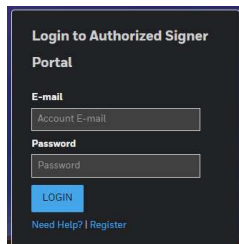


#### Purpose

Learn the Lost-Stolen-Damaged-Change Badge Application Process.

#### URL login

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



Login to Authorized Signer  
Portal

E-mail

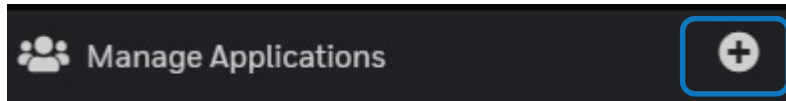
Password

[Need Help?](#) | [Register](#)

#### START

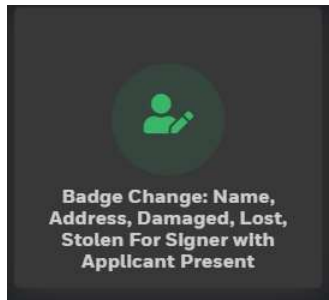
▶ Click the **Manage Applications** icon. 

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

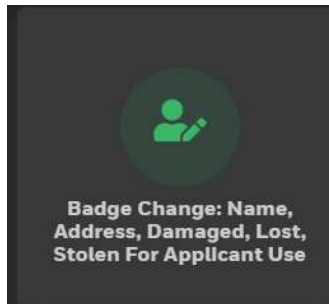


#### Click Badge Change Application

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



*OR send the Applicant the application for completion.*



**1**

For applicant  
use



The following instructions are for Applicant Use, which is the most common use of the Badge Change Application.

Click the icon **Badge Change for Applicant Use**

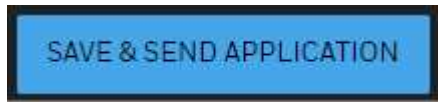
**2**

For applicant  
use



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

Click **SAVE & SEND APPLICATION.**

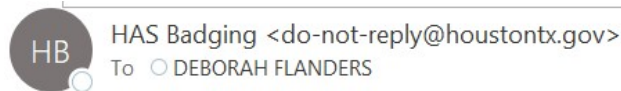


**3**

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.

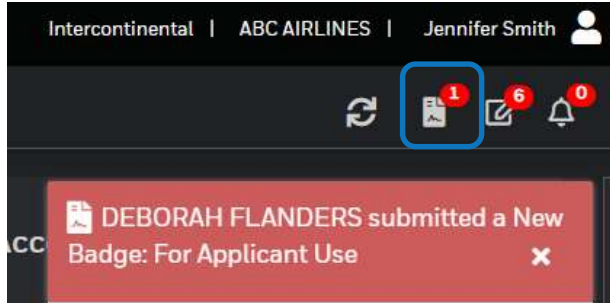
<https://ebadgeapp.houstonairportsystem.net/>

**5**

For applicant use

► 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.



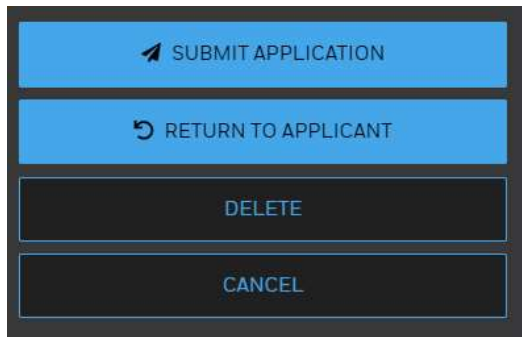
**6**

For applicant use

Populate all required fields

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

*Note! You can also return to applicant with a reason, delete or cancel this application.*



**THE APPLICATION IS NOW SUBMITTED!**

**7**

Make an appointment (IAH)

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

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

**8**

**badge  
issuance**



Applicant visits the Badging Office for badge issuance.

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



**Process Complete!**