



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Start an Application for a New Applicant

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AirTera.com

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Objective

Learn how to start an application for a new applicant in the Workforce Directory. This guide covers navigation, data entry, endorsement options, and confirmation steps. Note: Only the Amazon Credentialing team can add endorsements. Applicants will receive an email to complete their badge application after submission.

Process Overview

Log into AirTera IDMS Platform

1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Add new Employee

2. Select 'Identity'

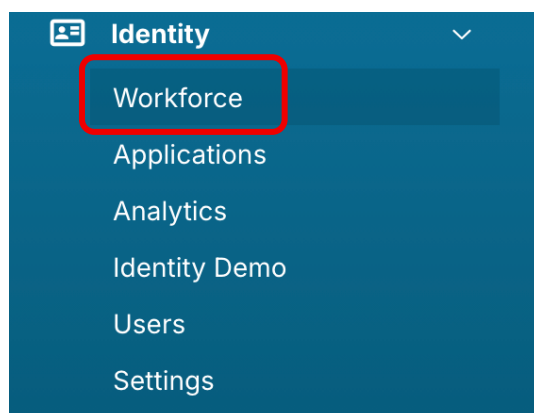
Quick Links

[CrewList](#)

[Identity](#)

[Credentials](#)

3. Ensure you are on the 'Workforce' directory



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4. Click 'Add Person'



5. Enter the Applicants details
 - a. First Name
 - b. Middle Name (if applicable)
 - c. Last Name
 - d. Email
 - e. Phone Number
6. Ensure 'Start Application for Person' is checked
7. Click 'Submit'

Add Person ×

First Name *

Middle Name

Last Name *

Email *

Phone Number

☐ Start Application for Person

Submit

Pre-Fill Badge Application

8. Enter SSN

- a. If applicant does not have an SSN ensure to check 'Applicant does not have a Social Security Number' box

☐

Applicant does not have a Social Security Number

9. Enter Date of Birth

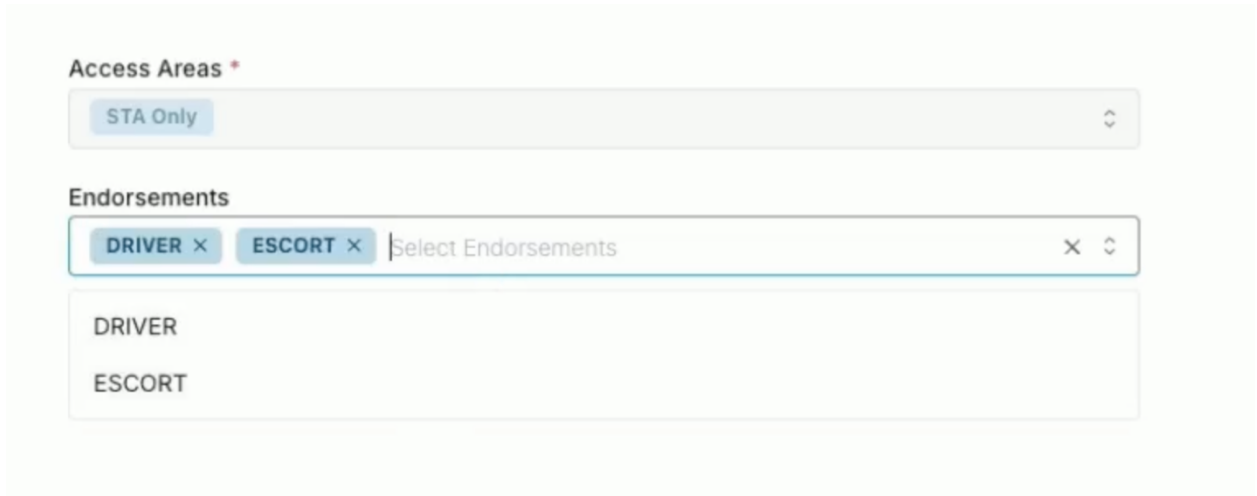
10. Confirm phone number

11. Click 'Next'

12. Select Access Area(s) and Endorsement(s)

- a. This option is only available for those with the Credentialing Role added

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The screenshot shows a web form with two main sections: 'Access Areas' and 'Endorsements'. The 'Access Areas' section has a dropdown menu currently set to 'STA Only'. The 'Endorsements' section has a multi-select dropdown menu with 'DRIVER' and 'ESCORT' selected, indicated by 'x' icons. Below the dropdown, a list of available endorsements is shown: 'DRIVER' and 'ESCORT'. The form is set against a light green background.

13. Click 'Next'
14. Review & Confirm
15. Click 'Confirm'
16. You will be redirected to the 'Applications' Tab
 - a. An application record has been created
 - b. An email has been sent to the applicant for registration