

Authorized Signatory User Guide

Shall have the ability to update company contact and address information, pre-enroll applicant persons, manage/request credential/badge status and access changes, pre-enroll and/or request the termination of sponsored company. Conduct company badge audits and activities as instigated by airport agent(s).

Authorized Signatory (Self Service Portal)

SAFE provides for limited access to airport Employers Authorized Signatories so that they may facilitate credential application enrollment for their personnel, provide updated information of the employer and facilitate required credential audits.

The four primary features are:

- My Safe Dashboard view providing system generated notifications and action items
- Employees Edit and view of employer personnel, status, and pre-enrollment of new personnel
- Employer Update employer information, upload required documentation and initiate sponsorship of another employer
- Scheduler When enabled, provides credential/badge office appointment calendar for applications, reissues, and renewals
- 1. Open Internet Explorer and login to SAFE Self-Service Portal with the provided credentials

SAFE	EMAIL ID / USERNAME
Self-Service	
Request and approve physical access.	PASSWORD
Attest physical access to your areas.	LANGUAGE
Onboard contractors.	English
Reset PINs, upload photos & more.	Login Forgot password
Switch to Admin	

The URL is provided by the Access Control Office (ACO) administrator.



2. For Password reset, click on "Forgot Password"

) http:/	/SAFESelfService/ForgotPassw
	-
Forgot Password	i i
Login ID	

- 3. Enter Login ID in the pop-up window
- 4. An email will be sent to the user with the password

Authorized Signatory - MySAFE

MySAFE provides the Authorized Signatory a dashboard view of actionable items regarding Audits and employee credential Renewals.

Review and Respond to Required Credential Audits

1. Within MySafe click Audit link under "Action" column

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Panding Author	rized Sign	tory Actions (Number of Record(s) : 27) Filter Conditions: Field Name Select V	Value		Go
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reation Date	ID	Note	Required By	Action	
-Mar-2017	3	Employer_Full_Audit	03-Apr-2017	Audit	
I-Mar-2017	8	Employer_Full_Audit	03-Apr-2017	Audit	
4-Mar-2017	13	Employer_Full_Audit	03-Apr-2017	Audit	
4-Mar-2017	18	Partial_Badge_Audit	03-Apr-2017	Audit	
3-Apr-2017	24	vehicleauditspartial	13-Apr-2017	Audit	
7-Apr-2017	27	testaudit	17-Apr-2017	Audit	
7-Apr-2017	48	vehicle audits	17-Apr-2017	Audit	
7-Apr-2017	50	vehicle audits	17-Apr-2017	Audit	
3-Apr-2017	52	TEST RENEW_PARTIAL AUDIT	23-Apr-2017	Audit	
3-Apr-2017	59	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit	
3-Apr-2017	62	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit	
3-Apr-2017	66	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit	
3-Apr-2017	80	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit	
8-Apr-2017	86	testassetfullaudits	28-Anr-2017	Audit	
		Page 1 of 2		>	

- 2. Within General tab Audit details are displayed
- 3. Click Next



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Description								
Status	Pending	~						
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Requested Date		•						
	01-Apr-2017							
End Date	30-Apr-2017							
Total Auditable Employee Count	3			udit Completed	0			
Next							Clos	se

- 4. The list of credentials requiring action are displayed
- 5. Select appropriate UPID then click on the
 - a. Mark Complete when no modification is required, or

5	A	ELE		ligebeth Jilu at: 25-Apr-201	7 11:39 AM	Γ	English	v	Change P	assword I	Logout 🤅	About	3 Help
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	7021940	CCC	AAA B		Active	345546756756	Renew	Pending					
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				Filter	Clear Filt	er Modify	- C	Mark omplete		Mark Jnknown			
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- b. Modify
 - i. Select Status (add notes as needed)
 - ii. Click Update



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6. Click **Mark Complete**. (Repeat the steps as required)

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- 7. Click Next or Documents
- 8. Select **Document** as required to edit
- 9. Click **Update** then **Save**
- 10. Click Next or Notes



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Back Next							Sav	Close

- 11. Within **Notes** tab annotate as required
- 12. Click Save (Audit Complete notification is sent to credential/badge office)
- 13. Audit General tab will reflect audit completion statistics

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General	Badge List	Documents	Notes						
Employees -> Au	dit -> Notes								
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Comments / Not	es Complete ti	he Audit task				$\widehat{}$			
Back							Sa	ve Clo	se

Credential Renewal Notifications and Actions



1. Within MySAFE dashboard click Renew

		YSAFE Employees Employer Scheduler		
		iy Linka		
uick Links				
New Applicant	Manage	Employees Audit Task Schedule Appointment		
			Value	
ending Autho	rized Signat	ory Actions (Number of Record(s) : 27) Filter Conditions: Field Name Select V	Value	Go
reation Date	ID	Note	Required By	Action
-Apr-2017	7021756	Badge not returned(20987) (miller Jhon - ALL)	07-May-2017	Review Remove
-Apr-2017	7021786	Badge not returned(20958) (myers tom - ALL)	07-May-2017	Review Remove
7-Apr-2017	7021787	Badge not returned(20957) (TwentyEight ManiTwo - ALL)	07-May-2017	Review Remove
7-Apr-2017	7021801	Badge not returned(21040) (recordfive test - ALL)	07-May-2017	Review Remove
7-Apr-2017	7021888	Badge not returned(21136) (recordqsone test - ALL)	07-May-2017	Review Remove
7-Apr-2017	7021888	Badge Renewal Authorization(21136) (record qsone test - ALL)	30-Apr-2017	Renew Do Not Renew
4-Apr-2017	7021901	Badge Renewal Authorization(21361) (Person Test - ALL)	27-Apr-2017	Renew Do Not Renew
1-Apr-2017	7021903	Badge not returned(21233) (Person Test - ALL)	21-May-2017	Review Remove
D-Apr-2017	7021919	Badge Renewal Authorization(21179) (RenewOne Person - ALL)	10-May-2017	Renew Do Not Renew
D-Apr-2017	7021922	Badge Renewal Authorization(21181) (renewnine test - ALL)	10-May-2017	Renew Do Not Renew
D-Apr-2017	7021923	Badge Renewal Authorization(21185) (reneweight test - ALL)	10-May-2017	Renew Do Not Renew
1-Apr-2017	7021947	Badge Renewal Authorization(21337) (carddeact test - ALL)	27-Apr-2017	Renew Do Not Renew

- 2. Select correct Employer
- 3. Click on **Update** if changed
- 4. Within Employee Access Card tab verify card status as Active
- 5. Click Renew & Print

Welcome Eligebeth Jilu WySAFE Employees Ceneral Occupation Privileges Security Keys Access Cards Vehicle Permit Renew & Print		
MySAFE Employees Employees Scheduler Personnel Audit Tasks Badge Suspension General Occupation Privileges Security Keys Access Cards Vehicle Permit Renew & Print Employees -> Personnel -> Access Cards Vehicle Permit Renew & Print Employees -> Personnel -> Access Cards Vehicle Permit Renew & Print Employer/Occupation Air india Active Badge Number Badge Type Select Vehicle Permit Activation Date Image: Status Active Image: Status Active Badge Status Active Image: Status Active Image: Status Select Employer/Occupation Badge Number Image: Status Active Image: Status Active Reason For Image: Status Active Image: Status Active Image: Status Badge: Status Employer/Occupation Badge Number Badge Status Active Image: Status Badge: Status Badge: Status Active Image: Status Badge: Status Badge: Status Badge: Status Active Image: Status </th <th>Welcome Eligebeth Jilu Logoed on at: 25-Apr-2017 02:54 PM English V Change Password 🔒 Logout 🌖 /</th> <th>About</th>	Welcome Eligebeth Jilu Logoed on at: 25-Apr-2017 02:54 PM English V Change Password 🔒 Logout 🌖 /	About
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6. Click **Renew Employee Application** (task is completed and removed from the '**Pending Authorized Signatory Actions**')

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After the Authorized Signatory completes the above tasks, the Authorized Signatory will see a task on the dashboard to schedule an appointment for the Employee to schedule a visit to process Renewal. The employee will receive an email with a link for scheduling the appointment as well. The Authorized Signatory should establish a policy for who will be responsible for scheduling the appointment, the Authorized Signatory or the applicant.

Schedule Employee Credential Renewal Visit

Currently, you will continue to contact the Access Control Office. **DO NOT USE** Scheduler at this time.

After the Authorized Signatory completes the renewal tasks, then the Authorized Signatory will see a task on the dashboard to schedule an appointment for the Employee to schedule a visit to process Renewal, as shown in the screen shot below. **Schedule Visit** link can be used to navigate appointment creation screen.



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		IVSAFE Employees Employer Scheduler								
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Creation Date	ID	Note				Requi	red By	Action		
24-Mar-2017	3	Employer_Full_Audit				03-Apr	-2017	Audit		1
24-Mar-2017	8	Employer_Full_Audit				03-Apr	-2017	Audit		
24-Mar-2017	13	Employer_Full_Audit				03-Apr		Audit		
24-Mar-2017	18	Partial_Badge_Audit				03-Apr	-2017	Audit		
03-Apr-2017	24	vehicleauditspartial				13-Apr	-2017	Audit		
07-Apr-2017	27	testaudit				17-Apr	-2017	Audit		
07-Apr-2017	48	vehicle audits				17-Apr	-2017	Audit		
07-Apr-2017	50	vehicle audits				17-Apr	-2017	Audit		
13-Apr-2017	52	TEST RENEW_PARTIAL AUDIT				23-Apr	-2017	Audit		
13-Apr-2017	59	EMPLOYER_FULLAUDIT				23-Apr	-2017	Audit		
13-Apr-2017	62	EMPLOYER_FULLAUDIT				23-Apr		Audit		
13-Apr-2017	66	EMPLOYER_FULLAUDIT				23-Apr		Audit		
13-Apr-2017	80	EMPLOYER_FULLAUDIT				23-Apr		Audit		•
18-Apr-2017	86	testassetfullaudits	Page 1 of 2			28-Anr	-2017	Audit		
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Pending Emplo	yee Actions	(Number of Record(s) : 4)	Filter Conditions:	Field Name	Select	✓ Value			Go	
Creation Date	ID	Note				Req	uired By	Action		
23-Apr-2017	7021759	Badge Renewal(20927) (Eligebeth Jilu - ALL)				22-M	1ar-2019	Schedule Visit		_
07-Apr-2017	7021762	Badge Renewal(20922) (james peeter - ALL)				28-A	pr-2017	Schedule Visit		
17-Apr-2017	7021924	Badge Renewal(21183) (Renewthree Test - ALL)				10-M	lay-2017	Schedule Visit		
13-Apr-2017	7021940	Badge Renewal(21229) (AAA B CCC - ALL)				27-A	pr-2017	Schedule Visit		

1. Within MySAFE Pending Employee Action click Schedule Visit hyperlink

- 2. Click on the calendar icon to select an appointment
- 3. Click SAVE
- 4. Employee will be notified via email of appointment

	Welcome Eligeb Logged on at: 2	eth Jilu 25-Apr-2017 02:5	52 PM	English 🔽 🤤	🕽 Chang
	MySAFE	Employees	Employer	Scheduler	
	Appointme	ent Scheduler	Appointment	Cancellation	
General					
Scheduler -> Appointn	nent Schedule	r -> General			
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Authorized Signatory - On Board & Off Board Employees

On Board a New Applicant

1. Within Personnel click on **Search** with empty data fields

SAFE	Welcome Eliget Logged on at: 2	oeth Jilu 24-Apr-2017 11:2	22 AM	English		😳 Change Password	•
	MySAFE	Employees	Employer	Scheduler			
	Personnel	Audit Tasks	Badge Suspen	sion			
General							
Employees -> Person	nel -> Search E	imployee Detail					
Employee General De	tails						
UPID			Badge Nu	mber			
SSN (Last 4 Digits)			Asset Nun	nber [
Last Name			Status	[Select	~	
First Name			Job Title	[Select	~	
Middle Name			Contract N	lumber			
Date of Birth				L			
Reset						Search	

2. Click Add within results view

ployees Personnel -> 0	Personnel Audit Tasks Badge S General Search -> Top 71 Person(s) S	and the second					
	Last Name	First Name	Hiddle Name	Company	Contract No.	Job Title	Status
7022093	Jony	william		Air india		MANAGER	Pre-Enrolled
7022081	tast	city		Air india		AIRCRAFT FUELER	Pre-Enrolled
7022066	Test	JSERROR		Air india		PROJECT MANAGER	Pre-Enrolled
7022061	TEST	PERSONPATCHEIGHT		SanityEmployerPatch08		AIRCRAFT FUELER	Active
7022060	TEST	PERSONPEIGHT		SanityEmployerPatch08		AIRCRAFT CLEANER	Active
7022046	Harvardd	Tom		Air india		CSR	Terminated
7022016	Test	Signature		Air sahara		MAINTENANCE MANAGER	Pre-Enrolled
7022015	testn	tn		Air sahara		CART ATTENDANT	Pre-Enrolled
7022012	testnew	waa		Air india		CARGO AGENT	Terminated
7021968	Test	IBWS		Air sahara		MANAGER	Pre-Enrolled
7021986	sanc	sanit		Air sahara		AUDITOR	Terminated
7021984	Test	Reso	Test	Contractor Employer	Contract10APR	IT STAFF	Pre-Enrolled
7021983	tr	rt		Air india		CARGO AGENT	Pre-Enrolled
7021975	test	rec		Air india		CARGO AGENT	Pending Termination
7021975	Test	Report	мими	Test Renew		AIRCRAFT FUELER	Active
irst Previous	Page 1 of 5	Next Last Goto					



Provide Personal Identification Information (PII)

- 3. Within the **General Tab** enter/select appropriate details within **General** and **Address** sections (Click Alias hyperlink to add as needed)
- 4. Enter/Select Physical Details
- 5. Click Next

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	Personnel	Audit Tasks B	adge Suspens	ion				
General	Privileges							
Employees -> Perse	onnel-> General							
New Applicant Step	1 of 2							
General Details								
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Last Name			<u>Alias</u>	Home Phone	{ }		_	
First Name]	Cell Phone	{ } .			Browse
Middle Name]	SSN				
Status	Pre-Enrolled	~	·	Place of Birth	United States of America	~		
Application Date	24-Apr-2017			State (if USA)	Select	~		
End Date				Citizenship	United States of America	~		
Date of Birth				Ethnicity	Select	~		
Email				If Other, (Please Specify)				
CHRC Case Number				Employer	Select	~		
Submitted Date				Contract No	Select	~	Add	
Approval Date			_				Remove	
				Division	Select			
				Job Title	Select			
				If Others,	Select	•		
				(Please Specify) Security Tier		~		
Address Details				Physical Details	Level 1 - Low	Ť		
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Reset Next					Save as Draft S	ubmit Clos	e	



Assign Badge Type and Privileges

- 6. Within Privileges Tab select **Badge Type** as required to **Job Title**
- 7. Click Add

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	Personner	AUGIT TASKS	T bauge Susper	nsion			
General	Privileges						
Employees -> Pers	sonnel-> Privilege						
New Applicant Ste	ep 2 of 2						
Add/Edit Privilege	:5						
Badge Type	SIDA		-	Notes		Add	
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Status	Active			7			
			[Add	Update			
Badge Type		Privilege		Assigned Date	Status	s Ren	nove
Back						Submit Close	

- 8. Choose **Privilege** ("Ctrl" key + mouse click to select multiple privileges)
- 9. Click on **Add** (Privileges will appear at bottom)
 - a. Privileges with automatic approval will reflect "Active" upon completion
 - b. Privileges requiring approval will reflect "Pending Approval"



SAF	Welcome Elige Logged on at:	beth Jilu 24-Apr-2017 11:2	2 AM	English	🗸 🚭 Change Passwo	ord 🔒 Logout	🗓 About 🛛 Help	
	MySAFE	Employees	Employer	Scheduler				
		Audit Tasks	Badge Susper	ision				
General	Privileges							
Employees -> Pe	rsonnel-> Privilege							
New Applicant St	tep 2 of 2							
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Status	Active	\sim						
			Add	Update				
Badge Type		Privilege		Assigned Date	St	atus	Remove	
SIDA				24-Apr-2017	Ac	tive	Remove	
SIDA		Customs Seal Bl	ack	24-Apr-2017	Pe	ending Approval	Remove	
Back						Submit	Close	

- 10. Select **Badge Type** within bottom pane then **Add** notes as required
- 11. Click Update

SAF	Welcome Elige Logged on at:	beth Jilu 24-Apr-2017 11:2	22 AM	English	🖉 🚭 Change Password 🌘	🕽 Logout (Abou	ıt 😮 Help	
	MySAFE	Employees	Employer	Scheduler				
	Personne	Audit Tasks	Badge Susper	ision				
General	Privileges							
Employees -> Per	sonnel-> Privilege							
New Applicant Ste	ep 2 of 2							
Add/Edit Privilege	5							
Badge Type	SIDA	~		Notes		Add		
Privilege	Authorized Si							
	Customs Sea	l Black				$\hat{\mathbf{C}}$		
	Escort	Red V				Ť		
Status	Active	~						
	Active	*						
			Add	Update				
Badge Type		Privilege		Assigned Date	Status	R	emove	
SIDA				24-Apr-2017	Active	Re	emove	
SIDA SIDA		Customs Seal B	lack	24-Apr-2017	Pending	g Approval R	emove	
Back						Submit Close		



- 12. Click "**Submit**" (Enrollment Authentication pop-up displays)
- 13. Enter Enrollment Authentication PIN Number (Last four of Authorized Signatory SSN)
- 14. Click "Authenticate and Submit"
 - a. Employee **UPID** number is now created and visible
 - b. Additional tabs are now accessible (Occupation Review & Print)

SAFE	Welcome Elige Logged on at:	beth Jilu 24-Apr-2017 11:2	22 AM	English	🔽 🚭 Change Password 🔒 Lo	ogout 🧿 About 🚱 Help	
	MySAFE	Employees	Employer	Scheduler			
	Personne	Audit Tasks	Badge Susper	ision			
General	Privileges						
Employees -> Perso	onnel-> General						
New Applicant Step	1 of 2						
General Details							
UPID				Work Phone	{ 432 } 345 - 3543	Extn	
Last Name	sdefdgdfg		Alias	Home Phone	{ }		
First Name	fgfgfhfgfgfd			Cell Phone	{ } -		Browse
Middle Name				SSN	354 - 43 - 4543		
Status	Pre-Enrolled		\checkmark	Place of Birth*	United States of America	~	
Application Date	24-Apr-2017	_	-	State (if USA)		~	
End Date		Enrollment /	Authentication			~	
Date of Birth	22-Apr-1992	- Enter PIN				ino, K 🗸	
Email		-					
CHRC Case Number			Authenticate	and Submit	Cancel	~	
Submitted Date		_				Add	
Approval Date						Remove	
	,						
				Division			
				Job Title	ALL	~	
					FIREFIGHTER	~	
				If Others, (Please Specify)			
				Security Tier	Level 1 - Low	~	
Address Details				Physical Details			

Provide Occupation/Job Title Details

15. Within Occupation Tab select Division then Job Title



16. Click Update then Save

	Welcome Eligel	beth Jilu 24-Apr-2017 11:22	AM	English	🗸 😡 Change Pa	ssword 🔒 Logou	t 🟮 About 🤪 Helj	2
SAF	MySAFE	Employees	Employer Sch	eduler				
			Badge Suspension	couler				
General	Occupation	Privileges	Review & Print					
Employees -> Per	sonnel -> Occupat	tion						
Jony william 702	2093 Pre-Enrolled	I					Pre-Enrolled	
Employer Name	Air India			Division			~	
Employer Code	Airi58			Job Title	MAN	AGER	~	
Contract No	Select		\sim	If Others (Please S	i, Specify)			
					,			
	J							
			Update					
Job Title	Employer N		n Cont	ract No Statu			End Date	
MANAGER	Air india	ALL		Active	23	-Apr-2017		
Back Next						E	iave Close	

Review Application and Print

- 17. Within Review & Print select Employer/Occupation (Primary Employer is default)
- 18. Click Print Application
- 19. Review Application Receipt with applicant then click Close

	ELogged	on at: 24	I-Apr-2017 1	1:22 AM	Eng		🥁 Chan	ge Password 🌘	J Logout	О АБ
	MyS	AFE	Employees	Employe		r				
	Per	sonnel	Audit Task	s Badge Sus	pension					
General	Occupati	on	Privilege	s Review	v & Print					
nployees -> Per	sonnel -> R	eview &	Print							
ony william 702	2093 Pre-Er	nrolled							Pr	e-Enrol
mployer/Occupa	ation Air in	ndia		~						
APPLICANT N						BADGE TYP	DE: SIDA			
ATTECANT	WILL WI		5141			DADGLIII	L. SIDA			_
					GENERAL D					
LAST NAME			AF FIRST	NAME				SUFFIX		
	ЛЕ		FIRST	NAME	GENERAL D	ATA	AME			
JONY	ИЕ		FIRST	NAME	GENERAL D	ATA	AME	SUFFIX		
JONY		ESS	FIRST	NAME	GENERAL D	ATA	AME	SUFFIX	IE	
JONY ALIAS LAST NAM PERSONAL PHY			FIRST	NAME AM ALIAS FIRST	GENERAL D	ATA MIDDLE N COUNTRY USA	AME	SUFFIX MIDDLE NAM	IE i4354	
JONY ALIAS LAST NAM PERSONAL PHY: ADRESS			PHONE	ALIAS FIRST	GENERAL D NAME STATE AMERICAN SAMOA WORK PHO	ATA MIDDLE N USA	AME	SUFFIX MIDDLE NAM	IE i4354	
JONY ALIAS LAST NAM PERSONAL PHY: ADRESS	SICAL ADDRI	CELL	PHONE	ALIAS FIRST	GENERAL D NAME STATE AMERICAN SAMOA WORK PHO 123321323:	ATA MIDDLE N USA	AME ALIAS	SUFFIX MIDDLE NAM 342435 PRIMARY EM (If USA)	IE i4354	



Off Board/Terminate an Employee

SAFE	Welcome Elige Logged on at: 3	beth Jilu 24-Apr-2017 11:2	22 AM	Englis	h 🗸	🚭 Change Passw	ord 🔒
	MySAFE	Employees	Employer	Scheduler			
	Personnel	Audit Tasks	Badge Susper	nsion			
General							
Employees -> Persor	nnel -> Search I	Employee Detail					
Employee General De	etails						
UPID			Badge Nu	ımber			
SSN (Last 4 Digits)			Asset Nur	mber			
Last Name			Status		Select	~	
First Name			Job Title		Select	~	
Middle Name			Contract	Number			
Date of Birth							
Reset						Searc	h

1. Within **Personnel** enter one or more criteria and click **Search**

2. Within results click the desired **UPID** hyperlink

Personnel Audit Tasks Badge Suspension ployees Personnel -> General Search -> Top 72 Person(s) Search Results							
ī		Last Name	First Name	Middle Name	Company		
I	7022094	sdefdgdfg	fgfgfhfgfgfd		Air india		
	7022093	Jony	william		Air india		
	7022081	test	city		Air india		
	7022066	Test	JSERROR		Air india		
I	7022061	TEST	PERSONPATCHEIGHT		SanityEmployerPatch08		
1	7022060	TEST	PERSONPEIGHT		SanityEmployerPatch08		
1	7022046	Harvardd	Tom		Air india		
1	7022016	Test	Signature		Air sahara		
]	7022015	testn	tn		Air sahara		
1	7022012	testnew	waa		Air india		
1	7021988	Test	IBWS		Air sahara		
	7021986	sanc	sanit		Air sahara		
1	7021984	Test	Reso	Test	Contractor Employer		
	7021983	tr	rt		Air india		
	7021976	test	rec		Air india		
ï	rst Previous	Page 1 of 5 Next	Last Goto				



Validate and Qualify Termination

- 3. Within General Tab verify employee PII
- 4. Select Status as Terminated
- 5. Click **Save** (Warning alert is displayed)

	Welcome Elige Logged on at:	beth Jilu 24-Apr-2017 11:22	2 AM	English	🗸 🚭 Change Passwo	ord 🔒 Logout 🏾 🗓 Ab	out 😮 Help
	MySAFE	Employees	Employer 9	Scheduler			
	Personnel	Audit Tasks I	Badge Suspensio	on			
General	Occupation	Privileges	Security Ke	ys Access Care	ls Vehicle Permit	Review & Print	
- Employees -> Pers	sonnel -> General						
TEST PERSONPAT	CHEIGHT 702206	1 Active				Act	ive
General Details					Updated By : Level I,	Apr 20 2017 6:55AM	
UPID	7022061			Work Phone	{ 554 } 712 -	1381 Extn 455	4
Last Name	TEST	Alias		Home Phone	{ 345 } 562 -	1123	
First Name	PERSONPATCHI		est Name	Cell Phone	{ 874 } 312 -	1131	Browse
Middle Name		Chan	<u>le</u>	SSN	****4654		
Status	Active			Date of Birth	20-Apr-1978		
Application Date	Suspended Terminated			Place of Birth*	United States of Am	erica	
End Date				State (if USA)	American Samoa		
Email				Citizenship*	United States of Am	erica	
CHRC Case Number				Ethnicity*	ASIAN (Chinese, Jap	oanese, Filipino, Kor	
Submitted Date				If Other, (Please Specify)			
Approval Date	, 			Security Tier	Level 1 - Low	~	
	,				,		
Address Details				Physical Details			
Address*	Adddd			Sex*	Male		
City*	Cityyyy			Height*	6 ft 05 inches		
Country*	United States of	of America	\sim	Weight*	154 lb		
State (if USA)	Alaska		\sim	Hair Color*	Black		
Zip*	5645645644	- 4645		Eye Color*	Black		



6. If verified click **OK**

5 A F	MySAFE		Employer Sadge Suspensio	Scheduler				
General	Occupation	Privileges	Security Ke		5 Vehicle Permit	Review & Pr	int	
= Employees -> Pers	onnel -> General							
TEST PERSONPAT	CHEIGHT 7022061	Active					Active	
General Details				1	Updated By : Level I,	Apr 20 2017 6	:55AM	
UPID	7022061			Work Phone	{ 554 } 712 - 1	381 Extn	4554	
Last Name	TEST	Alias		Home Phone	{ 345 } 562 - 1	123		
First Name	PERSONPATCHEIG	HT Reque	est Name	Cell Phone	{ 874 } 312 - 1	131		Browse
Middle Name		chain	E	SSN	*****4654			
Status	Terminated	~		Date of Birth	20-Apr-1978			
Application Date	20-Apr-2017			Place of Birth*	United States of Ame	ric Message	from webpa	age >
End Date				State (if USA)	American Samoa			
Email				Citizenship*	United States of Ame	ric 🔶	Please rem	nember to collect the badge from the terminated
CHRC Case Number				Ethnicity*	ASIAN (Chinese, Japa	an !		and return it to the badging office.
Submitted Date				If Other, (Please Specify)				
Approval Date				Security Tier	Level 1 - Low	-		01
	1				,	1		OK
Address Details				Physical Details				
Address*	Adddd			Sex*	Male			
City*	Cityyyy			Height*	6 ft 05 inches			
Country*	United States of A	merica	~	Weight*	154 lb			
State (if USA)	Alaska		~	Hair Color*	Black			
Zip*	5645645644	- 4645		Eye Color*	Black			

- 7. Within Occupation Tab validate status as Terminated
- 8. Verify under the **Occupation** tab, if the status of the employee occupation is "**Pending Termination**"

Versenand Audit Tasks Badge Suspension General Occupation Privileges Security Keys Access Cards Vehicle Permit Review & Print Employees >> Personnel >> Occupation Terminated Terminated Image: Contract No Select Vehicle Permit Review & Print Contract No	S A F E	MySAFE	eth Jilu 4-Apr-2017 02 Employees	Employer	English Scheduler			E for Avia		curity and Publi
TEST PERSONPATCHEIGHT/7022061/Terminated Terminated Employer Name Division Select V Dob Title Select V Job Title Select V If Others, (Please Specify) If Others, (Please Specify)	General (s Cards	/ehicle Permit	Review & Prin	t	
Employer Code Contract No								Ter	rminated	
Job Title Employer Name Division Contract No Status Start Date End Date	Employer Code	Select			נ ו	ob Title	Select			
AIRCRAFT FUELER SanityEmployerPatch08 ALL Pending Termination 20-Apr-2017	Job Title	Employer Nam	ıe			lo Status	Sta	rt Date En	d Date	

9. Within Access Card validate card status as Suspended

SAF	Welcome El Logged on a	ligebeth Jilu at: 24-Apr-2017 02:0	04 PM	Englis	h 🔽 (🕑 Change Passwoi	d 🔒 Logou	t 🟮 About 🕻	Help
	MySAFE	E Employees	Employer Badge Susper	Scheduler sion					
General	Occupation	Privileges	Security	Keys Acce	ss Cards	Vehicle Permit	Review &	Print	
Employees -> Pers	onnel -> Acce	ss Cards							
TEST PERSONPAT	CHEIGHT 7022	061 Terminated						Terminated	
Employer/Occupa	tion Sanity	EmployerPatch08	~						
Badge Number				Badge Type	Sel	ect	\checkmark		
Activation Date				Notes		Add	View		
Expiration Date							~		
Deactivation Date							\sim		
Badge Status	Active	\checkmark							
Reason For Deactivation	Select	~							
			Update						
				aur Actio	vation Date				
Employer/Occu	pation B	adge Number	Badge Stat	us Acu	vation Date	Expiration Da	ite Bao	lge Type	



Add a Sponsored Employer

1. Within Employer Info select Search with no criteria

SAFE	Welcome Eligeb Logged on at: 2	oeth Jilu 24-Apr-2017 02:3	English 🗸	
	MySAFE	Employees	Employer	Scheduler
	Employer :	Info		
General				
Employer -> Employer	· Info -> Emplo	oyer Search		
General Employer Det	ails			
Employer Name			7	
Employer Code				
Employer Type	Select			
Division Name			_	
Status	Select		 ✓ 	
Vehicle Permit Number				
Vehicle Permit Status	Select		✓	
Billing Type	Select		~	
Contract Number				
Reset				Search

2. Within results click Add Sponsored Employer



2	S A F E	Logged on at:	24-Apr-2017 02:3	8 PM	English	V 🕄 Change	Password 🤑 Logout	U About 省	# Help	
_		MySAFE	Employees	Employer	Scheduler					
	ployer -> Employer I	Employer		ver(c) Search	Deculto					
	Employer Name			yei(5) seurei			Employer Code		Employer Type	Status
	SanityEmployerPatch	<u>)8</u>					Sani115		Airport Administrator	Active
]	<u>Air sahara</u>						Airs04		Airlines	Active
]	<u>Air india</u>						Airi58		Federal Officers	Active
]	Conncessnaires						Conn69		Concessionaires	Active
]	Test Renew						Test71		Airlines	Active
]	New Employer				NewE72		Airlines	Inactive		
]	Quantum Secure						QS2016		Airlines	Active
]	testas						test102		Concessionaires	Pending Approva
]	SSSANITYEMPLOYERP	ATCH08					SSSA117		Airline Provider	Active
]	GM Contractor						GMCo15		Contractor	Active
]	American Airlines						Amer03		Concessionaires	Active
]	testauditemployer						test25		Airlines	Active
]	<u>Air Malaysia</u>						AirM06		Airline Provider	Active
]	san emp						sane89		Concessionaires	Pending Approva
į	irst Previous	F	age 1 of 1	Nex	Last	Got	0			

Provide Sponsored Employer Details

3. Enter/Select appropriate details of sponsored Employer



4. Click Next

SAFE	Welcome Elige Logged on at:	beth Jilu 24-Apr-2017 02:3	English	v	
	MySAFE	Employees	Employer	Scheduler	
	Employer	Info			
General	Contact	Documents			
Employer -> Employ	yer Info -> Gene	ral			
New Employer Step	o 1 of 3				
Employer Details					
Employer Name					
Status	Pending Appr	oval	\sim		
Start Date					
End Date					
Sponsor	Select		~		
Employer Type	Select		~		
Justification/Notes		<u>Add V</u>	ew/Delete		
			~		
			×		
Next				Save	Close

- 5. Enter the information of the employer contact person; **Name, Role, City, Email, Telephone No, Company Website information**
- 6. Click **Add** (Contact record appears in lower grid)
 - a. Designate as **Emergency Contact** as required
 - b. Multiple contacts is supported
- 7. Click Update
- 8. Click Next or Save



SAFE	for	Aviation	Security	and F	Public	Safetv
	101	/ 101011	Coounty	unui	ubiio	Guidty

General	Contact	Documents				
Employer -> Emplo		icts				
Employer Contact D						
Name				Website		
Role				Email		
	Select		~			
City				Job Title		
Telephone No.	{ }	-		Emergency Contact		
Fax No.	{ }	-				
			Add	Update		
NAME	Role		PhoneNo	EmailID	JobTitle	Emergency Contact
Back Next						Save Close

Scan and Upload Required Documentation

9. Within Documents select Document Type and Document Name

Info | Employer Billin

- 10. Select Status
- 11. Click Scan Document or Browse to upload from a local drive
- 12. Enter the **Identifier Number** of scanned/uploaded document
- 13. Select/Enter the Issuing Authority, Issued Date, and Expiration Date
- 14. Click Add
- 15. Click Save

价	SANDIEGO

	LET'S GO					SAF	E for	Aviat	tion Sec	urity ar	nd Public	: Safety
SAFE	Welcome Elige Logged on at:	beth Jilu 24-Apr-2017 02:	38 PM		English	~	👴 Chang	e Passw	ord 🤑 Logou	t 🤨 About	t 🕜 Help	
	MySAFE	Employees	Employer	Sched	duler							
	Employer	Info										
General	Contact	Documents	5									
Employer -> Employ	yer Info -> Docu	iments										
New Employer Step	3 of 3											
Document Details												
Document Type	Select			\checkmark	Identifie	er No.				В	rowse	
Document Name	Select			\sim	Issuing	Authority	1	Select		•		
If Other ID, (Please Specify)					If Other Specify)	, (Please						
Document Status	Scan Complete	• •			Issued [Date						
					Expiratio	on Date						
			Α	dd	Updat	e			Documer	t History		
🗖 Туре	Name	Identifier No.	Status	Issuing Authori		Essued Date	Expira Date	tion	Scan Date	View Document	Remove	
Documents	Letter of Verification (LOV)	324234	Scan Complete						24-Apr-2017	<u>View</u> Document	<u>Remove</u>	
Back Reset										Save	Close	
Buck Reset	•									Jave	close	

Update Employer Contact Details and Documents



16. Click **Search** with empty data fields

SAFE	Welcome Eligel Logged on at: 3	beth Jilu 24-Apr-2017 02:3	88 PM	English	~
	MySAFE	Employees	Employer	Scheduler	
	Employer	Info			
General					
Employer -> Employer	Info -> Empl	oyer Search			
General Employer Deta	ails				
Employer Name					
Employer Code					
Employer Type	Select		~		
Division Name					
Status	Select		✓		
Vehicle Permit Number					
Vehicle Permit Status	Select		✓		
Billing Type	Select		~		
Contract Number					
Reset				Search	



17. Select record then click View /Edit

		Scheduler			
	Employer Info				
Em	nployer -> Employer Info -> Search ->Top 14 Employer(s) Search I	Results			
	Employer Name		Employer Code	Employer Type	Status
	SanityEmployerPatch08		Sani115	Airport Administrator	Active
	Air sahara		Airs04	Airlines	Active
	Air india		Airi58	Federal Officers	Active
	<u>Conncessnaires</u>		Conn69	Concessionaires	Active
] Test Renew		Test71	Airlines	Active
	New Employer		NewE72	Airlines	Inactive
	Quantum Secure		QS2016	Airlines	Active
] testas		test102	Concessionaires	Pending Approval
	SSSANITYEMPLOYERPATCH08		SSSA117	Airline Provider	Active
	GM Contractor		GMCo15	Contractor	Active
	American Airlines		Amer03	Concessionaires	Active
	testauditemployer		test25	Airlines	Active
	Air Malaysia		AirM06	Airline Provider	Active
	san emp		sane89	Concessionaires	Pending Approval
F	First Previous Page 1 of 1 Next	Last			

- 18. Within Permanent Address Information edit as required
 - a. Select Mailing address is the same as Permanent Address as required
 - b. Click View /Edit Hyperlink
 - c. Within Mailing Address Details pop-up either:
 - d.
- i. Reset button gives an option to reset the address.
- ii. Enter the mailing address of the employer
- e. Click Apply



(Printed on Badge) Doing Business As Employer Code Anir58 Country Lile (If USA) California V State (If USA) California V Employer Type Federal Officers Spansors Air Jordan Connects snalres Connects snalres State (If USA) California View/Edit Spansors Air Jordan Connects snalres Start Date (7'-Apr-2017) End Date Inigerprint UID Justification/Notes Add View Show History Billing and Insurance Details Disable Cards Disable Cards Is Badge Percent Rule? Restrict Badge To Billing Code Disable Cards Select		LET'S GO			SA	FE for Avia	tion Secur	ity and Pub
Wyski Employee Employee Employee Scheduler General Contacts Divisions Authorized Signatories Documents Vehicle Permit Sponsor Contracts MidSlake India Insurance Expiration Date : 20-Apr-2017 Employer Vame Air India Abbreviated Name Air Contacts Air India Contacts Air India Imployer Code Air India Status Active Active Visw/Edit Sponsors Air India Contacts Visw/Edit Sponsors Air India Status Active Status Active Sponsors Air India Status Active Sponsors Air India Sponsors Air India Status Ordaers Status Ordaers Sponsors Air India Status Ordaers Sponsors Air				18 PM	English 🔽	🔕 Change Passwor	rd 🤑 Logout (About 🚱 Help
General Contacts Divisions Authorized Signatories Employer 2 Info >> General Attable/ Attabl		MySAFE	Employees	Employer Sc	heduler			
United to Different Signatories United to Permit Sponsor Contracts Imployer 2 Employer Side each Address 1 Furnere Expiration Date : 20-Apr-2017 Employer Code Airon Address 2 Imployer Side and The		Employer	Info					
Advised Advised Marce Employer Annee Abbreviated Marce (Ar india Abbreviated Marce (Ar india Abbreviated Marce (Ar india Abbreviated Marce (Ar india Abbreviated Marce (Ar india Abbreviated Marce (Ar india (Ar india (Documents	Vehicle Permit	Sponsor	Contracts
Imployer Details Employer Name Air india Abbraviated Name Air Abbraviated Name Air (Prinded on Badge) Air Employer Code AirSB Employer Code AirSB Employer Code Address 1 (Prinded on Badge) Status Address Employer Code Address Status Address Sponsors Add view Controcssnaires Sponsors Status Add view Status Address Sponsors Status Add view Status Address Control Sponsors Add view Status Add view <td></td> <td>r Info -> Gene</td> <td>eral</td> <td></td> <td></td> <td></td> <td></td> <td></td>		r Info -> Gene	eral					
Employer Name Ar India Abbreviated Name (Printed on Badge) Al (Printed on Badge) (Ding Busines AS Employer Code Air/S5 Employer Code Air/S5 Combre Status Acbree Status Acbree Status Acbree Status Acbree Combre Status Acbree Status Acbree Combressinalines (Combessinalines (Combessinalines Status (Indoe (Combessinalines (Combessinalines Status Add View Status Cards On thissue Cards Is Badge Protein Buling Status Badge Protein Buling Badge Type Status Badge North Status Cards Status Cards Status Cards Is Badge Protein Buling Badge Type Status Badge Approxement Balance Bala							xpiration Date :	20-Apr-2017
Abeviated Name (Printed on Badge) Doing Business As Employer Code Adress 2 City/Town weed Country United States of America Status Adress 2 City/Town weed Country Inited States of America View/Edit State (If USA) California Typo Pederal Officers Sponsors Adress is same as Permanent Address View/Edit Mailing Address is same as Permanent Address View/Edit Mailing Address is same as Permanent Address View/Edit State Cards Show History Badge Details Do Not Issue Cards State						ss Details		_
(Printed on Badge) Doing Busines As Employer Code Arises Status Active Active Cuty Town Status Active Cuty Town Status Active Sponsors Arises Concessnaires Sponsors Active Concessnaires Sponsors Active Concessnaires Sponsors Active Concessnaires Stat Date Concessnaires Stat Date Fingerprint UID Duatification/Notes Add View/Edit </td <td>Employer Name</td> <td>Air india</td> <td></td> <td></td> <td>Address 1</td> <td>church street</td> <td></td> <td></td>	Employer Name	Air india			Address 1	church street		
Doing Business As Employer Code Arit58 Status Active Active Status Active Status Active Status Active Acti	Abbreviated Name (Printed on Badge)	AI			Address 2			
Status Active Status Active Approved By Select ✓ Employer Type Federal Officers Sponsors Ar Jordan Concessnaires ✓ Status Add View Fingerprint UID	Doing Business As				City/Town	swed		
Status Approved By Employer Type Employer Type Finderal Officers Or-Apr-2017 End Date Or-Apr-2017 Billing and Insurance Details Do Not Issue Cards Disable Cards Obto Not Issue Cards Disable Cards On Cards On Cards Static Badge Type SIDA Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White Card - Individual White <	Employer Code	Airi58			Country	United States of	America	~
spinover by reaction of the second of the s	Status	Active		~	State (if USA)	California		~
Sponsors Air Jordan Concessnaires Start Date 07-Apr-2017 End Date Fingerprint UID Justification/Notes <u>Add View</u> Show History Show Hi	Approved By	Select		\sim	Zip Code	797879879	-	
Start Date 07-Apr-2017 End Date Fingerprint UID Justification/Notes Add View	Employer Type	Federal Offic	ers	~	✓ Mailing Address	is same as Permaner	nt Address	View/Edit
End Date Fingerprint UID Justification/Notes Add View Show History Badge Details Do Not Issue Cards	Sponsors Start Date	Conncessnair	res					
Fingerprint UID Justification/Notes Add View Show History Show History Badge Details Do Not Issue Cards Do Not Issue Cards Disable Cards Disab		07-Apr-2017						
Justification/Notes Add Justification/Notes Add Show History Show History Badge Details Billing and Insurance Details Do Not Issue Cards Image: Cards image								
Show History Badge Details Do Not Issue Cards O Not Issue Cards Is Badge Percent Rule? Restrict Badge To Stack Stack Stack Stack Stack Stack CA - Individual White CA - Individual White								
Do Not Issue Cards Disable Car	Show History			¢				
Disable Cards Disabl	Badge Details				Billing and Insura	nce Details		
Is Badge Percent Rule? Restrict Badge To SIDA Sterile GA - Individual White GA - Individual	Do Not Issue Cards				Billing Type	Monthly Comp	any Billing	\checkmark
Is Badge Percent Rule? Minimum Escrow Amount (\$) Restrict Badge To Select Badge Type SIDA SiDA Add Sterile Configure GA - Individual White Onfigure Privileges Privileges	Disable Cards					0.00		
Restrict Badge To Select Amount (\$) Badge Type SIDA Add Billing Code Billing Code Configure Privileges	Is Badge Percent Rule?				Minimum Escrow	0.00		
SIDA Add SIDA Remove Sterie GA - Individual White GA - Individual Configure Privileges	Restrict Badge To		Select	\sim				
Sterile GA - Individual White GA - Individual Privileges	Badge Type	SIDA		× Add	Billing Code			
Next Save Close		Sterile GA - Individu		Configure				
	Next						Sa	ve Close

Update and Replace Required Documents

- 19. Within Documents select Document Type and Document Name
- 20. Select Status
- 21. Click Scan Document or Browse to upload from local drive
- 22. Enter Identifier Number of scanned/uploaded document
- 23. Select/Enter the Issuing Authority, Issued Date, and Expiration Date



24. Click Add

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- 25. Select desired record to be updated
- 26. Click Update
- 27. Click Save



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	MySAFE	Employees	Employer Sch	eduler			
	Employer	Info					
General	Contacts	Divisions	Authorized Signatories	Documents	Vehicle Permit	Sponsor	Contracts
Employer -> Employ	yer Info -> Docu	ments					
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Miscellaneous Documents	Certificate of Insurance	3434543545	Scan Complete			24-Apr-2017	<u>View</u> Document
Back Next	Reset					Sav	e Close

Authorized Signatory - Scheduler

The Scheduler tab is used to:

- Schedule an Appointment
- CheckIn/CheckOut a scheduled applicant
- Cancel the scheduled appointment

Schedule an Appointment



1. Within Appointment Scheduler enter one or more criteria then click **Search**

SAFE	Welcome Elige Logged on at:	beth Jilu 24-Apr-2017 02:3	88 PM	English	~	👴 Change Password
	MySAFE	Employees	Employer	Scheduler		
	Appointme	ent Scheduler	Appointment (Cancellation		
General						
Appointment -> Appoi	intment Sched	uler -> Appoint	ment Search D	etails		
General Person Detail	s					
UPID						
Last Name						
First Name						
Middle Name						
Company			<u> </u>			
Appointment Type	Select	t	~			
Appointment Date						
Appointment End Date						
Status	Register	ed	~			
Location	Selec	t	~			
Workstation	Selec	t	~			
Reset						Search

2. Within results click Add

S	Welcome Elipseth Jhu English 🔽 Change Password 🖗 Legent 🛈 About 🖗 Help										
		MySAFE Er	nployees Employe Scheduler Appointme								
Арр	ointment Schedu		earch-> 5 Person(s) Se								
	UPID	Last Name	First Name	Middle Name	Company	Job Title	Appointment Type	Appointment date	Start Time	End Time	Status
	7021763	Brent	dany		Air sahara	ENGINEER.	Badge Renewal	25-Apr-2017	12:00:PM	12:30:PM	Registered
	7022060	TEST	PERSONPEIGHT		SanityEmployerPatc	AIRCRAFT CLEANER	Document Verification	21-Apr-2017	09:00:AM	09:30:AM	Registered
	7022016	Test	Signature		Air sahara	MAINTENANCE MAN	Document Verification	20-Apr-2017	08:00:AM	08:30:AM	Registered
	7021988	Test	IBWS		Air sahara	MANAGER	Badge Renewal	17-Apr-2017	09:00:AM	09:30:AM	Registered
]	7021754	Ruth	Hyland		Air sahara	CUSTODIAL SUPERV	Fingerprinting	07-Apr-2017	01:30:PM	02:30:PM	Registered
	rst Previous	Page	1 of 1	ext Last	Goto						
	in the second		-	CAL LUIT							
Add Edit Check In/Check Out											

- 3. Click **Select** hyperlink (General tab is auto-filled with applicant information)
- 4. Select Appointment Type
- 5. Select Location
- 6. Select Calendar Icon to view schedule
- 7. Select time and date



8. Click Save (Status changes to Registered)

	Velcome Eligebe .ogged on at: 24		38 PM		English	V 🕄	c					
	MySAFE	Employees	Employe	er Sche	eduler							
	Appointmen	t Scheduler	Appointme	nt Cancell	lation							
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Company Job Title	Air sahara	L SUPERVISOR			Appointmer	t Type Badge Renewa	d 🔨	Location	locationtwo	Y	>> Set Agr 29, 2017	Apply Sun
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Cancel the Scheduled Appointment

- 1. Enter Search criteria
 - a. Click the Clock to search appointment within specific hours
 - b. Click the Calendar to search the appointment within Days/Weeks



2. Click Search

5		Velcome Eligel .ogged on at:	beth Jilu 24-Apr-2017 02:3	8 PM	English	~	Change Password
		MySAFE	Employees	Employer	Scheduler		
		Appointm	ent Scheduler	Appointment	Cancellation		
	General						
Se	cheduler -> Appointm	ent Cancella	tion-> General				
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	Reset						Search

3. Within results select appointment then click **Cancel Appointment**

UPID Lat 2021253 Bre 2020254 Rut 20202050 TES 202016 Tes	-> Appointment Cancel Se ast Name irent uuth EST est	Appointment Cancellation arch-> 6 Person(s) Search	Results Middle Name	Company Air sahara Air sahara SanityEmployerPatch08 Air sahara Air sahara	Title ENGINEER CUSTODIAL AIRCRAFT C	Document Verification	Appointment date 2 25-Apr-2017 25-Apr-2017 21-Apr-2017 20-Apr-2017	Time 12:00 PM 8:00 AM 9:00 AM	End Time 12:30 PM 8:30 AM 9:30 AM 8:30 AM	Status Registered Registered Registered Registered
pointment Cancellation	-> Appointment Cancel Se ast Name irent uuth EST est	arch-> 6 Person(s) Search First Name dany Hyland PERSONPEIGHT Signature IBWS	Results Middle Name	Air sahara Air sahara SanityEmployerPatch08 Air sahara	Title ENGINEER CUSTODIAL AIRCRAFT C MAINTENAN	Type Badge Renewal Badge Renewal Document Verification Document Verification	date 2 25-Apr-2017 25-Apr-2017 21-Apr-2017	Time 12:00 PM 8:00 AM 9:00 AM	Time 12:30 PM 8:30 AM 9:30 AM	Registered Registered Registered
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				Air sahara	MANAGER					
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				Air sahara	CUSTODIAL	Fingerprinting	07-Apr-2017	1:30 PM	2:30 PM	Registered
First Previous	Page 1 of 1	Next Last		Geto						

4. Within General select Status to Cancelled



5. Cli	ck Save	

SAFE		Welcome Eligebeth Jilu Logged on at: 24-Apr-2017 02:38 PM			English 🔍 🕄 c		
		MySAFE	Employees	Employ	er Scheduler		
	Appointment Scheduler Appointment Cancellation						
	General						
	Scheduler -> Appointment Cancellation -> General						
	Edit Appointment						
	UPID	7022060					
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	First Name	PERSONF	EIGHT				
	Company	SanityEm	ployerPatch08				
	Job Title	AIRCRAFT CLEANER					
	Appointment Type	Documer	nt Verification	\sim			
I	Location	SJ		\sim			
	Workstation	Counter:	.0	\sim			
	³ Appointment Date	21-Apr-2	21-Apr-2017		Click on the calendar icon to schedule visit		
	Appointment Time	9:00 AM					
	Status	Cancelle Register					
					Save Close		