



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Manually Upload Documents User Guide

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Security.
Safety.
Compliance.



Objective

Learn how to manually upload documents to a person's profile in the Workforce Directory. This guide covers scanning or uploading files, adding document names and comments, and confirming the upload. Uploaded documents and their associated comments are visible under the Documents and Comments tabs, along with details about who uploaded them.

Process Overview

Log into AirTera IDMS Platform

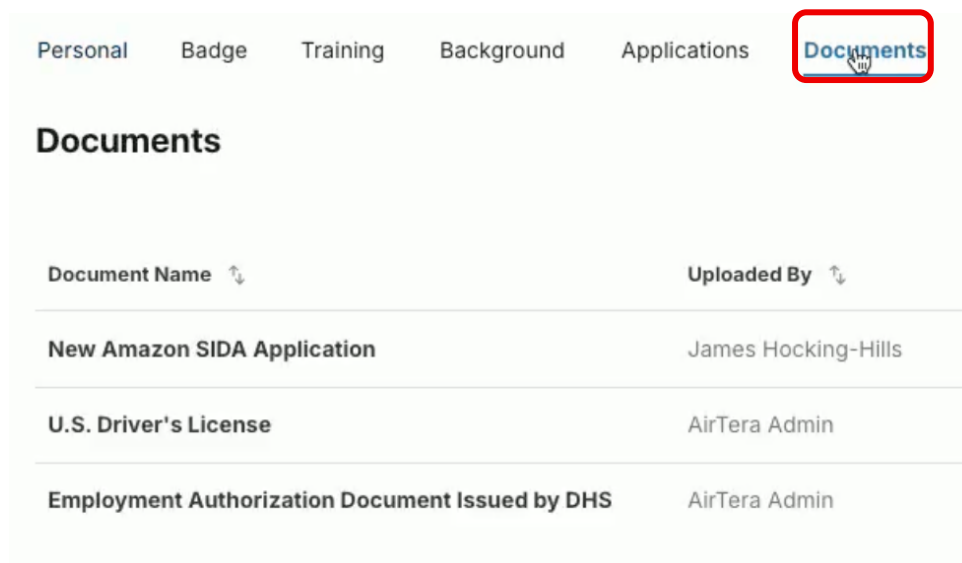
1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Locate the Applicant

2. Navigate to the 'Workforce' Directory
3. Locate the person you want to add the document for
4. Select their profile

Uploading the document

5. Navigate to the 'Documents' Section



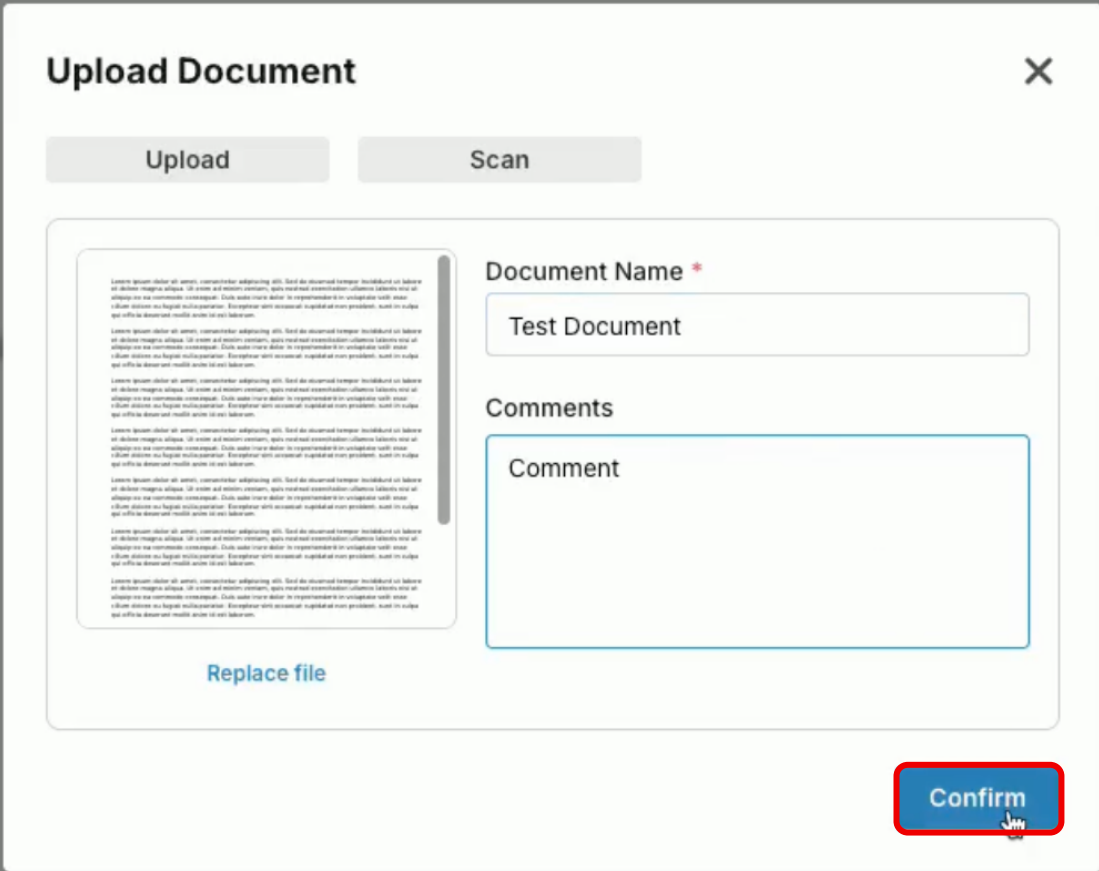
Personal	Badge	Training	Background	Applications	Documents
Documents					
Document Name ↑		Uploaded By ↑			
New Amazon SIDA Application		James Hocking-Hills			
U.S. Driver's License		AirTera Admin			
Employment Authorization Document Issued by DHS		AirTera Admin			

6. Click 'Upload Document'

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+ Upload Document

7. Upload OR Scan in a document.
8. Enter the document name
9. Add any comments needed.
10. Click Confirm



11. The document will now reflect under the documents tab
 - a. Uploaded date will reflect
 - b. Uploaded by will reflect
 - c. View document by clicking on the entry and selecting the upload thumbnail

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