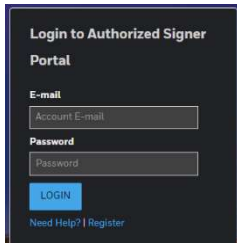


#### Purpose

Learn the **RENEWAL** Badge Application Process.

#### URL login

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

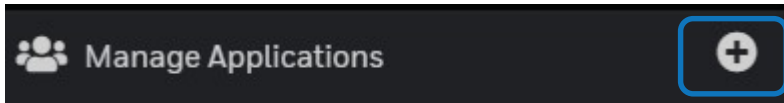


The screenshot shows a login form titled "Login to Authorized Signer Portal". It contains two input fields: "E-mail" (with "Account E-mail" as a placeholder) and "Password". Below the fields is a blue "LOGIN" button. At the bottom, there are links for "Need Help?" and "Register".

#### START

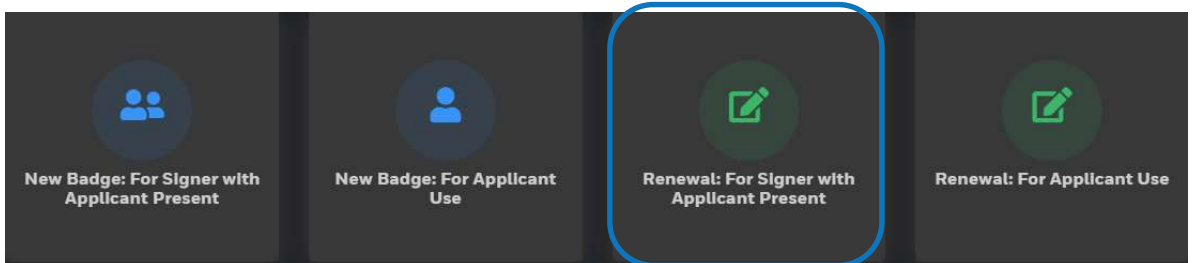
▶ Click the **Manage Applications** icon. 

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



**Click Renewal: For Signer Use with Applicant Present**

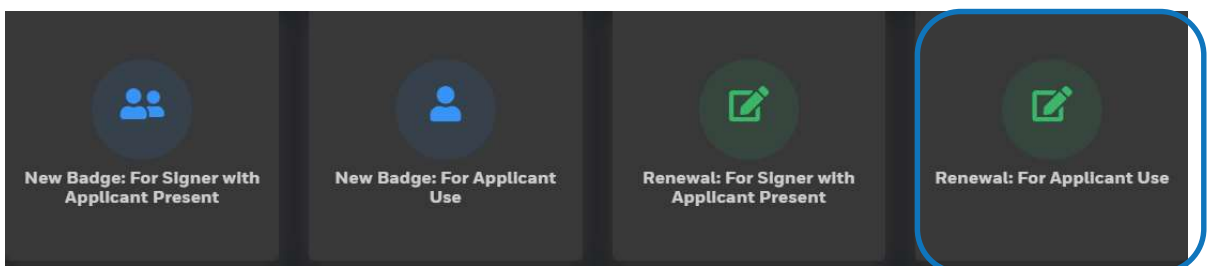
*Applicant will work with you together as you complete and sign the application.*



**OR**

**Click Renewal: For Applicant Use**

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



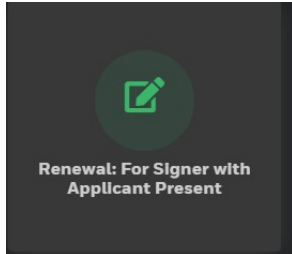
**1**

with applicant  
present



If the Applicant will join you to complete the application together:

Click the icon **Renewal: For Signer Use 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.*

**Skip to step 5.**

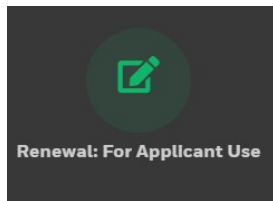
**1**

for applicant  
use



If you prefer to send it to the Applicant for completion:

Click the icon **Renewal: For Applicant Use**



**2**

for applicant  
use



Complete basic information, including how your Applicant will receive their application.

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

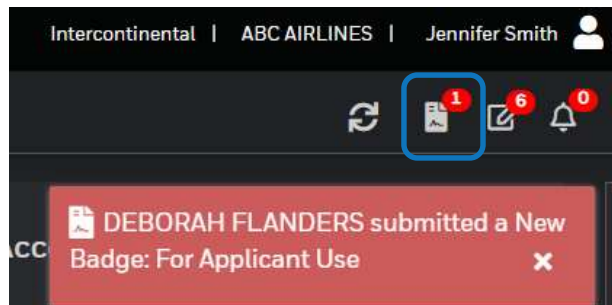
▶ The Applicant will click the link in the text message or email and complete the application.

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/>

Upon SUBMIT, the application will be sent back to the Authorized Signer to complete and sign the application.

**Click the Message** to start your review.



**5**

update fields  
and provide  
CHRC case # if  
applicable

- ▶ Update fields if/as required. Check to be sure identification scan/photos include images of both the front and the back of the ID.

*Important Note! If you fingerprint your applicant, do not submit this application until the results are returned.*

*Enter the CHRC Case/Rapback # here:*



HAVE YOU BEEN ARRESTED FOR A TSA DISQUALIFYING CRIME OR DUI/DWI SINCE YOU

YES NO

I certify that a criminal history record check has been completed on this applicant by the applicant to the applicant. (FOR GOVERNMENT AND REGULATED ENTITIES)

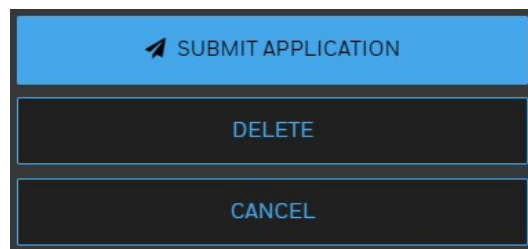
CHRC CASE/RAPBACK #

123456789

**6**

submit  
application

- ▶ **Submit the application**



SUBMIT APPLICATION

DELETE

CANCEL

**THE APPLICANT'S APPLICATION IS NOW SUBMITTED!**

**7**

training

- ▶ **Instruct the Applicant** to complete training, if required.

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

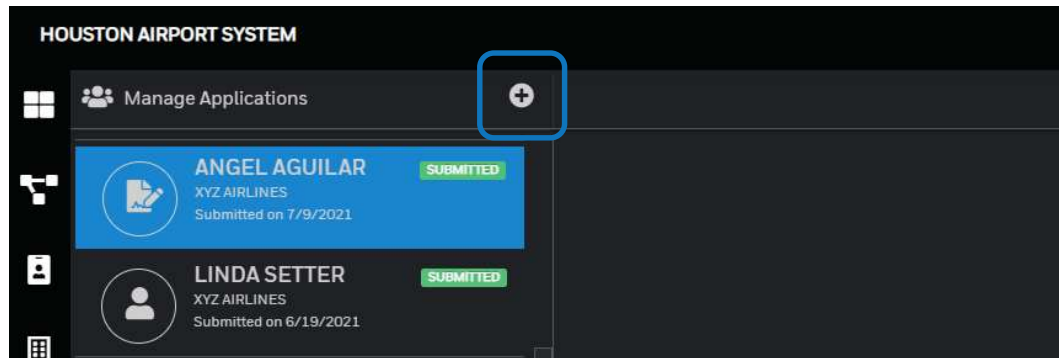
## 8

### CBP Process

▶ Submit the CBP Application, if required.

*Note: If the the CBP Validation Date is within 90 days of today, a CBP form must be submitted for approval to get an updated CBP Validation Date.*

**Click Manage Applicants and click the Plus Sign**



## 9

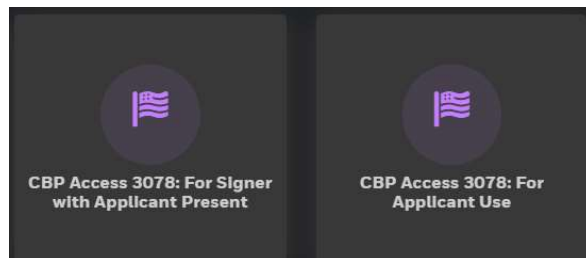
### CBP application

▶ **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.*



## 10

### CBP application status

▶ 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.

**11**

badge  
issuance



**Make an appointment** (IAH Applicants Only)

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

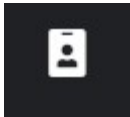
**12**

badge  
issuance



Applicant visits the Badging Office for badge issuance.

View issued card on the **Badgeholders** page, if desired.



**Process Complete!**