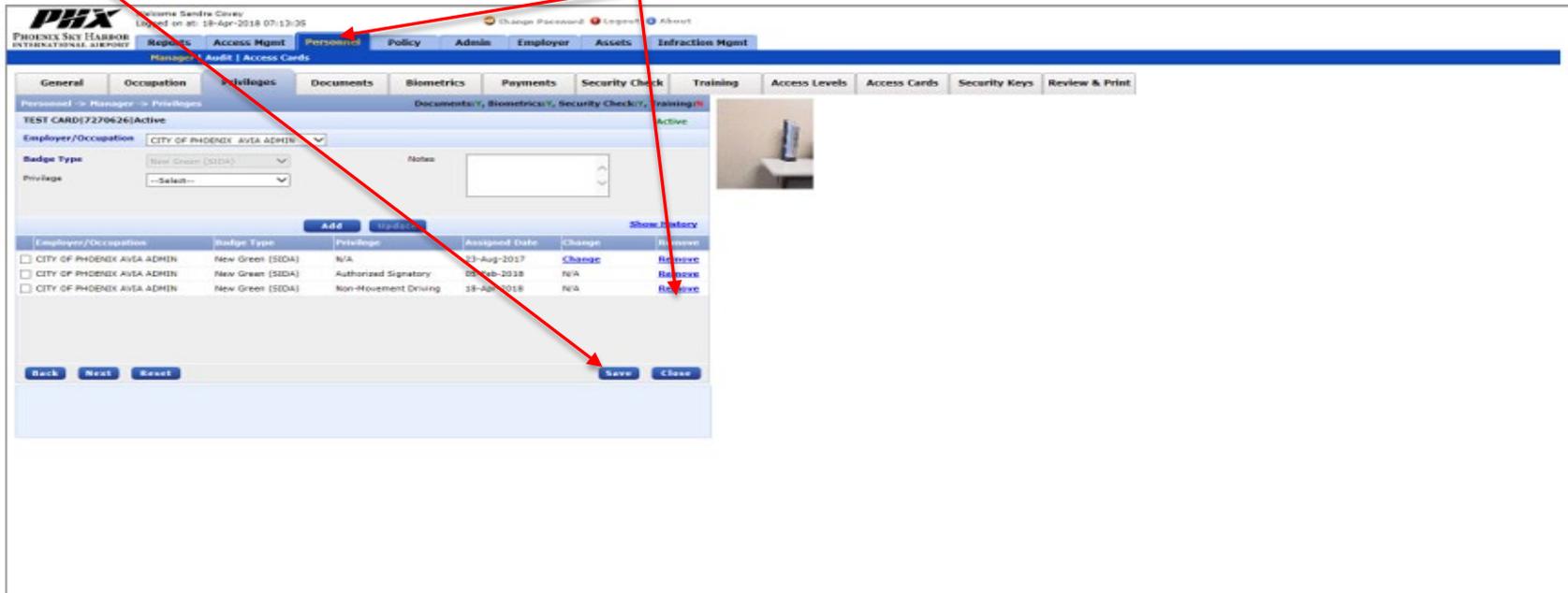
Always go back by pulling the badge holder's record up and ensure that the desired change was saved by you (AS). Then, you (AS) will need to provide instructions to the badge holder. Note: Adding a Non-Movement (ADP) driving, TOW, Cart Driver, Fuel Handlers privileges will result in additional training. When you (AS) will add the Authorized Signatory to the badge holder's record, you will need to email to the Security Badging Office and request additional guidance for you and the newly named AS.



Removing Privileges



Pull the applicant's name of the badge you wish to change and go to the **Privileges** tab. Make sure your company name is in the employer section. Click on **Remove** bottom next to the privilege you wish to remove and then click on **Save** button. **Note:** An appropriate re-badge fee will be charged to reprint the badge.



Always go back by pulling the badge holder's record up and **ensure that the desired change was saved by you (AS)**. The, you (AS) will need to provide instructions to the badge holder: to come in to the Security Badging Office for a badge reprint (walk-in) + one (1) form of gov picture ID will apply.

Note for CBP Zone 1 & Zone 2 badge holders: A removal/change of the CBP type privilege (Zone 1 or Zone 2) via the AS portal will result in an INACTIVATION of the SIDA badge. Do NOT process CBP privilege removal/changes via the AS Online Portal, but email the PHX Security Badging Office, who will remove or change the respective CBP privilege on your behalf.



Termination of Active Record/Badge Holder



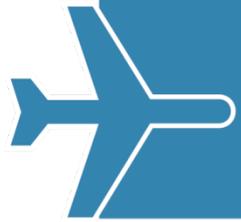
Pull the applicant's name of the badge you wish to terminate. On the **General** tab under **Status** drop down, you (AS) will need to select **Terminated** and click on the **Save** button. Don't you forget to return this badge to the PHX Security Badging Office. **Always go back by pulling the badge holder's record up and ensure that the desired change was saved by you (AS).** 'Termination' – badge holder is not longer working for you (AS) and/or there is no business need for him/her to have a PHX SIDA badge/Credential at the Airport.

The screenshot shows the 'General' tab of an employee record in the PHX SIDA system. The employee name is 'MORNING WARM UP TEST BADGE172051091Active'. The status is currently 'Active', but the dropdown menu is open, showing 'Terminated' selected. The 'Save' button is highlighted with a red arrow. The form includes fields for personal details, address, and physical characteristics.

Field	Value
UPTD	7205109
Last Name	PHOENIX WARM UP
First Name	TEST BADGE
Middle Name	
Status	Terminated
Application Date	07-Jan-2014
End Date	05-Jan-2020
Email	
Phone	(502) 563 3648
CHRC Case Number	
Address	3300 E SKY HARBOR BLVD
City	PHOENIX
Country	United States of America
State (if USA)	Arizona
Zip	85034
Sex	Female
Height	5 ft 02 inches
Weight	115 lb
Hair Color	Brown
Eye Color	Brown



Remember, once you terminate the record, the badge will be inactivated and cannot be used by the employee. Attempting to use the badge could result in Police and Operations responding and a Notice Of Violation being issued. If you terminate a badge holder's badge in an error, please contact the Security Badging Office immediately. Remember to collect the PHX SIDA badge/ID credential and return it to the Security Badging Office. **Note:** If you need to terminate a pre-record; you (AS) will need to email the Security Badging Office to terminate these pre-enrolled records.



Frequently Aske Questions....



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**Any questions please
call the PHX Security Badging Office
at 602-273-2036
or email security.badging@phoenix.gov**

