



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
Completing an Application as a SIDA Applicant (Desktop Flow) User
Guide

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*Security.
Safety.
Compliance.*



Objective

Learn about the SIDA/EAA applicant application process on desktop. This guide provides a step-by-step walkthrough covering account setup, prefill options, required fields, address history, photo upload, review, and electronic signature. Key details include handling additional forms for applicants born outside the US, address autofill features, and final confirmation steps before submission.

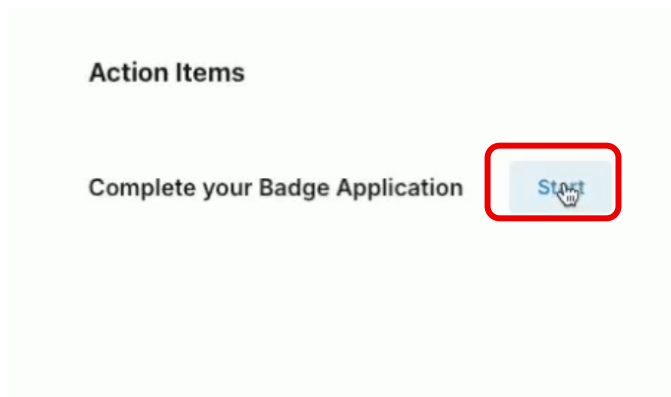
Process Overview

Log into AirTera IDMS Platform

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

Complete Badge Application

1. Navigate to the 'Action Items' Section
2. Click 'Start'

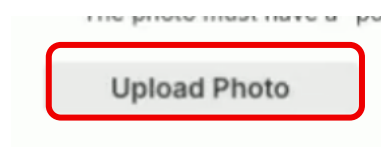


3. Read & acknowledge the purpose of Information Collection
 4. Click Start
- If using the Prefill feature, refer to 9 – Using the Prefill feature for Applicants User Guide.
 - If not using the Prefill feature, continue to step 6.
5. Click 'Next'
 6. Complete the blank fields on the personal information page
 1. First, Middle (if applicable), Last Name
 2. Phone number
 3. Gender

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4. SSN
 5. DOB
 6. Country, State, City of Birth
 7. Country of Citizenship
7. Click next
8. Complete Biographic information
 1. Height
 2. Weight
 3. Hair Color
 4. Eye Color
 5. Race
9. Click Next
10. Complete Identification Information (Optional but recommended)
 1. Driver's License or State Identification Number
 2. Driver's License or State Identification State
 3. Driver's License or State Identification Expiration
 4. US Passport Number
 5. US Passport Type
 6. US Passport Expiration
11. Click Next
12. Complete Residential Information
 1. Current Residential address
 2. Previous Residential Addresses
 1. Must have addresses to account for the last 5 years
 3. Current Mailing Address
 1. If same as Residential check the box
13. Click Next
14. Upload Badge Photo
 1. Click 'Upload photo' at the bottom of the photo guidelines



2. You can upload or capture if you have that capability
15. Click Submit
16. Click Next
17. Review & Confirm Information
 1. Edits can be made from this page by clicking edit
18. Click Next



19. Electronically sign the SSN Release notice
 1. Type full legal name
20. Hit 'Next'
21. Electronically Initial the Privacy Act and Badge Media Acknowledgement
 1. Type initials
22. Click 'Next'
23. Electronically sign the Amazon Air Badge and Access Control Agreement
 1. Type full legal name
24. Click 'Next'
25. Electronically sign the Consent to collection of additional STA/CHRC documents
 1. Type full legal name
26. Electronically sign the Disqualifier Criminal Offense Checklist
 1. Type full legal name
27. Click 'Next'
28. Review PDF SID application
29. Click 'Confirm'
30. Electronically sign by entering in full SSN
31. Click 'Confirm Signing'