Signatory Portal Handbook

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- Designating a Badge Lost/Stolen and authorizing a replacement (p.22)
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Accessing the Authorized Signatory Portal:  
https://hosting.portseattle.org/SAFESelfService  
You must be using Internet Explorer!
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.
ENROLLING A NEW APPLICANT

• Signatories have an important role in sponsoring an individual for a security ID Badge. Your responsibility includes verifying the identity of the individual being sponsored by your company. **TSA has mandated that Employment Authorization expiration dates MUST be associated to the end date of the badge.** Please remind your employees to renew employment authorization criteria in advance to avoid receiving a badge expiration less than 2 years.
• The Signatory must validate personal and biographical information required for mandated background checks consistent with Transportation Security Administration requirements.
• Applicants seeking a badge must present documents that establish employment authorization as well as identity consistent with Federal I-9 Requirements. Information on acceptable documents may be found at our website: https://www.portseattle.org/employee-services/credentials-trainings
• Applicants must present original, valid and unexpired documents, in person, to the Credential Center when applying for a new badge.
ENROLLING A NEW APPLICANT

• 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

### STEP 1 – Applicant Information

Please note that mandatory fields are highlighted in bold, blue with an asterisk.

All mandatory fields must be completed.

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

#### Leave End Date Blank. The Credential Center will update based on Employment Authorization or contract expiration.
ENROLLING A NEW APPLICANT

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.
ENROLLING A NEW APPLICANT

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

STEP 2
- Select the drop down menu for Badge Type and make your selection
- Click “Add”
- Click Submit when finished
ENROLLING A NEW APPLICANT

You have the ability to request Authorized Signatory privilege. Training is required annually.

Note: LEO and CBP privileges are not authorized via the Portal. Our current processes will remain the same.
ENROLLING A NEW APPLICANT

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

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

YOU ARE DONE!

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 security ID Badge up to 60 days prior to the expiration date shown on the badge.
PROCESSING A BADGE RENEWAL

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.
Caution!! Once you RENEW the applicant, they will be REMOVED from your badge renewal summary pane so it is important to note for your records who you have renewed. It is recommended that you make renewal appointments in conjunction with renewing the badge application.
PROCESSING A TERMINATION

Processing an 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 ID badge, the card status should be changed to “TERMINATED”.

Once the ID badge has been terminated access to the airport at any of the card readers is terminated.
PROCESSING A TERMINATION

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

2. Search by Name
Remember, you may only access employees of your company or organization.
PROCESSING A TERMINATION

From “Status” drop down select “Terminated”

Then click SAVE at the bottom of the screen.
PROCESSING A TERMINATION

Once a badge has been terminated, Authorized Signatory must return the ID Badge to the Credential 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 badge.
PROCESSING A LOST/STOLEN BADGE

From time to time badged employees lose or misplace their ID badge. Employees who lose their badge should immediately report lost 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. Once the badge status has been changed by the Signatory, the employee may return to the Credential Center for a replacement badge. There is a $250.00 fine associated with LOST and STOLEN badges unless a police report is provided indicating that the badge was stolen and provided the ID Badge was NOT stolen out of a vehicle.

Remember that employees should never leave their ID Badge in their vehicle. There is a 48 hour waiting period for any LOST badge reported.
Select the "Manage Employees" link on the MySAFE Quick Links page.

Search by Name
Click the Access Cards tab, to access card status information.

Once you are on the Access Cards tab:

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. Approve Badge for Reprint.
4. Click UPDATE.
5. Click SAVE.
PROCESSING A BADGE TYPE CHANGE

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

Enter Name and Search
Select new Job Title from the Job Title Drop Down, UPDATE and SAVE.
To Change the Badge Type: Go to the Privileges tab to access Badge Type Information

Click the Change Link
PROCESSING A BADGE TYPE CHANGE

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.

Confirm the change request by clicking OK.

Please advise the employee to return to the Credential Center with a photo ID to pick-up the new badge.
### LIST OF ACCEPTABLE DOCUMENTS

All documents must be original, unexpired and your legal name must match exactly on both documents.

Applicants are required to supply one document from Category I & II.

<table>
<thead>
<tr>
<th>Category I - Documents that Establish Employment Authorization</th>
<th>Category I - Documents that Establish Employment Authorization</th>
<th>Category II - Documents that Establish Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Passport or U.S Passport Card</td>
<td>Certificate of Report of Birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
<td>Driver's License — issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.</td>
</tr>
<tr>
<td>Permanent Resident Card (Form I-551) or Foreign Passport with I-551 Stamp or Temporary I-551 Printed Notation on a MRIV</td>
<td>Birth Certificate — Must be certified copy issued by a state, county, or municipal authority, or territory of the United States bearing an official seal.</td>
<td>Identification Card — issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.</td>
</tr>
<tr>
<td>Employment Authorization Card (Form I-766)</td>
<td>Certificate of Naturalization (N-550) or Certificate of Citizenship(N-560)</td>
<td></td>
</tr>
<tr>
<td>Foreign Passport &amp; I-94 — Bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status.</td>
<td>Passport of the Federates States of Micronesia or the Republic of the Marshall Islands accompanied with I-94.</td>
<td></td>
</tr>
</tbody>
</table>
LIST OF ACCEPTABLE DOCUMENTS
ALL DOCUMENTS MUST BE ORIGINAL, UNEXPIRED AND YOUR LEGAL NAME MUST MATCH EXACTLY ON BOTH DOCUMENTS

Obtaining Required Documents before Badge Appointment

**Passport:** First-time passport applicants can apply for a passport by visiting a Passport Agency, Acceptance Facility, US Embassy or Consulate. Instructions for obtaining a passport can be found: [https://travel.state.gov](https://travel.state.gov)

Passports can be renewed through the mail by filling out the online application, attaching a photo, including the fee and your old passport. To contact the National Passport Information Center, call: 1-877-487-2778 or TDD/TTY: 1-888-874-7793.

**Birth Certificate:** The Credential Center accepts original or certified birth certificates issued by a state, county, or municipal authority, or outlying possessions of the United States that bears an official seal is acceptable. *Hospital issued birth certificates are NOT accepted.*

Certified birth records can be obtained for all persons born in Seattle or King County, all Washington State births registered from 1921-present. To view information needed to obtain a birth certificate, visit: [www.kingcounty.gov](http://www.kingcounty.gov)

If you were born outside Washington, contact the Vital Statistics Office in the state where you were born or order a replacement birth record online, visit: [www.vitalchek.com](http://www.vitalchek.com)

**State Identification:** Must be issued by a state or outlying possession of the United States. The Credential Center does not accept IDs that have been punctured or expired, unless accompanying a state-issued temporary ID.

For information to obtain a Washington state ID, visit: [www.dol.wa.gov](http://www.dol.wa.gov) for locations, hours and requirements, or call: 1-360-902-3900.
## Applicant Status (Banner in the upper right hand corner of applicants profile)

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Enrolled:</td>
<td>Badge data has been entered by Authorized Signer</td>
</tr>
<tr>
<td>Awaiting Clearance:</td>
<td>Applicant has been processed by a Credential Specialist and security checks have been submitted but CHRC and STA have not yet cleared</td>
</tr>
<tr>
<td>Security Check Complete:</td>
<td>Applicant has passed CHRC and/or STA but has not completed training.</td>
</tr>
<tr>
<td>Ready to Badge:</td>
<td>Applicant has a CHRC and STA clearance and Training has been completed by the applicant. The applicant is ready to pick up the badge within 30 business days of the last security check clearance. Badge has not yet been issued.</td>
</tr>
<tr>
<td>Active:</td>
<td>Applicant has picked up the badge within the required 30 business days.</td>
</tr>
<tr>
<td>Suspended:</td>
<td>Applicant occupation is suspended. Badge is Inactive</td>
</tr>
<tr>
<td>Terminated:</td>
<td>Applicant occupation is terminated. Badge is Inactive</td>
</tr>
</tbody>
</table>

## Badge Status (Access Cards Tab in the Portal)

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Badge is active and printed.</td>
</tr>
<tr>
<td>Confiscated</td>
<td>Badge is inactive and confiscated for a security violation.</td>
</tr>
<tr>
<td>Damage</td>
<td>Badge is damaged and a new badge printed. (You will see this status for various reasons)</td>
</tr>
<tr>
<td>Expired</td>
<td>Badge is expired and has not been returned</td>
</tr>
<tr>
<td>Inactive</td>
<td>Badge is not active and has not been returned</td>
</tr>
<tr>
<td>Lost</td>
<td>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.</td>
</tr>
<tr>
<td>Returned</td>
<td>Badge has been returned to the Credential Center.</td>
</tr>
<tr>
<td>Rebadge</td>
<td>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). This normally occurs because CBP has approved a SEAL and the badge needs to be reprinted.</td>
</tr>
<tr>
<td>Renew &amp; Renew Authorized</td>
<td>Badge approved for renewal by Authorized Signer. If the badge is not expired and the AS has renewed in the past 30 days, the card status will be Renew. If the badge has expired but the AS renews the status will show Renew Authorized (30 days).</td>
</tr>
<tr>
<td>Revoked</td>
<td>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 reported as lost.</td>
</tr>
</tbody>
</table>
In the REPORTS tab, there will be several useful reports.

1. Active Badge List
2. Expiring Badge List
3. CBP Seal Clearance Notifications
4. Security Check Notifications