

Authorized Signatory AIDMS Web Portal Pre-Enrollment 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.

The screenshot displays the SAFE Authorized Signatory Portal. At the top left, the text "Physical Identity and Access Management" is visible. The SAFE logo is prominently displayed in the top right corner. The main content area features a login form with fields for "Login ID" and "Password", and a "Login" button. Below the login form is a "Forgot password" link. The page title "SAFE Authorized Signatory Portal" is centered, followed by a list of functions: "Enroll new applicants", "Manage employees, Perform renewals", "Manage and review tasks", "Upgrade and downgrade badge request", and "Perform audits". At the bottom, there are links for "Employee Badge Application (Download)" and "AIDMS Training Video (Download)". A "Contact SAO" link is located in the bottom left corner. The page is powered by QUANTUMSECURE, as indicated by the logo in the bottom right corner.

- On the "General" tab, you will notice that a new UPID number has been generated for the employee. This is the number needed to register for a fingerprinting appointment once the pre-enrollment process has been completed. To continue pre-enrolling the employee, enter their information into the portal. The fields that are highlighted blue and in bold text are required fields.

Welcome Abedoon Jamal
Logged on at: 31-May-2016 10:17 AM

Change Password Logout About Help

MySAFE Employees
Personnel | Audit | Vehicle Permit Renewal

General Privileges

Employees -> Personnel -> General

New Applicant Step 1 of 2

General Details

UPID 7142728

Last Name* [Alias](#)

First Name*

Middle Name

Status*

Application Date

End Date

Date of Birth*

Email

CHRC Case Number

Submitted Date

Approval Date

Phone* { } - { }

Additional Contact { } - { }

SSN { } - { } - { }

Place of Birth*

State (if USA)

Citizenship*

Ethnicity*

If Other, (Please Specify)

Employer*

Division*

Job Title*

Address Details

Address*

City*

Country*

State (if USA)

Zip* -

Physical Details

Sex*

Height* ft inches

Weight* lb

Hair Color*

Eye Color*

Did you obtain information about your SFO job through the assistance of any of the following resources? (Check as many that apply)

Airport Employment Office (staff, job fair, handouts, etc.) Airport Employment Information Center Airport website (www.flysfo.com)

- 4. Please be sure to enter all names the employee has ever used on any legal documents into the portal in the "Alias" field. This includes, but is not limited to, maiden names, and any name used if the employee has emigrated from another country. If the employee has an alias that is not disclosed, the employee's Security Threat Assessment (STA) may take longer or may not clear at all. Even if the STA clears for the employee's initial badge, it is also possible for TSA to revoke the employee's badge even after the employee has been badged for weeks, months, or even years.

General | **Privileges**

Employees -> Personnel -> General

New Applicant Step 1 of 2

General Details



UPID	7142728	Phone*	{ <input type="text"/> } <input type="text"/> - <input type="text"/>
Last Name*	<input type="text"/> Alias	Additional Contact	{ <input type="text"/> } <input type="text"/> - <input type="text"/>
First Name*	<input type="text"/>	SSN	<input type="text"/> - <input type="text"/> - <input type="text"/>

Alias Details

	Last Name	First Name	Middle Name
Alias1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply **Close**

5. The “CHRC Case Number”, “Submitted Date”, “Approval Date”, and the “End Date” fields can be left blank.

CHRC Case Number	<input type="text"/>		
Submitted Date	<input type="text"/>		
Approval Date	<input type="text"/>		
		End Date	<input type="text"/>

6. Providing a SSN is not a requirement, however if the employee does not wish to provide the SSN, the background check may take longer to complete. Also, if you are pre-enrolling an employee and you have knowledge that the employee already has an existing badge at the Airport with another company, or if you try to enter the SSN and see a message stating that the SSN already belongs to another individual, please leave the SSN field blank. In these cases, the SAO staff will merge the employee’s old and new records once they come in for fingerprinting.

SSN	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
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7. If the employee’s place of birth or address is in the United States of America, you will need to select a state.

Address Details	
Address*	<input type="text"/>
City*	<input type="text"/>
Country*	United States of America ▼
State (if USA)	-- Select -- ▼
Zip*	<input type="text"/> - <input type="text"/>
Place of Birth*	United States of America ▼
State (if USA)	-- Select -- ▼

- Once you have entered all the required information on the "General Tab", click on the "Privileges" tab to specify the badge type and privileges you want to assign to your employee. Select the type of badge in the "Badge Type" field, click "Add" and it should appear below the "Add" button with an "Assigned Date".

General

Privileges

Employees -> Personnel-> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type* ▼

AOA Badge

Notes [Add](#)

Privilege

Authorized Signatory ▲

Custom Seal - Black [E]

Custom Seal - Red ▼

Emergency Access

Add

Update

	Badge Type	Privilege	Assigned Date	Remove
<input type="checkbox"/>	AOA Badge		31-May-2016	Remove

9. After you add the badge type, the “Privilege” field becomes selectable and you can add which privilege your employee needs. Select the privilege you wish to assign to your employee and click “Add”. The privilege should appear below your selected badge type with an “Assigned Date”. Privileges need to be added one at a time. If your employee does not require any privileges, there is no need to select any options in the “Privilege” field.

General
Privileges

Employees -> Personnel-> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type* AOA Badge

Privilege
 Authorized Signatory
 Custom Seal - Black
 Custom Seal - Red
 Emergency Access

Notes [Add](#)

Add
Update

	Badge Type	Privilege	Assigned Date	Remove
<input type="checkbox"/>	AOA Badge		31-May-2016	Remove
<input type="checkbox"/>	AOA Badge	Authorized Signatory	31-May-2016	Remove
<input type="checkbox"/>	AOA Badge	Emergency Access	31-May-2016	Remove

10. When all the required information has been input, click on the “Submit” button once and wait for the system to process. It is important to only click “Submit” once, even if it appears as if the screen has frozen. If you click on the “Submit” button multiple times, the information you have input may be deleted and you may need to re-enter it again.

General
Privileges

Employees -> Personnel-> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type* AOA Badge

Privilege
 Authorized Signatory
 Custom Seal - Black
 Custom Seal - Red
 Emergency Access

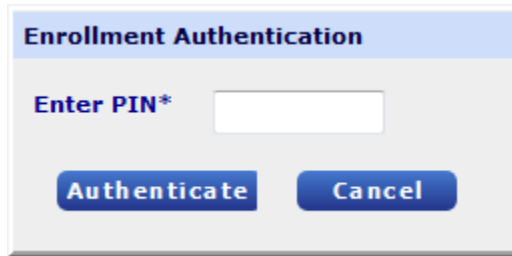
Notes [Add](#)

Add
Update

	Badge Type	Privilege	Assigned Date	Remove
<input type="checkbox"/>	AOA Badge		31-May-2016	Remove
<input type="checkbox"/>	AOA Badge	Authorized Signatory	31-May-2016	Remove
<input type="checkbox"/>	AOA Badge	Emergency Access	31-May-2016	Remove

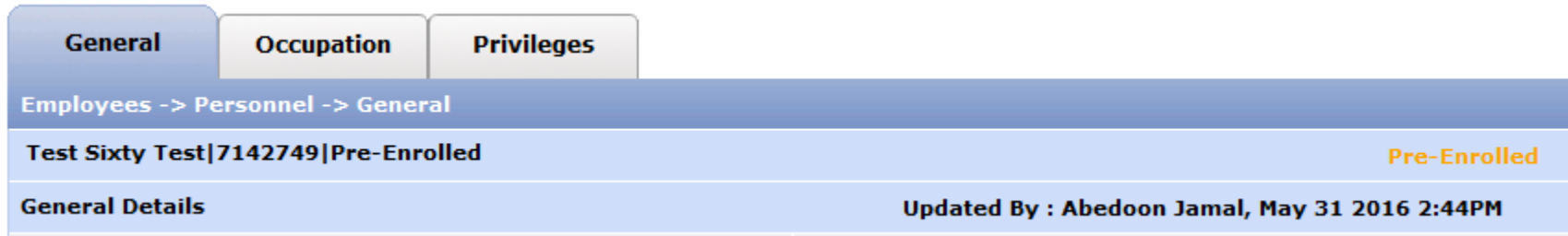
Back
Submit
Close

11. Once everything is complete and there is no required information missing, an “Enrollment Authentication” box should appear and ask for a PIN number. The default PIN is your 4 digit year of birth, i.e. if you were born in 1980, your PIN will be 1980. After entering the PIN, click the “Authenticate” button.



The image shows a dialog box titled "Enrollment Authentication". It contains a label "Enter PIN*" followed by a text input field. Below the input field are two buttons: "Authenticate" and "Cancel".

12. If successful, you will see another tab appear (the “Occupation” tab), the status of the employee will show “Pre-Enrolled”, and there will be a date and time stamp along with your name. This will complete the pre-enrollment process.



The image shows a screenshot of an employee record interface. At the top, there are three tabs: "General", "Occupation", and "Privileges". Below the tabs is a breadcrumb trail: "Employees -> Personnel -> General". The main record area shows the name "Test Sixty Test" followed by the ID "7142749" and the status "Pre-Enrolled". The status "Pre-Enrolled" is highlighted in orange. Below the record, there is a section for "General Details" and an update timestamp: "Updated By : Abedoon Jamal, May 31 2016 2:44PM".

13. After pre-enrolling the employee, if you wish to schedule an appointment for fingerprinting, please use this link: <https://booknow.appointment-plus.com/7rqt7km2/>. 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 fingerprinted. Please be sure to check the employee’s two ID’s prior to sending the employee to be fingerprinting. The ID’s must match exactly or they will be turned away.