



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Start a Transfer Application User Guide

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AirTera.com

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Objective

Learn how to start a transfer application. This guide covers eligibility criteria and steps required for different transfer scenarios. Depending on badge status and site type, either a transfer application or a new badge application must be started. Badge destruction procedures are also discussed.

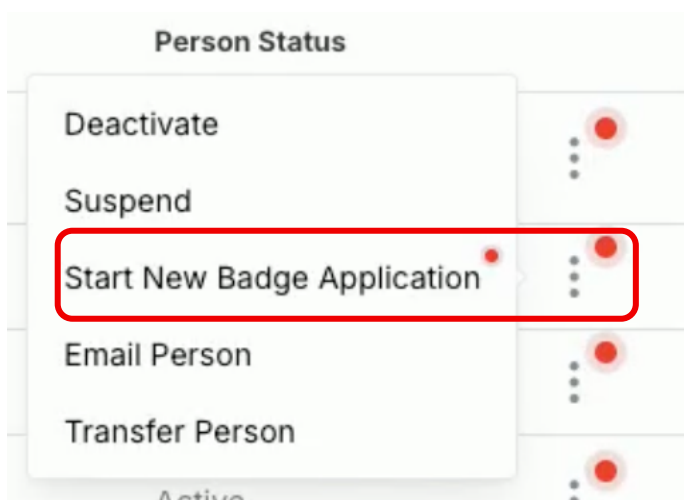
Process Overview

Log into AirTera IDMS Platform

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

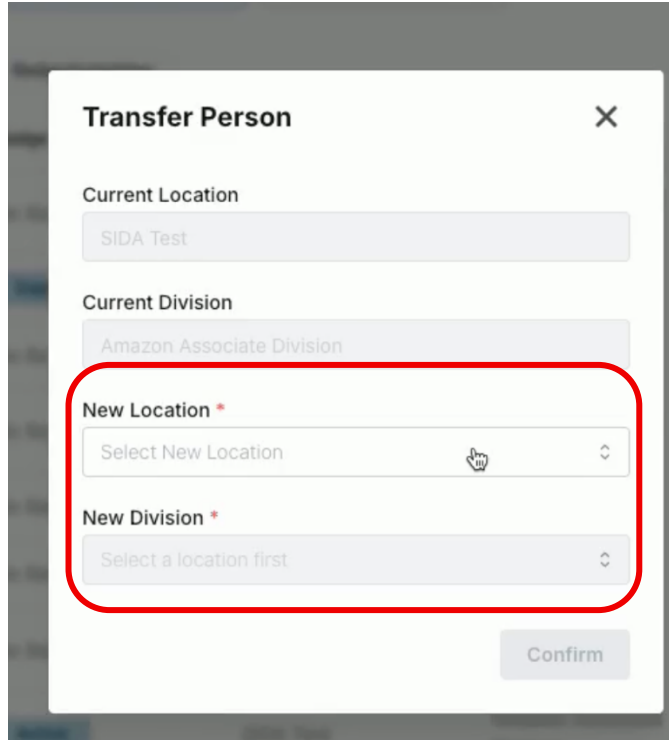
Initiate Transfer

2. Navigate to the workforce directory
3. Click the action menu
4. Select 'Transfer Person'



5. Select New location
6. Select New Division

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7. Click 'Confirm'
8. Attest you understand next steps by checking box

Confirm Transfer

Please read these transfer steps before continuing

- After confirming the transfer, Melissa will need to have a **transfer application** started for them in order to get their badge since they are transferring from a SIDA Location to another SIDA Location.

Confirm Understanding

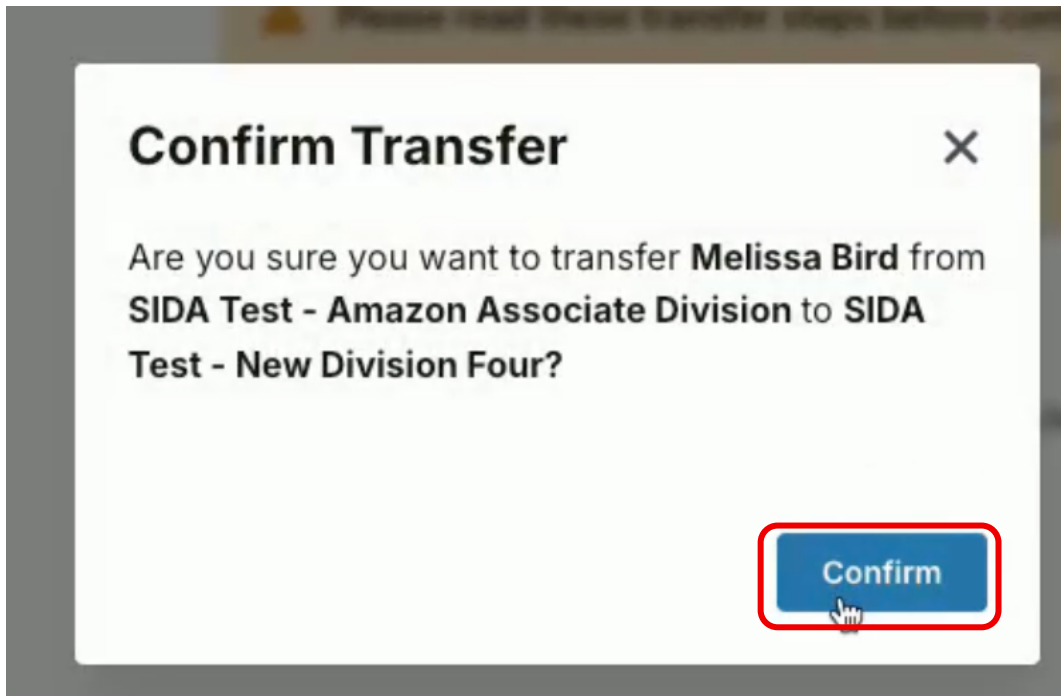
☐

I attest I understand the steps I need to take to transfer Melissa

9. Click 'Next'

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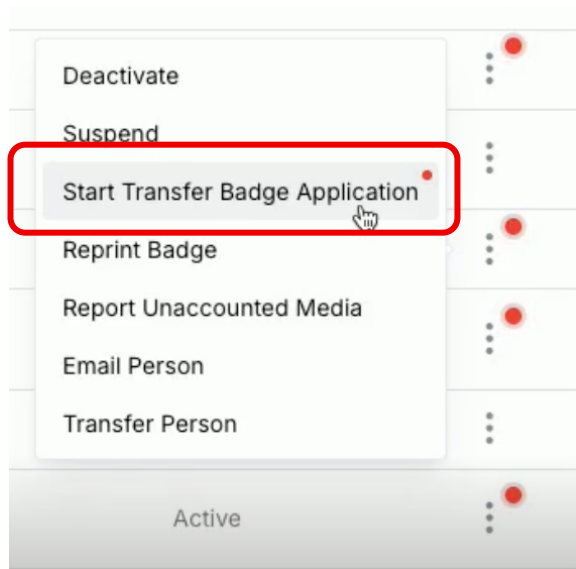
10. Confirm transfer



Start New/Transfer Badge Application

11. Select action menu

12. Click 'Start Transfer Badge Application'



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13. Confirm information through application
 - a. Follow steps in How to Process a Renewal Application

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