

HAS eBadge Authorized Signer Portal



Authorized Signers
October 2021

Agenda



Introduction

- System Overview

- Documentation Inventory

- Process Review Diagrams

Tour the Portal!

- Registration and Login

- Navigation

Processes

- New Badge Process

- Renewals

- Lost/Stolen/Damaged/Change

- Movement Area Request and Approval

Wrap up; Q&A

Overview



Welcome to eBadge Portal Training!

The new eBadge Authorized Signer Portal is a contemporary, commercial application to streamline, automate, and efficiently manage the new application and renewal processes.

The system is an extension of the HAS existing badging system. The web-based interface allows Authorized Signers and Applicants to fill out the application and automatically populate the badging office application from their laptop, tablet or phone. It serves all badge application types, including the CBP process.

Badging Agents will love it because they will no longer have to manually type the information into the system! They will work in ONE system and will no longer have to deal with paper!

Authorized Signers will love it because it stores all active badgeholder information in one place, tracks status of each applicant real-time and helps them expedite the next steps accordingly.

What is New for Authorized Signers?



The new eBadge Vendor Portal is intended to provide a new tool for our Authorized Signers to submit online applications and manage their badgeholder population.

Authorized Signer functionality:

1. Enter data and submit NEW application with scanned identification
2. Update data and submit a RENEWAL
3. Request a Lost/Stolen, Change, Damaged Badge
4. Submit a Movement Area (“M”) Training or Approval Request
5. Electronic CBP application
6. Track progress to know when it’s time for the next step
7. Tracks the 25% SIDA badges for concessionaires
8. Future: Possible audit automation

What is New for the Badging Office?



New badging office functionality includes:

1. Retrieve data to populate PWAP automatically
 2. Review and store electronic applications and documents
 3. Scan additional documents to the file
 4. Manage Authorized Signers in PWAP
 5. Create and share reports
- ✓ This replaces the current OnBase eBadge System, with exception of historical document retrieval.
 - ✓ Badge Ready website is no longer needed.

What DOESN'T change?



- The CHRC fingerprint capture, processing and results
- STA processing and auto-populating results
- Badgeholder training and completion results
- Billing
- Audits



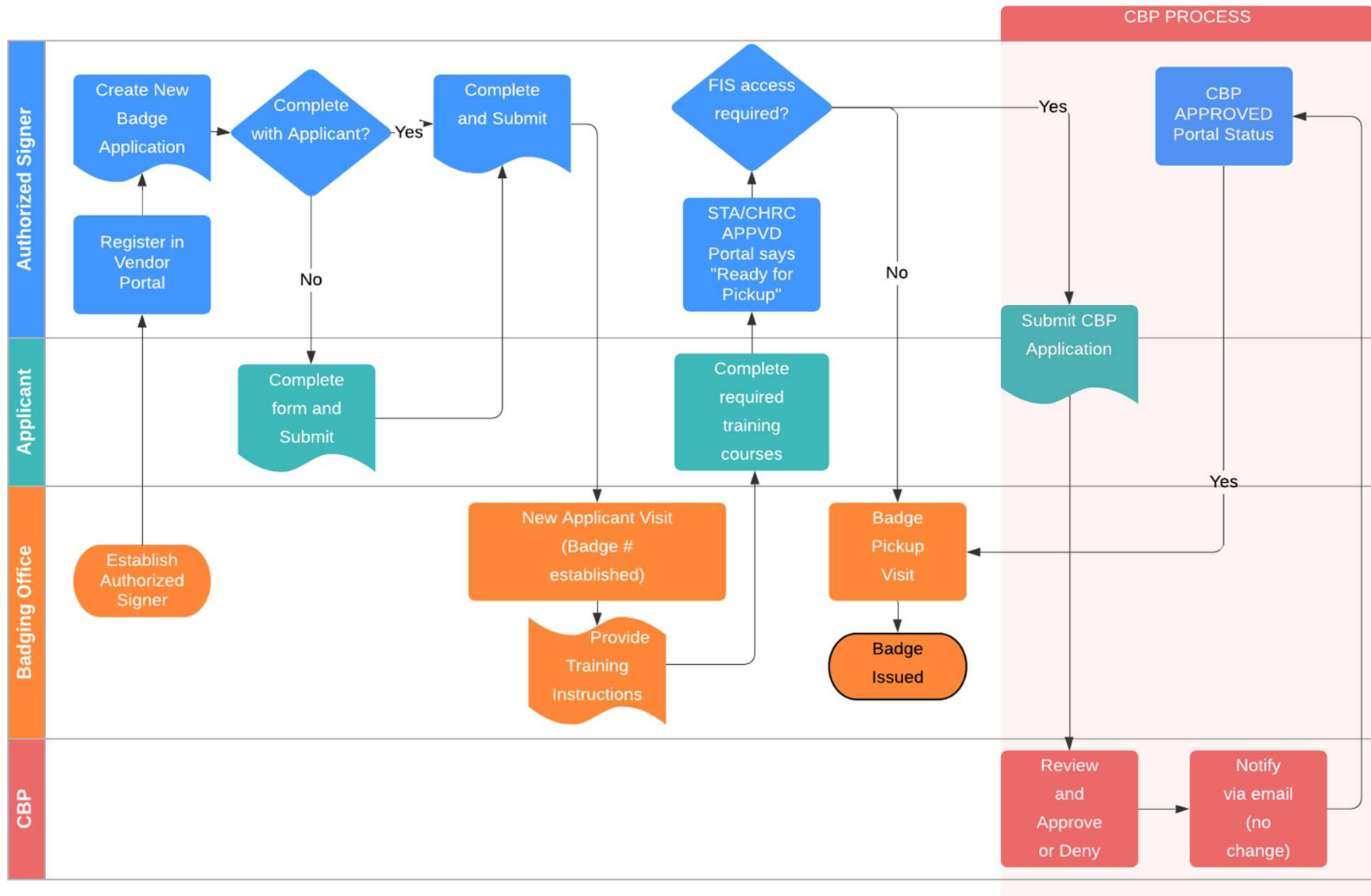
Documentation Overview



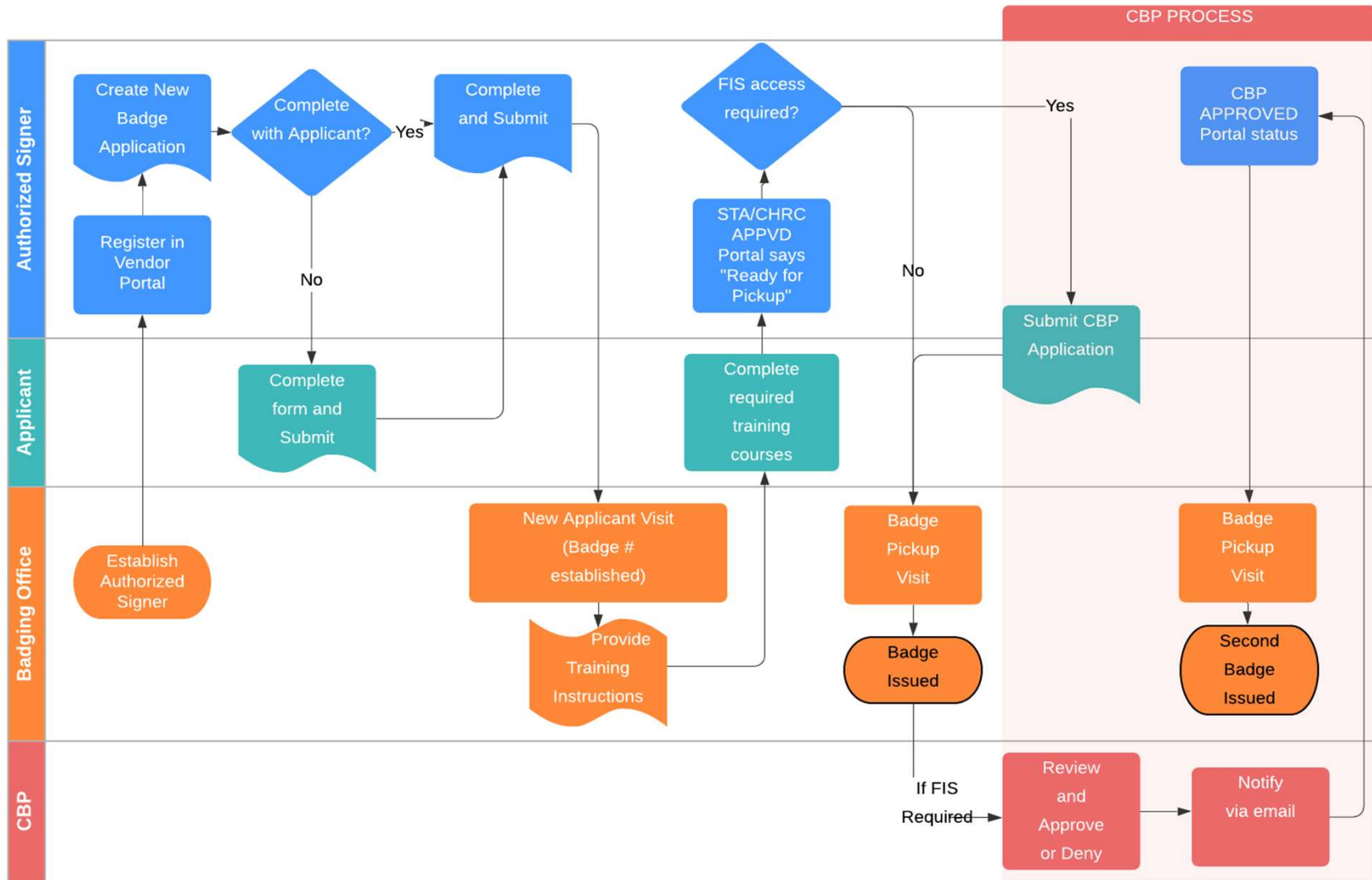
- 200 Navigation
 - Registration and Login
 - Dashboard
 - Notification Icons
 - Menus
- 201 New Badge
- 202 Renewals
- 203 Lost/Stolen/Change/Damaged
- 204 Movement Area

Applicant Quick Tips

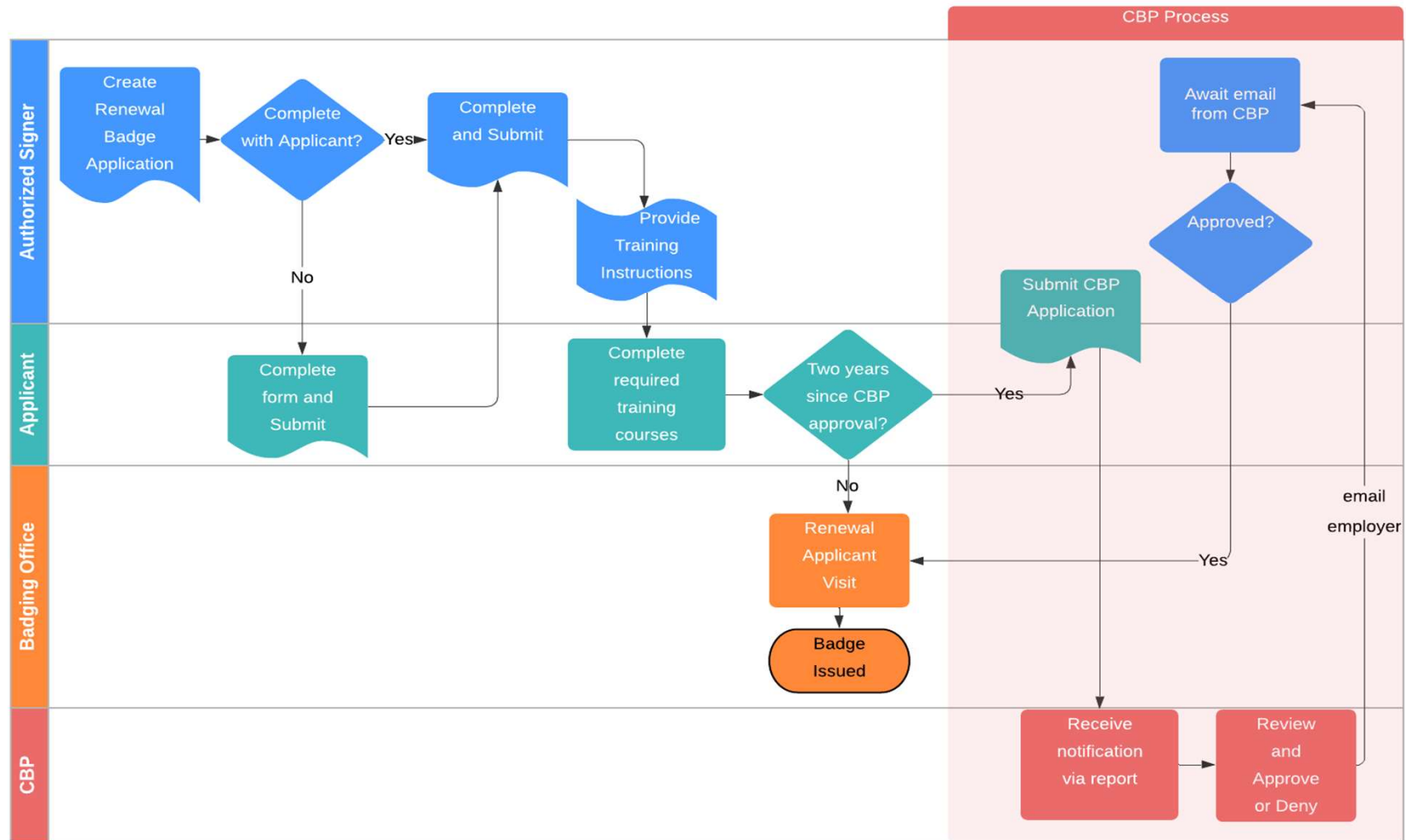
New Badge Process IAH



New Badge Process HOU



Renewal Process Diagram



Process Training



- 200 Registration (let's get registered!) and Tour
- 201 New Badge and Badge Pickup
- 202 Renewals
- 203 Lost/Stolen/Change/Damaged
- 204 Movement Area

