



Seattle-Tacoma
International
Airport

Authorized Signatory Portal Handbook



Signatory Portal Handbook



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Accessing the Authorized Signatory Portal: <https://hosting.portseattle.org/SAFESelfService>

You must be using EDGE  web browser.

I Agree



Sign in using your login ID and password

Forgot your password? Follow this link.

If you need help with resetting your password reach out to your assigned **Credential Specialist**



Signatory Portal

There are three tabs available once you log into the portal (Reports, MySAFE, Employees). The portal will default to the My SAFE tab where nearly all badging related transactions may be completed. Please note that the Badge Renewal Summary pane displays all active employees that are within 60 days of badge renewal.

The screenshot displays the Signatory Portal interface. At the top left is the Port of Seattle logo. The user is logged in as LAUREN CURTIS, with a session time of 16-Oct-2017 02:08 PM. A language dropdown is set to English. Navigation options include Change Password, Logout, About, and Help. The main navigation bar has tabs for Reports, MySAFE (selected), and Employees. Below this is a My Links bar.

Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)

Badge Renewal Summary (Top 20)

UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
152089	CURTIS LAUREN	PORT OF SE...	DRIVING/...	10/31/2017	Renew	Do Not Renew

My Pending Audit Tasks Summary (Top 20)

ID	Status	Request Type	Request From
62007	Pending	Full Audit Lauren After Portal Enhancements	PORT OF SEATTLE AVIATION

ENROLLING A NEW APPLICANT



- Signatories have an important role in sponsoring an individual for an Airport ID Badge. Your responsibility includes verifying the identity of the individual being sponsored by your company.
- The Signatory must validate other personal and biographical information required for mandated background checks consistent with Transportation Security Administration (TSA) requirements.
- Applicants seeking an Airport ID badge must submit personal identification that is consistent with Federal I-9 Requirements. Information on acceptable documents may be found at our website: [Employee Service Center | Port of Seattle \(portseattle.org\)](https://www.portseattle.org/employee-service-center)
- Applicants must present original, valid and unexpired documents, in person, to the Employee Service Center when applying for an Airport ID badge.

ENROLLING A NEW APPLICANT

The screenshot shows the MySAFE portal interface. At the top left is the Port of Seattle logo. To its right, the user is welcomed as LAUREN CURTIS and the login time is 16-Oct-2017 02:08 PM. A language dropdown menu is set to 'English'. Below the header are navigation tabs for 'Reports', 'MySAFE' (which is active), and 'Employees'. A blue bar below the tabs contains the text 'My Links'. The main content area features a 'Quick Links' section with three links: 'New Applicant', 'Manage Employees', and 'Audit Task'. A green arrow points from a green text box to the 'New Applicant' link. The text box contains the instruction: 'Select the "New Applicant" option on the Quick Links pane'.

- Once identity has been verified, it is a “best practice” to enroll the applicant while they are face-to-face and can answer any questions or clarify any information that may be in question.
- **REMEMBER** – for the sake of background checks it is critical that the information entered in the SAFE Signatory Portal be complete and accurate!

ENROLLING A NEW APPLICANT

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM
English | Change Password | Logout | About | Help

Reports | MySAFE | Employees
Personnel | Audit

Employees -> Personnel -> General
New Applicant Step 1 of 2

General Details

UPID	7195414	Phone*	{ 222 } 222 - 2222
Last Name*	CURTIS	Additional Contact	{ } - { }
First Name*	FRANKIE	SSN	123 - 45 - 6789
Middle Name	LILLIAN	Place of Birth*	United States of America
Status*	Pre-Enrolled	State (if USA)	Alaska
Application Date	16-Oct-2017	Citizenship*	United States of America
End Date		Ethnicity*	Pacific Islander
Date of Birth*	10-Jun-1977	If Other, (Please Specify)	
Email		Employer	PORT OF SEATTLE AVIATION
		Division*	SECURITY
		Job Title*	MANAGER

Address Details

Address*	1234 ABC Lane
City*	Seattle
Country*	United States of America
State (if USA)	Washington
Zip*	123433 -

Physical Details

Sex*	Female
Height*	5 ft 05 inches
Weight*	120 lb
Hair Color*	Brown
Eye Color*	Hazel

STEP 1 – Applicant Information
Please note that mandatory fields are highlighted in bold, blue with an asterisk.

All mandatory fields must be completed, including **Email & SSN.**

Social Security Number is mandated by TSA!
You must enter SSN.

End date should be left blank! **DO NOT USE.** This is for use in the Employee Service Center only.

ENROLLING A NEW APPLICANT

Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM

English Change Password Logout About Help

Reports MySAFE Employees

Personnel | Audit

General Privileges

Employees -> Personnel -> General

New Applicant Step 1 of 2

General Details

UPID 7195414 Phone* { 222 } 222 - 2222

Last Name* CURTIS [Alias](#) Additional Contact { } - { }

First Name* FRANKIE SSN 123 - 45 - 6789

Alias Details

	Last Name	First Name	Middle Name
Alias1	SMITH	MARILEE	LILLIAN
Alias2			
Alias3			

Apply Close

Job Title* MANAGER

Address Details

Address* 1234 ABC Lane

City* Seattle

Country* United States of America

State (if USA) Washington

Physical Details

Sex* Female

Height* 5 ft 05 inches

Weight* 120 lb

Hair Color* Brown

The Alias link should be used to enter other legal names the applicant has used. Since this is part of the background check, be sure to ask the applicant if they've used other names or aliases. ie – maiden name, legal name change

It is very important to ensure you enter all information completely and accurately to assist with processing in a timely manner.

ENROLLING A NEW APPLICANT

The screenshot shows a web form for enrolling a new applicant. The form is divided into several sections: Personal Information, Address Details, and Physical Details. A modal dialog box is open over the form, displaying a warning message: "Please add a Badge Type".

Personal Information:

- Last Name*: CURTIS
- First Name*: FRANKIE
- Middle Name: LILLIAN
- Status*: Pre-Enrolled
- Application Date: 16-Oct-2017
- End Date: [empty]
- Date of Birth*: 10-Jun-1977
- Email: [empty]

Address Details:

- Address*: 1234 ABC Lane
- City*: Seattle
- Country*: United States of America
- State (if USA): Washington
- Zip*: 123433

Physical Details:

- Sex*: Female
- Height*: 5 ft 05 inches
- Weight*: 120 lb
- Hair Color*: Brown
- Eye Color*: Hazel

Modal Dialog:

Message from webpage
Please add a Badge Type
OK

Form Navigation:

- Buttons: Reset, Next, Submit, Close
- Annotation 1: A red circle with the number "1" is placed over the "Submit" button.
- Annotation 2: A red circle with the number "2" is placed over the "OK" button in the modal dialog.

When you have completed the template, select "SUBMIT"

You will be prompted to "Please add a badge type" select "OK" and you will be taken to the Privileges tab.

ENROLLING A NEW APPLICANT

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM

English Change Password Logout About Help

Reports MySAFE Employees

Personnel | Audit

General Privileges

Employees -> Personnel-> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type* RESTRICTED

Privilege
Authorized Signatory
Custom Seal
LEO

Add Update

Badge Type	Privilege	Assign Date	Remove
------------	-----------	-------------	--------

Back Submit Cancel

STEP 2

- Select the drop-down menu for Badge Type and make your selection
- Click "Add"
- Click Submit when finished

ENROLLING A NEW APPLICANT

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM

English Change Password Logout About Help

Reports MySAFE Employees

Personnel | Audit

General Privileges

Employees -> Personnel -> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type* RESTRICTED

Privilege Authorized Signatory
Custom Seal
LEO

Add Update

Badge Type	Privilege	Assigned Date	Remove
<input type="checkbox"/> RESTRICTED		16-Oct-2017	Remove

Back Submit Close

You can request Authorized Signatory

Note: Authorized Signatory requires additional training. You **must** contact your Credential Specialist when adding a New Authorized Signer.

Note: LEO privilege is not authorized via the Portal. Our current processes will remain the same.

ENROLLING A NEW APPLICANT

Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM

English Change Password Logout About Help

Reports MySAFE Employees

Personnel | Audit

General Privileges

Employees -> Personnel -> General

New Applicant Step 1 of 2

General Details

UPID: 7195414

Last Name*: CURTIS [Alias](#)

First Name*: FRANKIE

Middle Name: LILLIAN

Status*: Pre-Enrolled

Application Date: 16-Oct-2017

End Date:

Date of Birth*: 10-Jun-1977

Email:

Phone*: { 222 } 222 - 2222

Additional Contact: { } - { }

SSN: 123 - 45 - 6789

Place of Birth*: United States of America

State (if USA): Alaska

Citizenship*: United States of America

Pacific Islander

PORT OF SEATTLE AVIATION

SECURITY

MANAGER

Address Details

Address*: 1234 ABC Lane

City*: Seattle

Country*: United States of America

State (if USA): Washington

Physical Details

Sex*: Female

Height*: 5 ft 05 inches

Weight*: 120 lb

Hair Color*: Brown

Enrollment Authentication

Enter PIN

Authenticate Cancel

Once you have satisfied all the required fields, and made a badge type selection, you will be required to authenticate the enrollment with a PIN number. The PIN number is the same PIN number associated with your Airport ID badge.

ENROLLING A NEW APPLICANT

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM

English

Change Password Logout About Help

Reports MySAFE Employees

Personnel | Audit

General Occupation Privileges **Review & Print**


Employees -> Personnel -> Review & Print

CURTIS FRANKIE|7195414|Pre-Enrolled

Employer/Occupation* PORT OF SEATTLE AVIATION

APPLICANT NAME: FRANKIE CURTIS	UPID: 7195414	BADGE TYPE: RESTRICTED
--------------------------------	---------------	------------------------

AIRPORT IDENTIFICATION BADGE (AIB) APPLICATION



APPLICANT GENERAL DATA				
LAST NAME CURTIS	FIRST NAME FRANKIE	MIDDLE NAME LILLIAN	SUFFIX	
ALIAS LAST NAME 1. SMITH	ALIAS FIRST NAME 1. MARILEE	ALIAS MIDDLE NAME 1. LILLIAN		
PERSONAL PHYSICAL ADDRESS 1234 ABC LANE	CITY SEATTLE	STATE WASHINGTON	COUNTRY USA	ZIP 123433
PRIMARY PHONE 222-222-2222	CELL / WORK PHONE	PRIMARY EMAIL		

Once you have successfully submitted the electronic application, you will be taken to the “Review and Print” tab.

YOU ARE DONE!

You can now schedule a new [Badge Appointment](#) for you employee.

This document is an overview of the badge application just completed. Both you, as the Authorized Signer, as well as the employee have responsibilities listed in this form. This can be printed for your records and shared with the employee. This form **WILL NOT** be required at the time of the badge appointment, but the applicant will sign indicating they were made aware of the badge terms and conditions.

PROCESSING A BADGE RENEWAL



Employees with an ACTIVE badge status are permitted to renew their Airport ID Badge up to 60 days prior to the expiration date shown on the badge.

PROCESSING A BADGE RENEWAL SEA Seattle-Tacoma International Airport

The screenshot shows the Port of Seattle MySAFE interface. At the top, it says 'Welcome LAUREN CURTIS' and 'Logged on at: 16-Oct-2017 02:08 PM'. There are navigation tabs for 'Reports', 'MySAFE', and 'Employees'. Below these is a 'My Links' section with 'Quick Links' for 'New Applicant', 'Manage Employees', and 'Audit Task'. The main content area is titled 'Badge Renewal Summary (Top 20)' and contains a table with the following data:

PID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
795414	CURTIS FRANKIE	PORT OF SE...	RESTRICT...	12/05/2017	Renew	Do Not Renew

Two green arrows point from the text boxes below to the 'Renew' button and the table header in the screenshot.

Employees due for renewal within 60 days will appear in the Badge Renewal Summary pane on the MySAFE tab.

To authorize an employee renewal, click on “Renew” next to the employee’s name.

If you click on **Do Not Renew** this will remove the employee from the Badge Renewal Summary and you will not be able to renew. If you clicked in error, you will, need to reach out to your Credential Specialist to assist.

PROCESSING A BADGE RENEWAL

APPLICANT ACCESS LEVELS & PRIVILEGES	
LIST OF ALL ACCESS LEVELS	ACCESS PRIVILEGES 1. RESTRICTED
I, <u>FRANKIE CURTIS</u> , have provided information on this form that is true, complete and correct to the best of my knowledge. I also have provided this information in good faith and authorize the release of this information to the TSA and other Federal, State, and local agencies on an as needed basis.	
SIGNATURE <input type="checkbox"/>	DATE:

PAGE 4 of 4

APPLICANT INITIAL: _____ DATE: 16-Oct-2017

Back

Renew Employee Application

Print Application

Close

Once you have renewed from the dashboard, you will be taken to the Review & Print tab. Review the applicant's information for accuracy, if changes need to be made go back to the General tab. Once finished, scroll to the bottom of the form and select "Renew Employee Application".

CAUTION!! Once you RENEW the applicant, they will be REMOVED from your badge renewal summary pane and the company **will be charged** a renewal badge fee. It is important to note for your records who you have renewed. It is recommended that you make [renewal appointment](#) in conjunction with renewing the badge application. Applicants can complete [training online](#) prior to their appointment.

PROCESSING A TERMINATION

Processing an Airport ID badge termination in the Authorized Signatory Portal immediately disables the card access. If an employee is no longer employed, or no longer has a business need for an Airport ID badge, the card status should be changed to “TERMINATED”.



Once the Airport ID badge has been terminated access to the airport at any of the card readers is terminated

PROCESSING A TERMINATION

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English

Reports MySAFE Employees

My Links

Quick Links

[New Applicant](#)

[Manage Employees](#)

[Audit Task](#)

1

Select the “Manage Employees” link on the MySAFE Quick Links page.

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English Change Password

Reports MySAFE Employees

Personnel | Audit

Employees

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID	<input type="text"/>	Card Number	<input type="text"/>
SSN	<input type="text"/>	Asset Number	<input type="text"/>
Last Name	CURTIS	Status	<input type="text" value="Select"/>
First Name	FRANKIE	Job Title	-- Select --
Middle Name	<input type="text"/>		
Date of Birth	<input type="text"/>		

Reset Search



2

Search by Name

PROCESSING A TERMINATION

Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English  Change Password  Logout

Reports MySAFE Employees

Personnel | Audit

Employees Personnel -> General Search -> 1 Person(s) Search Results

UPID <input type="checkbox"/>	Last Name	First Name	Middle Name
<input type="checkbox"/> 7195414	CURTIS	FRANKIE	LILLIAN

Click on the employee's UPID number to access the employee's SAFE record.

Remember, you may only access employees of your company or organization.

PROCESSING A TERMINATION



Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English

Change Password Logout About Help

Reports MySAFE Employees

Personnel | Audit

General Occupation Privileges Access Cards Review & Print

Employees -> Personnel -> General

CURTIS FRANKIE|7195414|Active

Active

General Details

Updated By : Lauren Curtis, Oct 16 2017 3:58PM

UPID	7195414	Additional Contact	
Last Name	CURTIS Alias	SSN	*****6789
First Name	FRANKIE	Date of Birth	10-Jun-1977
Middle Name	LILLIAN	Place of Birth	United States of America
Status	Terminated	State (if USA)	Alaska
Application Date	16-Oct-2017	Citizenship	United States of America
End Date		Ethnicity	Pacific Islander
Email		If Other, (Please Specify)	
Phone	{ 222 } 222 2222		



From "Status" drop down select "Terminated"

DO NOT add an "End Date"

Then click SAVE at the bottom of the screen.

Address Details

Address*	1234 ABC Lane
City*	Seattle
Country*	United States of America
State (if USA)	Washington
Zip*	123433 -

Physical Details

Sex	Female
Height	5 ft 05 inches
Weight	120 lb
Hair Color	Brown
Eye Color	Hazel

Next

Save Close

PROCESSING A TERMINATION

- Once a badge has been terminated, Authorized Signatory must return the Airport ID badge to the Employee Service Center within 48 hours.
- Every effort must be made to obtain the badge from the terminated employee.
- Failure to return the badge will result in a non-returned badge fee of \$350.00 per non-returned Airport ID badge.
- To pull report of Revoked or Returned badges go to page 33.
- Page 32 has a list of badge status to check if badge has been returned to the Employee Service Center.



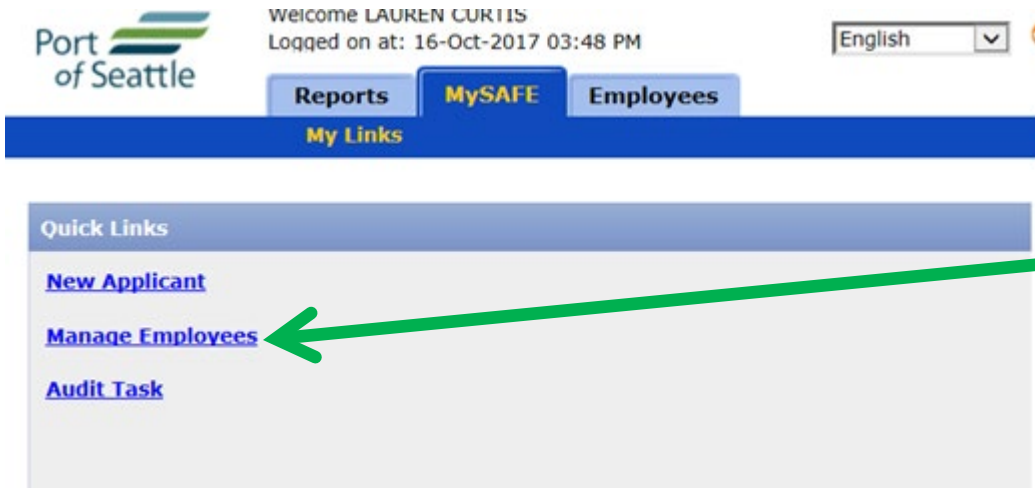
PROCESSING A BADGE LOST/STOLEN

From time-to-time badged employees lose or misplace their Airport ID badge. Employees who lose their badge should immediately report lost Airport ID Badge to their Authorized Signer. The Signatory has the responsibility of changing the badge status to LOST utilizing the Authorized Signatory Portal.



- If the Employee reports the badge was STOLEN, the Authorized Signer can change the badge status to reflect STOLEN in the system.
- There is a \$250.00 fine associated with the first offense and there is a 48-hour waiting period. The clock starts when the badge has been reported in the Signatory Portal.
- Once the badge status has been changed by the Signatory, the employee may return to the Employee Service Center for a replacement badge.
- A police report must be provided indicating that the Airport ID badge was stolen, and the ID Badge was NOT stolen out of a vehicle. **Remember that employees should never leave their Airport ID Badge in their vehicle.**

PROCESSING A LOST/STOLEN BADGE



Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English

Reports MySAFE Employees

My Links

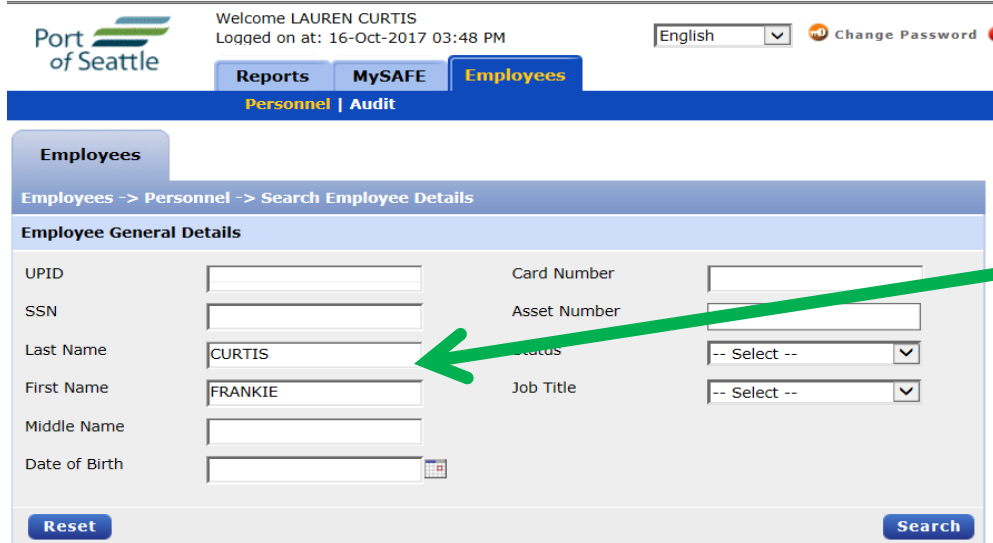
Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)

A green arrow points from the 'Manage Employees' link to the text '1 Select the "Manage Employees" link on the MySAFE Quick Links page.'

1

Select the "Manage Employees" link on the MySAFE Quick Links page.



Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English Change Password

Reports MySAFE Employees

Personnel | Audit

Employees

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID	<input type="text"/>	Card Number	<input type="text"/>
SSN	<input type="text"/>	Asset Number	<input type="text"/>
Last Name	<input type="text" value="CURTIS"/>	Status	-- Select --
First Name	<input type="text" value="FRANKIE"/>	Job Title	-- Select --
Middle Name	<input type="text"/>		
Date of Birth	<input type="text"/>		

Reset Search

A green arrow points from the 'Last Name' field to the text '2 Search by Name'.

2

Search by Name

PROCESSING A LOST/STOLEN BADGE SEA Seattle-Tacoma International Airport

Click the Access Cards tab

Welcome LAUREN CURTIS
Logged on at: 17-Oct-2017 09:37 AM

English Change Password Logout About

Reports MySAFE **Employees**

Personnel | Audit

General Occupation Privileges **Access Cards** Review & Print

Employees -> Personnel -> General

CURTIS FRANKIE|7195414|Active Active

General Details Updated By : Lauren Curtis, Oct 16 2017 3:58PM

You must follow steps in order

1. Check the box for the ACTIVE card you intend to change.
2. Change card status to LOST or STOLEN using the drop down.
3. Check the box to Approve Badge for Reprint.
4. Click UPDATE.
5. Click SAVE.

Welcome LAUREN CURTIS
Logged on at: 17-Oct-2017 09:37 AM

English Change Password Logout About Hel

Reports MySAFE **Employees**

Personnel | Audit

General Occupation Privileges **Access Cards** Review & Print

Employees -> Personnel -> Access Cards

CURTIS FRANKIE|7195414|Active Active

Employer/Occupation* PORT OF SEATTLE AVIATION

Card Number 555064 Badge Type* SEATAC Restricted

Activation Date* 16-Oct-2017

Expiration Date 16-Oct-2019

Deactivation Date

Card Status* Lost Approved for Badge Reprint

Reason For Deactivation Lost

Update

	Employer/Occupation	Card Number	Card Status	Activation Date	Expiration Date	Badge Type
<input type="checkbox"/>	PORT OF SEATTLE AVIATION	555063	Returned	16-Oct-2017	05-Dec-2017	SEATAC Restricted
<input checked="" type="checkbox"/>	PORT OF SEATTLE AVIATION	555064	Active	16-Oct-2017	16-Oct-2019	SEATAC Restricted

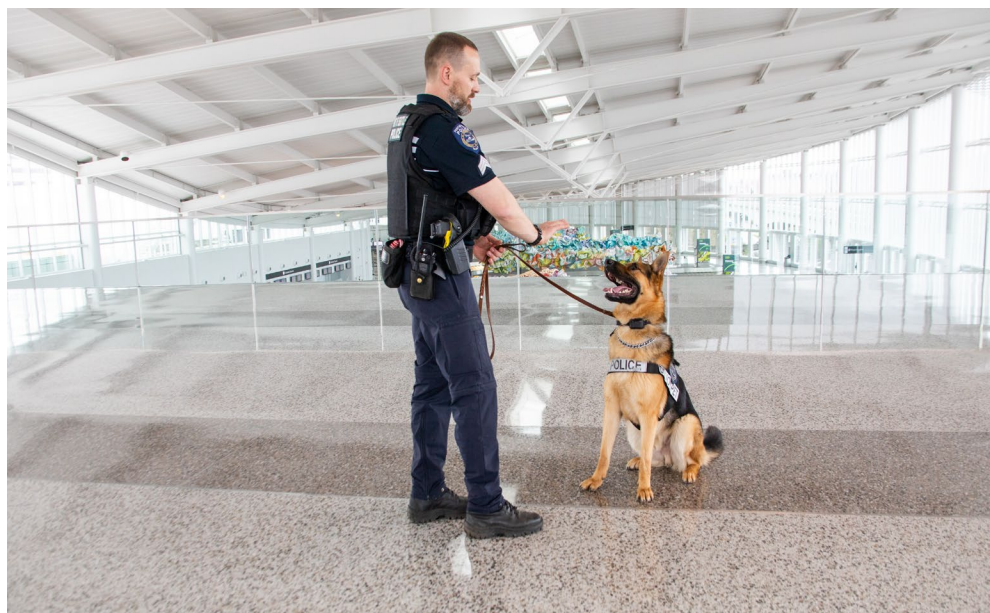
Back Next Save Close

PROCESSING BADGE CHANGES

Occasionally it may be necessary to request a badge that may allow different access to an employee who is already badged for your company.

For example, an Airline employee previously badged with a SeaTac Restricted (Red) badge now needs an AOA (Blue) badge with driving capability to perform their job function. This may or may not require a job title change.

Signatories can initiate (request) the change using the Authorized Signatory Portal.



Please note that requests are subject to approval by the Employee Service Center and in some instances may require an additional background check. In all instances, a new badge will be printed and exchanged for the badge the employee is currently hold.

PROCESSING BADGE CHANGES

Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English

Reports MySAFE Employees

My Links

Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)

1

Select the “Manage Employees” link on the MySAFE Quick Links page.

Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English Change Password

Reports MySAFE Employees

Personnel | Audit

Employees

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID	<input type="text"/>	Card Number	<input type="text"/>
SSN	<input type="text"/>	Asset Number	<input type="text"/>
Last Name	<input type="text" value="CURTIS"/>	Status	-- Select --
First Name	<input type="text" value="FRANKIE"/>	Job Title	-- Select --
Middle Name	<input type="text"/>		
Date of Birth	<input type="text"/>		

Reset Search

2

Enter Name and Search

PROCESSING BADGE CHANGES CHANGING A JOB TITLE

Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 17-Oct-2017 09:37 AM

English Change Password Logout About Help

Reports MySAFE Employees

Personnel | Audit

General Occupation Privileges Access Cards Review & Print

Employees -> Personnel -> Occupation

CURTIS FRANKIE|7195414|Active Active

Employer Name* PORT OF SEATTLE AVIATION Division* SECURITY

Employer Code* 081450 Job Title* FULL EMPLOYEE SCREENER

Update

	Job Title	Employer Name	Division	Status	Start Date	End Date
<input checked="" type="checkbox"/>	FULL EMPLOYEE SCREENER	PORT OF SEATTLE AVIATION	SECURITY	Active	17-Oct-2017	

Back Next Save Close

Select new
Job Title from
the Job Title
Drop Down,
UPDATE and
SAVE.

PROCESSING BADGE CHANGES CHANGING A BADGE TYPE

To Change the Badge Type: Go to the **Privileges** tab to access Badge Type Information

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 17-Oct-2017 09:37 AM
English
Change Password Logout About

Reports MySAFE **Employees**

Personnel | Audit

General Occupation **Privileges** Access Cards Review & Print

Employees -> Personnel -> Privileges

CURTIS FRANKIE|7195414|Active Active

Employer/Occupation* PORT OF SEATTLE AVIATION

Badge Type* RESTRICTED

Privilege
Authorized Signatory
Custom Seal
LEO

Add Update Show History

	Employer/Occupation	Badge Type	Privilege	Assigned Date	Change	Remove
<input checked="" type="checkbox"/>	PORT OF SEATTLE AVIATION	RESTRICTED	N/A	16-Oct-2017	Change	Remove

Back Next Save Close

Click the
Change Link

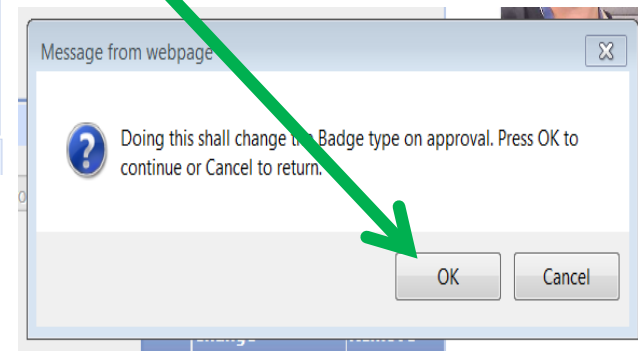
PROCESSING BADGE CHANGES

CHANGING A BADGE TYPE

Once the **Change** link is selected, a dialogue box “Badge type to be changed to” will drop down. Select the type you are initiating the change for and **include** a brief description in the Justification field, then Submit.

The screenshot shows the 'Port of Seattle' employee management interface. The user is logged in as LAUREN CURTIS. The main menu includes 'Reports', 'MySAFE', and 'Employees'. The current view is 'Personnel | Audit' with tabs for 'General', 'Occupation', 'Privileges', 'Access Cards', and 'Review & Print'. The employee profile for CURTIS FRANKIE is shown with 'Active' status and 'PORT OF SEATTLE AVIATION' as the employer. The 'Badge Type' is currently 'RESTRICTED'. A 'Badge Type Change' dialog box is open, showing 'DRIVING/AOA' selected as the new badge type, with a 'Justification' field containing 'Job Title and Position Change.' and a 'Request Status' of 'Pending approval'. The dialog has 'Submit' and 'Cancel' buttons. Below the dialog, there are 'Change' and 'Remove' links for the badge type.

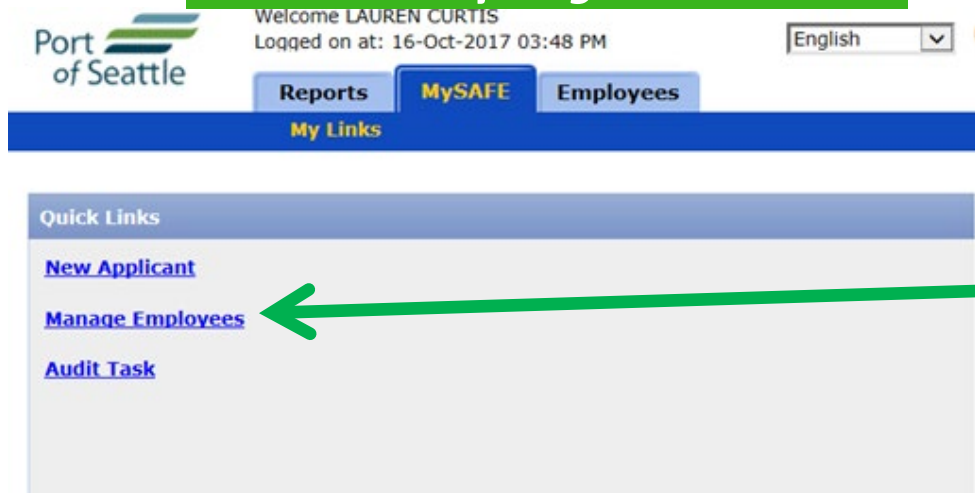
Confirm the change request by clicking OK.



Please **advise** the employee to return to the Employee Service Center with a **photo ID and the current Airport ID badge** to pick-up the new badge. Additional training may be required for badge upgrade, this [training](#) can be completed online. No appointment needed; employee must check in with our Receptionist.

CHECK APPLICANT STATUS

Go to Employee Profile



Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

Port of Seattle

Reports MySAFE Employees

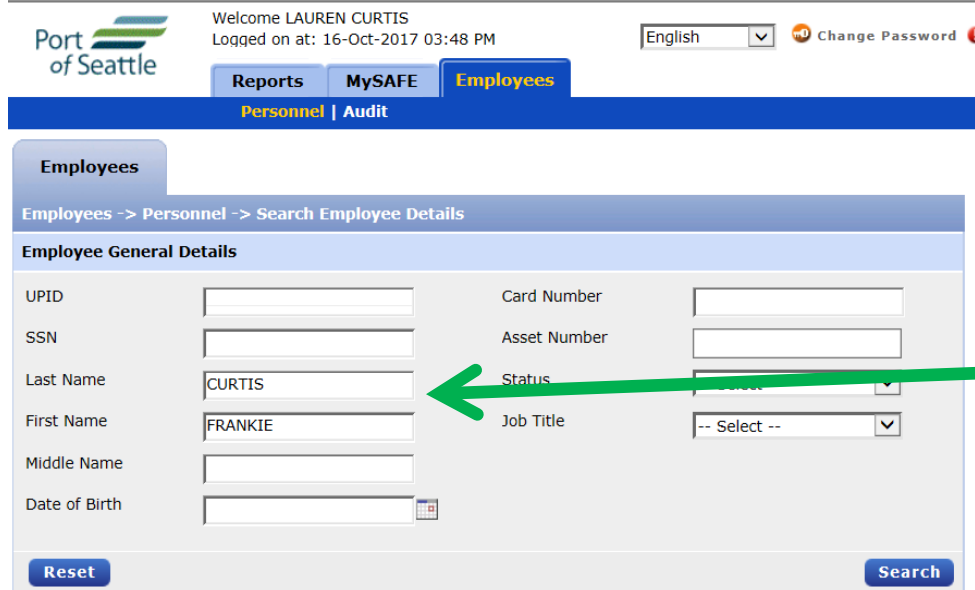
My Links

Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)

1

Select the “Manage Employees” link on the MySAFE Quick Links page.



Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

Port of Seattle

Reports MySAFE Employees

Personnel | Audit

Employees

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID	<input type="text"/>	Card Number	<input type="text"/>
SSN	<input type="text"/>	Asset Number	<input type="text"/>
Last Name	<input type="text" value="CURTIS"/>	Status	<input type="text" value="Active"/>
First Name	<input type="text" value="FRANKIE"/>	Job Title	<input type="text" value="-- Select --"/>
Middle Name	<input type="text"/>		
Date of Birth	<input type="text"/>		

Reset Search

2

Enter Name and Search

CHECK APPLICANT STATUS

City of Seattle

Reports MySAFE Employees

Personnel | Audit

General Occupation Privileges Review & Print

Employees -> Personnel -> General

SUNSHINE KC|7293405|Pre-Enrolled **Awaiting Clearance**

General Details Updated By : Phaedra Fatuesi, Jan 30 2023 1:10PM

UPID	7293405	Additional Contact	
Last Name	SUNSHINE Alias	SSN	*****1111
First Name	KC	Date of Birth*	01-Jan-1980
Middle Name		Place of Birth*	United States of America
Status	Pre-Enrolled	State (if USA)	New York
Application Date	30-Jan-2023	Citizenship*	United States of America
End Date		Ethnicity*	Korean
Email	KCSUNSHINE@EMAIL.COM	If Other, (Please Specify)	
Phone	{ 206 } 123 4567		

- In General tab upper right-hand corner in **yellow** is the Applicant Status.
- Go to page 32 for Applicant Status and definition

Applicant Status	Definition
Active:	Applicant has picked up the badge within the required 30 business days. Or, badge has been pre-printed. <i>NOTE: If badge has been printed, print button will be inoperable for that badge.</i>
Awaiting Clearance:	Applicant has been processed by a Credential Specialist and security checks have been submitted but CHRC and/or STA have not yet cleared
Pending Badge Type Change:	Authorized Signer changes the badge type via Authorized Signatory Portal and awaiting CS to confirm change and print new badge.
Pending Termination:	Authorized Signer Terminated applicant via Authorized Signatory Portal and awaiting CS to terminate occupation and badge status changes to Inactive/Not Returned.
Possible Duplicate:	Possible Duplicate Applicant information – SSN/DOB/Name matches, applicant has a previous/current UPID that needs to be merged.
Pre-Enrolled:	Badge data has been entered by Authorized Signer
Ready to Badge:	Applicant has a CHRC and STA clearance and Training has been completed by the applicant. The applicant is now ready to pick up the badge within 30 business days of the last security check clearance. Badge has not yet been issued.
Security Check Complete:	Applicant has passed CHRC and/or STA.
Suspended:	Applicant occupation is suspended. Badge is Inactive
Terminated:	Applicant occupation is terminated. Badge is Inactive

Badge Status	Definition
Active	Badge is active and printed.
Confiscated	Badge is inactive and confiscated for a security violation.
Damage	Badge is damaged and a new badge printed.
Expired	Badge is expired and not returned
Inactive	Badge is not active and has not been returned
Lost	Badge has been reported as missing by an Authorized Signer. Authorized Signer will check the Approved for Badge Reprint box to authorize CS to print replacement badge for applicant. Fines are charged and will be paid by the employee according to how many badges are lost in accordance with CC-001 Identification & Access Control Badge Charge.
Returned:	Badge has been returned and Credential Center has it in their possession.
Rebadge	Badge is active. The badge needs to be reprinted. This happens anytime something on the face of the badge has been modified (Name, Job Title). Normally this is because CBP has approved a SEAL and the badge needs to be reprinted.
Renew & Renew Authorized	Badge approved for renewal by Authorized Signer. If the badge is not expired and the AS has renewed in the portal, the card status will be Renew. If the badge has expired but the AS renews the status will show Renew Authorized (for 30 days).
Revoked	After 30 days of Inactive/Not Returned SAFE automatically changes the card status to Revoked and triggers the \$350 unreturned badge fee
Stolen	Badge has been reported stolen by Authorized Signer. Authorized Signer will check the Approved for Badge Reprint box to authorize CS to print replacement badge for applicant. Lost badge fee will still be charged, unless employee provides an in-person police report with a case number that specifically lists Port of Seattle badge as an item that was stolen. In that case, the lost badge fee can be waived, first offense only. The badge cannot have been stolen out of a vehicle
Suspended	Badge is suspended and inactive

HOW TO PULL REPORT

Reports MySAFE Employees
Dashboard | Report List

My Content

Athlete Region	Athlete Country	Sum Invoiced Amount	Sum Contested Fee	Sum Cost of
Asia	China	\$5,396,517.82	\$5,322.87	\$1,145,145.14
	Cyprus	\$47,389.32	\$0.00	\$43,576.57
	India	\$34,823.84	\$972.85	\$23,324.21
	Iran	\$152,887.45	\$3,169.96	\$63,991.52
	Japan	\$66,967,644.08	\$26,199.08	\$6,196,946.20
	Korea, Republic of	\$51,183,963.20	\$0.00	\$798,572.10
	Turkey	\$4,219,274.94	\$0.00	\$124,490.82
Australia	Australia	\$12,802,028.05	\$158,074.42	\$789,779.08
	New Zealand	\$56,061.53	\$0.00	\$48,848.36
Europe	Austria	\$226,428.45	\$0.00	\$174,629.06
	Austria	\$55,446,616.11	\$326,142.28	\$3,687,988.88
	Belgium	\$266,779.89	\$2,147.76	\$180,183.32
	Bosnia and Herzegovina	\$290,028.58	\$0.00	\$227,041.33
	Bulgaria	\$213,367.89	\$992.53	\$178,281.06
	Denmark	\$2,974,989.84	\$1,091.43	\$326,848.30
	France	\$76,471.41	\$0.00	\$76,479.88
	Germany	\$12,777,219.85	\$149,944.86	\$655,514.59
	Italy	\$103,842,087.57	\$198,222.75	\$2,527,257.57
	Netherlands	\$606,589.92	\$0.00	\$47,448.89
	Norway	\$506,291.86	\$0.00	\$76,442.72

All Badges

User Reports - MyReports 0

- Click on Reports
- Click on Report Lists
- Click on All Badges

of Seattle

Reports MySAFE Employees
Dashboard | Report List

Report Export Share Details

Filter List

Badge Status In List

- RenewInactive
- Returned
- Revoked
- Stolen
- Suspended

Select: All | None

Employer Name -- Omit --

Division Name -- Omit --

Badge Type -- Omit --

Refresh Cached Filters

- Badge Status In List – (Select the status you would like a report of)
- Click on the >
- This will create the report requested.

HOW TO PULL REPORT

The screenshot shows the 'Reports' section of the Seattle of Seattle system. The 'Export' button is highlighted with a green arrow. The 'Export Report' dropdown menu is open, showing options: 'Export to CSV', 'Export to DOC', 'Export to PDF', 'Export to RTF', 'Export to Text', 'Export to XLS' (highlighted with a green arrow), and 'Print'. Below the menu is a warning message: 'Follow the browser instructions to save the report locally.' At the bottom, a table header is visible with columns: Name, Job Title, Badge #, Badge Type, Badge Status, Activation Date, and Expiration Date.

- To export file to Excel – Click on **Export** and then click **Export to XLS**
- It will download and then click Open file it will open in Excel