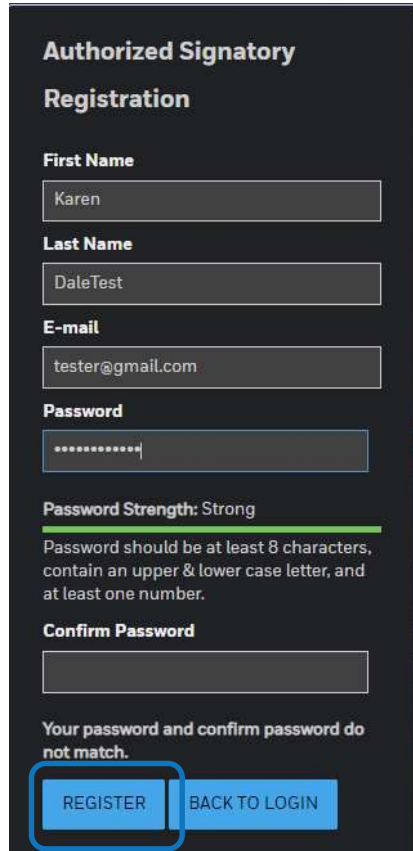|		
Purpose		Take a tour of the HAS eBadge Authorized Signer Portal!
URL	▶	https://ebadge.houstonairportsystem.net/
1 **Register** email	▶	**Receive** an email. Each Authorized Signer will receive a Registration Request to the email on file at the badging office.
2 **Register**	▶	**Click** the emailed link. **Click Register.**
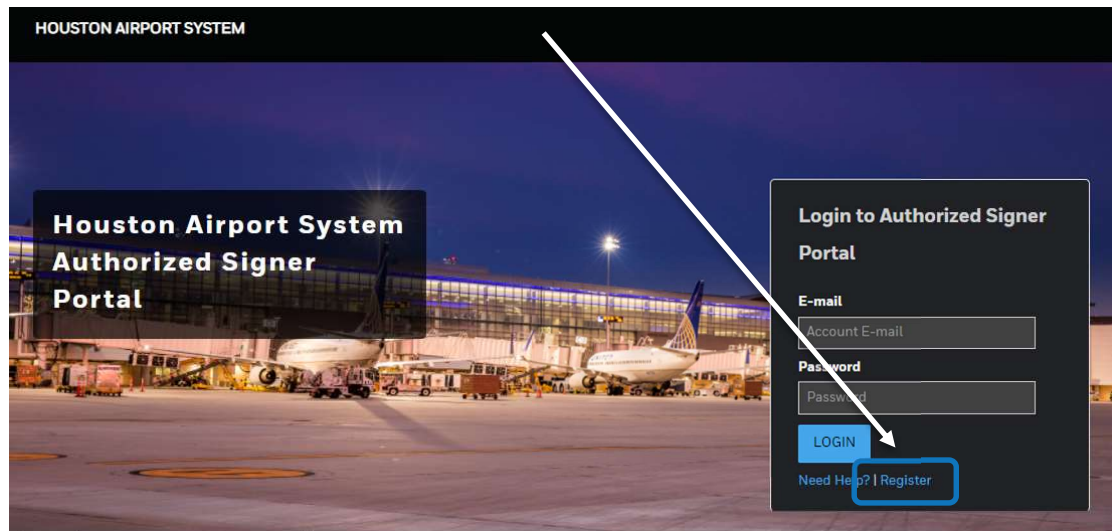
3

Register

▶ Fill in the fields on the Registration form. Then **click REGISTER**.

Note! You must use the same email address of which the request was delivered.

Authorized Signatory
Registration

First Name

Karen

Last Name

DaleTest

E-mail

tester@gmail.com

Password

•••••••••••
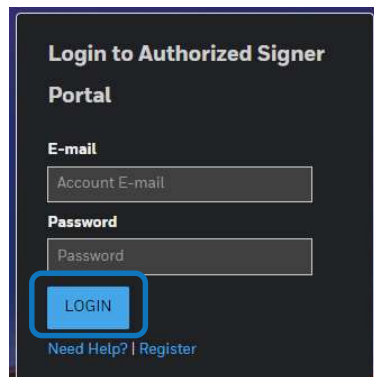
Password Strength: Strong

Password should be at least 8 characters,
contain an upper & lower case letter, and
at least one number.

Confirm Password

Your password and confirm password do
not match.

REGISTER   BACK TO LOGIN

4

Login

▶ Use your new credentials to log in to the Vendor Portal.

Login to Authorized Signer
Portal

E-mail

Account E-mail
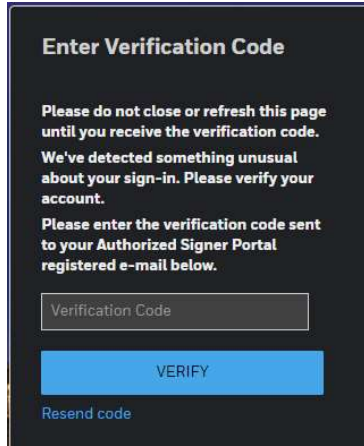
Password

Password
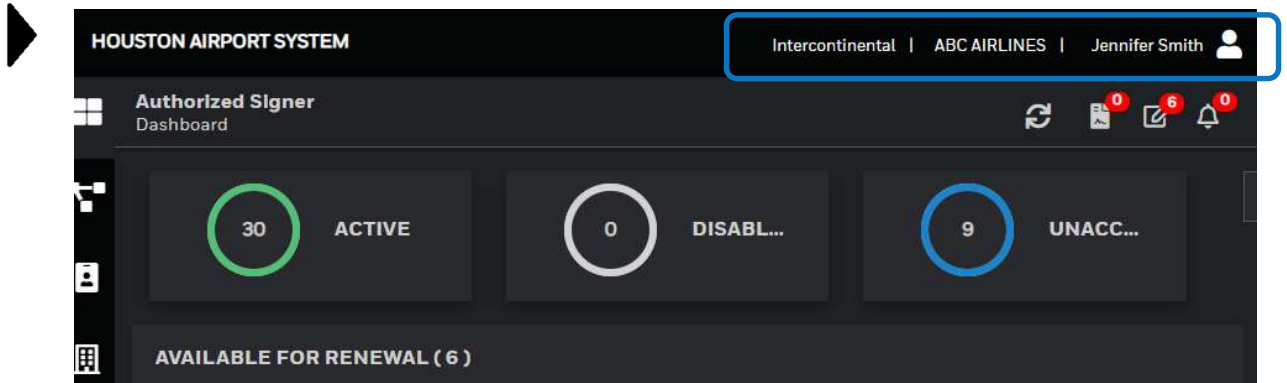
LOGIN

Need Help? | Register

5 **Login** verification	▶	You will be sent a verification code via email. Enter it here to proceed.

Enter Verification Code

Please do not close or refresh this page until you receive the verification code.

We've detected something unusual about your sign-in. Please verify your account.

Please enter the verification code sent to your Authorized Signer Portal registered e-mail below.

Verification Code

VERIFY

Resend code

6 **Tour** your account	▶	

HOUSTON AIRPORT SYSTEM   Intercontinental | ABC AIRLINES | Jennifer Smith 👤

Authorized Signer
Dashboard

| 30 ACTIVE | 0 DISABL... | 9 UNACC... |

AVAILABLE FOR RENEWAL (6)

Intercontinental | ABC AIRLINES | Jennifer Smith 👤

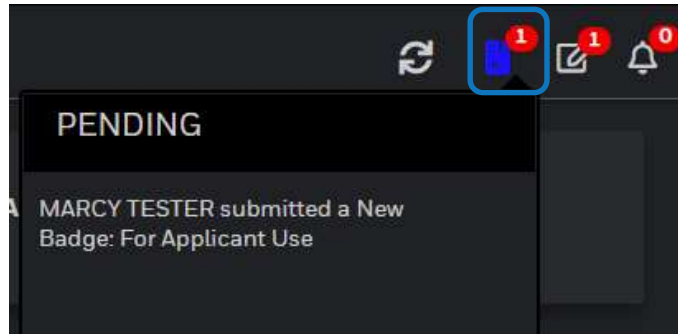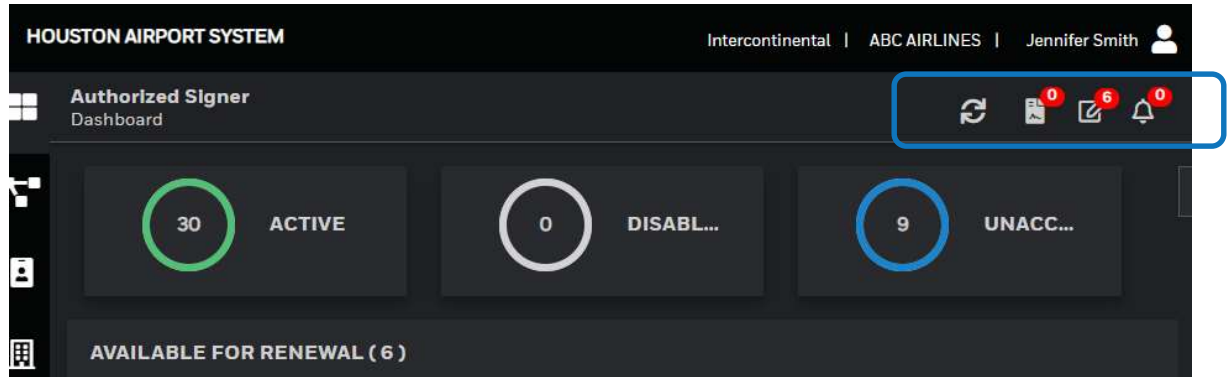**Click on the Airport** to switch between airports, if applicable.

Click on the Company Name to switch between companies, if applicable.

Click on Your Name to review your information, change password or logout.

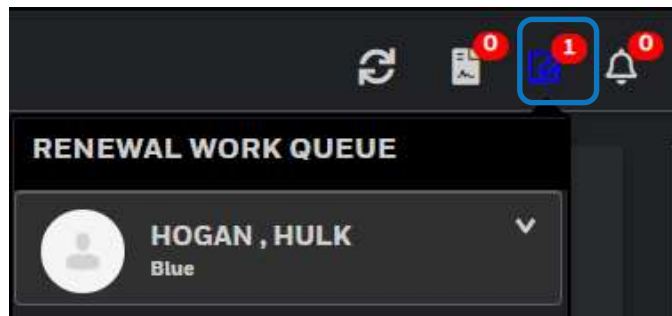👤 Profile Details

🔒 Change Password

⏻ Logout

7
Tour
work queue and messages

This is the pending work queue. Ready for Authorized Signer review upon Applicant Submittal, OR upon badging office rejection.

This is the renewal work queue of all applicants that are within 30 days from expiration.

This is where notices from the badging office, such as office closures, will be available.
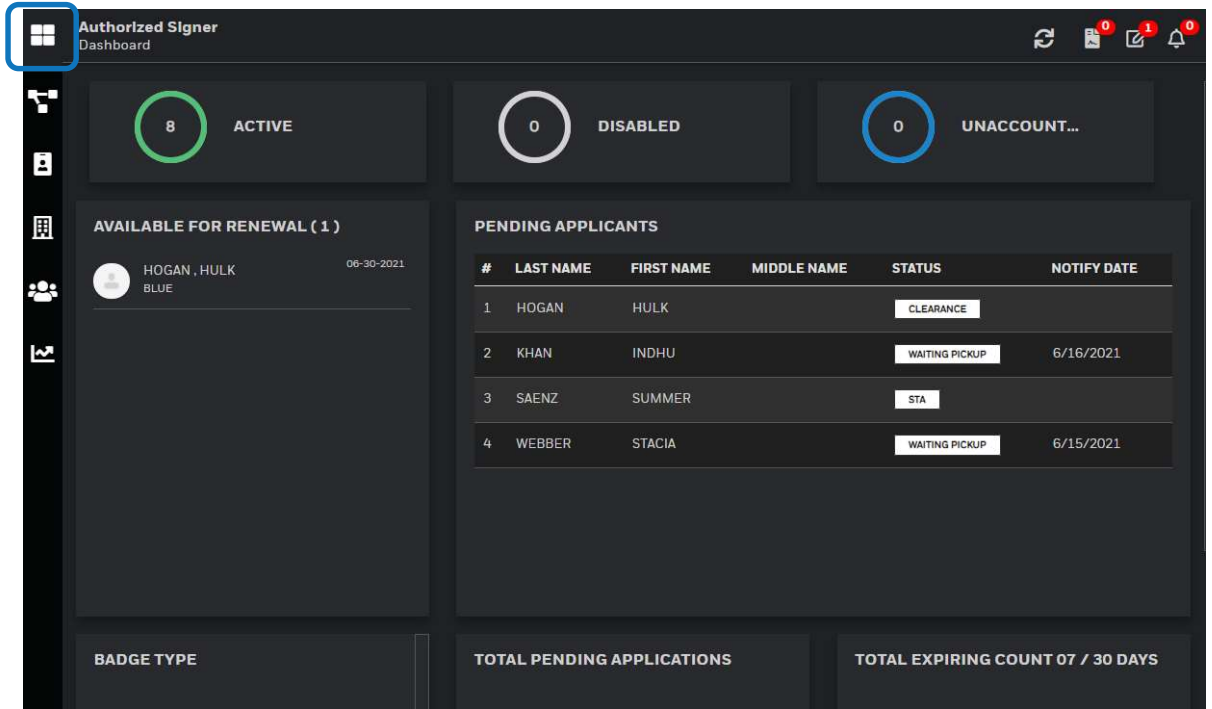
8

TOUR

dashboard

▶ Dashboard

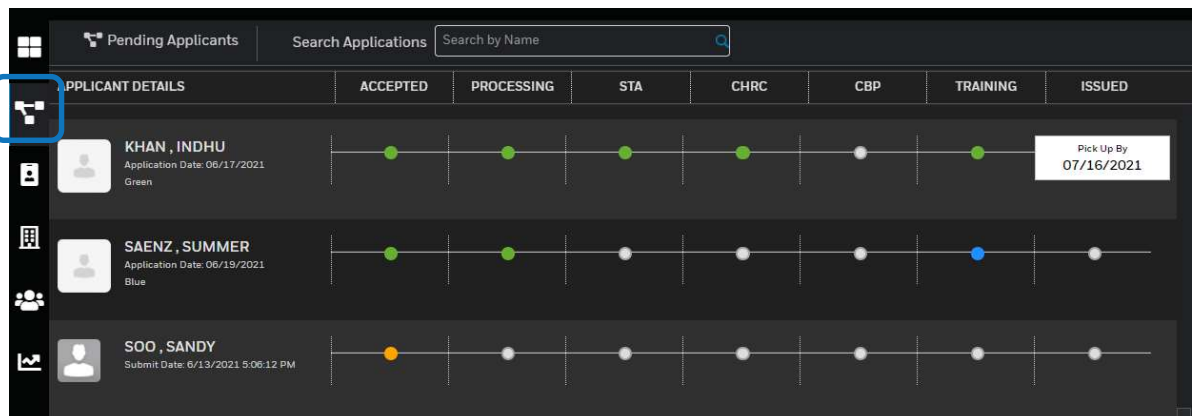View useful information on your dashboard.

9

TOUR

pending queue

▶ Pending Applicants

View the status of all <u>New</u> Applicants in-progress here.

10 Tour
pending queue definitions

	Pending Applicants		Search Applications	Search by Name				
APPLICANT DETAILS		ACCEPTED	PROCESSING	STA	CHRC	CBP	TRAINING	ISSUED

	🟠	🟢	🔵	🔴
ACCEPTED	Awaiting successful applicant NEW BADGE visit	Applicant has successfully completed their NEW BADGE visit		
PROCESSING		STA and CHRC are being processed		Issue: hover for message from the badging office
STA		STA is approved		Issue: hover for message from the badging office
CHRC		CHRC is approved		Issue: hover for message from the badging office
CBP		CBP seal is approved		Issue: hover for message from the badging office
TRAINING		Training is complete	Hover to see training required	
ISSUED		Badge issued OR Badge "pick-up by" date will be provided		

11 Tour
Badgeholder list

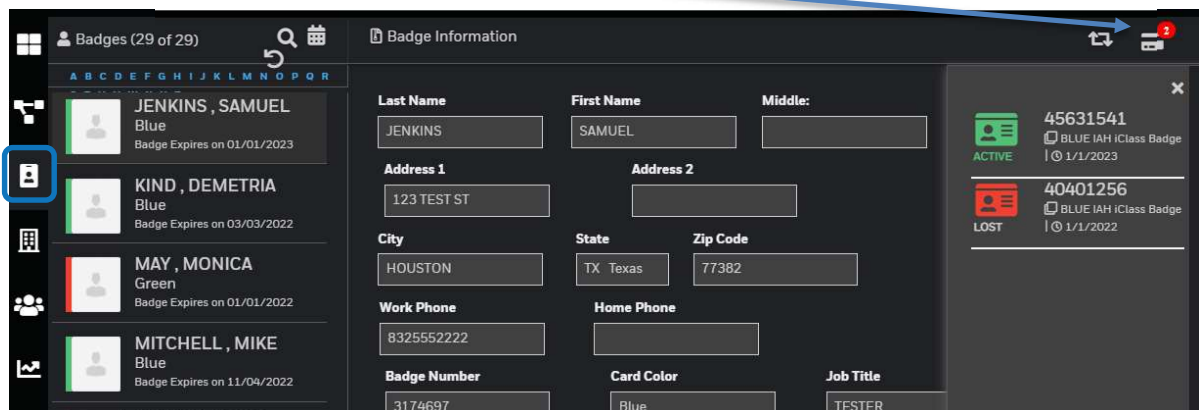▶ Badgeholders

View a complete badgeholder list for informational, view-only purposes.

Indicates two cards have been issued.

Badges (29 of 29)	Badge Information			
JENKINS , SAMUEL — Blue — Badge Expires on 01/01/2023	**Last Name** JENKINS	**First Name** SAMUEL	**Middle:**	ACTIVE — 45631541 — BLUE IAH iClass Badge — 1/1/2023
KIND , DEMETRIA — Blue — Badge Expires on 03/03/2022	**Address 1** 123 TEST ST	**Address 2**		LOST — 40401256 — BLUE IAH iClass Badge — 1/1/2022
MAY , MONICA — Green — Badge Expires on 01/01/2022	**City** HOUSTON	**State** TX Texas	**Zip Code** 77382	
MITCHELL , MIKE — Blue — Badge Expires on 11/04/2022	**Work Phone** 8325552222	**Home Phone**		
	Badge Number 3174697	**Card Color** Blue	**Job Title** TESTER	

12

Tour
company

🏢

View the list of Authorized Signers for your company.

Note! Your access to the Vendor Portal is dependent on an Authorized Signer Training date within one year of today!

ABC AIRLINES

LAST NAME	FIRST NAME	TITLE	E-MAIL	WORK PHONE	SIGNER TRAIN DATE	BADGE EXP DATE
SMITH	JENNIFER	OPERATIONS MANAGER	hdalessandro@avidel consulting.com	2812333111	02/25/2021	02/20/2022
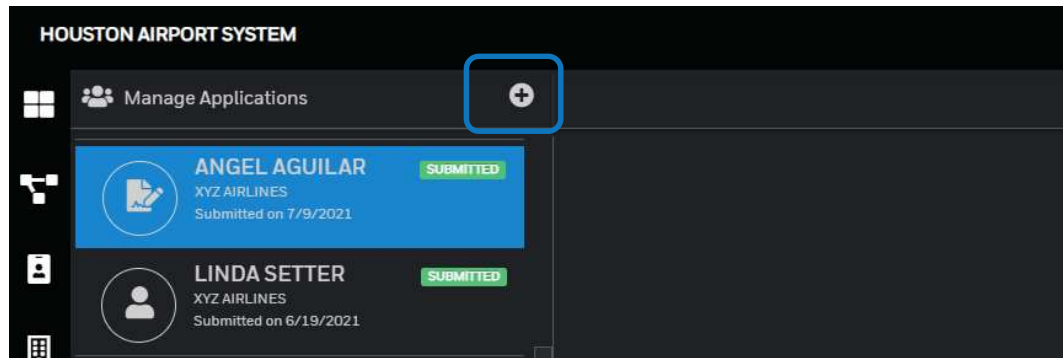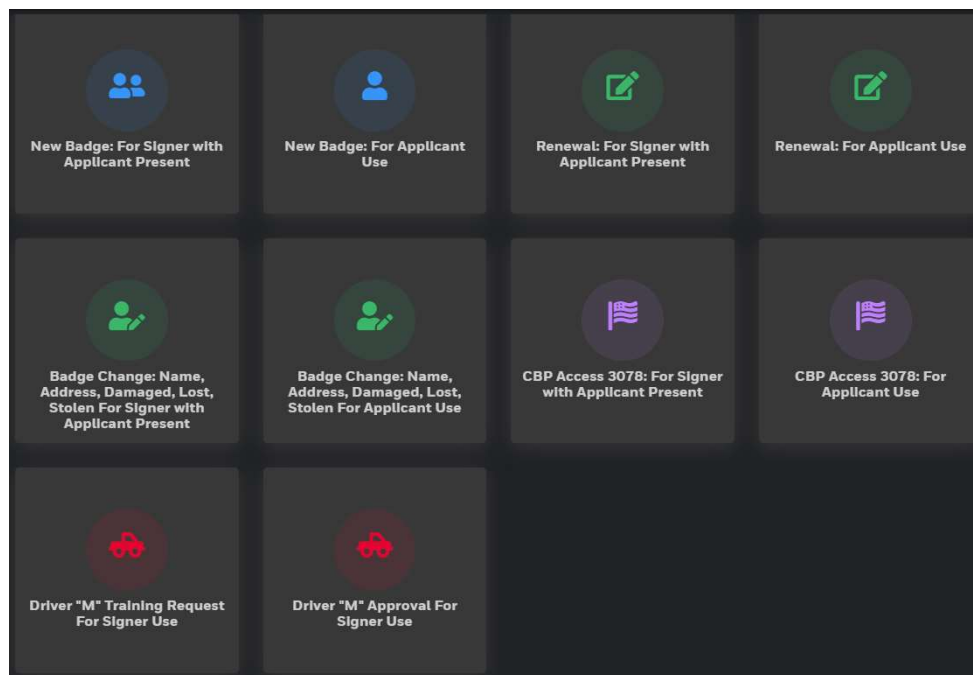
13

Tour
manage
applications

👥

Here's where we do the work!

View submitted applications, create new applications, or continue drafted applications here.

HOUSTON AIRPORT SYSTEM

👥 Manage Applications   ⊕

ANGEL AGUILAR SUBMITTED
XYZ AIRLINES
Submitted on 7/9/2021

LINDA SETTER SUBMITTED
XYZ AIRLINES
Submitted on 6/19/2021
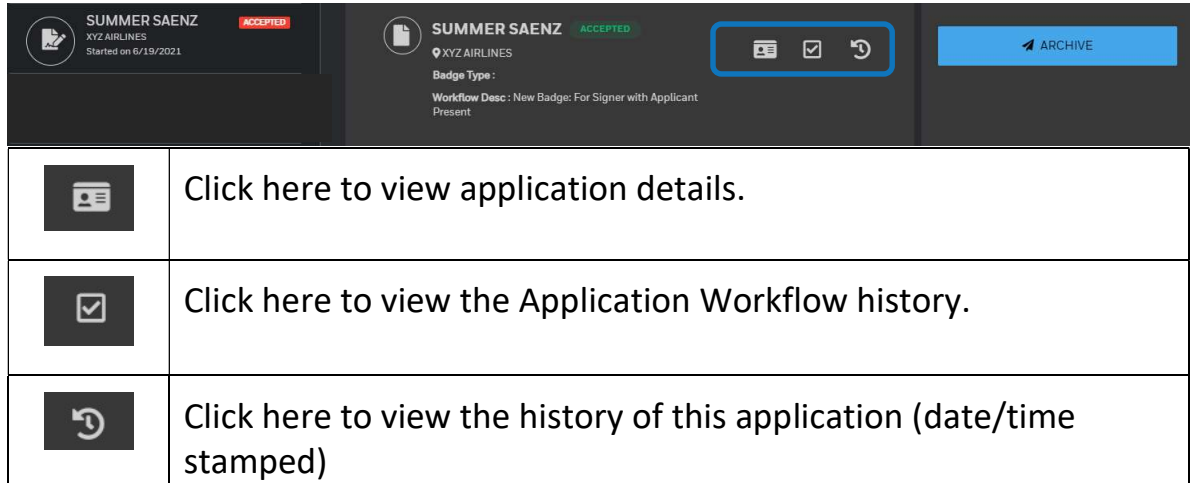
New Badge: For Signer with Applicant Present

New Badge: For Applicant Use

Renewal: For Signer with Applicant Present

Renewal: For Applicant Use

Badge Change: Name, Address, Damaged, Lost, Stolen For Signer with Applicant Present

Badge Change: Name, Address, Damaged, Lost, Stolen For Applicant Use

CBP Access 3078: For Signer with Applicant Present

CBP Access 3078: For Applicant Use

Driver "M" Training Request For Signer Use

Driver "M" Approval For Signer Use

14 Tour

manage applications definitions

Click on an applicant to view the type of application, how it was submitted, and entire history here.

[ID icon]	Click here to view application details.
[checkbox icon]	Click here to view the Application Workflow history.
[history icon]	Click here to view the history of this application (date/time stamped)

15 Tour

manage applications
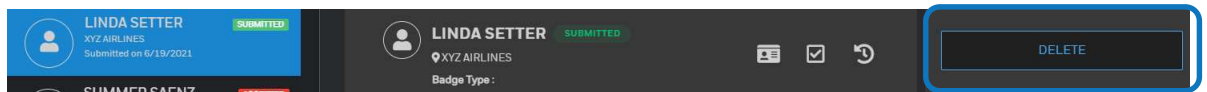
SUBMITTED

▶ SUBMITTED

View the submitted application.

Click DELETE to permanently delete the application from processing.

Note! This is not an option after the badging office has already accepted the application and it is in-progress.

16 Tour

manage applications

ACCEPTED

▶ ACCEPTED

No further action required. The badging office has already processed this applicant. If the application is still in-progress, it will be dislayed on your pending applicant dashboard. [icon]

Click ARCHIVE to archive this application so that you no longer see it on this list. This is optional to control the volume of applications visible.

17
Tour
manage applications

APP-SENT-EXPIRE

This indicates that the application was *started* by the Authorized Signer and *sent* to the Applicant. However, the Applicant has been non-responsive.

Click on the applicant, then **click RE-SEND** or **DELETE**

CEDAR SANDUSKY APP-SENT-EXPIRE
XYZ AIRLINES
Badge Type :
Workflow Desc : New Badge: For Applicant Use

RE-SEND APPLICATION

DELETE

18
Tour
manage applications

WAITING-REVIEW

The Applicant has completed their portion of the application.

Click REVIEW to complete the application, sign and submit to Badging.

Click RETURN TO APPLICANT if the Applicant needs further editing.

Click DELETE to permanently remove the application from processing.

GRACE GLORY WAITING-REVIEW
HB ELECTRICIANS
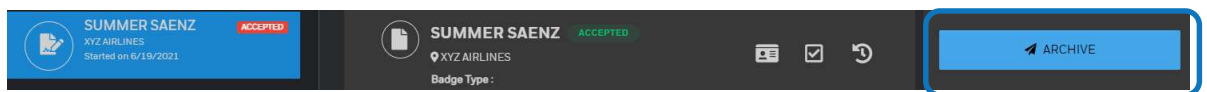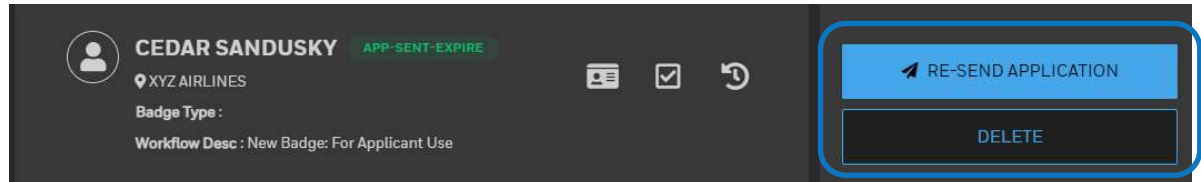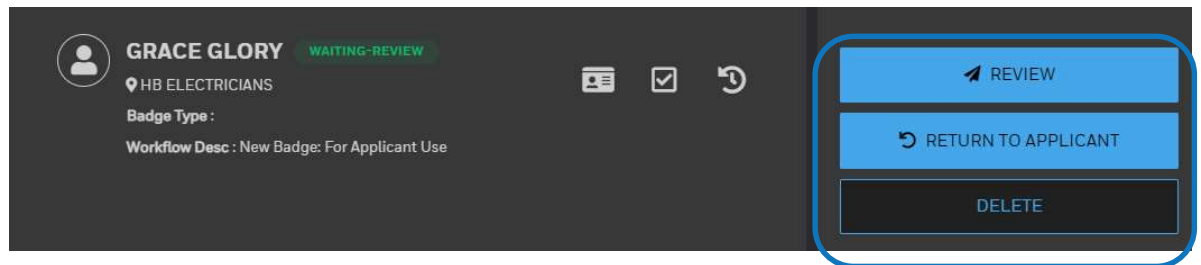Badge Type :
Workflow Desc : New Badge: For Applicant Use

REVIEW

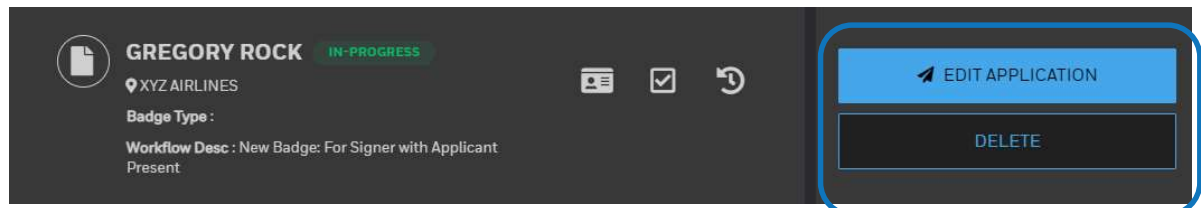RETURN TO APPLICANT

DELETE

19
Tour
manage applications

IN-PROGRESS

You have stopped filling out the application mid-stream. A draft has been saved for you!

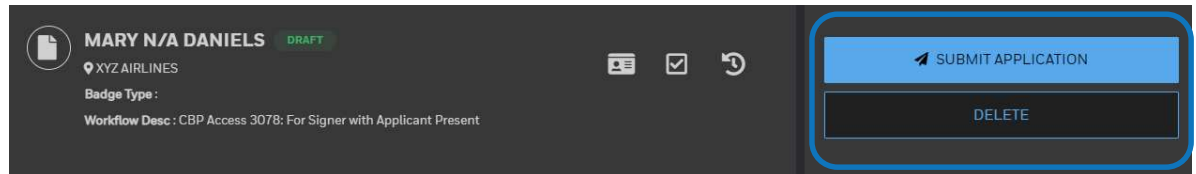**Click EDIT APPLICATION** to continue your work on this application.

GREGORY ROCK IN-PROGRESS
XYZ AIRLINES
Badge Type :
Workflow Desc : New Badge: For Signer with Applicant Present

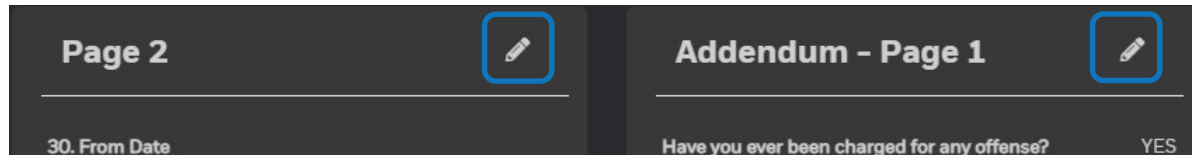EDIT APPLICATION

DELETE

20
Tour
manage applications

DRAFT

DRAFT

You finished your work on the application but did not click SUBMIT.

Click SUBMIT APPLICATION when ready to submit the application

MARY N/A DANIELS DRAFT
XYZ AIRLINES
Badge Type :
Workflow Desc : CBP Access 3078: For Signer with Applicant Present

SUBMIT APPLICATION
DELETE

or click the **EDIT PENCIL** icon on any of the information areas.

Page 2	Addendum – Page 1
30. From Date	Have you ever been charged for any offense? YES

Tour Complete!
additional training guides

This concludes our navigational tour of the HAS eBadge Vendor Portal!

Please contact the HAS Service Desk if you have any further questions.

Phone: 281-233-1900

Email: has.servicedesk@houstontx.gov

Additional Training Guides to Process Applicants can be found on the fly2houston website https://www.fly2houston.com/biz/resources/badging

Guide 201 NEW BADGE APPLICANTS

Guide 202 RENEWALS

Guide 203 LOST/STOLEN/DAMAGED/CHANGE BADGE APPLICATIONS

Guide 204 MOVEMENT AREA TRAINING and ACCESS REQUEST

Note! The CBP portion of the process is covered in these guides.