



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Manually Sign Up (Applicants)

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Security.
Safety.
Compliance.



Objective

Learn how applicants can manually sign up for an AirTera account if they cannot access the email sign-up link. This guide emphasizes the importance of using the email associated with the application. After registration, applicants receive a verification code to access their dashboard, where they can complete badge-related tasks.

Process Overview

Navigate to the AirTera IDMS Platform

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

Registering as a first-time user

2. Enter details
 - a. First and Last name
 - b. Email
 - i. Ensure this email is the same email used when the User added the applicant
 - c. Password
3. Click continue
4. Enter the 6-digit code will be sent via email
5. Click Continue

A screenshot of the 'Verify your email' screen. The title 'Verify your email' is at the top, followed by the instruction 'Enter the verification code sent to your email'. Below this is a row of six input boxes for a 6-digit code. The first two boxes contain the digit '0'. Below the input boxes is the text 'Didn't receive a code? Resend (10)'. At the bottom, there is a blue button with the text 'Continue' and a right-pointing arrow. The button is highlighted with a red rectangular border.

6. You are now logged into the employee dashboard

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