



Authorized Signatory Web Portal

2024

What Does The Web Portal Do?

- New Badge Applications
- Badge Renewals
- Badge Changes
- Badge Replacements
- Check CHRC / STA status
- Reports
- Check cardholder Violation Status



Email Communication

- All System Generated Emails will come from:
noreply@phoenix.gov

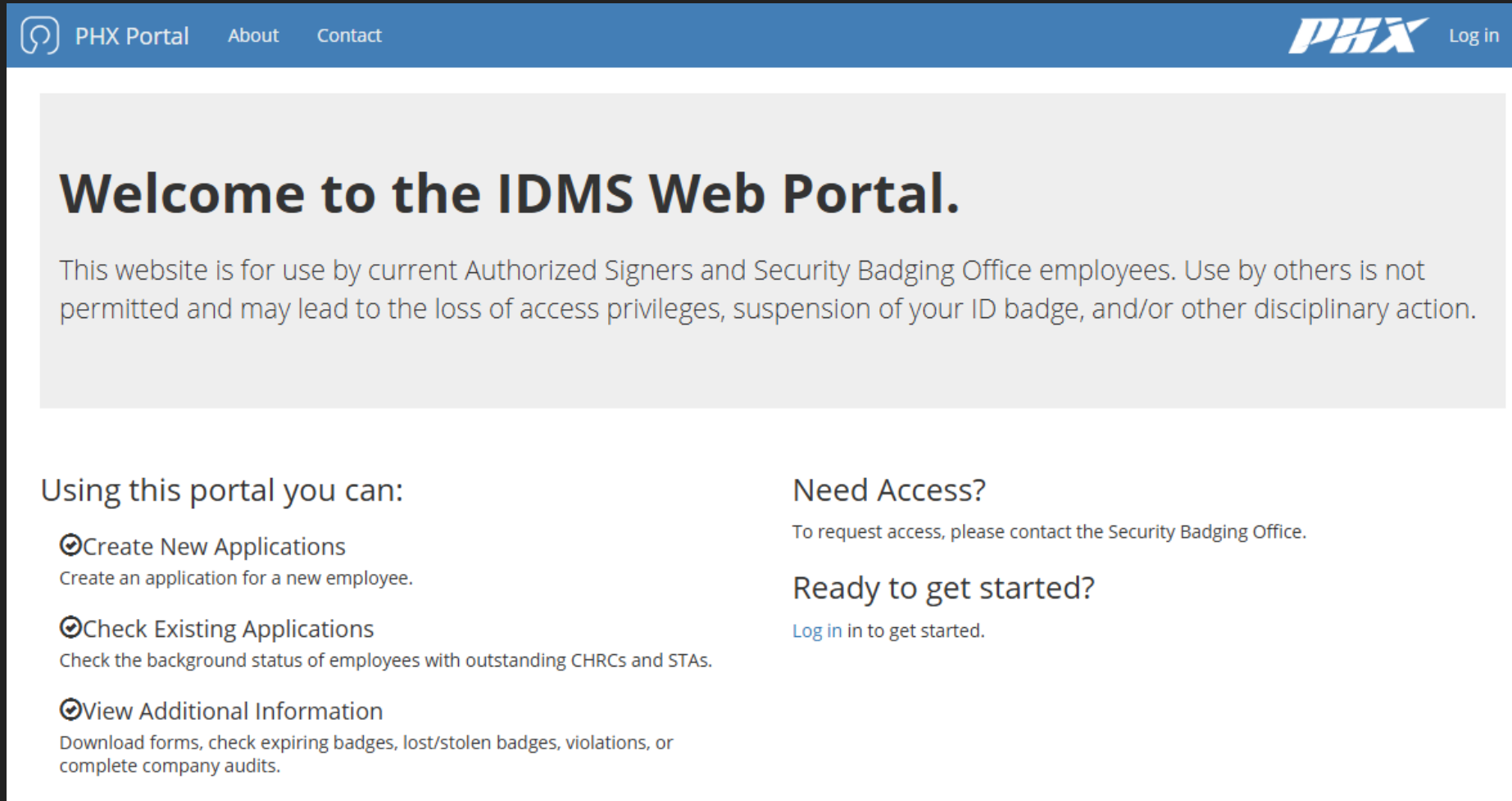
New Web Portal Access

Type this into your web browser:

badging.skyharbor.com

CREATE A NEW BOOKMARK TO REPLACE THE OLD ONE.

Welcome



The screenshot shows the PHX Portal homepage. At the top, there is a blue navigation bar with the PHX logo on the right and links for 'PHX Portal', 'About', and 'Contact' on the left. Below the navigation bar is a large grey box containing the main heading and a warning paragraph. Underneath, there are two columns of content: 'Using this portal you can:' with three bullet points, and 'Need Access?' with a paragraph and a 'Log in' link. The 'Ready to get started?' section also includes a 'Log in' link.

PHX Portal About Contact **PHX** Log in

Welcome to the IDMS Web Portal.

This website is for use by current Authorized Signers and Security Badging Office employees. Use by others is not permitted and may lead to the loss of access privileges, suspension of your ID badge, and/or other disciplinary action.

Using this portal you can:

- 🕒 **Create New Applications**
Create an application for a new employee.
- 🕒 **Check Existing Applications**
Check the background status of employees with outstanding CHRCs and STAs.
- 🕒 **View Additional Information**
Download forms, check expiring badges, lost/stolen badges, violations, or complete company audits.

Need Access?

To request access, please contact the Security Badging Office.

Ready to get started?

[Log in](#) to get started.

Get Started

Click the
"Log In" Link

Intellisoft IDMS About Contact [Log in](#)

Welcome to the Intellisoft IDMS Web Portal.

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Need Access?
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Ready to get started?
Log in in to get started.

Login

Intellisoft IDMS [About](#) [Contact](#) [Log in](#)



Intellisoft IDMS

Username

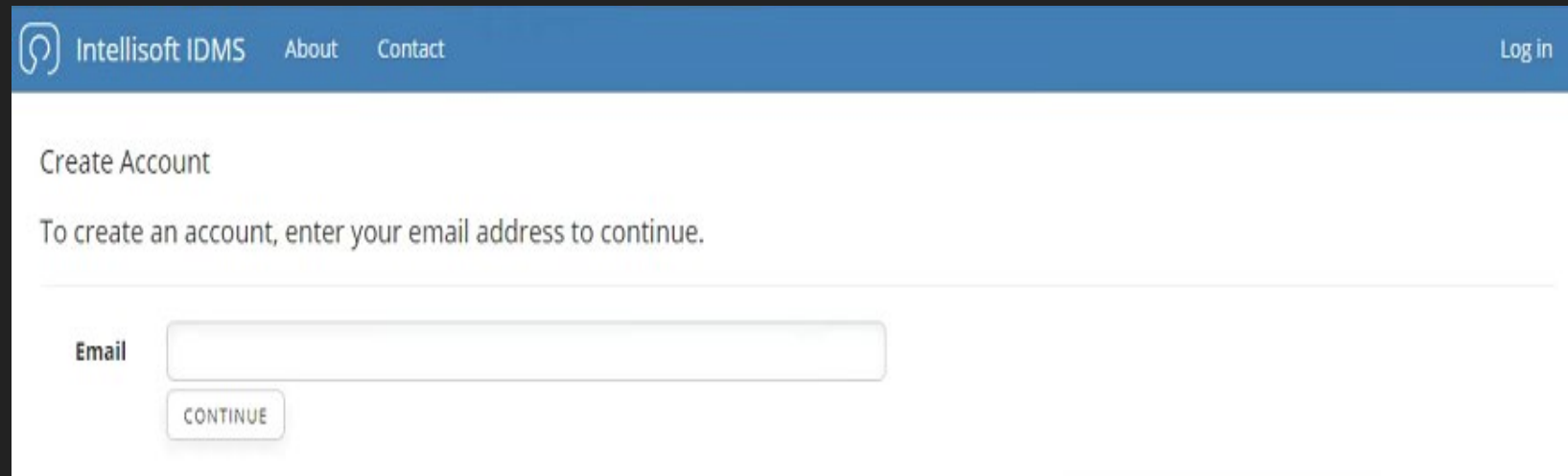
Password

[Forgot password](#) [LOG IN](#)

[Not Registered? Create Authorized Signer Account](#)

Login

- Enter the email address you provided to the PHX Security Badge Office
- If you are an authorized signer with an active badge, you will receive an email with a link to create your authorized signatory login account



Intellisoft IDMS About Contact Log in

Create Account


To create an account, enter your email address to continue.

Email

CONTINUE

Login

- Your username will default to your email address
- Once you submit your password, you will be asked to login again with the password you created



The screenshot shows a web form titled "Choose Password" for the Intellisoft IDMS system. The form includes a navigation bar at the top with "Intellisoft IDMS", "About", "Contact", and "Log in" links. The form fields are: "Email" (with a blurred value), "Username", "Password", and "Confirm password". A "SUBMIT" button is located below the "Confirm password" field. To the right of the form, there are four password requirements listed with checkboxes: "Minimum length: 12", "At least one uppercase letter", "At least one lowercase letter", and "At least one special character".

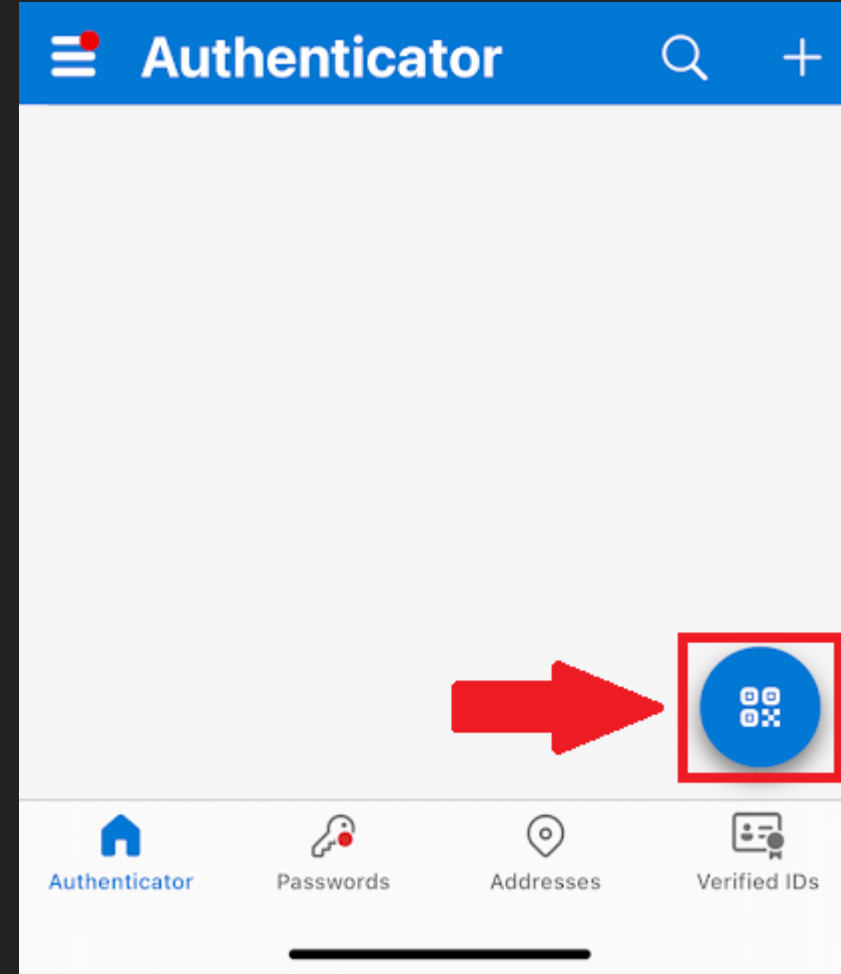
Multi-Factor Authentication

- Install the Microsoft Authenticator or Google Authenticator from the App Store on your own personal device. You will use the Authenticator every time you log into the Authorized Signer Portal.



Multi-Factor Authentication

- First time setup –
Open your Microsoft Authenticator and select the scanner icon to add the City of Phoenix.




Multi-Factor Authentication

- From the scanner inside the Authenticator Application – scan the code from the website – Do not use the phone's camera app.

Enable Two-Factor Authentication

You are required to enable two-factor authentication for your account.



Instructions

1. Install the Google Authenticator ([Android / iOS](#)) or Microsoft Authenticator ([Android / iOS](#)) app on your phone.
2. Add the account to your authenticator app by scanning the QR code.
3. Enter the six-digit code given to you by the authenticator app in the box below.
4. Click "Enable 2-Factor" to enable two-factor authentication for your account.
5. Next time you log in, type in the code from the authenticator app.

Manual entry code:

(Use this instead of the QR code if your phone doesn't have a camera.)

KJYWWJLQZXTOTKXO42HI3TFJ3EOZBYKF3T2PI

Enter code to verify Two Factor Authentication

ENABLE 2-FACTOR

Success

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- Messages
- Visitors

If this is your very first time logging in, please take a few minutes to look around!

Please log in often and use the web portal to your advantage so you can effectively manage your badged population. Let's go over some of the cool features at your disposal.

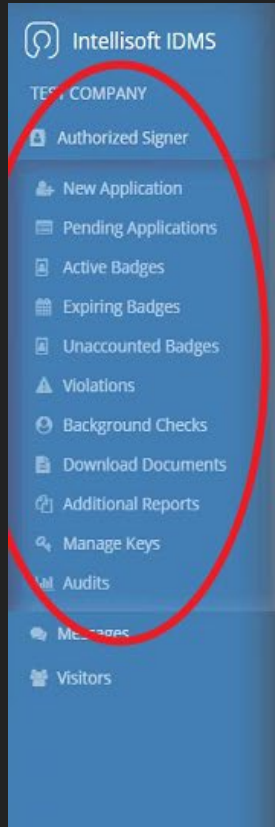
Do you have a new employee who needs a badge? Great, we have you covered.

- Click 'New Application'
- Fill out Badge Application Form
- **Review it with your employee**
- Schedule ID Office visit after completion

Need to know whose badge is getting ready to expire?

- Check this list often
- To renew a badge is simple - select 'Renew'
- Preview pre-populated application and update as needed
- **Review it with your employee**
- Schedule ID Office visit after completion

Authorized Signer Actions



The screenshot shows the Intellisoft IDMS web portal interface. The left sidebar contains a navigation menu with the following items: Intellisoft IDMS, TEST COMPANY, Authorized Signer (highlighted with a red circle), New Application, Pending Applications, Active Badges, Expiring Badges, Unaccounted Badges, Violations, Background Checks, Download Documents, Additional Reports, Manage Keys, Audits, Messages, and Visitors.

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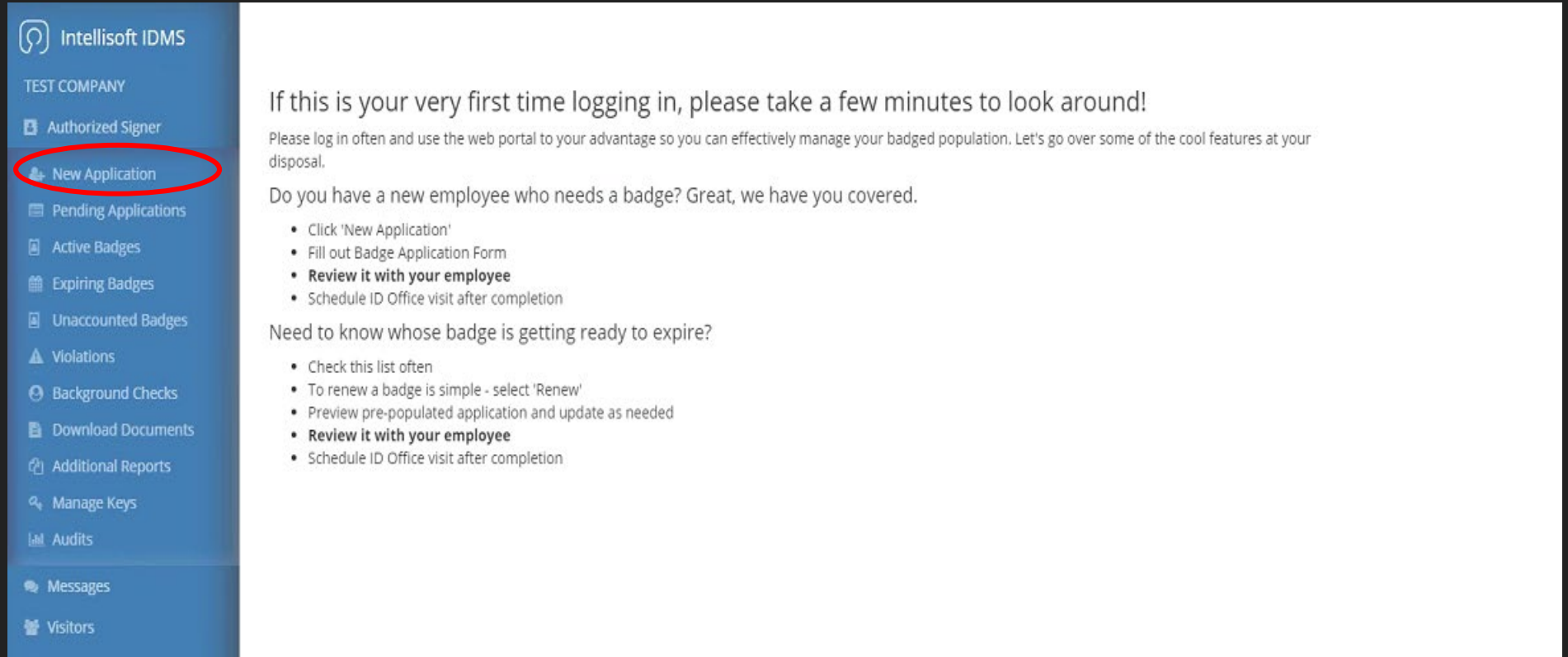
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New Application



Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application**
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges
- Violations
- Background Checks
- Download Documents
- Additional Reports
- Manage Keys
- Audits
- Messages
- Visitors

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Applicant Information

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- Messages
- Visitors

New Badge Application

Applicant Information

Last Name *		First Name *		Middle Name		Suffix							
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>							
Other Names Used (Aliases)		Alias 1 Last Name		Alias 1 First Name		Alias 1 Middle Name							
<input type="button" value="+ ADD MORE"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>							
Home Address *													
<input type="text"/>													
City *		State *		Zip Code *		Country							
<input type="text"/>		<input type="text" value="Select State"/>		<input type="text"/>		<input type="text" value="Select Country"/>							
Daytime Phone Number		Alternate Phone Number		Email Address *									
<input type="text" value="(xxx)xxx-xxxx"/>		<input type="text" value="xxx)xxx-xxxx"/>		<input type="text"/>									
Height (ft) *		Height (in) *		Weight *		Race *		Gender *		Hair Color *		Eye Color *	
<input type="text" value="Feet"/>		<input type="text" value="Inches"/>		<input type="text" value="Lbs"/>		<input type="text" value="Select Race"/>		<input type="text" value="Select Gender"/>		<input type="text" value="Select Hair Color"/>		<input type="text" value="Select Eye Color"/>	
Social Security Number *				Birth Date *		Employer Company		Access Template *					
<input type="text" value="xxx-xx-xxxx"/>				<input type="text" value="mm/dd/yyyy"/>		<input type="text" value="TEST COMPANY"/>		<input type="text" value="Select Access Template"/>					
Citizenship													
Place of Birth - Country *				Place of Birth - State				Citizenship Country *					
<input type="text" value="Select Country"/>				<input type="text" value="Select State (if applicable)"/>				<input type="text" value="Select Country"/>					

Identifying Documents

Identifying Documents ? IDENTIFICATION REQUIREMENTS

Document #1

ID #1 Type *

ID #1 Country *

ID #1 State

ID #1 Number *

ID #1 Expiration

ID #1 Photo

Document #2

ID #2 Type *

ID #2 Country *

ID #2 State

ID #2 Number *

ID #2 Expiration

ID #2 Photo

Identifying Document Requirements

IDENTIFICATION REQUIREMENTS

ALL applicants **must** submit 1) proof of identity and 2) citizenship status and/or legal employment status. To meet those requirements, one of the following two options is required:

- 1) Select a document from Column A and then select a second document from Column A, B, or C OR
- 2) Select a combination of one document from Column B AND one document from Column C.

All Airport Security ID applicants who were born outside of the US must choose option 1 above except if he/she has a Form N-550, N-560, N-561, N-570, FS-240, FS-545, or DS-1350. All documents must be original and unexpired.

For additional information, please read the [OAK I9 requirements](#)

List A	List B	List C
Documents that establish both identity and employment authorization	Documents that establish identity	Documents that establish employment authorization
<ul style="list-style-type: none">• US Passport or US Passport Card• Permanent Resident Card or Alien Registration Receipt Card (Form I-551)• Foreign passport that contains a temporary I551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa• Employment Authorization Document that contains a photograph (Form I-766)• In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form• Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	<ul style="list-style-type: none">• Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address• ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	<ul style="list-style-type: none">• Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States• Certification of Birth Abroad issued by the Department of State (Form FS-545)• Certification of Report of Birth issued by the Department of State (Form DS-1350)• Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal• Native American tribal document• US Citizen ID card (Form I-197)• Identification Card for Use of Resident Citizen in the United States (Form I-179)• Employment authorization document issued by the Department of Homeland Security

CLOSE

Requesting Access Privileges

Requested Access Privileges

Access Template * **Requested Badge Type *** **Company Name** **Division**

GROUND TRANSPORTATION GROUND TRANSPORTATION INTELLISOFT INTELLISOFT

Badge Designations

Cart	NO
Driver	NO
Escort	NO
Fueler	NO
Tow	NO

Save Application For Later

Additional Information

Notes for staff

Statement of Certification

The information I have provided on this 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 on this application can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code.)

As the Authorized Signer submitting this request, I attest that the individual applicant requesting access to the AOA, SIDA or Sterile Area(s) of the airport:

- A specific need exists for providing the individual applicant with unescorted access authority; and
- the applicant has acknowledged their security responsibilities under 49 CFR 1540.105(a).
- We understand and agree that the unescorted access authority granted by Sky Harbor International Airport in the form of a badge in the name of the above individual is the property of Sky Harbor International Airport. We agree that upon termination or at the request of Airport Operations, this badge will be immediately returned. Failure to comply could result in revocation of our company's privilege to have unescorted access. We further agree that our company will reimburse the City of Phoenix Aviation Department for any fines levied against it as a result of violations committed by our company, its employees or representatives.

SAVE APPLICATION FOR LATER

I AGREE, SUBMIT APPLICATION

Finding A Saved Application

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications**
- Active Badges
- Expiring Badges

Pending Applications

NOT YET SUBMITTED SUBMITTED REJECTED FAVORITE

SHOW 10 ENTRIES

SEARCH: EASTON

NAME	TYPE	DATE EDITED	RESUME/SUBMIT	DELETE
MABEL, EASTON	IDMS-SI New	10/5/2023	RESUME/SUBMIT	DELETE

Showing 1 to 1 of 1 entries

Previous 1 Next

Pending Applications

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications**
- Active Badges
- Expiring Badges

Pending Applications

NOT YET SUBMITTED SUBMITTED REJECTED FAVORITE

SHOW 10 ENTRIES SEARCH:

NAME	TYPE	DATE SUBMITTED	STATUS	ACTIONS
MABEL, EASTON	IDMS-SI New	10/5/2023	1 Applicant Requirements 2 Application Processed 3 Badge Printed	RESEND EMAIL RETRACT MESSAGE ID OFFICE

Showing 1 to 1 of 1 entries

Previous 1 Next

Pending Application Actions

BUTTON	USE
RESUME/SUBMIT	Click this to recall an unfinished application form so that it can be completed and submitted.
DELETE	Click this to delete an unfinished or retracted application form from the system.
RETRACT	Click this to “un-submit” an application. Once you do this, the EDIT/SUBMIT and DELETE buttons will become available. Note: This can only be done BEFORE the application is processed by the Pass & ID Office.
RESEND EMAIL	Click this to re-send the Application Submission email to the applicant. This email contains the link to the required forms for new applicants (commonly, criminal history disclosure, cardholder rules, and/or privacy statement). This link has a system-configured expiration date, so if the applicant doesn’t complete the forms in time, this button can be used to send them a fresh link OR they can fill these forms out during their Pass & ID office visit.

Active Badges

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications
- Active Badges**
- Expiring Badges
- Unaccounted Badges
- Violations
- Background Checks
- Download Documents
- Additional Reports

Active Badges

SHOW 10 ENTRIES




SEARCH:

NAME	ACCESS TEMPLATE	BADGE NO	BADGE TYPE	EXPIRATION	ACTION
BUCO, ARTHUR	DEFAULT	8676389	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
CARTER, MICHAEL	DEFAULT	8676387	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
CHAPMAN, CHRISTINE	DEFAULT	8676386	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
LEE, BRANDON	DEFAULT	8676391	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
ROBBINS, TIM	DEFAULT	8676385	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
THOMAS, MICHAEL	DEFAULT	8676388	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
THOMPkins, PAUL	DEFAULT	8676390	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT

Showing 1 to 7 of 7 entries

Previous 1 Next

Active Badge Functions

Button	Function
Show {#} Entries	<p>For longer lists, you can use this dropdown to specify the number of records you would like listed per page.</p> <p>Note: You can also sort the displayed list by clicking on the column headings. Re-clicking a sorted heading reverses the sort order.</p>
 DEACTIVATE	Use this icon to immediately deactivate a badge.
 EDIT	Use this button to submit a quick change.
 REPLACE	Use this icon to begin the process for requesting a badge replacement
SEARCH	Enter search criteria here to find a specific record.
Previous/Next	Use these buttons to cycle through different pages of your list.

Active Badge Functions

DEACTIVATE

MODIFY BADGE #8676387 - MICHAEL CARTER

Badge Status *

Notes *

I understand that this badge will be immediately deactivated and all access will be revoked. This action cannot be undone via this web portal.

CANCEL CONFIRM CHANGE

- Select a Badge Status
- LOST
- STOLEN
- SUSPENDED
- SUSPENDED LOA
- TERMINATED BADGE IN HAND
- TERMINATED NOT RETURNED

Badge Edit

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges
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- Background Checks
- Download Documents
- Additional Reports

Active Badges

SHOW 10 ENTRIES

SEARCH:

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BUCO, ARTHUR	DEFAULT	8676389	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
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CHAPMAN, CHRISTINE	DEFAULT	8676386	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
LEE, BRANDON	DEFAULT	8676391	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
ROBBINS, TIM	DEFAULT	8676385	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
THOMAS, MICHAEL	DEFAULT	8676388	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT
THOMPSON, PAUL	DEFAULT	8676390	ALL AREAS	2025-10-04	DEACTIVATE REPLACE EDIT

Showing 1 to 7 of 7 entries

Previous 1 Next

Badge Edit

- Change
 - Name
 - Gender
 - Badge Designations

On the “Active Badges” report, select the “Edit” button. Submit these requests without completing a new application.

Badge Edit

Edit Badge Application

Applicant Information

Last Name *

First Name *

Gender ▾

Requested Access Privileges

Badge Designations	Cart	<input type="text" value="NO"/> ▾
	Driver	<input type="text" value="NON-MOVEMENT"/> ▾
	Escort	<input type="text" value="YES"/> ▾
	Fueler	<input type="text" value="NO"/> ▾
	Tow	<input type="text" value="NO"/> ▾
	Customs Designation	<input type="text" value="None"/> ▾

Additional Information

Notes for staff

Expiring Badges

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges

Expiring Badges - next 30 days

SHOW 10 ENTRIES

EXCEL PDF PRINT SEARCH

NAME	BADGE NO	BADGE TYPE	EXPIRE DATE	KEYS	ACTION
CARTER, MICHAEL	8676387	ALL AREAS	2023-10-13	No	RENEW
LEE, BRANDON	8676391	ALL AREAS	2023-10-15	No	RENEW
THOMPkins, PAUL	8676390	ALL AREAS	2023-10-17	No	RENEW

Showing 1 to 3 of 3 entries

DATE RANGE

- 7
- 30
- 60
- 90

Previous 1 Next

Renewals Are So Much Easier!




- The renewal form is already populated with everything except:
 - SSN
 - ID Documents
- Update anything that has changed since the last submission and click:
 - “I Agree, Submit Application.”

Renew A Badge

Go to “Expiring Badges” under Authorized Signer. You will see a list of all expiring badges. If you do not, you can perform this from the “Active Badges” screen.

Steps:

- 1.) Click on the  button for the record you want to renew.
- 2.) Enter the SSN and ID Documents
- 3.) Add/Remove Designations if needed
- 4.) Save to complete later or Submit Application

Unaccounted Badges

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges**
- Violations

Unaccounted Badges

The list below represents the badges which have not been returned to the Pass and ID office because they are lost, stolen, or otherwise unaccounted for. Your company is required to collect all ID badges for employees who resign, are furloughed or dismissed from your employment.

SHOW 10 ENTRIES

EXCEL PDF PRINT SEARCH:

NAME	PHONE NUMBER	BADGE NO	BADGE TYPE	STATUS	EXPIRE DATE	UNACCOUNTED
CARTER, MICHAEL	(888)631-5435	8676387	ALL AREAS	Lost	2023-10-13	2023-10-05
LEE, BRANDON	(864)138-5438	8676391	ALL AREAS	Lost	2023-10-15	2023-10-05
THOMAS, MICHAEL	(845)186-4354	8676388	ALL AREAS	Lost	2025-10-04	2023-10-05

Showing 1 to 3 of 3 entries

Previous 1 Next

Violations

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges
- Violations**

Violations

SHOW 10 ENTRIES

EXCEL PDF PRINT SEARCH:

NAME	BADGE NO	BADGE TYPE	VIOLATION NUMBER	VIOLATION DATE	STATUS	DESCRIPTION
CARTER, MICHAEL	8676387	ALL AREAS	386754	10/5/2023 1:16:00 PM	PENDING	S.3 Failure to challenge
CHAPMAN, CHRISTINE	8676386	ALL AREAS	1245	10/5/2023 1:13:00 PM	PENDING	S.35 Failure follow direct
LEE, BRANDON	8676391	ALL AREAS	12345	10/5/2023 1:15:00 PM	READY TO TRAIN	A.15 Speeding 15 mph+

Showing 1 to 3 of 3 entries

Previous 1 Next

☆ FAVORITE

Background Checks

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges
- Violations
- Background Checks**

Background Investigations

SHOW 10 ENTRIES

EXCEL PDF PRINT SEARCH:

NAME	BADGE NO	BADGE TYPE	TYPE	STATUS	SUBMITTED	UPDATED	COMPLETED
DIXON, TRAVIS	8676393	ALL AREAS	CHRC	PASSED	2023/10/05	2023/10/05	2023/10/05
DIXON, TRAVIS	8676393	ALL AREAS	STA	Pending	2023/10/05	2023/10/05	N/A
JONES, STEVEN	8676392	ALL AREAS	CHRC	PASSED	2023/10/05	2023/10/05	2023/10/05
JONES, STEVEN	8676392	ALL AREAS	STA	PASSED	2023/10/05	2023/10/05	2023/10/05

Showing 1 to 4 of 4 entries

Previous 1 Next

Download Documents

Intellisoft IDMS
TEST COMPANY

- Authorized Signer
- New Application
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- Background Checks
- Download Documents**
- Additional Reports
- Manage Keys
- Audits
- Messages
- Visitors

Download Documents

Available Documents

Airport-Security-Access-Control-Request-Form-3.18
Authorized Signer Information - Oakland International Airport
Lost_Stolen Badge Applicant Checklist - Oakland International Airport
New Applicant Checklist - Oakland International Airport
OAK-I9-2021
QLESS-Handout-OAK-updated-09.08.21
Renewal Applicant Checklist - Oakland International Airport
ReqAccommodation
South-Field-Ramp-Permit-Application-2022

Additional Reports

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges
- Violations
- Background Checks
- Download Documents
- Additional Reports**

Report List

SHOW 10 ENTRIES

SEARCH:

☆ FAVORITE

REPORT TITLE
Cardholders with Customs
Cardholders With Escort

Showing 1 to 2 of 2 entries

Previous 1 Next

Manage Keys

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges
- Violations
- Background Checks
- Download Documents
- Additional Reports
- Manage Keys**

Keys

SHOW 10 ENTRIES SEARCH: ☆ FAVORITE

SERIAL NUMBER	TYPE	STATUS	ASSIGNED TO	BADGE NO
112233	FACILITIES X1	ISSUED	THOMPKINS, PAUL	8676390
23456	AVSEC METAL KEY	ISSUED	CHAPMAN, CHRISTINE	8676386

Showing 1 to 2 of 2 entries Previous 1 Next

Audits

Intellisoft IDMS

TEST COMPANY

Authorized Signer

- New Application
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges
- Violations
- Background Checks
- Download Documents
- Additional Reports
- Manage Keys
- Audits**

Audit List

SHOW 10 ENTRIES SEARCH:

STATUS	LOCKED	COMPANY	DIVISION	START DATE	EXPIRATION	COMPLETION	AUDIT TYPE
Open	No	TEST COMPANY	TEST COMPANY	10/05/2023 1:35:51 PM	11/04/2023 1:35:51 PM	N/A	Active Badge Audit

Showing 1 to 1 of 1 entries

Previous 1 Next

☆ FAVORITE OPEN

Audits

Intellisoft IDMS

TEST COMPANY

Authorized Signer

New Application

Pending Applications

Active Badges

Expiring Badges

Unaccounted Badges

Violations

Background Checks

Download Documents

Additional Reports

Manage Keys

Audits

Messages

Visitors

Audit Details

Audit Information

Company TEST COMPANY
Division TEST COMPANY
Audit Type Active Badge Audit
Start Date 10/5/2023 1:35:51 PM
Completion Date
Expiration Date 11/4/2023 1:35:51 PM

Status at Time of Audit Open
Locked No
Selected Badge Count 7
Unexpired Badge Count 7
Fine Assessed No
Fine Paid No

Note

SAVE

Badges:

SHOW 10 ENTRIES

EXCEL PDF PRINT LIST PRINT REPORT SEARCH:

CARDHOLDER NAME	EMPLOYEE #	BADGE NO	AUTH SIG	BADGE TYPE	BADGE STATUS	EXPIRATION	VALID	VERIFIED
BENSON, JAY	22734	1334655	LEILANI GUEVARRA AGBAYANI	ALL AREAS	Active	04/11/2025	N/A	N/A
BUCO, ARTHUR	25520	8676389	TIM ROBBINS	ALL AREAS	Active	10/04/2025	N/A	N/A
CARTER, MICHAEL	25518	8676387	TIM ROBBINS	ALL AREAS	Active	10/13/2023	N/A	N/A
CHAPMAN, CHRISTINE	25517	8676386	TIM ROBBINS	ALL AREAS	Active	10/04/2025	N/A	N/A
LEE, BRANDON	25522	8676391	TIM ROBBINS	ALL AREAS	Active	10/15/2023	N/A	N/A
ROBBINS, TIM	25516	8676385	Intellisoft Ryan User	ALL AREAS	Active	10/04/2025	N/A	N/A
THOMPkins, PAUL	25521	8676390	TIM ROBBINS	ALL AREAS	Active	10/17/2023	N/A	N/A

Showing 1 to 7 of 7 entries

Previous 1 Next

Audits

Intellisoft IDMS

TEST COMPANY

- Authorized Signer
- New Application
- Pending Applications
- Active Badges
- Expiring Badges
- Unaccounted Badges
- Violations
- Background Checks
- Download Documents
- Additional Reports
- Manage Keys
- Audits**
- Messages
- Visitors

Audit Details

Audit Information

Company: TEST COMPANY
Division: TEST COMPANY
Audit Type: Active Badge Audit
Start Date: 10/5/2023 1:35:51 PM
Completion Date: 11/4/2023 1:35:51 PM
Expiration Date: 11/4/2023 1:35:51 PM

PROCESS AUDIT

Cardholder: CARTER, MICHAEL (25518) Badge #: 25518 (8676387)
Status: Active Expires: 10/13/2023 12:00:00 AM

Is this badge valid ?

YES NO

CANCEL SAVE

Note

SAVE

SHOW 10 ENTRIES

EXCEL PDF PRINT LIST PRINT REPORT SEARCH:

CARDHOLDER NAME	EMPLOYEE #	BADGE NO	AUTH SIG	BADGE TYPE	BADGE STATUS	EXPIRATION	VALID	VERIFIED
BENSON, JAY	22734	1334655	LEILANI GUEVARRA AGBAYANI	ALL AREAS	Active	04/11/2025	N/A	N/A
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THOMPkins, PAUL	25521	8676390	TIM ROBBINS	ALL AREAS	Active	10/17/2023	N/A	N/A

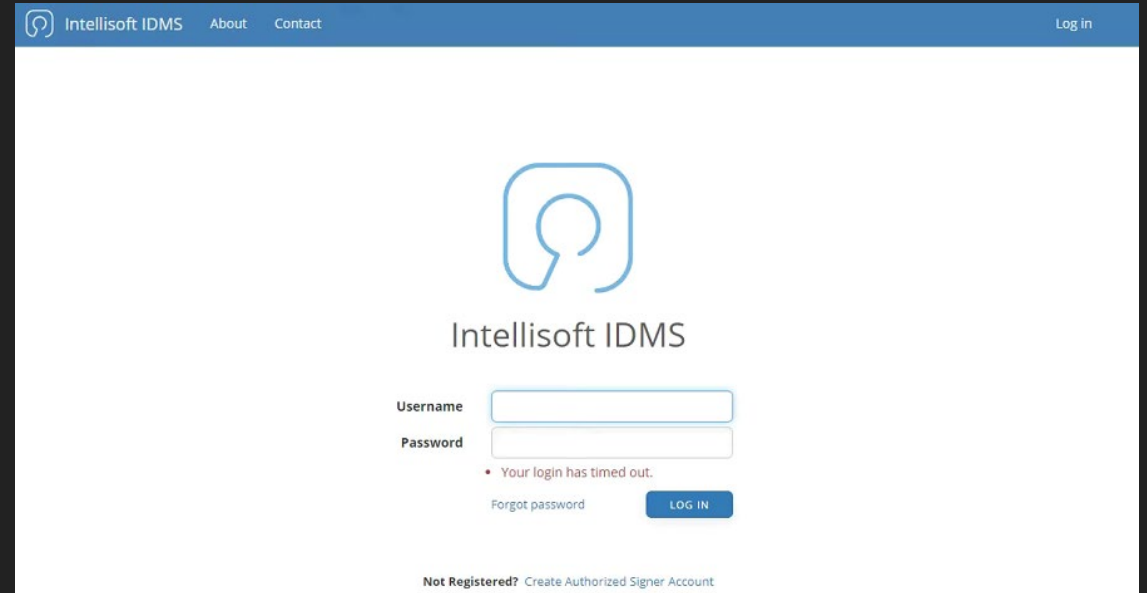
Showing 1 to 7 of 7 entries

Previous 1 Next

Automatic Log-out

Your session will timeout in 2 minutes.

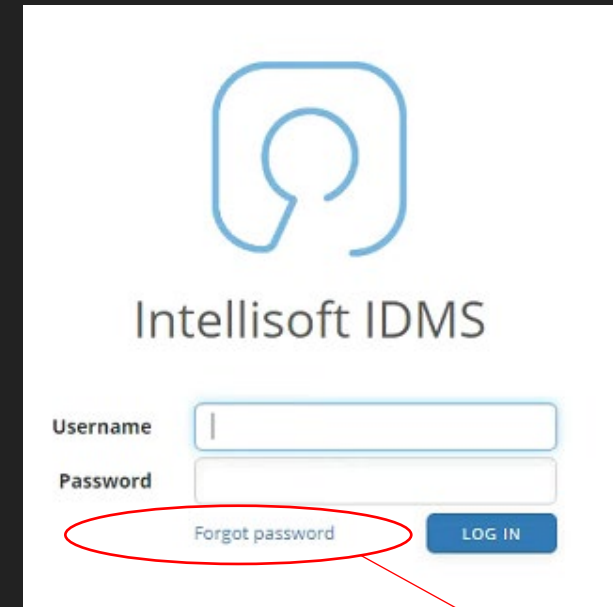
KEEP ME LOGGED IN



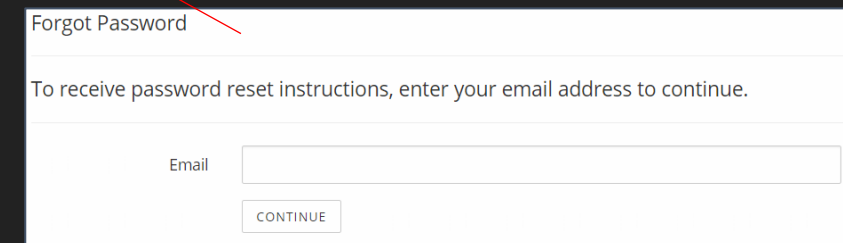
The screenshot shows the Intellisoft IDMS login page. At the top, there is a navigation bar with the Intellisoft logo, "Intellisoft IDMS", "About", "Contact", and "Log in". The main content area features the Intellisoft logo and the text "Intellisoft IDMS". Below this are two input fields for "Username" and "Password". A message indicates "Your login has timed out." with a "LOG IN" button. There is also a "Forgot password" link. At the bottom, there is a link for "Not Registered? Create Authorized Signer Account".

Forgot Password

- NOTE
 - You must use the email address associated with your account.



The image shows the Intellisoft IDMS login page. At the top is the Intellisoft logo, a blue outline of a speech bubble. Below the logo is the text "Intellisoft IDMS". There are two input fields: "Username" and "Password". To the right of the "Password" field is a blue "LOG IN" button. Below the "Password" field is a link labeled "Forgot password", which is circled in red. A red arrow points from this link to the "Forgot Password" page shown in the next image.



The image shows the "Forgot Password" page. At the top is the text "Forgot Password". Below this is a horizontal line. Underneath the line is the text "To receive password reset instructions, enter your email address to continue." Below this text is an "Email" label followed by an input field. At the bottom right of the input field is a "CONTINUE" button.

Questions

