



AirTeraSM
Version 1
August 18, 2026

AirTeraSM
Amazon - IDMS

User Guide:
How to Approve an Application User Guide

Copyright © AirTera. All rights reserved.

+1.703.842.5317 voice | +1.866.768.2881 fax
AirTera.com

Security.
Safety.
Compliance.



Objective

Learn how to approve an application for SIDA/EAA and STA sites. This guide provides a step-by-step walkthrough covering new, renewal, and transfer applications. Key steps include reviewing and editing applicant information, updating batch and endorsement details if permitted, entering employment information, and finalizing approval with a signature. After approval, the application status changes to "Collection Needed."

Process Overview

Log into AirTera IDMS Platform

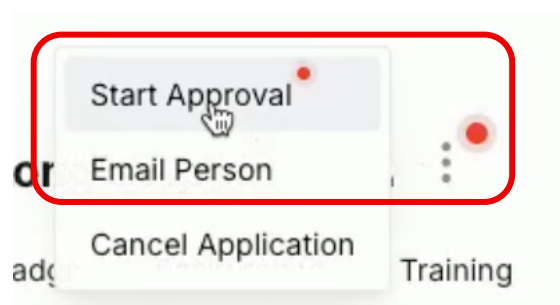
1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Location the Application

2. Navigate to the 'Applications' Tab
3. Search the applicant

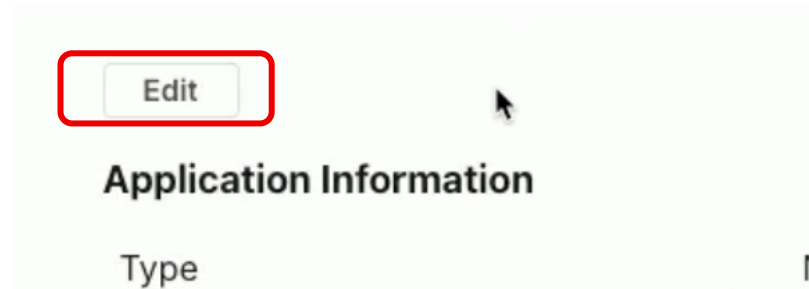
Approving the Application

4. Locate the Action Menu
5. Select 'Start Approval'



6. Review information entered for applicant
 - a. Changes can be made here by clicking the 'Edit' button

Copyright © AirTera. All rights reserved.



7. Click 'Next'
8. Review Badge details
 - a. Role permissions can edit, add, remove endorsements available
9. Click 'Next'
10. Enter Employment Information
 - a. Hire date
 - b. Job title
 - c. Supervisors name
 - d. Applicant work phone number
11. Click Next
12. Review Application pdf
13. Click Next
14. Sign-off
 - a. Verify pre-filled ID is yours
 - b. AS phone number
 - c. Todays date
 - d. Type full legal name
15. Click 'Sign'
16. The application is now approved