Authorized Signatory AIDMS Web Portal Renewal SOP

1. Log into the AIDMS Web Portal through this link: https://sfoopssec.flysfo.com/. Enter your Login ID, which is your UPID number found on the back of your badge, and your password. If you do not know your password, click on the "Forgot password" link to reset your password. Please note that the portal works best when viewed in Internet Explorer and may not display all information if viewed on another browser.

2. Once you have logged in, you will be brought to the main page. On the top right side of the screen is the "Badge Renewal Summary", which will show all upcoming badge renewals within the next 60 days. Please note that even though the summary shows employee renewals within a 60 day window, employees can only be renewed within 30 days.

3. If the "Badge Renewal Summary" shows an employee that needs to renew their badge within 30 days, click on "Renew" to start the renewal process. If the employee does not appear in the summary, please skip to step 7. If you DO NOT wish to renew the badge at this time, please skip to step 13.

UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
7119168	JAMAL ABEDOON...	Test Emplo...	AOA Badge	06/20/2016	Renew	Do Not Renew

4. Once you click on "Renew" for an employee, you will be brought to the "Access Cards" screen. Prior to clicking on the "Renew Employee Application" button, please review the employee's information and confirm that all information is up to date, especially the contact information on the "General" tab and the privileges assigned to the employee on the "Privileges" tab.

SFO

Welcome Abedoon Jamal
Logged on at: 02-Jun-2016 07:47 AM

🔴 Change Password ❗ Logout ℹ About ❓ Help

| MySAFE | Employees |

Personnel | Audit | Vehicle Permit Renewal

| General | Occupation | Privileges | Security Keys | **Access Cards** |

Employees -> Personnel -> Access Cards

JAMAL ABEDOON AMAN|7119168|Active   EXEMPT   Re-Badge Needed

Employer/Occupation* Test Employer

Prox ID		**Badge Type***	-- Select --
Activation Date*	📅	Notes Add View	
Expiration Date	📅		
Card Status*	Active		
Card Number			

Update

	Employer/Occupation	Prox ID	Card Status	Activation Date	Expiration Date	Badge Type	Card Number
☐	Test Employer		Returned	09-Feb-2016	20-Sep-2017	AOA Badge	242119
☐	Test Employer	352463	Rebadge	23-Mar-2016	20-Jun-2016	AOA Badge	244654

Back   Renew Employee Application   Save   Close

5. Once the employee's information has been confirmed, click on the "Renew Employee Application" button on the bottom of the screen.

Back	Renew Employee Application	Save	Close
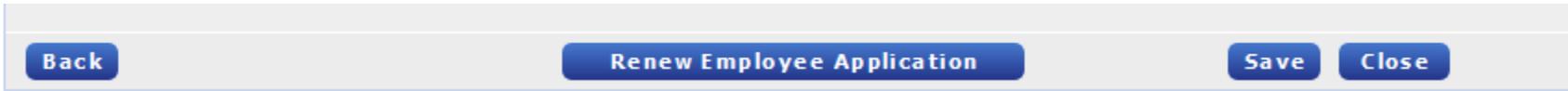
6. After clicking on the "Renew Employee Application" button, the employee's badge renewal will process and you will be brought back to the main screen. On the main screen, you will notice that the employee that you have just renewed, is no longer on the "Badge Renewal Summary".

SFO

Welcome Abedoon Jamal
Logged on at: 02-Jun-2016 07:47 AM

Change Password   Logout   About   Help

MySAFE   **Employees**

My Links

Quick Links

New Applicant

Manage Employees

Audit Task

Vehicle Permit Renewal

Badge Renewal Summary (Top 20)

UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew

My Pending Vehicle Renewals Summary (Top 20)

ID	Status	Request Type	Request From
1778	Pending	Vehicle Permit Renewal Partial Oct 2013	Test Employer
1815	Pending	Vehicle Permit Renewal 2014	Test Employer
2948	Pending	Vehicle Permit Renewal 2015	Test Employer
742	Pending	Vehicle permit renewal 2013	Test Employer

My Pending Audit Tasks Summary (Top 20)

ID	Status	Request Type	Request From
920	Pending	Test Asset Audit-1	Test Employer

7. If you have an employee that needs to renew their badge, and the employee does not appear on the "Badge Renewal Summary", you can search for the employee through the "Manage Employees" link on the main page. The "Manage Employees" link can also be used anytime to bring up an employee's profile for review or to update information.

Quick Links

New Applicant

Manage Employees

Audit Task

Vehicle Permit Renewal

8. After clicking the "Manage Employees" link, you can search for the employee by name, UPID, SSN etc. Enter the appropriate information and click "Search".

Employees

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID		Prox ID	
SSN		Card Number	
Last Name		Asset Number	
First Name		Status	-- Select --
Middle Name		Job Title	-- Select --
Date of Birth			

Reset   **Search**

9. The employee's record should show up in the search results. Click on the UPID number to get to the employee's profile and after reviewing the employee's information, navigate to the "Access Cards" tab.

10. On the "Access Cards" tab, click on the box next to the badge with the "Active" status, which should be the last one on the list. Once you check the active card, the "Card Status" field will be selectable. Change the card status from "Active" to "Renew", click "Update" and click on "Save".

General	Occupation	Privileges	Security Keys	**Access Cards**

Employees -> Personnel -> Access Cards

JAMAL ABEDOON AMAN|7119168|Active   **EXEMPT**   **Active**

Employer/Occupation*   Test Employer   ⌄

Prox ID	352463	**Badge Type***	AOA Badge ⌄
Activation Date*	23-Mar-2016 📅	Notes **Add** **View**	
Expiration Date	20-Jun-2016 📅	[Public] Jamal Abedoon 02-Jun-2016: Do not issue replacement badge.	

Card Status*

-- Select --
Active
Damaged
Lost
Renew
Stolen

Card Number

Update

	Employer/Occupation	Prox ID	Card Status	Activation Date	Expiration Date	Badge Type	Card Number
☐	Test Employer		Returned	09-Feb-2016	20-Sep-2017	AOA Badge	242119
☑	Test Employer	352463	Active	23-Mar-2016	20-Jun-2016	AOA Badge	244654

Back   **Save**   **Close**

11. Once you save, the employee's status will show "Ready to Badge" and the card status will show "Renew".

General	Occupation	Privileges	Security Keys	Access Cards

Employees -> Personnel -> Access Cards

JAMAL ABEDOON AMAN|7119168|Active　　　　　　**EXEMPT**　　　　　　　　　　　　　　　**Ready to Badge**

Employer/Occupation* 　 Test Employer ⌄

Prox ID	[ ]
Activation Date*	[ ] 🗓
Expiration Date	[ ] 🗓
Card Status*	Active ⌄
Card Number	[ ]

Badge Type*　　-- Select -- ⌄

Notes　　　　Add　　View

[ ]

Update

	Employer/Occupation	Prox ID	Card Status	Activation Date	Expiration Date	Badge Type	Card Number
☐	Test Employer		Returned	09-Feb-2016	20-Sep-2017	AOA Badge	242119
☐	Test Employer	352463	Renew	23-Mar-2016	20-Jun-2016	AOA Badge	244654

Back　　　　　　　　　　　　　　　　　　　　　　　　　　**Save**　**Close**

12. After initiating the employee's badge renewal, if you wish to schedule an appointment for their computer based training, please use this link: https://booknow.appointment-plus.com/7rx8qn3v/. There is also the option of going to the SAO office and getting on the stand-by list, however the employee may need to wait and there are no guarantees the employee will be able to get into the security training. Please be sure to check the employee's two ID's prior to sending the employee to take their security training and getting their badge renewed. Only one ID is required to take the computer based training course, however, if the employee will be getting their badge after passing their courses, they must present two ID's that match exactly or they will not be able to get their badge renewed.

13. If you have an employee with an upcoming badge renewal, and you do NOT wish to renew the employee's badge, click on the "Do Not Renew" button in the "Badge Renewal Summary". After clicking on the "Do Not Renew" button, the employee will be removed from the "Badge Renewal Summary". This will alert SAO staff that the Signatory does NOT wish to renew the employee's badge.

Badge Renewal Summary (Top 20)						
UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
7119168	JAMAL ABEDOON...	Test Emplo...	AOA Badge	06/20/2016	Renew	Do Not Renew