E-Badging System
Airport Identity Management System (E-BADGING)

SAFE™ For Aviation

Training Guide
Authorized Signatory (AS) - SIDA
(Ver 2.1)
AS Training Guide

This module will explain how to utilize the Authorized Signatory (AS) Portal.

Prerequisites:

Employee must have an Active Badge for the Employer
Employer On Boarded
Employee Assigned AS Privilege
Employee has Passed AS Training
Employee Assigned as AS to Employer
SIDA E-Badge Application Workflow

**AS Training Guide**

**AS Pre-Enroll**
- Biographic Data
- Badge/Privileges
- (2) Valid IDs
- Disq Offenses

**SBO Visit 1**
- Verify IDs
- Disq Offenses *(Touch Screen)*
- Security Checks
- Fingerprint
- Drop off CBP Forms *(If req’d)*

**MSP Sec Checks**
- Pass
- Fail

**Pass**
- CBT Training
- Validate IDs
- Photo
- Biometrics
- Verbal Test
- Print Badge
- Sign for Badge

**Fail**
- Application Cancelled/Denied
The following activities can be performed by an Authorized Signatory using the following AS portal tabs:

- **AS Dashboard**
- **Employees**
  - Initiate [Employee Application]/Enrollment
  - [Cancel] Employee Application
  - [Badge Suspension] & Request to Re-Instate
  - Request Employee [Termination]
  - Report Employee [Lost/Stolen Badge]
  - Initiate Employee [Badge Renewal]
  - Request Employee [Re-Badge]
  - Conduct Badge [Audits]
  - Request New [Access Level]
- **Temporary Pass** (TVP)
- **Infraction Management** (Read Only)
- **Vehicle Management** (Read Only)
- **Employer** (Read Only)
- **Appointment Scheduler** (Future Use)
Start the browser (IE, Chrome or Firefox)

Navigate to the URL:

This is the AS Sign-On Screen:
List of Trusted Agent (AS) Dashboard items:

- ACCESS LEVEL APPROVED
- ACCESS LEVEL DENIED
- APPLICATION APPROVED BY PM
- APPLICATION DENIED BY PM
- APPLICATION DRIVING PRIVILEGE DENIED
- APPLICATION OR BADGE TERMINATED
- APPLICATION PURGED
- APPLICATION REQUIRES PM APPROVAL
- APPLICATION SECURITY CHECKS COMPLETED
- APPLICATION SUBMITTED, PENDING VISIT 1
- AWAITING CBT COMPLETION
- BADGE APPLICATION PURGING IN 15 DAYS
- BADGE AUDIT INITIATED
- BADGE EXPIRED OR DEACTIVATED, RETURN TO BADGE OFFICE
- BADGE EXPIRES WITHIN 15 DAYS
- BADGE EXPIRES WITHIN 30 DAYS
- BADGE EXPIRES WITHIN 60 DAYS
- BADGE INFORMATION CHANGED, REBADGE REQUIRED
- BADGE LOST/STOLEN
- BADGE READY FOR ISSUE
- BADGE RETURNED
- BADGE SUSPENDED
- BADGE SUSPENSION EXPIRES WITHIN 7 DAYS

- CUSTOMS SEAL AWAITING VISIT
- CUSTOMS SEAL REQUEST HAS BEEN APPROVED
- CUSTOMS SEAL REQUEST HAS BEEN DENIED
- CUSTOMS SEAL REQUIRES INTERVIEW
- CUSTOMS SEAL SUSPENDED/TERMINATED
- DRIVERS LICENSE EXPIRING WITH 30 DAYS
- FINGERPRINTING COMPLETE, AWAITING ADJUDICATION
- FINGERPRINTING COMPLETE, AWAITING SECURITY CHECKS
- FINGERPRINTING COMPLETE, INTERVIEW REQUIRED
- NOT SUBMITTED APPLICATION PURGING WITHIN 7 DAYS
- SAFETY AND SECURITY INFRACTION(BADGE HOLDER)
- SAFETY AND SECURITY INFRACTION(EMPLOYER)
- STA - DO NOT ISSUE
- STA RETURNED REJECTED
- TVP BACKGROUND CHECKS APPROVED TVP BACKGROUND CHECKS DENIED
- TVP BACKGROUND CHECKS INITIATED
1. **Persistent SAFE Links:**
   - **Change Password:** Link to change your password at any time
   - **Logout:** Log Off your SAFE session
   - **About:** Basic information regarding the SAFE software
   - **Help:** Access to the SAFE help subsystem
   - **User Documentation:** Specific documents provided by the Massport Security Badging Office
This is the Authorized Signatory Dashboard:

1. **Quick Links**: Links to direct AS quickly to various areas within the AS Portal
2. **Count**: Shows the # of actions (by Type) for Authorized Signatory review/action
3. **Details**: The individual details pertaining to the specific Dashboard item
4. **Click “Review/Remove”** to directly access the record
# Badge Statuses

**Explanation of Badge Statuses:**

<table>
<thead>
<tr>
<th>Badge/Application Status</th>
<th>Explanation</th>
<th>Prior Status Equals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Badge is active and operates doors</td>
<td>Pending, Suspended</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Applicant and/or AS decides they do not want the badge</td>
<td>Pending</td>
</tr>
<tr>
<td>Damaged</td>
<td>Trusted Agent replaces a badge for damage</td>
<td>Active</td>
</tr>
<tr>
<td>Denied</td>
<td>FBI, TSA, MSP, CBP, TA and/or PM deny issuance of a badge</td>
<td>Pending</td>
</tr>
<tr>
<td>Inactive</td>
<td>Badge is permanently deactivated but not yet returned</td>
<td>Active</td>
</tr>
<tr>
<td>Lost</td>
<td>Badge is lost</td>
<td>Active</td>
</tr>
<tr>
<td>Not Submitted</td>
<td>New application has been created but not yet submitted</td>
<td>--</td>
</tr>
<tr>
<td>Pending</td>
<td>Badge application has been submitted and is awaiting processing/issuance</td>
<td>Not Submitted</td>
</tr>
<tr>
<td>Rebadge</td>
<td>Badge remains active and a new application has been generated in response to a request for name or privilege change</td>
<td>Active</td>
</tr>
<tr>
<td>Renew</td>
<td>Badge remains active and renewal application has been generated</td>
<td>Active</td>
</tr>
<tr>
<td>Renew Authorized</td>
<td>Not used - will be removed (BT 1594)</td>
<td>--</td>
</tr>
<tr>
<td>Returned</td>
<td>Badge has been returned to the Badge Office</td>
<td>Active, Inactive, Lost, Stolen</td>
</tr>
<tr>
<td>Stolen</td>
<td>Badge has been stolen and a police report has been filed</td>
<td>Active, Lost</td>
</tr>
<tr>
<td>Suspended</td>
<td>Badge does not operate doors, but is still considered active by TSC and background checks remain active</td>
<td>Active</td>
</tr>
</tbody>
</table>
Initiate Employee Application/Enrollment

Prerequisite:

None*
To enroll a new Employee:

1. Navigate to the Employee Tab to begin the process
2. Filter Search: Refine the Search results using the Last Name, First Name and DoB or SSAN fields
3. Search: Press this button to search for the Employee

**UPID** this is the **Unique Personal IDentifier** used by SAFE to consolidate all of the information under one specific number – regardless of the Airports or Employers that may have been employed by in the past

**RECOMMENDATION:** Always search for the Employee first by using Last Name, First Name and Date of Birth or SSAN to see if they already exist in SAFE
To enroll a new Employee (Con’t)

4. **Note:** Since **“No Records”** exist for the AS to select, **Press** the **Add** button begin the process to create a new Employee Application

**Note:** If the individual does appear on the top segment of the screen, then select that record and begin the process to add a new Employee Application
To enroll a new Employee (Con’t)

5. **Input:** Enter the First Name, Last Name and either the DoB or SSAN – if the identity exists anywhere in SAFE, the pop-up message will appear and allow you to re-use the existing biographical data.
To enroll a new Employee (Con’t)

6. Select the matching record (IF APPLICABLE) to pre-load the biographical by checking the Check Box and pressing the “PULL THE INFORMATION WITH EXISTING RECORD”
** OR **
Select the Cancel button to input new biographical data for a new/different Identity.
To enroll a new Employee (Con’t)

General tab

Note: this is the result of selecting the matching record and pre-loading the known biographical data from SAFE.
The **General Tab** has 3 Sections:

1. **General Details**
2. **Address Details**
3. **Physical Details**

Fill in all mandatory data Fields (**BOLD BLUE** font)

4. If this Employee is for a Subcontractor, then the “Contract No.” must be selected and the press the Add button

5. The **Save as Draft** button may be used to store a partially completed Application – the AS may return at a future time to complete the Submission process.

**Note:** Once First and Last Name are entered, User can save record in draft mode and return to record at a later date. Records will not be submitted to the SBO until all mandatory fields are completed

A. **Press** the Alias button if the Applicant has any Previous Names
Enter Previous Names:

Input up to three (3) previous names for the Applicant - then press the Apply button to store the names.
Employee Privileges Tab:

6. Select the Badge Type to be assigned
7. Press the Add button
8. Once badge type is added, User can then request additional Privileges as required by selecting and clicking the Add button
9. Check the box if a Pre-SIDA TVP is also needed (21-Day)
10. Once complete, Press the Save button

Note: The status of a new Employee Application will remain in “Draft” until both the General & Privileges tabs are completed - then the status changes to “Pending Submission” until the Documents & Disqualifying Offenses tabs are completed

Note: Only the Privileges configured for the selected Badge Type for the Employer Type will be displayed.
11. Select the Document Type & Name to be used during Visit 1 & 2 to the Airport SBO
12. Input the appropriate identifying information for the Document
13. Press the Add button
14. Press the Save button to record the changes

Note 1: The Document Status will be “Pending”
Note 2: The status of a new Employee Application will remain in “Draft” until both the General & Privileges tabs are completed - then the status changes to “Pending Submission” until the Documents & Disqualifying Offenses tabs are completed
Note 3: The documents listed here are the ones the Employee must bring to Visit 1 & 2 to confirm their identity and citizenship
The Employee is required to use one (1) “Green” document to confirm their Citizenship status and one (1) other document to confirm their identity at the SBO for Visit 1 & 2.
Employee Disqualifying Offenses Tab:

Navigate to the Disqualifying Offenses tab

Each of the individual questions must be answered by the New Employee and recorded by the AS on this screen. The Employee will confirm and sign this form when they arrive at the SBO for Visit 1.
Employee Disqualifying Offenses Tab: (con’t)

15. Press the Save button this time.

Note 1: The “I Decline” & “I Accept” buttons are disabled at this time – this decision is made on the Touch Screen during Visit 1.

The status of the Application now changes to “Pre-Enrolled”
16. **Submit the Application** - When the information on the General, Occupation, Privileges, Documents & Disq Offenses tabs are complete, then press the Submit button.
15. **Enter** Assigned Pin (same pin as used with badge) into Authentication pop-up window.
16. **Acknowledge/Certify** your role as the AS by Clicking each of the Check Boxes
17. **Press** the “Authenticate and Submit” button

The Employee Application will then be electronically enrolled into the SAFE System for processing by the Airport SBO
1. Once Employee is “Pre-Enrolled” the AS will have access to the additional tabs (e.g. Training, Access Levels, Access Cards & Review and Print)

2. Employee will also have a “Pre-Enrolled” Status, denoted in the upper left corner.
Employee Enrollment Verification

1. Navigate to the Access Cards tab
2. Verify that the new Card Status = “Pending”
Note:
• If a Badge App is not "Submitted" to SAFE within (14) days by the TA/AS/HR - the Badge App will be Cancelled
  ○ UNLESS Badge App submittal is due to “Renew/Rebadge” - then it will be Cancelled on the Expiration Date of the Active Badge - OR - (14) days - whichever is less
• Once the STA & CHRC results are "Pass", the applicant has **XX** days to complete training, Visit 2 and pick-up the badge - otherwise the Badge App is Cancelled
  ○ BOS is (45) days
  ○ ORH/BED are (30) days
• Applicant must pick up the badge within (90) days of the "Submitted" date by the TA/AS/HR - otherwise the Badge App is Cancelled
Schedule Visit 1 for Employee with Airport SBO

<table>
<thead>
<tr>
<th>Date</th>
<th>ID</th>
<th>Name</th>
<th>Company</th>
<th>Role</th>
<th>PSID</th>
<th>SIDA</th>
<th>Review/Remove</th>
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<tr>
<td>12-SEP-2016</td>
<td>7020827</td>
<td>SOUTH, RAM</td>
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<td>SIDA</td>
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<td>7020912</td>
<td>SOUTH, SUSANNE</td>
<td>ALASKA AIRLINES</td>
<td>PSID</td>
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<td>Review/Remove</td>
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<td>30-SEP-2016</td>
<td>7020934</td>
<td>WINNIKFE, JACOB</td>
<td>ALASKA AIRLINES</td>
<td>SIDA</td>
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<td></td>
<td>Review/Remove</td>
</tr>
<tr>
<td>30-SEP-2016</td>
<td>7020934</td>
<td>WINNIUFE, JACOB</td>
<td>ALASKA AIRLINES</td>
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<td>Review/Remove</td>
</tr>
<tr>
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<td>JUNA, BABY</td>
<td>ALASKA AIRLINES</td>
<td>SIDA</td>
<td></td>
<td></td>
<td>Review/Remove</td>
</tr>
</tbody>
</table>

Navigate to Quick Links (MySAFE -> My Links)
1. Expand section “APPLICATION SUBMITTED, PENDING VISIT 1” on the AS Dashboard
2. Select: Check the record to be displayed by pressing the Review button
Cancel Employee Application

Prerequisite:

Current Application in process but not completed
1. **Employee Tab**: Press the Employee Tab to begin the process
2. **Filter Search**: Refine the Search results using these fields
3. **Search**: Press this button to search your Employees
To cancel an Employee Application (Con’t)

4. **Select**: Click on the appropriate UPID (underlined in Blue) to access the Employee Application
To cancel an Employee Application (Con’t)

1. **Select**: Check the box for the Employee Application to be cancelled
2. **Review**: Ensure the Card Status is “Pending” & “Pending Approval”
3. **Change**: Card Status above to “Cancelled”
4. **Press** the Update button
5. **Press** the Save button to record the change
Badge Suspension & Request to Re-Instate

Prerequisite:

Employee with an Active Badge
To Request Suspension of Employee Badge:

1. Select: Click on Employees Tab
2. Enter: Enter “Last Name” and/or other fields to search for the Employee.
3. Select: Click on Search
4. Select: Click on the UPID to open Employee record
To Request Suspension of Employee Badge: (Con’t)

5. Navigate to the Access Card Tab
6. Select: Check the box next to the Active Badge for the Employee.
7. Enter: The Suspension Start & End Dates - OR – the Suspension Start Date and the length (e.g. Days, Weeks, etc)
8. Press the Update button
9. Press the Save button

Note: After Scheduled Job has run, Badge will change to “Suspended” status
To Request Re-Instatement of an Employee Badge:

1. Expand section “Badge Suspension Expires within 7 Days” on the AS Dashboard
2. Select: Click on the Re-Instate link to access the record

Navigate to Quick Links (MySAFE -> My Links)
To Request Re-Instatement of an Employee Badge: (Con’t)

1. Navigate to the Access Cards tab
2. Select: Check the box for the Suspended Badge
3. Select: Change the status of card to “Re-Instate”
4. Press the Update Button
5. Press the Save button to record the change

Note: This action will forward the request to the Airport SBO for approval
Request Employee Termination

Prerequisite:

Active Employee within SAFE
To Terminate an Employee:

1. **Employee Tab**: Press the Employee Tab to begin the process
2. **Filter Search**: Refine the Search results using these fields
3. **Search**: Press this button to search Employees
4. Select: Press the underlined Blue UPID number on the left to begin the process of terminating an Employee
To Terminate an Employee: (Con’t)

Review: Verify the information on the General tab is for the Employee to be Terminated.
To terminate an Employee: (Con’t)

1. **Navigate** to the **Occupation** tab
2. **Select:** Click on the Active occupation to display the data on the top portion
3. **Change** the **Status** to “Terminated”
4. **Press** the **Update** button
5. **Press** the **Save** button to record the change

**Note:** If the Occupation is later reverted back to Active, a New Badge Application workflow will be initiated
6. **Note:** Once the change has been saved, the Occupation status is changed to “Pending Termination” awaiting approval by the Airport SBO.

**Note:** Once the Employee has been Terminated by the Airport SBO, the AS will receive an E-mail reminding them to return the Terminated Employee’s Badge.
Report Employee Lost/Stolen Badge

Prerequisite:

Employee with Active Badge
To Report a Lost/Stolen Employee Badge:

1. **Employee Tab:** Press the Employee Tab to begin the process
2. **Filter Search:** Refine the Search results using these fields
3. **Search:** Press this button to search Employees
### 4. Select:
Press the underlined Blue UPID number on the left to begin the process of terminating an Employee
Review: Verify the information on the General tab is for the correct Employee.
1. **Navigate:** To Access Cards tab
2. **Select:** Check the box for the Active badge
3. **Select:** Change the status of card to “Lost” or “Stolen”
4. **Press** the Update button
5. **Press** the Save button to record the change

**Note:** Once the change is “Saved”, the new Badge Application is created in a “Not Submitted” status

**CAUTION:** Once status have been selected and SAVED, changes can not be reversed
Initiate Employee Badge Renewal

Prerequisite:

Employee with Active Badge Expiring within the next 30 – 60 days
To Renew an Active Employee Badge:

1. **Navigate** to Dashboard (MySAFE -> My Links).
2. **Expand** section ‘BADGE EXPIRES WITHIN 60 DAYS’ under Dashboard Summary section
3. **Press** the Renew to directly access the record
   **OR**
   **Press** the Do Not Renew if the badge is not to be renewed – this will terminate the badge upon reaching the Expiration Date – the expired badge must be returned to the Badging Office
To Renew an Active Employee Badge: (Con’t)

Note:
If the Badge is not renewed between 30 – 60 days then Renewal task will be moved from ‘BADGE EXPIRES WITHIN 60 DAYS’ dashboard to ‘BADGE EXPIRES WITHIN 30 DAYS’ dashboard.

If the Badge is not renewed between 15 – 30 days then Renewal task will be moved from ‘BADGE EXPIRES WITHIN 30 DAYS’ dashboard to ‘BADGE EXPIRES WITHIN 15 DAYS’ dashboard.

If the Badge is not Renewed between 0 – 15 days then Renewal task will be moved from ‘BADGE EXPIRES WITHIN 15 DAYS’ dashboard to ‘APPLICATION OR BADGE TERMINATED’ dashboard.

CAUTION: Once a badge has Expired, it will be Terminated. The status for this badge cannot be reset to Active.
To Renew an Active Employee Badge: (Con’t)

**General tab**

Review the Employee demographic information –

If any changes are required, enter them and then press **Save**
To Renew an Active Employee Badge: (Con’t)

1. Navigate to the Review & Print tab
2. Select: The application for the Active Badge
3. Select: Click “Renew Employee Application” button to start the Renew Application process
4. **Navigate** to the **Access Card** tab
5. **Validate** Active badge is set to “Renew” and the Renewal badge is set to “Not Submitted”
To Renew an Active Employee Badge: (Con’t)

6. Navigate to the Documents tab
7. Select: Select the “Not Submitted” Application record from drop down field ‘Badge / Application’
8. Verify: the same set of documents assigned for the currently Active badge are shown in “Pending” status for the Renewal Application
To Renew an Active Employee Badge: (Con’t)

9. Navigate to the Disqualifying Offenses tab
10. Select: the Badge/Application value “Not Submitted”
11. Update: the individual answers to each question
12. Select: Press the Save button
To Renew an Active Employee Badge: (Con’t)

13. When the information on the General, Occupation, Privileges, Documents & Disq Offenses tabs are complete, then press the “Submit” button.
14. Enter Assigned Pin (same pin as used with badge) into Authentication pop-up window.
15. Acknowledge/Certify your role as the AS by Clicking each of the Check Boxes
16. Press the Authenticate and Submit button
The Employee Application will then be electronically enrolled into the SAFE System for processing by the Airport SBO
Notes:

a) New badge Application status is updated to “Pending” status from “Not Submitted” status on the Access Card tab

b) For individuals badged at Logan under a Massport sponsored contract - Task is created for PM to Approve the Badge Renewal prior to sending the Badge Holder to the SBO for Badge Renewal (Visit 1)
Request Employee Re-Badge

Prerequisite:

Employee with Active Badge
Why Re-Badge?

Notes:

A re-badge of an Active badge will be required whenever one of the following occurs:

a) The is a change in either the First or Last Name of the Badgeholder
b) A Privilege with an icon displayed on the badge is added or removed
c) There is a change in the name of either the Sponsor or the Employer of the Badgeholder
To Request an Employee Re-Badge:

1. **Employee Tab:** Press the Employee Tab to begin the process
2. **Filter Search:** Refine the Search results using these fields
3. **Search:** Press this button to search Employees
4. Select: Press the underlined Blue UPID number on the left to begin the process of terminating an Employee
To Request an Employee Re-Badge: (Con’t)

**Review:** Verify the information on the General tab is for the correct Employee.
To Request an Employee Re-Badge: (Con’t)

1. Navigate to Privileges tab
2. Select: The Active badge from the Badge/Application Dropdown
3. Select: The “Customs Seal Black” Privilege

Situation: Need to add a CBP Seal - Black to an existing Active badge
DEFINITION OF US CUSTOMS AND BORDER PROTECTION SECURITY AREAS

In accordance with Section 122.181 of the U.S. Customs & Border Protection (CBP) Regulations, Subpart S (19 CFR 122.181), the term “CBP Security Area” means the Federal Inspection Services (FIS) area which is designated for processing international passengers, crew, their baggage and effects arriving from or departing to foreign countries. The FIS area includes the aircraft jet-ways and ramp area, and other restricted areas as designated by the Port Director. The following describes applicable CBP Security Zones at Logan International Airport:

ZONE 1 – Encompasses the CBP hall including the jetways and aircraft’s when international passengers and/or crew are present. (Red seals required/black seals NOT authorized)

ZONE 2 – Encompasses the international ramp area. This includes the jetways and aircraft only after international passengers and/or crew have deplaned and cleared the jetway. (Red seals or black seals required)

With the exception of Federal, uniformed State and local law enforcement, and aircraft passengers or crew, all persons located at, operating out of, or employed by any airport accommodating international air commerce (including its tenants and/or contractors), must openly display an approved CBP seal issued by the CBP Security Enforcement Team Office.

If an employer or any of its employees, agents, or contractors fail to comply with any of the CBP Regulations applicable to the CBP Security Area at Logan International Airport, the principal and surety on the CBP bond may be held liable for liquidated damages in the amount of $1,000 per violation.
3. **Navigate** to the Documents tab
4. **Notice** the three (3) required CBP documents have been created and may be printed for the Applicant will need to completed and bring them to the CBP Office
5. **Press** the View Document button to view & print the partially completed form
U.S. Customs and Border Protection
Logan International Airport
500 Terminal E
East Boston, MA 02128

To Whom It May Concern:

A background check has been performed on the applicant to the extent allowable by law, including, at a minimum, references and employment history to the extent necessary to verify representations made by the applicant relating to employment in the preceding five years. To the best of my knowledge, the applicant meets the conditions necessary to perform functions associated with employment in the CBP Security Areas as described in 19 CFR 122.181. We request access to the CBP Area at Logan International Airport. I will ensure that this employee has been advised of and instructed in the requirements and responsibilities of possessing a CBP access seal. We will monitor this employee in order to ensure that he/she remains in compliance with all the rules, regulations and directives.

NEW APPLICATION ☐ RE-APPLICATION ☐ TEMPORARY ☐
LOST ☐ STOLEN ☐ DAMAGED ☐

Applicant Name:

Current Address:
Notes:

There are three (3) Custom forms that are created and stored within SAFE to support the Custom Seal Request:

1. the Custom Seal Request Letter
2. the Authorization to Transmit CHRC to CBP
3. the Custom Seal Application

All of these forms are created with all of the available biographical information withinSAFE. There will be missing information fields on several of the forms that will need to be updated manually by the Employee/Applicant on the printed CBP Form prior to delivering them to the CBP Office during Visit 1 @ the SBO
Review: The new “Customs Seal Black” has been added below in the “Pending Approval” status

4. Press the Save button
To Request an Employee Re-Badge: (Con’t)

5. Navigate to Access Card tab

Review: The new Badge is listed with the status of “Not Submitted”
To Request an Employee Re-Badge: (Con’t)

6. **Navigate to the Documents tab**

7. **Select**: Select the Not Submitted badge Application record from drop down field ‘Badge / Application’

8. **Verify**: the same set of documents assigned for the currently Active badge are shown in “Pending” status for the New Application
9. Navigate to the Disqualifying Offenses tab
10. Select: the Badge/Application value “Not Submitted”
11. Update: the individual answers to each question
12. Select: Press the Save button
13. Select: Press the Submit button
To Request an Employee Re-Badge: (Con’t)

14. When the information on the General, Occupation, Privileges, Documents & Disqualifying Offenses tabs are complete, then press the “Submit” button.
To Request an Employee Re-Badge: (Con’t)

15. **Enter** Assigned Pin (same pin as used with badge) into Authentication pop-up window.
16. **Acknowledge/Certify** your role as the AS by Clicking each of the Check Boxes
17. **Press** the Authenticate and Submit button

The Employee Application will then be electronically enrolled into the SAFE System for processing by the Airport SBO.
Notes:

a) New badge Application status is updated to “Pending” status from “Not Submitted” status on the Access Card tab

b) For individuals badged at Logan under a Massport sponsored contract - Task is created for PM to Approve the Badge Renewal prior to sending the Badge Holder to the SBO for Badge Renewal (Visit 1)
Conduct Badge Audits

Prerequisite:

Badge Audit issued by the Airport SBO
To view any scheduled audit:

1. **Navigate** to Dashboard (MySAFE -> My Links).
2. **Expand** section ‘BADGE AUDIT INITIATED’ under Dashboard Summary section.
3. **Select**: Click “Audit” to directly access the record.
To Conduct Badge Audit: (Con’t)

To view any scheduled audit:

4. **Navigate to Employees -> Audit Tasks**

5. **Select:** After entering any filter criteria - Search button to display audit results
To view any scheduled audit:

6. Select: Click on the appropriate Task Id to directly access the audit

7. Select: Click the “View/Edit” button
To Conduct Badge Audit: (Con’t)

8. **Review**: The high level information on the audit to be performed

9. **Review**: Total # of Badges to be audited

10. **Review**: Total # of Badge audits completed
To Conduct Badge Audit: (Con’t)

11. Navigate to Audit Badges tab to review details of the audit
12. Click: on the checkbox to update the record
13. Click: the “Modify” button to change any information
   * OR *
14. Click: the “Mark as Completed” button
15. Select: Press the Save button after all updates are complete
If the “Modify” button was selected, change the badge status to either Suspended or Terminated

16. **Select** the current Occupation status from the dropdown

17. **Select** either “Suspended” or “Terminated”

18. **Update**: the Suspension/Termination dates

19. **Click**: the “Update” button to record the change

20. **Click**: the “Mark as Completed” button on the next screen

21. **Select**: Press the “Save” button after the updates are complete
Note:

When the **Submit** button is pressed for the Suspended/Terminated items:

The access associated with the Suspended/Terminated Badge(s) will be immediately updated to “Inactive”

– **NOT** when the entire Audit is complete/submitted

If the status is changed to “Terminated”, the status of the badge will be changed to “Suspended” and the Occupation will be set to “Pending Termination”

**It is not necessary to contact the Security Badge Office**
To add or view any relevant audit documents:

1. **Navigate to Documents**
2. **Enter**: the descriptive information for the document
3. **Click**: the “Browse” button to attach the document to the audit
4. **Click**: the **Update** button
5. **Select**: Press the **Save** button to save the document(s)
To provide any additional Notes on audit:

1. **Navigate** to **Notes** tab to add any additional comments for the audit
2. **Click** the Save button after entering any comments or notes
To submit the final and completed audit:

1. Navigate to **Employees => Audit Tasks => Audit Badges tab**
2. Verify all tasks are marked “Completed”
3. Press the **Submit** button to send the full audit package to the Airport SBO
Request New Access Level

Prerequisite:

None*
To Request a New Employee Access Level

1. **Employee Tab**: Press the Employee Tab to begin the process
2. **Filter Search**: Refine the Search results using these fields
3. **Search**: Press this button to search Employees
4. **Select:** Press the underlined Blue UPID number on the left to begin the process of terminating an Employee.
5. **Navigate** to the Access Levels tab
6. **Select** the proper Active Badge from the “Badge/Application” dropdown
7. **Enter** Search criteria by entering value into **Name** in the “Area Info” section
8. **Select**: Click on **Search** Button

**Note**: Search results will be displayed appropriately for the Occupation/Employer chosen
To Request a New Employee Access Level (Con’t)

9. Select the Access Levels (door) to add to the Badge by clicking on the “Add” hyperlink to the left of the Name

10. Select: Click on Save Button

Note: Record will be added and displayed in the lower pane and status will be in “Pending” state – awaiting Airport SBO Approval
To Request a New Employee Access Level (Con’t)

The AS can review the status of the Access Level request by viewing the AS Dashboard for one of the following notifications:

**Note:** If the Access Level Request is **APPROVED** by the Airport SBO – there will be a notification on the AS Dashboard – “ADDITIONAL ACCESS LEVEL APPROVED”

**Note:** If the Access Level Request is **DENIED** by the Airport SBO – there will be a notification on the AS Dashboard – “ADDITIONAL ACCESS LEVEL DENIED”
Temporary Pass (TVP)

Prerequisite:

None*
Temporary Pass (TVP) Request

1. Navigate: to the Temporary Pass tab
2. Select: the New TVP Request tab
3. Select: the Start & Expiration Date/Time on the Visit tab
4. Search: for the Escort Employer by clicking on the magnifying glass next to Escort Employer field. Escort employer search should display all the Active employers with whom AS is associated. Select an employer as Escort Employer.
5. Search: for the Escort Name. Escort Name will display all the Active Employees for the selected Employer. Select the Escort Name.
Temporary Pass (TVP) Request (Con’t)

Navigate: to the Visitor tab

Two Options:

6. Add: new Visitor with no previous history
   OR
6. Search: for Visitor who have previous TVP issued by Airport
To Add a new Visitor:

Select the “Add New” button on the Visitor tab:

1. **Enter**: the required information (Blue & Bold) like Visitor Name, Company Name, DOB, ID Document, etc.

2. **Select**: if a TVT is required in addition to the TVP, check this box

3. **Select**: Click on Invite button
Temporary Pass (TVP) Request (Con’t)

**Note:** the Visitor information is added to the lower portion of the screen

If more Visitors are to be included in the same Visit, continue to add them to the lower portion of the screen before submitting the full Visit.
To Select a previous Visitor:

1. **Enter:** the sufficient information to filter the previous Visitors selection
2. **Select:** Press the Search button to display the previous Visitors matching the filter criteria

1. Enter the search criteria
2. From the search result, click [Add] to add visitor
3. Once added in the visitor list, you can click [Remove] to remove the visitor
4. Click [Add New] to add new visitor
5. First Name and Last Name must match ID being presented at the Badge Office.
3. **Select:** Click on the “Add” to the left of the Visitor to be selected.

**Note:** the selected previous Visitor will appear on the upper and lower portion of the screen for further information.
4. **Enter**: Remaining required fields (Blue & Bold) for the Visitor

5. **Option**: if the Visitor also requires a TVT, check this box before submitting

6. **Select**: Press the **Update** button

7. **Select**: Press the **Submit** button to process the TVP request

---

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Company</th>
<th>DOB</th>
<th>Required TVT</th>
<th>TVP Status</th>
<th>Visitor Type</th>
<th>Remove</th>
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<tbody>
<tr>
<td>Adrian</td>
<td>Jones</td>
<td>Nashoba Valley Garden</td>
<td>25-Jan-1980</td>
<td>☐</td>
<td>PERMIT</td>
<td>VISITOR</td>
<td></td>
</tr>
</tbody>
</table>
Temporary Pass (TVP) Request (Con’t)

Message: Once the Submit button is pressed this message is returned to the AS
Note: A Pre-SIDA TVP could have been automatically requested when the Badge Application was created.
Next steps in the process:

MSP reviews the request, conducts the background checks, and approves/denies the TVP/TVT request

- The TVP is issued by SBO or at North/South Gates
- TVTs are only issued @ North & South Gates
- Remember that the Visitor is required to bring the proper identification documents to pick up their TVP/TVT
- If a TVT is requested – a current Driver’s License and Registration is mandatory for pick-up
Infraction Management

Prerequisite:

None*
To Review an Employee’s Infractions

To view any scheduled audit:

1. Navigate to Dashboard (MySAFE -> My Links).
2. Expand section ‘SAFETY AND SECURITY INFRACTION [BADGE HOLDER]’ under Dashboard Summary section
   Note: This will access the Employee Infraction record
3. Expand section ‘SAFETY AND SECURITY INFRACTION [EMPLOYER]’ under Dashboard Summary section
   Note: This will access the Employer Infraction record
4. **Infraction Mgmt Tab**: Press this Tab to begin the process
5. **Filter Search**: Refine the Search results using these fields
6. **Search**: Press this button to search Employees
7. **Select:** Press the underlined Blue Citation No on the left to review the Infraction history for an Employee
To review an Employee’s Infractions (Con’t)

Employee Tab

Review: the biographical information on the Employee’s Infraction

Note: This information is Display Only – no editing is allowed for the AS
To Review an Employee’s Infractions (Con’t)

Citation Tab

Review: the summary information on the Employee’s Citation

Note: This information is Display Only – no editing is allowed for the AS
To Review an Employee’s Infractions (Con’t)

Infraction Tab

**Review:** the individual details of the Employee’s Infraction(s)

**Note:** This information is Display Only – no editing is allowed for the AS
Vehicle Management

Prerequisite:
None*
1. **Vehicle Mgmt Tab**: Press this Tab to begin the process
2. **Filter Search**: Refine the Search results using these fields
3. **Search**: Press this button to search Vehicles
4. **Select:** Press the underlined Blue Registration Number on the left to review the details for this Vehicle.
To Review Employer Vehicles & Vehicle Permits (Con’t)

Vehicle Tab

Review the information on the selected Vehicle

The fields are View Only

<table>
<thead>
<tr>
<th>Employer Airport</th>
<th>LOGAN</th>
<th>Status</th>
<th>ACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>REGISTERED</td>
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<tr>
<td>Links To</td>
<td>EMPLOYEE</td>
<td>Employer Code</td>
<td>MASS-2283</td>
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<tr>
<td>Registration Number</td>
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<td>-- Select --</td>
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<tr>
<td>Plate (US/CA)</td>
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<td>Notes</td>
<td>[PUBLIC] 05-MAY-2009 3:25:00PM; GENERATED AS PART OF BADGE REQUEST.</td>
</tr>
<tr>
<td>Asset Number</td>
<td></td>
<td>Insurance Details</td>
<td></td>
</tr>
<tr>
<td>Type</td>
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<td>Insurance Company</td>
<td></td>
</tr>
<tr>
<td>Fuel Type</td>
<td>-- Select --</td>
<td>Policy Number</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td></td>
<td>Insurance Expiry</td>
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<tr>
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<td>Model</td>
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<tr>
<td>Color</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ownership</td>
<td>-- Select --</td>
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<td></td>
</tr>
</tbody>
</table>
To Review Employer Vehicles & Vehicle Permits (Con’t)

Vehicle Management

Permit Tab
Review the information on the selected Vehicle Permit
The fields are View Only
Employer

Prerequisite:

None*
To view AS Employer:

1. **Navigate to Employer** tab
2. **Enter** any filter criteria to reduce the # of Employers displayed
3. **Select**: Click “Search” button
4. **Select:** the Employer to review by clicking on the Blue Underlined Name
   **OR**

5. **Select:** the checkbox to the left of the Employer Name and then press the “View/Edit” button
**Employer Tab (Con't)**

### General Tab

- Review the biographic data for the Employer –
- The only editable fields are the Mailing Address fields – all others are View Only
Employer Tab (Con’t)

Contacts Tab

Review the Contacts listed in the lower portion of the screen for the Employer –

The fields are View Only
Employer Tab (Con’t)

**Divisions Tab**

Review the access Divisions listed in the lower portion of the screen for the Employer –

The fields are View Only

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACTORS FULL</td>
<td>MPC</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>USAIRWAYS</td>
<td>USA</td>
<td>INACTIVE</td>
</tr>
<tr>
<td>TSA</td>
<td>TSS</td>
<td>INACTIVE</td>
</tr>
<tr>
<td>ALL</td>
<td>ALL</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>
Authorized Signatory Tab

Review the AS listed in the lower portion of the screen for the Employer –

The fields are View Only
**Vehicle Permits Tab**

Review the Vehicle Permits listed in the lower portion of the screen for the Employer –

The fields are View Only.
Employer Tab (Con’t)

Contracts Tab
Review the Contracts listed in the lower portion of the screen for the Employer –

The fields are View Only
Appointment Scheduler

Prerequisites:

- Selected location/workstation has schedule defined
- Users with access to email account to check notification sent to confirm their appointment
1. **Navigate** to the **Scheduler** tab
2. **Enter** the information to filter the display results
3. **Press** the **Search** button
Add New Scheduled Appointment:

1. **Select:** Click the Add button

Select Existing Scheduled Appointment for Review

2. **Select:** the appropriate record by clicking on the Blue Underlined hyperlink
ADD/Search for Employee Scheduled Appointment (Con’t)

1. **Select:** Employee to schedule by pressing the “Spy Glass”
2. Enter: the appropriate filter information for the Employee and press Search button
3. Select: the Employee to schedule by clicking on the word “SELECT” next to the name
4. Select: thee “Appointment Type” and “Location” for the Scheduled Appointment
5. Select: the Appointment Date by pressing small Calendar icon to the right

Note: Only the white (e.g. “Open”) times slots may be selected

7. Select: the Apply button to submit the request
8. **Note:** the status of the Appointment is changed to “REGISTERED”

9. **Select:** the Save button to record the Scheduled Appointment