

Authorized Signatory Internet Portal (AS Portal)

Reference Guide v2.0

How to enter and authorize a new security badge:

1. Log into AS Portal.
2. From the main dashboard screen after login, click on “New Applicant” which is located in the upper left-hand box labeled “Quick Links”. See below.
3. The system will automatically direct you to another screen. Enter the information for the employee in the fields listed on this page. Refer to the “Data Entry Template” (available from the Badging Office) for instructions and to assist you in gathering the required information from your employee. Enter the information accurately. Data entry errors may delay badge issuance.
4. After all required fields have been completed on this page, click the “Next” button located on the bottom left-hand portion of this screen.
5. Using the drop-down list next to “Badge Type”, select the badge type for this employee. Then, click the “Add” button.
6. If the employee is to be provided a “Privilege” in addition to their badge, click on the privilege and then click the “Add” button.
7. After the “Badge Type” and “Privileges” have been selected, click the “Submit” button at the bottom of the page.
8. Enter your PIN number in the box that appears and click the “Authenticate” button. By clicking “Authenticate” you are certifying that the individual is employed by your company and has a business need for a PDX Security Badge.
9. The system will automatically direct you to a screen with a form/application. *Note: You do not need to print the application form shown on this page. A paper application is not required.*
10. You have now completed your electronic approval for this new badge applicant. No Authorized Signatory signature is required.
11. Next steps in the application process:
 - a. If the AS Portal was used to enter the new applicant, the Authorized Signatory is not required to review the applicant’s identity documents. However, the applicant must present their identification documents to the Badging Office.
 - b. The Authorized Signatory is responsible for informing the applicant how to proceed with the next steps in the application process. This will be done by providing the applicant with a document called “Electronic Security Badge Instructions (New Badge)”. This document has step-by-step instructions for the applicant to follow for completing the badging process. The document can be obtained from the Badging Office.

PORT OF PORTLAND Logged on at: 14-Jun-2015 03:50 PM
Possibility. In every direction.

Change Password Logout About Help

Reports MySAFE Employees Employer

My Links

Quick Links

- New Applicant**
- Remove Employees
- Audit Task
- Vehicle Permit Renewal

Badge Renewal Summary (Top 20)

UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
7001614		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7001810		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7002017		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003044		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003228		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003274		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003685		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003945		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003949		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003981		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7004090		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7004193		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew

How to find out if a new employee's background check has been completed:

1. Background check information can be checked via the AS Portal:

To check if an employee's background has cleared:

- Log into SAFE.
- Using the **Employees** tab, search for and select the employee's record.
- If you see the text **"Security Check Complete"** or **"Ready to Badge"** in the banner area on the employee's record this means the employee's security check is complete. See screen print below for an example of the banner area text.
- When the background check is complete, the Authorized Signatory is responsible for notifying the employee and guiding them through the remainder of the badging process.

The screenshot displays the AS Portal interface. At the top, the 'PORT OF PORTLAND' logo is visible, along with the text 'Possibility. In every direction.' and a login status 'Logged on at: 14-Jun-2015 03:50 PM'. Navigation links include 'Change Password', 'Logout', 'About', and 'Help'. Below the navigation bar, there are tabs for 'Reports', 'MySAFE', 'Employees', and 'Employer'. The 'Employees' tab is selected, and the sub-menu 'Personnel | Audit | Vehicle Permit Renewal' is shown. The main content area has tabs for 'General', 'Occupation', 'Privileges', and 'Review & Print'. The 'General' tab is active, showing the breadcrumb 'Employees -> Personnel -> General'. The employee record for 'Test Test|7018598|Pre-Enrolled' is displayed. A red circle highlights the 'Security Check Complete' status in the top right corner of the record. Below this, the 'General Details' section shows various fields: UPID (7018598), Last Name* (Test), First Name* (Test), Middle Name, Occupation Status* (Pre-Enrolled), Application Date (14-Jun-2015), Additional Contact, SSN (*****1111), Date of Birth* (**-**-1982), Place of Birth* (United States of America), State (if USA) (California), and Citizenship* (United States of America). The record was updated by 'SAFE Administrator' on 'Jun 14 2015 6:40PM'.

PORT OF PORTLAND
Possibility. In every direction.

Logged on at: 14-Jun-2015 03:50 PM

Change Password Logout About Help

Reports MySAFE Employees Employer

Personnel | Audit | Vehicle Permit Renewal

General Occupation Privileges Review & Print

Employees -> Personnel -> General

Test Test|7018598|Pre-Enrolled

Security Check Complete

General Details Updated By : SAFE Administrator, Jun 14 2015 6:40PM

UPID 7018598

Last Name* Test Alias

First Name* Test

Middle Name

Occupation Status* Pre-Enrolled

Application Date 14-Jun-2015

Additional Contact

SSN *****1111

Date of Birth* **-*- 1982

Place of Birth* United States of America

State (if USA) California

Citizenship* United States of America

How to renew a security badge:

1. Log into AS Portal.
2. From the main dashboard screen after login, a list of badgeholders who are due for badge renewal will be listed in the upper right-hand box labeled "Badge Renewal Summary (Top 20)".
3. Click on "Renew" next to the name of the badgeholder you are authorizing to renew. By clicking "Renew" you are certifying that the individual is employed by your company and continues to have a business need for a PDX Security Badge.
4. The system will automatically direct you to another screen. At the bottom of this screen click the button "Renew Employee Application".
5. Enter your PIN number in the box that appears and click the "Authenticate" button. *Note: You do not print the application form shown on this page. A paper renewal application is not required.*
6. You have now completed your electronic approval for the renewal of this badgeholder. No Authorized Signatory signature is required.
7. Next steps in the renewal process:
 - a. If the AS Portal was used to authorize the renewal of the badgeholder, the Authorized Signatory is not required to review the badgeholder's identity documents. However, the badgeholder must present their identification documents to the Badging Office.
 - b. The Authorized Signatory is responsible for informing the badgeholder how to proceed with the next steps in the renewal process. This will be done by providing the badgeholder with a document called "Electronic Security Badge Instructions (Renewal)". This document has step-by-step instructions for the badgeholder to follow for completing the renewal of their security badge. The document can be obtained from the Badging Office.
8. If "Do Not Renew" is selected instead of "Renew" in step #3 above, the badgeholder's name will disappear from the dashboard list, but the badge will not be deactivated.

PORT OF PORTLAND Logged on at: 14-Jun-2015 03:50 PM
Possibility. In every direction.

[Change Password](#) [Logout](#) [About](#) [Help](#)

[Reports](#) [MySAFE](#) [Employees](#) [Employer](#)
[My Links](#)

Quick Links

[New Applicant](#)
[Manage Employees](#)
[Audit Task](#)
[Vehicle Permit Renewal](#)

Badge Renewal Summary (Top 20)

UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
7001614		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7001810		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7002017		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003044		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003228		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003274		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003685		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003945		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003949		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7003981		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7004090		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew
7004193		Port Of Port...	Secured ...	06/30/2015	Renew	Do Not Renew

How to request to change a badgeholder's Badge Type (example: Secured to Sterile):

1. Log into AS Portal.
2. Using the **Employees** tab, search for and select the employee's record.
3. Click on the **Privileges** tab of the employee (see below).
4. Locate the line displaying the current Badge Type and click on the "Change" link (see below).
5. A box will appear where you will be required to enter:
 - a. The new Badge Type you are requesting for the employee.
 - b. The justification or reason for the change in Badge Type.
 - c. Your PIN to authorize the change.
6. You have now completed your electronic approval for the change in Badge Type. No Authorized Signatory signature is required.
7. Next steps in the process:
 - a. The badgeholder will be required to take Security Training related to their new Badge Type and they must present their identification documents to the Badging Office.
 - b. The Authorized Signatory is responsible for informing the badgeholder how to proceed with the next steps. Since the Badge Type change process is very similar to the badge renewal process, this can be done by providing the badgeholder with the "Electronic Security Badge Instructions (Renewal)". This document has step-by-step instructions for the badgeholder to follow for completing the process to schedule Security Training and present their identification documents to the Badging Office.

PORT OF PORTLAND
Possibility. In every direction.

Logged on at: 14-Jun-2015 03:50 PM

Change Password Logout About Help

Reports MySAFE Employees Employer

Personnel Product Vehicle Permit Renewal

General Occupation **Privileges** Security Keys Access Cards Review & Print

Employees -> Personnel -> Privileges

Smith Mary(7008129)Active

Employer/Occupation* Port Of Portland

Badge Type* Secured Area (Red)

Privilege Customs Seal Red
EMS
Movement Area Driver
Non-Movement Area Drive

Assigned Date 14-Jun-2015

Notes Add View/Delete

Add Update Show History

Employer/Occupation	Badge Type	Privilege	Assigned Date	Change	Remove
Port Of Portland	Secured Area (Red)	N/A		Change	Remove

How to add a privilege (example: Non-Movement Area Driver's Endorsement):

1. Log into AS Portal.
2. Using the **Employees** tab, search for and select the employee's record.
3. Click on the **Privileges** tab of the employee (see below).
4. Locate the box showing available privileges, select the privilege you would like to add, select the add button, then save the record (see below).
5. You have now completed your electronic approval for adding a privilege to a badgeholder's badge. No Authorized Signatory signature is required.
6. Next steps in the process:
 - a. The badgeholder may be required to take training related to their new privilege. The badgeholder or Authorized Signatory must contact the Badging Office to schedule an appointment for the required training to be completed.
 - b. Some trainings require a hands-on portion that must be scheduled after the computer-based portion is complete.
 - c. The Authorized Signatory is responsible for informing the badgeholder how to proceed with the next steps.

The screenshot shows the AS Portal interface for adding a privilege. The top navigation bar includes 'Reports', 'MySAFE', 'Employees', and 'Employer'. Below this is a blue bar with 'Personnel | Audit | Vehicle Permit Renewal'. The main content area has tabs for 'General', 'Occupation', 'Privileges', and 'Review & Print'. The 'Privileges' tab is active, showing the employee 'Smith John | 7142947 | Pre-Enrolled'. The 'Employer/Occupation*' is set to 'Milkshake PDX'. The 'Badge Type*' is 'Secured Area (Red)'. The 'Privilege' dropdown menu is open, showing 'Authorized Signatory Non-Movement Area Driver's'. The 'Assigned Date' is '21-Feb-2020'. The 'Add' button is highlighted. Below the form is a table with columns: 'Employer/Occupation', 'Badge Type', 'Privilege', 'Assigned Date', 'Change', and 'Remove'. The table contains two rows: one for 'Milkshake PDX' with 'Secured Area (Red)' and 'N/A', and another for 'Milkshake PDX' with 'Secured Area (Red)' and 'Non-Movement Area Driver's Endorsement'. The 'Save' button is highlighted at the bottom right.

Employer/Occupation	Badge Type	Privilege	Assigned Date	Change	Remove
<input type="checkbox"/> Milkshake PDX	Secured Area (Red)	N/A	20-Feb-2020	Change	Remove
<input type="checkbox"/> Milkshake PDX	Secured Area (Red)	Non-Movement Area Driver's Endorsement	21-Feb-2020	N/A	Remove

How to remove a privilege (example: Non-Movement Area Driver's Endorsement):

1. Log into AS Portal.
2. Using the **Employees** tab, search for and select the employee's record.
3. Click on the **Privileges** tab of the employee (see below).
4. Locate the privilege you would like to remove from the current privileges and select the remove option (see below).
5. A box will appear asking if you would like to remove the privilege, select ok, then save the record. No Authorized Signatory signature is required.
6. The Authorized Signatory must direct the employee to come to the Badging Office to have their badge reprinted.
 - a. The Authorized Signatory is responsible for informing the badgeholder how to proceed.

The screenshot displays the AS Portal interface. At the top, there are tabs for Reports, MySAFE, Employees, and Employer. Below these is a navigation bar with Personnel, Audit, and Vehicle Permit Renewal. The main content area shows the 'Privileges' tab for employee John Smith (ID 7142947, Pre-Enrolled). The 'Employer/Occupation' is set to Milkshake PDX. The 'Badge Type' is 'Secured Area (Red)'. The 'Privilege' dropdown is set to 'Authorized Signatory Non-Movement Area Driver's'. The 'Assigned Date' is 21-Feb-2020. A table below lists the privileges:

	Employer/Occupation	Badge Type	Privilege	Assigned Date	Change	Remove
<input type="checkbox"/>	Milkshake PDX	Secured Area (Red)	N/A	20-Feb-2020	Change	Remove
<input type="checkbox"/>	Milkshake PDX	Secured Area (Red)	Non-Movement Area Driver's Endorsement	21-Feb-2020	N/A	Remove

A confirmation dialog box titled 'Message from webpage' is open, asking 'Are you sure you want to Remove?'. It has 'OK' and 'Cancel' buttons. The 'Save' button at the bottom of the main form is also highlighted.

How to report a badge Lost or Stolen:

Lost and stolen badges must be immediately reported to the Badging Office at (503) 460-4500 during regular business hours, or to the PDX Communication Center at (503) 460-4747 if after-hours.

How to request a replacement badge for a lost or stolen security badge:

Replacement badges for lost or stolen badges cannot be done through the AS Portal. Contact the Badging Office for information on the correct procedures for approving a replacement badge.

How to deactivate (or terminate) a security badge:

1. Log into AS Portal.
2. Using the **Employees** tab, search for and select the employee's record.
3. On the **General** tab of the employee: Change the 'Occupation Status' field to 'Terminated'. (see screen print below)
4. Click the 'Save' button at the bottom of the page.
5. Collect the employee's security badge and return it to the Badging Office.
6. If an employee has been issued a security key, collect the key and return it to the Badging Office.

PORT OF PORTLAND
Possibility. In every direction.

Logged on at: 14-Jun-2015 03:50 PM

Change Password Logout About Help

Reports MySAFE Employees Employer

Personnel | Audit | Vehicle Permit Renewal

General Occupation Privileges Security Keys Access Cards Review & Print

Employees -> Personnel -> General

Smith, John / 7007316 | Active Active

General Details Updated By : SAFE Administrator, Jun 14 2015 6:49PM

UPID 7007316 Additional Contact

Last Name* Smith [Alias](#) SSN *****1111

First Name* John Date of Birth* **_**_ 1975

Middle Name Place of Birth* United States of America

Occupation Status* Active Application Date State (if USA) Massachusetts

End Date Citizenship* United States of America

Email Ethnicity* White

Cell Phone* { 444 } 444 4444 If Unknown, (Please Specify)

How to order a metal key through the AS Portal:

1. If your company is authorized for metal keys you can use the AS Portal to request keys.
2. Log into AS Portal.
3. Using the **Employees** tab, search for and select the employee's record who needs a key.
4. Click on the **Security Keys** tab of the employee (see below).
5. Select the Category, Asset Group, Asset Financial# and Quantity and then click the "Add" button.
6. Click the "Save" button at the bottom of the screen.
7. The system will update the key status to assigned when the key is ready for pickup in the Badging office.

PORT OF PORTLAND
Possibility. In every direction.

Logged on at: 14-Jun-2015 03:50 PM

Change Password Logout About Help

Reports MySAFE **Employees** Employer

Personnel | Audit | Vehicle Permit Renewal

General Occupation Privileges **Security Keys** Access Cards Review & Print

Employees -> Personnel -> Security Keys

Smith Mary|7008129|Active Active

Employer/Occupation* Port Of Portland

Request for Metal Keys

Type* Metal Key Asset Financial#*

Category* -- Select -- Quantity

Asset Group Justification

Key code

Employer/Occupation	Asset Number	Key code	Status	Category	Asset Financial#	Remove
---------------------	--------------	----------	--------	----------	------------------	--------

How to run an active badge report:

1. Log into AS Portal.
2. Click on the **Reports** tab, active badges will be listed under **My Employees**.
3. To print or download the report, click on the down arrow at the top right of the list and select the appropriate option.

PORT OF PORTLAND
Possibility. In every direction.

Logged on at: 28-Jan-2018 11:11 AM

Change Password Logout About Help

Reports MySAFE Employees Employer

Dashboard Report List

My Dashboard Add Tab Delete

Badges Due To Expire in next 60 days

Upid	First Name	Last Name	Card Number	Badge Status	Expiry Date
7108858	Charlie	Brown	999132	Active	02/28/2018
7108856	Cindy	Who	999130	Active	01/31/2018
7108857	Peter	Parker	999128	Active	01/31/2018

My Employees

UPID	First Name	Last Name	Employer Name	Badge Type	Card Number	Card Status
7108854	Donald	Duck	Milkshake PDX	Secured Area (Red)	999007	Active
7108856	Cindy	Who	Milkshake PDX	Secured Area (Red)	999130	Active
7108857	Peter	Parker	Milkshake PDX	Secured Area (Red)	999128	Active
7108858	Charlie	Brown	Milkshake PDX	Secured Area (Red)	999132	Active

View Report

Print

Export

Share

Information

How to get help on using the AS Portal:

Contact the Security Badging Office by phone at (503) 460-4500 or by email at PDxBadging@portofportland.com.