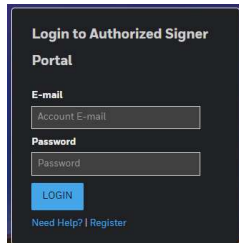


Purpose

Learn the New Badge Application Process.

URL login

▶ <https://ebadge.houstonairportsystem.net/>



Login to Authorized Signer
Portal

E-mail
Account E-mail

Password
Password

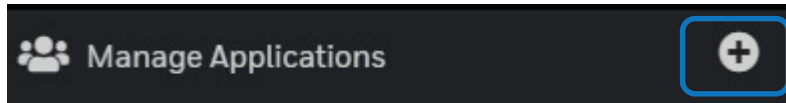
LOGIN

Need Help? | Register

START

▶ Click the **Manage Applications** icon. 

Click the **PLUS SIGN** to start a new application.



Click New Badge: For Signer with Applicant Present

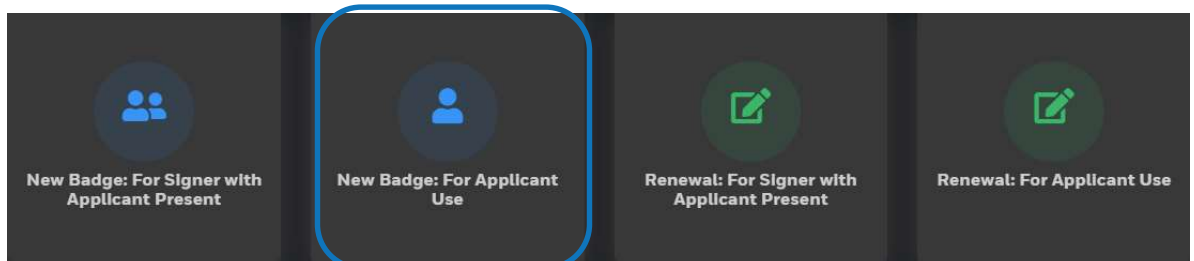
Applicant will work with you together as you complete and sign the application.



OR

Click New Badge: For Applicant Use

You will start the application, send to applicant to complete, then you will sign and submit.

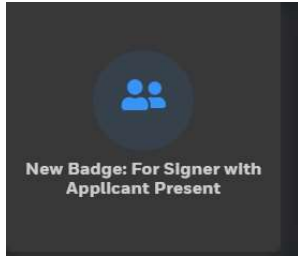


1

with applicant present



Click the icon **New Badge: For Signer with Applicant Present**.



2

with applicant present



Complete each page of the application and click **Next**.

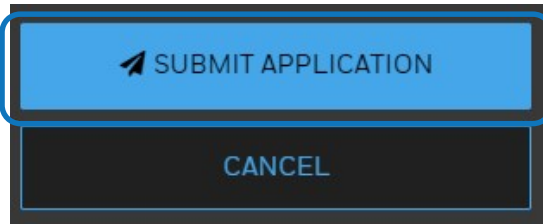
Note! Be careful to read the instructions to direct you who should sign each signature box.

3

with applicant present



Click **Submit Application** upon completion of the form.



Skip to step 6.

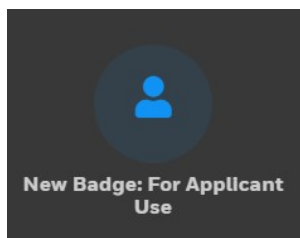
1

for applicant use



The following instructions are for Applicant Use

Click the icon **New Badge: For Applicant Use**



2

for applicant
use

- ▶ Complete the form's basic information, including how your Applicant will receive their application (email or phone).

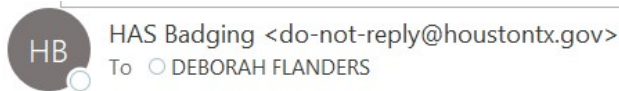
Click **SAVE & SEND APPLICATION**.



3

for applicant
use

- ▶ The Applicant will receive an email OR text message similar to this:



TEST APPLICANT,

Jennifer Smith from ABC AIRLINES is inviting you to fill out a new Houston Airport System badge application at:

<https://ebadgeapp.houstonairportsystem.net/>

HAS Badging



4

for applicant
use

- ▶ The Applicant will click the link in the text message or email and complete the application.

Note! The Applicant can also simply use this URL to access the portal. They must type in the phone number or email used by the Authorized Signer.

<https://ebadgeapp.houstonairportsystem.net/>

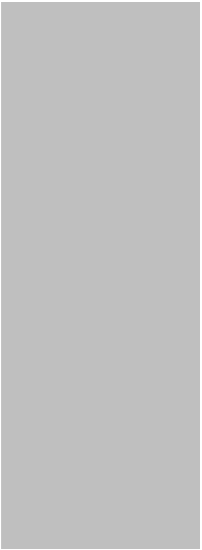
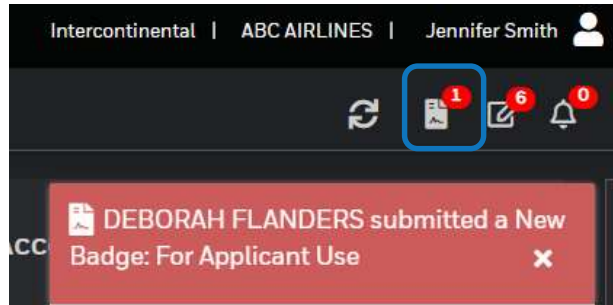
HAS eBadge Authorized Signer Portal

Authorized Signer Guide 201

New Badge Application Process

Upon the Applicant’s submittal of the application, the application will be routed back to the Authorized Signer to complete and sign the application.

Click the Message to start your review.



5

for applicant use

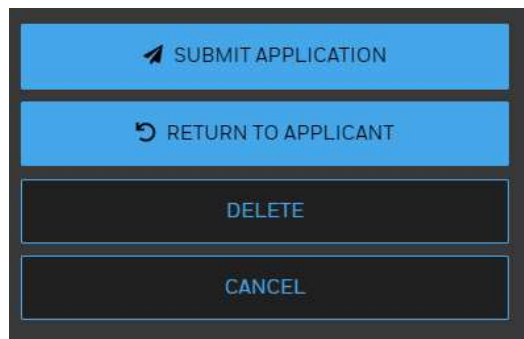


Populate all required fields:

- Work phone number
- Badge color
- Escort, CBP, Driver IAH, HOU or EFD
- Job Title
- CHRC request option and your signature
- Check to be sure identification scan/photo includes images of both the front and the back.

Review the final page and **click SUBMIT APPLICATION.**

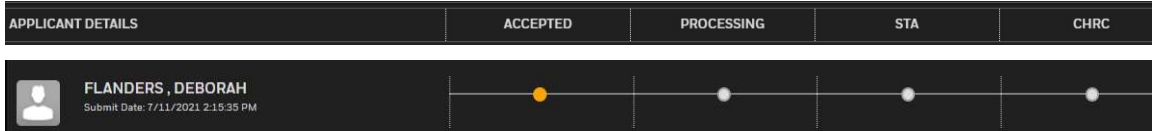
Note! You can also return to applicant, delete, or cancel this update.



THE APPLICANT’S APPLICATION IS NOW SUBMITTED!

6
view status

▶ Click **Pending Applicants** to view status of New Applicant processing.



The Applicant is now awaiting acceptance, which will change to GREEN processing upon their initial visit to the badging office.

7
make an appointment
IAH ONLY

▶ **Make an Appointment (IAH Applicants Only)**

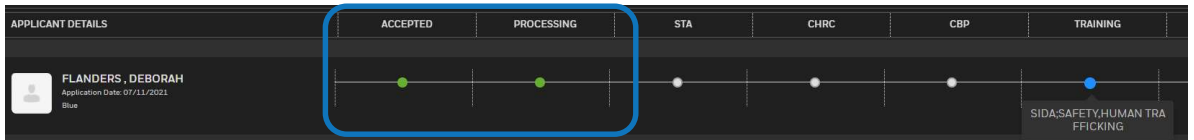
Send your applicant with their identification that was scanned into the Vendor Portal.

8
applicant visit

▶ Applicant visits the badging office.

Click **Pending Applicants** to view Applicant's status after badging office visit.

This Applicant is now processing.



9
applicant visit

▶ **Instruct the Applicant to complete the training.**



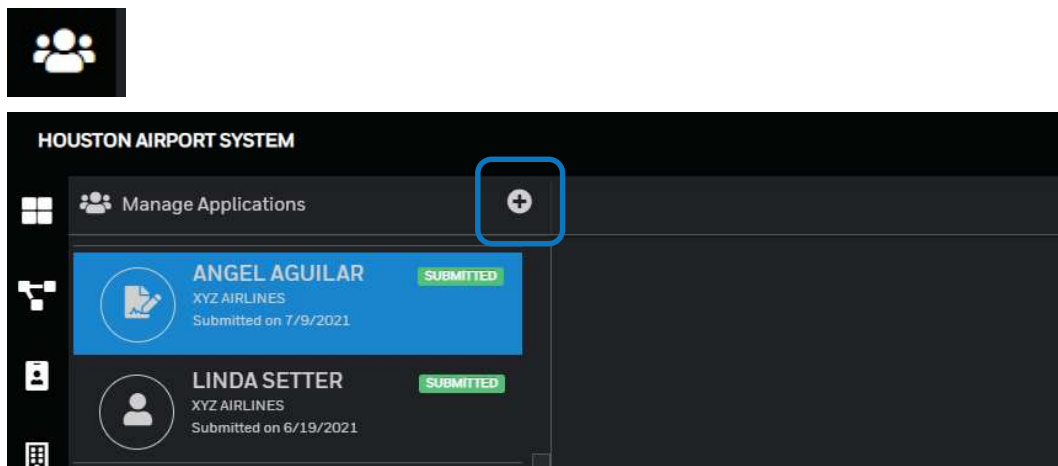
<https://iah.iet-ls.com/Account/Login>

10
CBP FIS
access
request

▶ To submit a CBP application, wait for the STA and CHRC to be **APPROVED** as shown.



Click Manage Applicants and click the Plus Sign



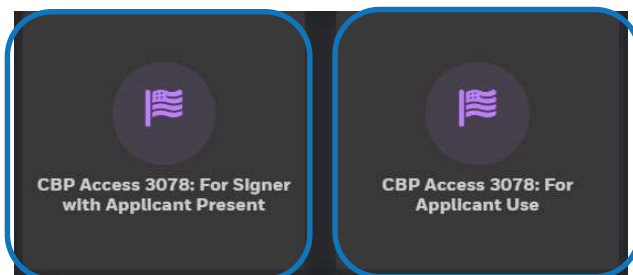
11
CBP
application

▶ Click **CBP Access 3078: For Signer with Applicant Present**

Applicant will work with you together as you complete and sign the application.

OR CBP Access 3078: For Applicant Use

You will start the application, send to applicant to complete, then you will sign and submit.



12
CBP visit

▶ CBP will access this electronic form to process your Applicant. CBP will contact the Applicant to request an interview, if required, or they will advise approval/denial status as they do today.

13

**CBP
application
status**



Wait for the green icon to indicate the CBP process is approved.



14

**badge
issuance**



Make an appointment (IAH Applicants Only)

Send your applicant with the identification that was scanned into the Authorized Signer Portal.

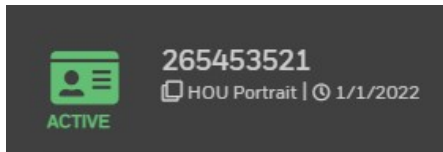
15

**badge
issuance**



Applicant visits the Badging Office for badge issuance.

View the issued card on the **Badgeholders** page



Process Complete!