

# eBadge

## User Information

### *for Authorized Signatories*



The eBadge System will bring several technologies together to support badge application processing, including allowing badge applications to be initiated, completed and routed over the web. The system will use work flow technology to route the application eForm for sponsor approval and electronic signature technology to capture the applicant's signature.

This first phase of eBadge is for **renewal** applications ONLY.

### Process Overview

1. Upon 30 days prior to card expiration, eBadge creates the applicant's renewal application completed with data that already exists in the HAS system of record.
2. The application eForm is routed to the Authorized Signatories based on the Employer on file.
  - If the employer has been delegated signature authority, the application will be routed to the employer. Otherwise, the application is routed to the Authorized Signatories of the sponsoring company.
3. Authorized Signatory review
  - Edit applicant data if changes are known (optional)
  - Approve or reject the application
  - Notify the applicant to visit the badging office for processing. This is the responsibility of the Authorized Signatory.
  - NOTE: If FIS Access is required, the applicant must still complete a hard copy 3078 and get CBP approval prior to the IAH badging office visit. This process is currently under review and modifications to improve this process are expected in the near future.
4. Applicant visit to the Badging Office
  - Present identification
  - Review/update the application eForm. Applicant review's the application on a monitor to confirm accuracy.
  - Obtain applicant's signature via electronic signature pad
  - Obtain new picture
  - Issue badge
5. Upon Approval
  - Process is complete. Application is routed to the Processing History queue.
6. Upon Denial
  - The application is routed to the Signatory and an e-mail is sent to advise of the temporary denial.
  - Authorized Signatory acknowledges the denial
  - Airport Security Coordinator reviews and approves or denies
  - Upon ASC approval, the eForm is routed back to the Authorized Signatory for approval.
  - Upon ASC permanent denial, the Authorized Signatories are notified via e-mail and the eForm is sent to the Processing History queue.

## Step-by-Step Instructions

### 1. Access OnBase via web using an *external* link in the email notification.

An email will be sent to all Authorized Signatories for a company sponsoring a badge application that is up for renewal. Click on the link to review and approve/deny the application.

<https://hasapps.houstonairportsystem.net/hasapps>

### 2. Application review

The Application eForm pertaining to the email will automatically open in the Work Folder. Review the application prior to approval.

Other applications may also be waiting in the Work Folder for that queue.

The screenshot displays the OnBase web application interface. At the top, the browser address bar shows the URL: <http://hasapps.houstonairportsystem.net/>. The page title is "OnBase". The main content area is titled "eBadge RENEWAL APPLICATION" and includes the text "Lost or Stolen Badge Fee 100.00 +". The application is for the "CITY OF HOUSTON Security Clearance Request and ID Badge Application RENEWAL/REPLACEMENT" at the "HOUSTON AIRPORT SYSTEM".

The interface features a "Work Folder" on the left side, which contains a list of documents. The "Documents (10)" list includes the following entries:

| Document Name                              | Entry Date             |
|--|------------------------|
| TJERINA, ADRIAN - HOU - Badge No: 202...   | 10/22/2009 10:30:26 AM |
| LOZANO, JULIO - HOU - Badge No: 19289...   | 10/22/2009 10:30:27 AM |
| GONZALES, JESSE - HOU - Badge No: 138...   | 10/22/2009 10:30:30 AM |
| HERNANDEZ, PAUL - HOU - Badge No: 15...    | 10/22/2009 10:30:32 AM |
| WILLIAMS, SHAWN - HOU - Badge No: 18...    | 10/22/2009 10:30:36 AM |
| HARRIS, TERRY - HOU - Badge No: 21391...   | 10/22/2009 10:30:38 AM |
| HUNT, DEBORAH - HOU - Badge No: 1158...    | 10/22/2009 10:30:40 AM |
| LACEY, THERESA - HOU - Badge No: 1328...   | 10/22/2009 10:30:42 AM |
| GORDON, WASHINGTON - HOU - Badge No: 23... | 10/22/2009 10:30:44 AM |
| GARCIA, JOSE - HOU - Badge No: 22074...    | 10/22/2009 10:30:46 AM |

The main form includes the following sections:

- Form Fields:** AIRPORT (HOU), Save, Cancel, Renewal (selected), Change, Damaged, Stolen, Lost.
- Signature Authority:** TO BE COMPLETED BY SIGNATURE AUTHORITY OR HAS ONLY. Includes fields for Confirmation 1, Confirmation 2, Customs Seal, Drivers Seal, ERT Seal, Escort Privileges, Badge #, Badge Color, New Card No., Old Card No., Group Code, Fee, Collected Billed, Project No. (PDC), Issue Date, and Issued By.
- APPLICANT INFORMATION:** 19 numbered fields for personal and contact details, including Last Name, First Name, Middle, Applicant Alias, Physical Address, APT, City, Primary Contact, State, ZIP Code, SSN, DL# and State, Height, Weight, Hair, Employer, Work Phone, Job Title, Citizenship Country, Passport Country, and Non-Immigrant Visa #.

At the bottom of the interface, there are buttons for "Edit Form", "Approve application", and "Deny application".

### 3. EDIT the Application

Authorized Signatories have the option to edit applicant data if changes are known or requested. Not all fields can be changed.

Any changed data will be changed to a yellow color to alert the badging office of the change. These changes will be reviewed and confirmed with the applicant upon his or her visit to the badging office.

Click **EDIT FORM**, make changes to the pertinent fields and click **SAVE**.

http://hastapps.houstonairportsystem.net/ - TIJERINA, ADRIAN - HOU - Badge No: 20214 - 634-14-3 - Windows Internet Explorer

**OnBase**

eBadge RENEWAL APPLICATION  
Lost or Stolen  
Badge Fee  
100.00 +

CITY OF HOUSTON  
Security Clearance Request and  
ID Badge Application  
RENEWAL/REPLACEMENT

HOUSTON AIRPORT SYSTEM

AIRPORT: HOU [Save] [Cancel]

Renewal  Change  Damaged  Stolen  Lost

**TO BE COMPLETED BY SIGNATURE AUTHORITY OR HAS ONLY**

Id Confirmation 1: Select One  
Id Confirmation 2: Select One  
Customs Seal: Select One  
Drivers Seal: NO

ERT Seal: NO  
Escort Privileges: YES  
Badge #: [ ]  
Badge Color: RED

New Card No.: [ ]  
Old Card No.: [ ]  
Group Code: [ ]  
Fee: \$: [ ]  
Collected Billed: [ ]

Project No. (PDC): [ ]  
Issue Date: [ ]  
Issued By: [ ]

**APPLICANT INFORMATION**

|                       |                           |                          |                     |
|-----------------------|---------------------------|--------------------------|---------------------|
| 1. LAST NAME:         | FIRST NAME:               | MIDDLE:                  | 2. APPLICANT ALIAS: |
| 3. PHYSICAL ADDRESS:  | APT:                      | 4. CITY:                 | 5. PRIMARY CONTACT: |
| 6. STATE:             | 7. ZIP CODE:              | 8. SSN:                  | 9. DL# and STATE:   |
| 10. HEIGHT:           | 11. WEIGHT:               | 12. HAIR:                | 13. EMPLOYER:       |
| 14. WORK PHONE:       | 15. JOB TITLE:            | 16. CITIZENSHIP COUNTRY: | 17. PASSPORT #:     |
| 18. PASSPORT COUNTRY: | 19. NON-IMMIGRANT VISA #: |                          |                     |

Documents: HOU eBadge : Applications Awaiting Approval

| Documents (10)                             | Entry Date             |
|--|------------------------|
| TIJERINA, ADRIAN - HOU - Badge No: 202...  | 10/22/2009 10:30:26 AM |
| LOZANO, JULIO - HOU - Badge No: 19289...   | 10/22/2009 10:30:29 AM |
| GONZALES, JESSE - HOU - Badge No: 138...   | 10/22/2009 10:30:30 AM |
| HERNANDEZ, PAUL - HOU - Badge No: 15...    | 10/22/2009 10:30:32 AM |
| WILLIAMS, SHAWN - HOU - Badge No: 18...    | 10/22/2009 10:30:36 AM |
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| LACEY, THERESA - HOU - Badge No: 1328...   | 10/22/2009 10:30:42 AM |
| GORDON, WASHINGTON - HOU - Badge No: 23... | 10/22/2009 10:30:44 AM |
| GARCIA, JOSE - HOU - Badge No: 22074...    | 10/22/2009 10:30:46 AM |

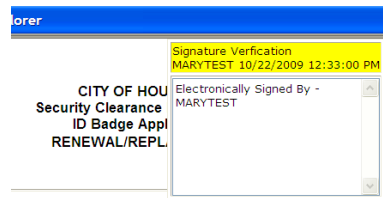
Buttons: Edit Form, Approve application, Deny application

### 4. Approve or Deny the Application

Click **Approve Application** or **Deny Application**. Click **Return to Badge Office** if for any reason this eForm is for someone that does not belong to your company.

Buttons: Edit Form, Approve application, Deny application, Return to Badge Office

Upon approval or denial, a NOTE is affixed to the document with a date/time stamp and user ID of the Authorized Signatory.



The application is then electronically routed to the badging office for use upon the applicant's visit.

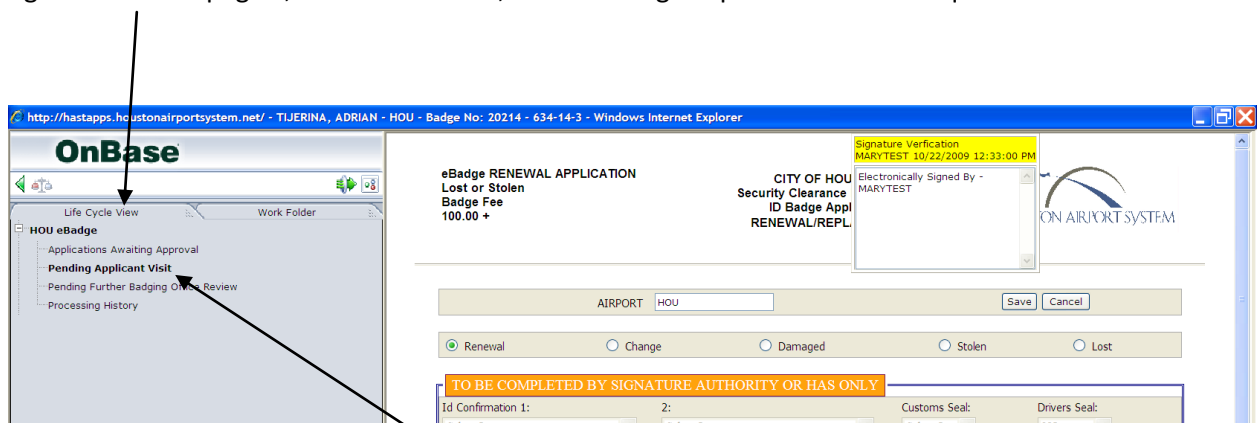
### 5. Contact the Applicant

It is the responsibility of the Authorized Signatory to advise the applicant to visit the badging office before his or her badge expires.

Note: The applicant needs to bring proper identification to the badging office. A paper copy of the application is not required for the visit. However, if FIS Access is requested, a paper 3078 completed/signed application and CBP approval are still required.

### 6. Track Applicant Progress

Click on the Life Cycle View tab to navigate to the four queues available to the Authorized Signatories. See page 6, Queue Overview, for a thorough explanation of these queues.



The application eForm will remain in the Pending Applicant Visit queue until either approved or denied by the badging office upon the applicant's visit.

## 7. Denied by the Badging Office

An e-mail notification will be sent to the Authorized Signatories.

Use the e-mail link to access the application. Review the application in the Pending Further Badging Office Review Queue.

Click **ACKNOWLEDGE DENIAL**

The screenshot shows the OnBase eBadge RENEWAL APPLICATION interface. The application is in a 'Rejected' state with a rejection reason of 'CHRC'. The interface includes fields for 'AIRPORT' (HOU), 'Security ID', and 'RENE'. There are sections for 'TO BE COMPLETED BY SIGNATURE AUTHORITY OR HAS ONLY' and 'APPLICANT INFORMATION'. A document viewer on the left shows a document titled 'HOU eBadge : Pending Further Badging Office Review...'. An arrow points from the 'Acknowledge Denial' button in the document viewer to the 'Acknowledge Denial' button in the application interface.

The application will remain in this queue until the Airport Security Coordinator reviews and either permanently denies or approves the application.

### ASC Denial (permanent denial)

E-mail is sent to notify the Authorized Signatories of the permanent denial.

The application is placed in the Processing History queue for 6 months.

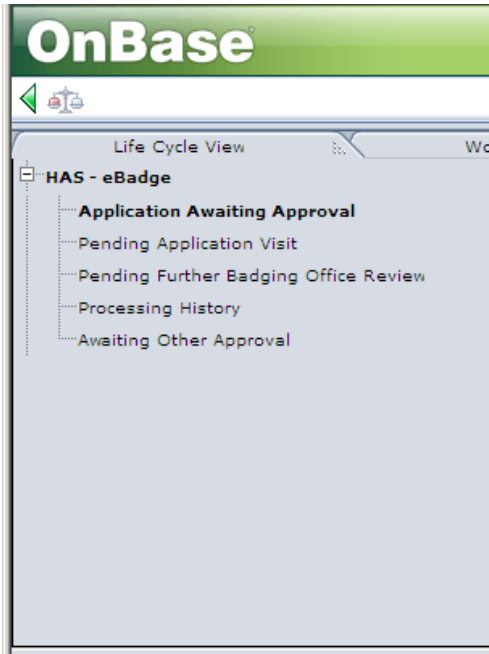
### ASC Approval

E-mail is sent to notify the Authorized Signatories of the approval.

The application is re-routed to the Authorized Signatories for approval confirmation.

## Queue Summary

Click on Life Cycle View to see all five queues.



### Applications Awaiting Approval

eForm applications awaiting your approval.

Task options are **EDIT, APPROVE, DENY or SEND BACK** badge application.

All edited fields will change to red in color to alert the badging office of the change.

A note with your user ID and name along with time/date stamp will be affixed to the eForm upon your approval or denial of the application.

Upon approval, it is your responsibility to advise the applicant that they are ready to visit the badging office.

### Pending Applicant Visit

Applications you have approved will be in this queue until approved or denied by the badging office. There are no tasks in this queue. This is for your information only.

Application will be valid for 30 days after signed by Signatory. If applicant does not visit badging office within 30 days, the signature is removed and the application is re-routed for signature.

Application eForm is deleted 30 days after card expiration and *new badge* process with fingerprinting will need to be pursued by the applicant.

### Pending Further Badging Office Review

Applications in this queue are those that were temporarily denied by the Badging office

Task is to **ACKNOWLEDGE DENIAL**. This will stamp the application with your acknowledgement that this application is under review.

Applications will be removed from this queue upon ASC approval or denial.

### Processing History

6-month history of all approved, permanently denied or applications rejected by the Authorized Signatory.

There are no task options in this queue. This is for your information only.

### Awaiting Other Approval

If the badge requires Movement Area Access (driving on the airfield), the application will remain in this queue while awaiting approval from HAS Operations. An email will be sent when application is ready and the Applicant can proceed to the badging office.