



AirTeraSM
Version 1
August 18, 2026

AirTeraSM
Amazon - IDMS

User Guide:
Using the Prefill feature for Applicants

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*Security.
Safety.
Compliance.*



Objective

Learn how to quickly prefill a badge application by scanning your driver's license and passport. This feature extracts and auto-fills most required information, streamlining the application process, reducing manual entry, and improving efficiency.

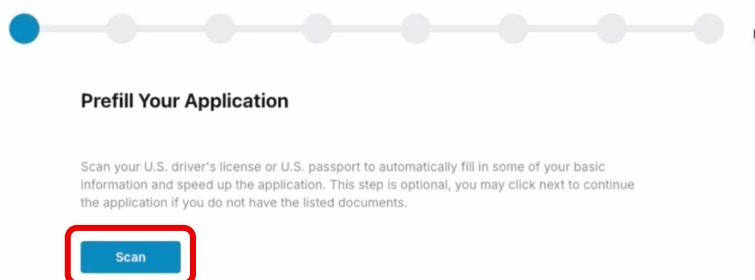
Process Overview

Log into AirTera IDMS Platform

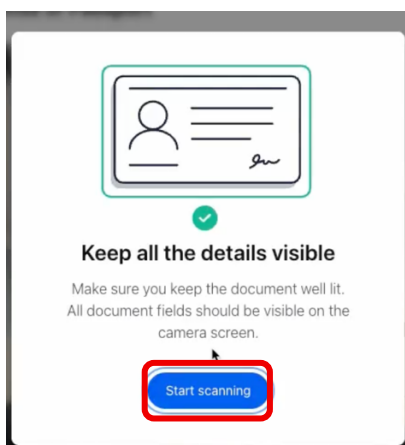
1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Navigate to Application

2. Click Start
3. Click 'Scan'

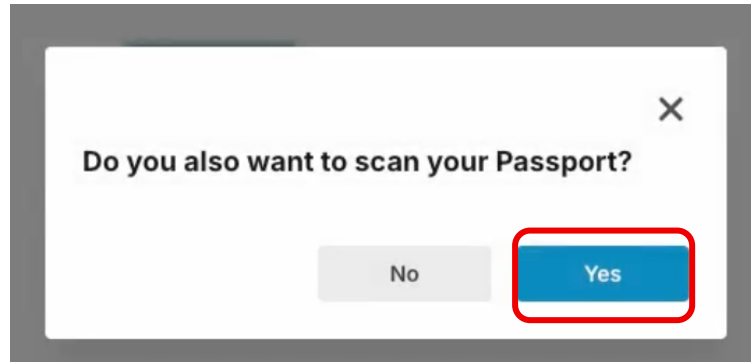


4. Click 'Start Scanning'

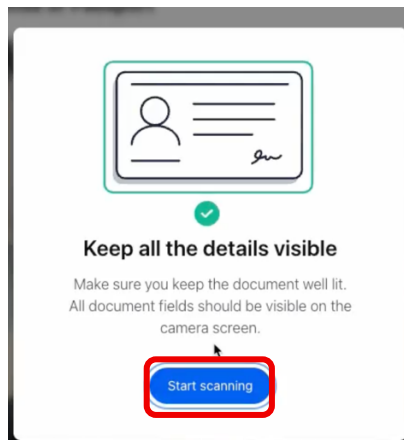


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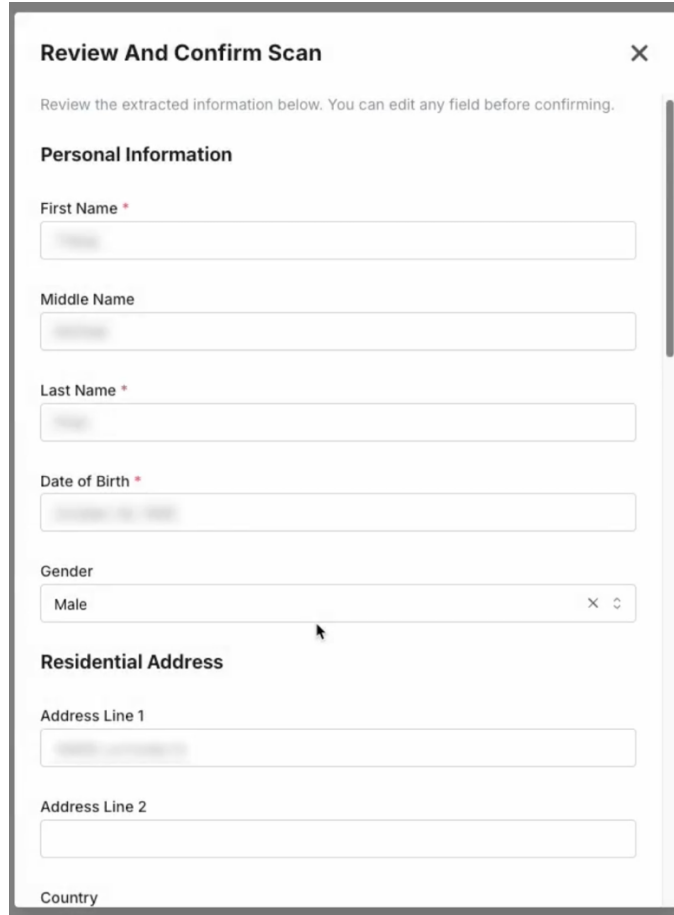
5. Scan ID
 - a. Front and Back
6. Scan Passport
7. Click 'Yes'



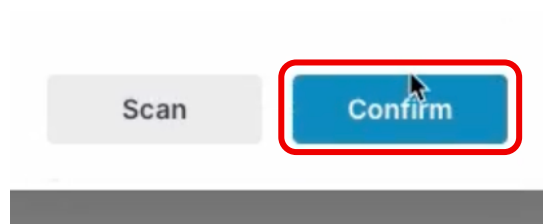
8. Click 'Start Scanning'



9. Scan Passport
10. Review and confirm pre-filled information
 - a. NOTE: Information is blurred in sample but will reflect in your review



11. Click 'Confirm'



12. Click 'Next'

13. Some fields will need manual entry

14. Click 'Next' through application until completed

15. Upload badge photo and continue with next steps outlined in 6 - Completing an Application as an STA Applicant (Desktop Flow) User Guide