



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

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

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*Security.
Safety.
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Objective

Learn about the STA-only applicant application process on desktop. This guide demonstrates electronic signing of privacy statements, optional scanning of identification documents, manual entry of personal and address information, badge photo upload with background removal, and final review and submission for approval. The workflow emphasizes user guidance, optional fields, and streamlined data entry features.

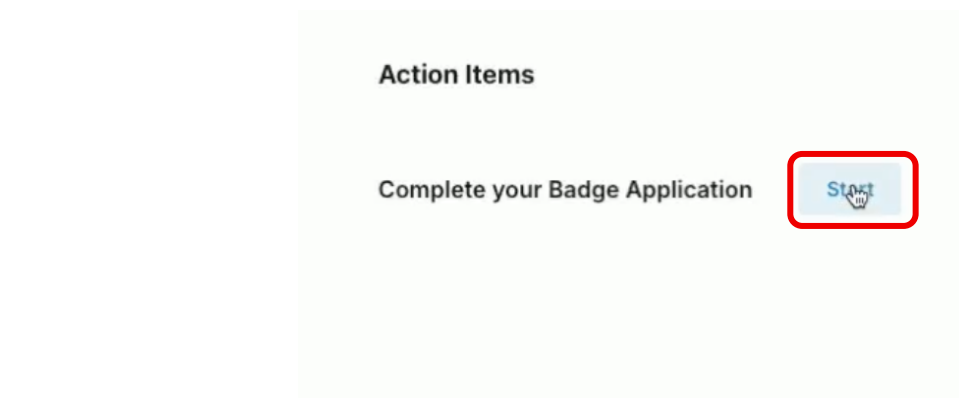
Process Overview

Log into AirTera IDMS Platform

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

Complete Badge Application

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



4. Read, sign, & confirm the TSA Privacy Act Statement
 1. Type your name in the 'Signature box'
 2. Click Sign



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3. Verify it reflects 'Electronically signed'

Electronically signed by Thang Phan F
Signature:

4. Click Next



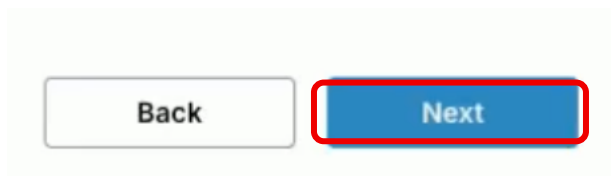
5. Read & acknowledge the purpose of Information Collection

1. 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.

6. Click 'Next'



7. Complete the blank fields on the personal information page

1. First, Middle (if applicable), Last Name
2. Phone number
3. Gender
4. SSN
5. DOB
6. Country, State, City of Birth
7. Country of Citizenship

8. Click next

9. Complete Biographic information

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1. Height
 2. Weight
 3. Hair Color
 4. Eye Color
 5. Race
10. Click Next
11. 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
12. Click Next
13. 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
14. Click Next
15. Upload Badge Photo
1. Click 'Upload photo' at the bottom of the photo guidelines
- A screenshot of a web interface showing a button labeled 'Upload Photo'. The button is light gray with a red border and is centered within a white rectangular area.
2. You can upload or capture if you have that capability
16. Click Submit
17. Click Next
18. Review & Confirm Information
1. Edits can be made from this page by clicking edit
19. Click Next
20. View the STA Application pdf
21. Type in their name for electronic Signature

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22. Click 'Sign'

A screenshot of a web form. At the top, it says "Signature *". Below it is a text input field with the placeholder text "Type Your Full Legal Name Here". To the right of the input field are two buttons: a "Back" button and a "Sign" button. The "Sign" button is highlighted with a red rectangle.

23. Confirm by entering in SSN

A screenshot of a modal dialog box titled "Electronically Sign" with a close button (X) in the top right corner. The dialog contains a paragraph of text: "By electronically signing I certify the information I have provided for this Security Threat Assessment application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith, I understand that a knowing and willful false statement, or an omission of a material fact, on this application can be punished by fine or imprisonment or both (see section 1001 of Title 18 United States Code), and may be grounds for denial of authorization or in the case of parties regulated under this section, removal of authorization to operate under this chapter, if applicable. I acknowledge that if I do not successfully complete the Security Threat Assessment (STA), the Transportation Security Administration (TSA) may notify my employer. If TSA or other law enforcement agency becomes aware that I may pose an imminent threat to an operator or facility, TSA may provide limited information necessary to reduce the risk of injury or damage to the operator or facility." Below the text is a label "Confirm SSN" and a text input field with the placeholder "###-##-####". At the bottom right of the dialog is a button labeled "Confirm Signing".

24. Click 'Confirm Signing'

25. An Application Completed confirmation will populate in the bottom right corner

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