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
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.
• 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)
• 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

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!

Select the “New Applicant” option on the Quick Links pane.
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, 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

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. i.e – 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

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 can request Authorized Signatory

1. [Diagram points to badge type selection]
2. [Diagram points to privilege selection]
3. [Diagram points to add/remove privileges]

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.
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!

You can now schedule a new Badge Appointment for your 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

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

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

Search by Name
PROCESSING A TERMINATION

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

Click on the employee’s UPID number to access the employee's SAFE record.
PROCESSING A TERMINATION

From “Status” drop down select “Terminated”

DO NOT add an “End Date”

Then click SAVE at the bottom of the screen.
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.
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

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

Search by Name
PROCESSING A LOST/STOLEN BADGE

Click the Access Cards tab

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

Enter Name and Search
PROCESSING BADGE CHANGES
CHANGING A JOB TITLE

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.
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.

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

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

2. Enter Name and Search
CHECK APPLICANT STATUS

In General tab upper right-hand corner in yellow is the Applicant Status.

Go to page 32 for Applicant Status and definition.
<table>
<thead>
<tr>
<th><strong>Applicant Status</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Active:</td>
<td>Applicant has picked up the badge within the required 30 business days. Or, badge has been pre-printed. NOTE: If badge has been printed, print button will be inoperable for that badge.</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/or STA have not yet cleared.</td>
</tr>
<tr>
<td>Pending Badge Type Change:</td>
<td>Authorized Signer changes the badge type via Authorized Signatory Portal and awaiting CS to confirm change and print new badge.</td>
</tr>
<tr>
<td>Pending Termination:</td>
<td>Authorized Signer Terminated applicant via Authorized Signatory Portal and awaiting CS to terminate occupation and badge status changes to Inactive/Not Returned.</td>
</tr>
<tr>
<td>Possible Duplicate:</td>
<td>Possible Duplicate Applicant information – SSN/DOB/Name matches, applicant has a previous/current UPID that needs to be merged.</td>
</tr>
<tr>
<td>Pre-Enrolled:</td>
<td>Badge data has been entered by Authorized Signer</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 now 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>Security Check Complete:</td>
<td>Applicant has passed CHRC and/or STA</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>

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<thead>
<tr>
<th><strong>Badge Status</strong></th>
<th><strong>Definition</strong></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>Damaged</td>
<td>Badge is damaged and a new badge printed.</td>
</tr>
<tr>
<td>Expired</td>
<td>Badge is expired and not 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. Fines are charged and will be paid by the employee according to how many badges are lost in accordance with CC-001 Identification &amp; Access Control Badge Charge.</td>
</tr>
<tr>
<td>Returned:</td>
<td>Badge has been returned and Credential Center has it in their possession.</td>
</tr>
<tr>
<td>Rebadge</td>
<td>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).</td>
</tr>
<tr>
<td>Renew &amp; Renew Authorized</td>
<td>After 30 days of Inactive/Not Returned SAFE automatically changes the card status to Revoked and triggers the $350 unreturned badge fee</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 stolen. In that case, the lost badge fee can be waived, first offense only. The badge cannot have been stolen out of a vehicle</td>
</tr>
<tr>
<td>Stolen</td>
<td>Badge is suspended and inactive</td>
</tr>
</tbody>
</table>
HOW TO PULL REPORT

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

- 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

• 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