AUTHORIZED SIGNATORY TRAINING OUTLINE

As an Authorized Signatory, badge application workflows start with you.

INTRODUCTION TO AIRBADGE

- Overview of AirBadge
- Understanding the closed system and invitation process

GETTING STARTED WITH AIRBADGE

- Receiving your AirBadge welcome email
- Logging in to AirBadge with your password and 2FA code

THE HOME SCREEN

- Overview of the home screen: information related to your badge
- Your Signatory Role in AirBadge
- Where to find additional screens

THE BADGES SCREEN

- Using the Badges screen: viewing badges under your company's authorization
- Sorting, filtering, and navigating data tables
- Actions for badge management:
    - deactivating badges
    - preventing renewal
    - starting renewal

THE BADGE APPLICATIONS SCREEN

- Badge Applications screen: understanding the guided workflow of badge applications
- Using the Badge Applications screen:
    - signing a badge application
    - scheduling an appointment
    - sending an invitation email
    - terminating a badge application

- Inviting a new user and initiating a badge application
- Checking the Badge Applications screen for updates and actions required

THE ACCOUNT SETTINGS SCREEN

- Helping your badge applicants log into AirBadge
- Resetting your password
- Addressing common questions and concerns

Questions about badges under your authorization? Check with your badge office.

Get help and training: **help.airbadge.us/**