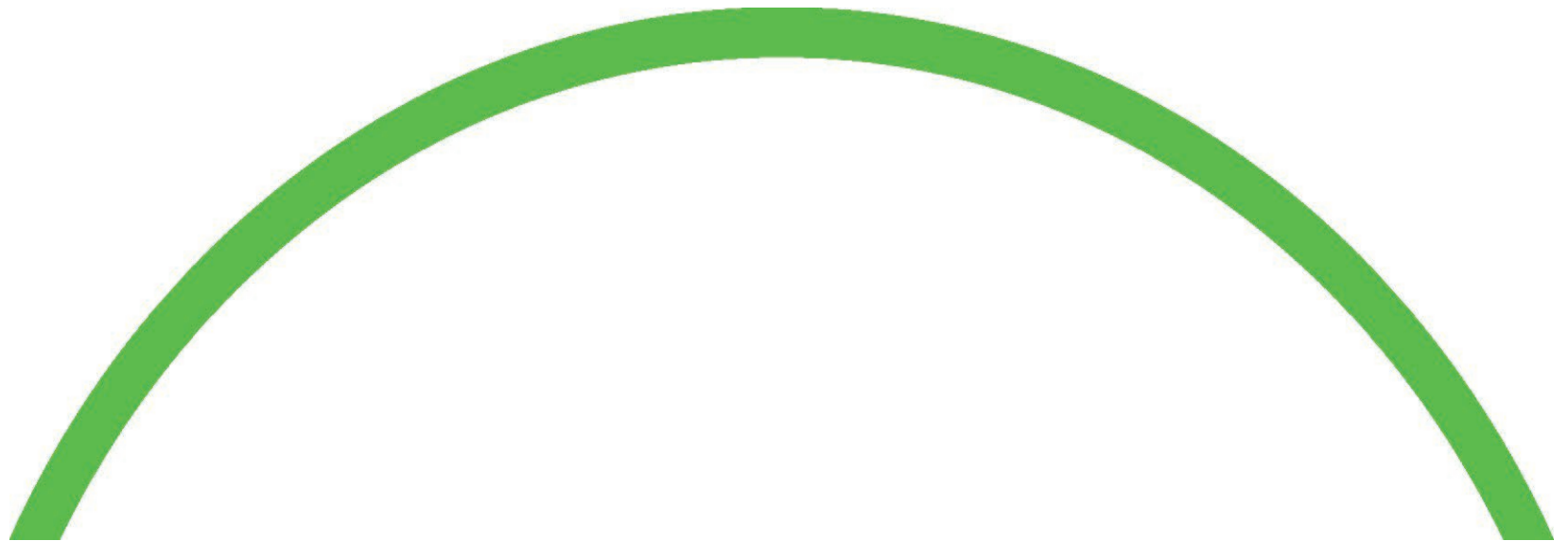


# SEATAC's Authorized Signatory Portal Handbook



# Signatory Portal Handbook

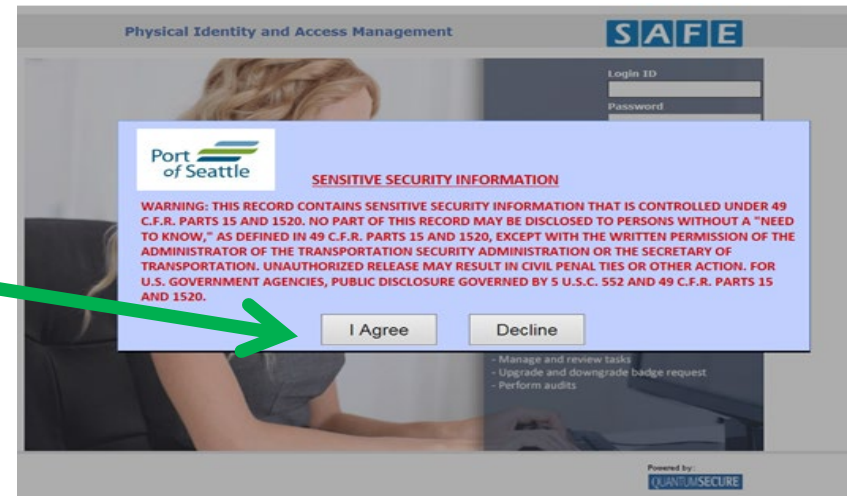


- Logging in – Page 3
- My SAFE – Page 4
- Enrolling a New Applicant - Page 5
- Processing a Badge Renewal – Page 14
- Processing a Termination – Page 17
- Designating a Badge Lost/Stolen and authorizing a replacement – Page 22
- Requesting a Badge type change – Page 25
- Applicant & Badge Status – Page 30



Accessing the Authorized Signatory Portal:  
<https://hosting.portseattle.org/SAFESelfService>  
**You must be using Internet Explorer!**

I Agree




Sign in using your login ID and password

Forgot your password?  
Follow this link.



# 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.



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

English

Change Password Logout About Help

ReportsMySAFEEmployees

My Links

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	<a href="#">Renew</a>	<a href="#">Do Not Renew</a>

My Pending Audit Tasks Summary (Top 20)

ID	Status	Request Type	Request From
<a href="#">62007</a>	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 a security 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 requirements.
- Applicants seeking a security ID badge must submit personal identification that is 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

Port of Seattle

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

English

Reports MySAFE Employees

My Links

Quick Links

[New Applicant](#)

[Manage Employees](#)

[Audit Task](#)

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

**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

**Ethnicity\*** Pacific Islander

If Other, (Please Specify)

**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.

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

End date should be left blank! This is for use in the Credential 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

Last Name\* CURTIS

First Name\* FRANKIE

Phone\* { 222 } 222 - 2222

Additional Contact { } - { }

SSN 123 - 45 - 6789

Alias

Alias Details

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

Apply Cancel

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.



# ENROLLING A NEW APPLICANT SEA Seattle-Tacoma International Airport

On ID: 7100717

**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

**Ethnicity\*** Pacific Island

If Other, (Please Specify)

**Employer\*** PORT OF SEA

**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

**Message from webpage**

Please add a Badge Type

OK

Reset Next Submit Close

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

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 -> 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
------------	-----------	---------------	--------

Back Submit Close

## STEP 2

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

# 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 -> 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	<a href="#">Remove</a>

Back Submit

You have the ability to request Authorized Signatory privilege. A completed AS form and training will be required.

Note: LEO and CBP privileges are 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

Enrollment Authentication

Enter PIN

Authenticate Cancel

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

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

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 Occupation Privileges **Review & Print**

Employees -> Personnel -> Review & Print

CURTIS FRANKIE|7195414|Pre-Enrolled 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!

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


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 tabs for 'Reports', 'MySAFE', and 'Employees'. The 'MySAFE' tab is active, showing a 'Quick Links' section with 'New Applicant', 'Manage Employees', and 'Audit Task'. The main area displays the 'Badge Renewal Summary (Top 20)' table. A green arrow points from the 'Quick Links' section to the table, and another green arrow points from the 'Renew' link in the table to a callout box.

PID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
7095414	CURTIS FRANKIE	PORT OF SE...	RESTRICT...	12/05/2017	<a href="#">Renew</a>	<a href="#">Do Not Renew</a>

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.

# 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 	DATE:

PAGE 4 of 4

APPLICANT INITIAL: \_\_\_\_\_ DATE: 16-Oct-2017

Back

Renew Employee Application

Print Application

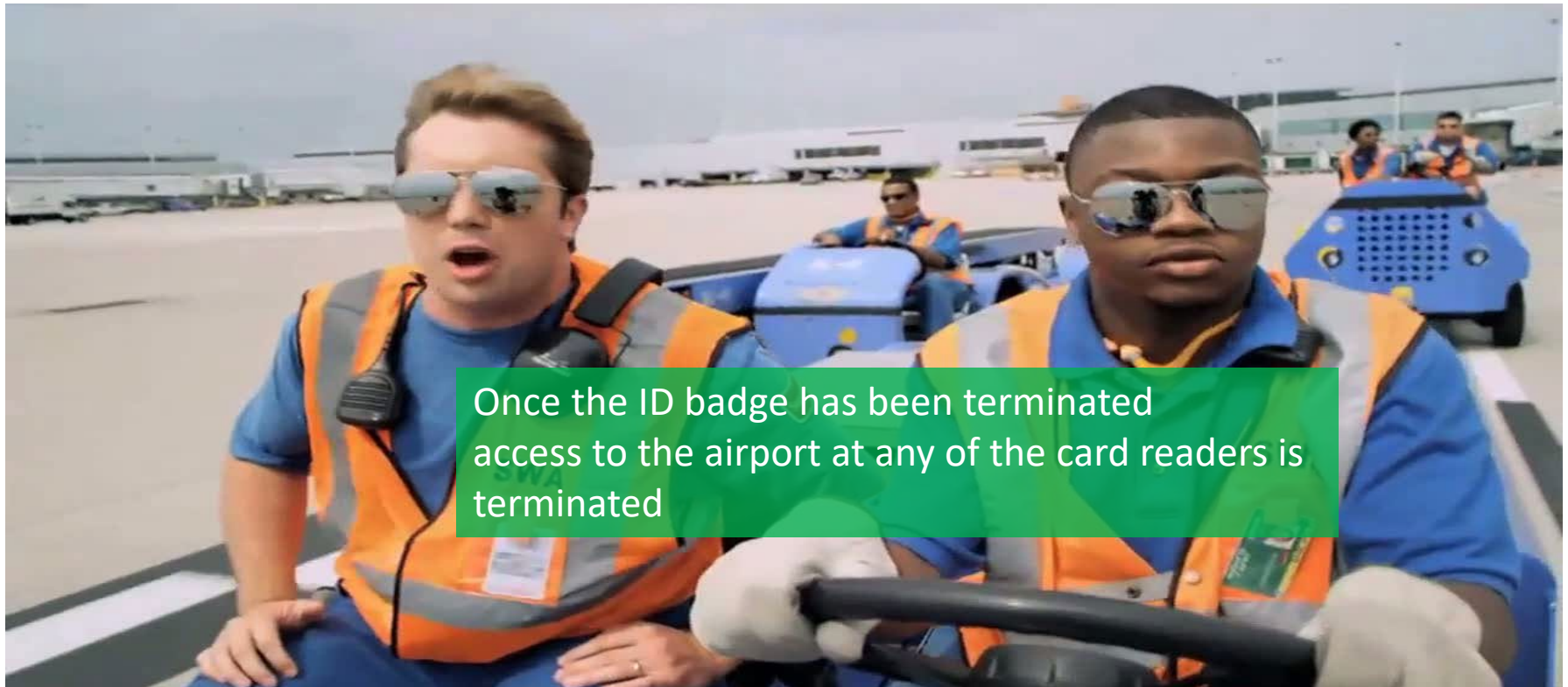
Close

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 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”.



# PROCESSING A TERMINATION

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

SSN

Last Name

First Name

Middle Name

Date of Birth

Card Number

Asset Number

Status

Job Title

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

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

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

# PROCESSING A TERMINATION

Port of Seattle

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 <a href="#">Alias</a>	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		

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


From "Status" drop down select "Terminated"

Do not add an "End Date"

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.

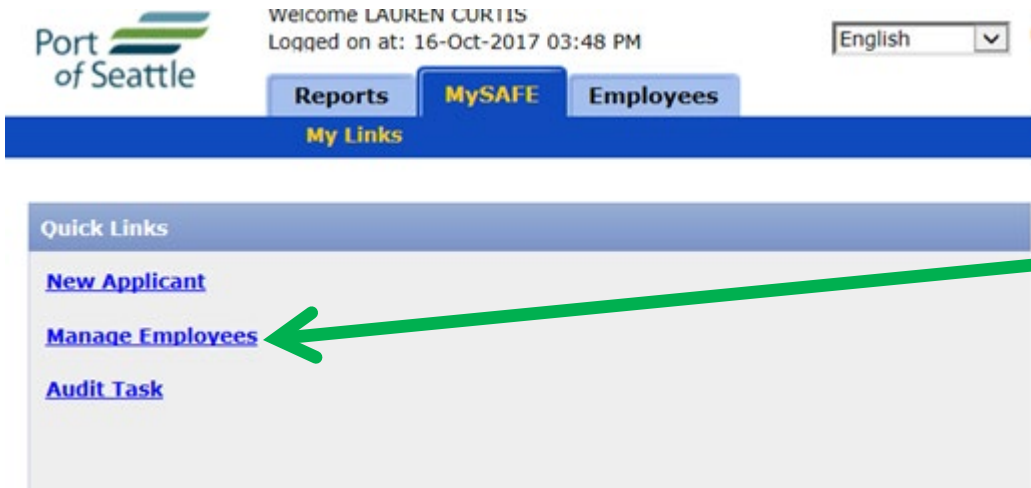
# PROCESSING A LOST/STOLEN BADGE

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.**

# 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

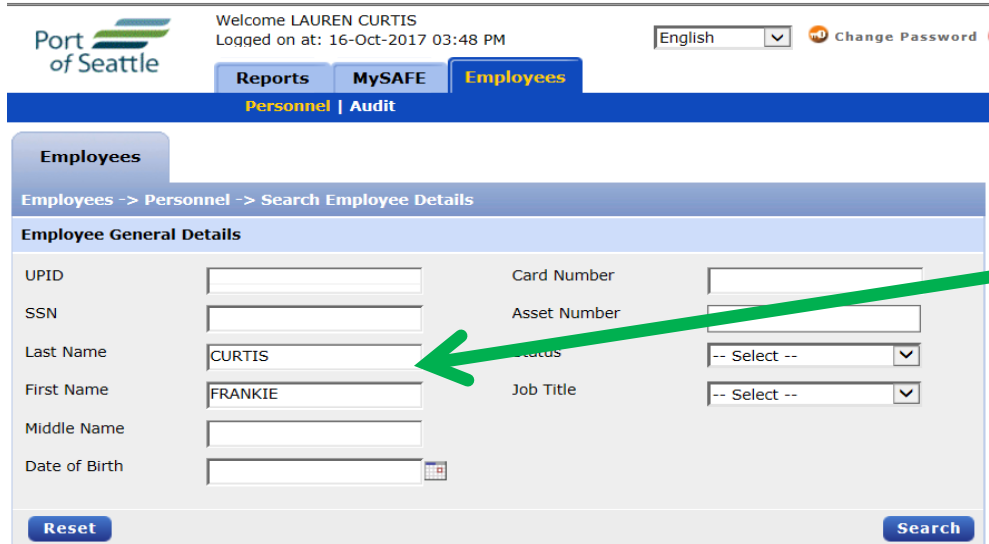
[New Applicant](#)

[Manage Employees](#)

[Audit Task](#)

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	CURTIS	Status	-- 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 LOST/STOLEN BADGE SEA Seattle-Tacoma International Airport

Click the **Access Cards** tab, to access card status information.

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 -> General  
CURTIS FRANKIE|7195414|Active Active  
General Details Updated By : Lauren Curtis, Oct 16 2017 3:58PM

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.

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 -> Access Cards  
CURTIS FRANKIE|7195414|Active Active  
Employer/Occupation\* PORT OF SEATTLE AVIATION  
Card Number 555064 Badge Type\* SEATAC Restricted  
Activation Date\* 10/17/2017  
Expiration Date  
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 A BADGE TYPE CHANGE SEA Seattle-Tacoma International Airport

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.

# PROCESSING A BADGE TYPE CHANGE SEA Seattle-Tacoma International Airport

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	CURTIS	Status	-- Select --
First Name	FRANKIE	Job Title	-- Select --
Middle Name	<input type="text"/>		
Date of Birth	<input type="text"/>		

Reset Search

2

Enter Name and Search



# PROCESSING A BADGE TYPE CHANGE

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

Employer Code\* 081450

Division\* SECURITY

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 A BADGE TYPE CHANGE

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	<a href="#">Change</a>	<a href="#">Remove</a>

Back Next Save Close

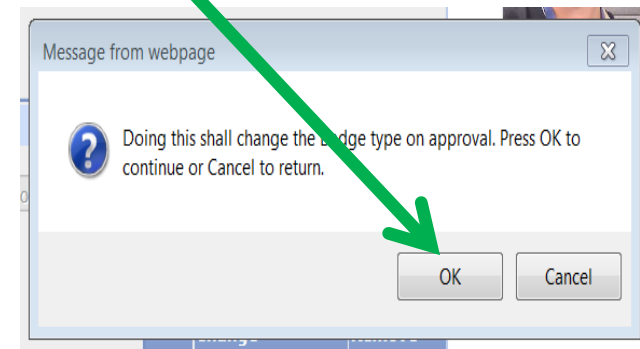
Click the  
Change Link

# PROCESSING A BADGE TYPE CHANGE SEA Seattle-Tacoma International Airport

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 portal. The user is logged in as LAUREN CURTIS. The navigation bar includes Reports, MySAFE, and Employees. The Employees section is active, showing a list of employees. The employee CURTIS FRANKIE|7195414|Active is selected. The Privileges tab is active, showing a list of privileges. The Badge Type Change section is highlighted, showing a dropdown menu for Badge Type\* (currently RESTRICTED) and a Justification\* field. A green arrow points to the Badge Type\* dropdown, and another green arrow points to the Submit button. The Request Status is Pending Approval.

Confirm the change request by clicking OK.

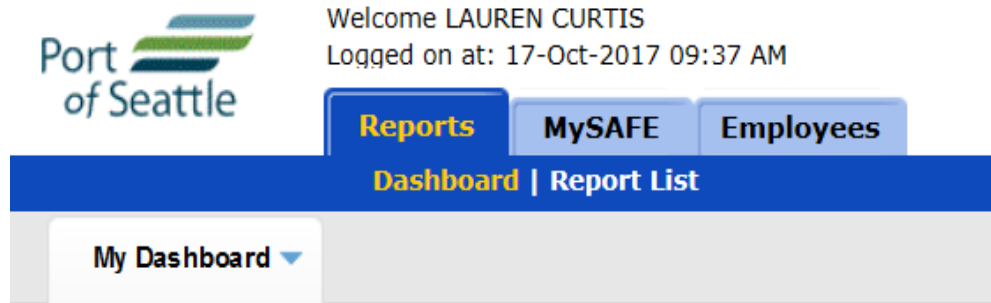


Please **advise** the employee to return to the Credential Center with a **photo ID** to pick-up the new badge.

<b>Applicant Status</b>	<b>Definition</b>
<b>Active:</b>	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>
<b>Awaiting Clearance:</b>	Applicant has been processed by a Credential Specialist and security checks have been submitted but CHRC and/or STA have not yet cleared
<b>Pending Badge Type Change:</b>	Authorized Signer changes the badge type via Authorized Signatory Portal and awaiting CS to confirm change and print new badge.
<b>Pending Termination:</b>	Authorized Signer Terminated applicant via Authorized Signatory Portal and awaiting CS to terminate occupation and badge status changes to Inactive/Not Returned.
<b>Possible Duplicate:</b>	Possible Duplicate Applicant information – SSN/DOB/Name matches, applicant has a previous/current UPID that needs to be merged.
<b>Pre-Enrolled:</b>	Badge data has been entered by Authorized Signer
<b>Ready to Badge:</b>	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.
<b>Security Check Complete:</b>	Applicant has passed CHRC and/or STA.
<b>Suspended:</b>	Applicant occupation is suspended. Badge is Inactive
<b>Terminated:</b>	Applicant occupation is terminated. Badge is Inactive
<b>Badge Status</b>	<b>Definition</b>
<b>Active</b>	Badge is active and printed.
<b>Confiscated</b>	Badge is inactive and confiscated for a security violation.
<b>Damage</b>	Badge is damaged and a new badge printed.
<b>Expired</b>	Badge is expired and not returned
<b>Inactive</b>	Badge is not active and has not been returned
<b>Lost</b>	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.
<b>Returned:</b>	Badge has been returned and Credential Center has it in their possession.
<b>Rebadge</b>	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.
<b>Renew &amp; Renew Authorized</b>	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).
<b>Revoked</b>	After 30 days of Inactive/Not Returned SAFE automatically changes the card status to Revoked and triggers the \$350 unreturned badge fee
<b>Stolen</b>	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
<b>Suspended</b>	Badge is suspended and inactive

# REPORTS

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