



AirTeraSM
Version 1
August 19, 2026

AirTeraSM
Amazon - IDMS

User Guide:
How to View and Action a Corrections Request User Guide

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+1.703.842.5317 voice | +1.866.768.2881 fax
AirTera.com

Security.
Safety.
Compliance.



Objective

Learn how to handle correction requests for applications. This guide covers locating applications needing corrections, reviewing rejection reasons, editing applicant information, updating documents, and resubmitting for processing. This process ensures rejected applications can be corrected and moved forward in the workflow.

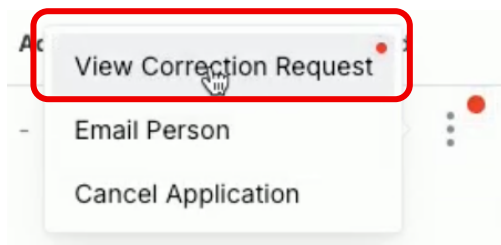
Process Overview

Log into AirTera IDMS Platform

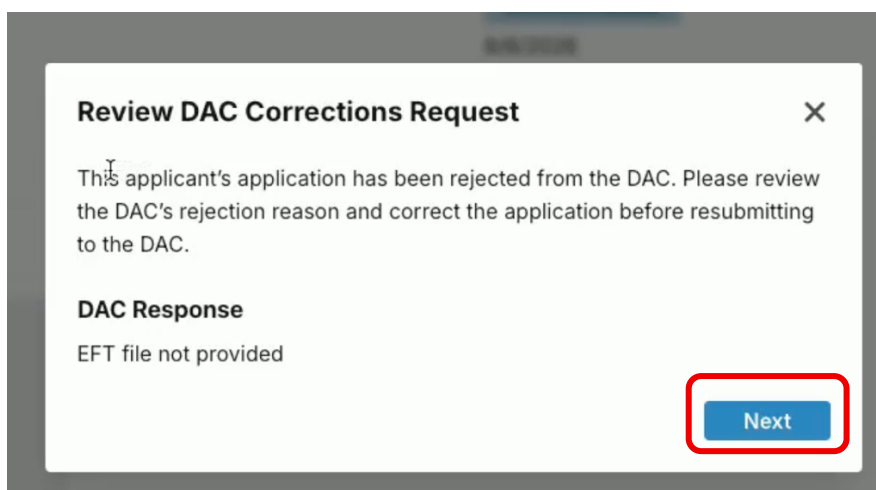
1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Locating the Application

2. Navigate to the 'applications' tab
3. Filter applications to show 'Corrections Needed' status
4. Select the actions menu
5. Click 'View Corrections Request'



6. Review DAC's request



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7. Click 'Next'

Making the Correction

8. Review application information
 - a. Click Edit at top of screen if information here needs updated
9. Click Save and Continue
10. Review PDF application
11. Click 'next'
12. Upload additional documents as needed
 - a. You can remove too
13. Click 'next'
14. Sign-off
 - a. Type full legal name
 - b. Click 'Submit'
15. Changes are submitted to DAC for processing