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 MUST be viewed in Internet Explorer only. The portal will NOT work with any other web browser. Please make sure you are NOT using Microsoft Edge, which has an icon that looks like Internet Explorer.
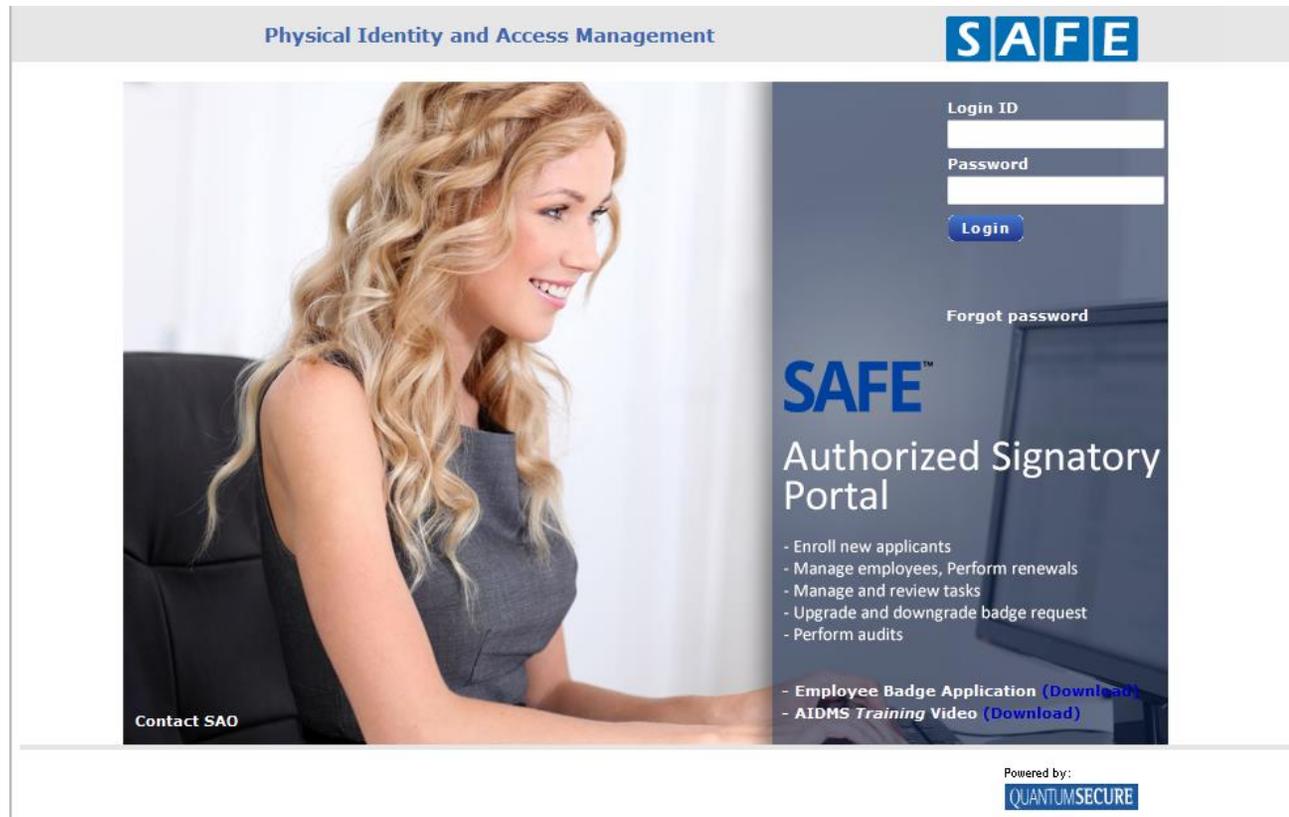
2. Once you have logged in, you will be brought to the main page. Click on "New Applicant" to start the pre-enrollment process for new employees.

SFO

Welcome Abedoon Jamal
Logged on at: 31-May-2016 09:57 AM

🔴 Change Password   🔴 Logout   ℹ️ 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

3. On the "General" tab, you will notice that a new UPID number has been generated for the employee.
   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.

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*	{ } -
Last Name*		Alias	Additional Contact	{ } -
First Name*			SSN	- -

Alias Details

	Last Name	First Name	Middle Name
Alias1			
Alias2			
Alias3			

Apply Close

5. The "CHRC Case Number", "Submitted Date", "Approval Date", and the "End Date" fields should be left blank.

CHRC Case Number		
Submitted Date		
Approval Date		End Date

6. The SSN is required for employees born in the United States. If the employee was born outside the United States, 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   ☐ - ☐ - ☐

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*	
City*	
Country*	United States of America ▼
State (if USA)	-- Select -- ▼
Zip*	☐ - ☐

Place of Birth*	United States of America ▼
State (if USA)	-- Select -- ▼

8. 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 🗐 Custom Seal - Red Emergency Access ▾			

Add   **Update**

Badge Type	Privilege	Assigned Date	Remove
☐ 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 ▼		Notes	Add
Privilege	Authorized Signatory Custom Seal - Black Custom Seal - Red Emergency Access			

Add   **Update**

	Badge Type	Privilege	Assigned Date	Remove
☐	AOA Badge		31-May-2016	Remove
☐	AOA Badge	Authorized Signatory	31-May-2016	Remove
☐	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 ▼	Notes	**Add**
Privilege	Authorized Signatory ▲ Custom Seal - Black 🗐 Custom Seal - Red Emergency Access ▼		

|	**Add**	**Update**		
	Badge Type	**Privilege**	**Assigned Date**	**Remove**
☐	AOA Badge		31-May-2016	**Remove**
☐	AOA Badge	Authorized Signatory	31-May-2016	**Remove**
☐	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.
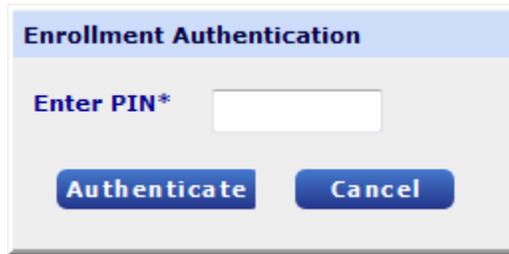
Enrollment Authentication

Enter PIN* [   ]

[Authenticate] [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.
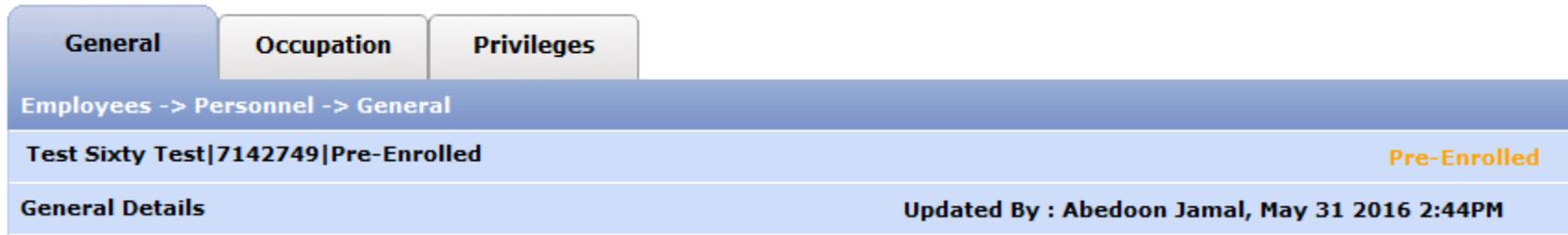
General	Occupation	Privileges

Employees -> Personnel -> General

Test Sixty Test|7142749|Pre-Enrolled   **Pre-Enrolled**

General Details   Updated By : Abedoon Jamal, May 31 2016 2:44PM

13. After pre-enrolling the employee, please schedule an appointment for fingerprinting, using this link: https://kiosk.us1.qless.com/kiosk/app/home/6100000059. Please be sure to check the employee's two ID's prior to sending the employee to be fingerprinting. The names on both ID's must match exactly and must be valid. For examples of acceptable ID's, please visit SFO Connect.