

Starting a Badge Renewal Application

PERFORMED BY: APPLICANT AND AUTHORIZED SIGNATORY

WILL I BE NOTIFIED OF AN UPCOMING RENEWAL?

Yes, you will be reminded for your upcoming renewal 30 days prior to your badge expiration. If you have a driving badge, you will also receive an email on the first day of the month prior to badge expiration to complete your renewal driver's training.

HOW DO I START MY BADGE RENEWAL?

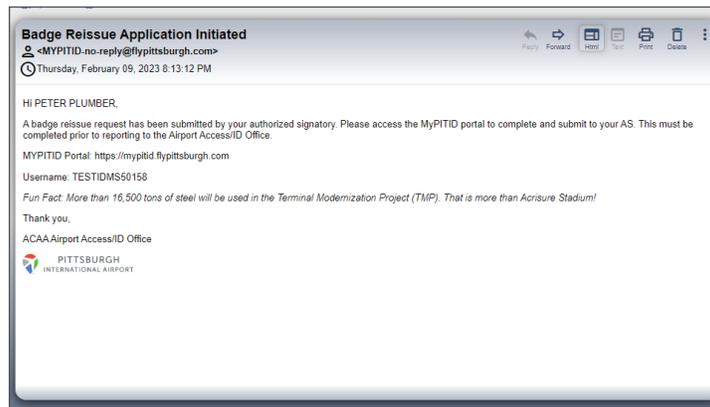
Your Authorized Signatory will initiate your PIT ID badge renewal. The application will be pre-filled with all the current information on file in the MyPITID system. You will receive an email once with instructions once your Authorized Signatory starts the renewal process.

WHAT DO I DO ONCE MY RENEWAL APPLICATION IS SUBMITTED?

Once your Badge Renewal application has been submitted and approved by your Authorized Signatory, you must report to the Airport Access/ID Office to complete the annual SIDA training video. If you have been assigned driver's training, be sure to complete the videos before coming to the office.

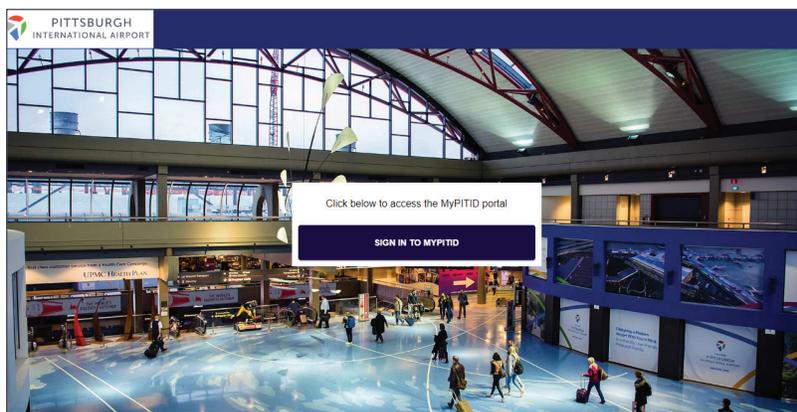
STEP 1

Once you are notified that it is time to renew your PIT ID badge, ask your Authorized Signatory to create a badge renewal application. Once that application is created, you will receive an email with a link to the MyPITID portal to complete your badge renewal application.



STEP 2

Click on the link in the email to navigate to the MyPITID portal.



NEED MORE HELP?

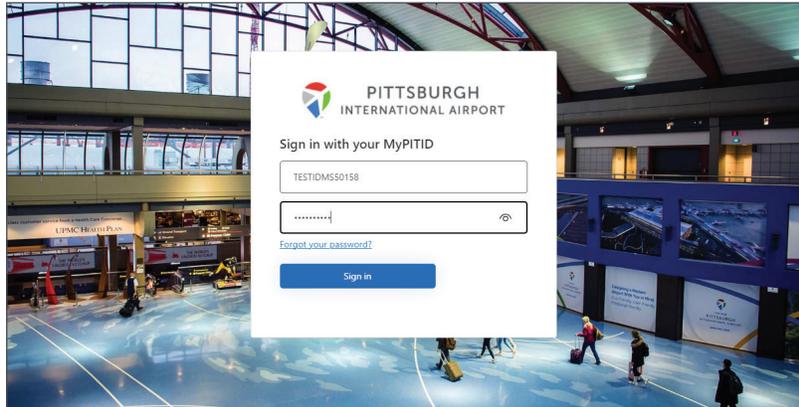
Contact your Authorized Signatory or send an email to AskMyPITID@flypittsburgh.com.



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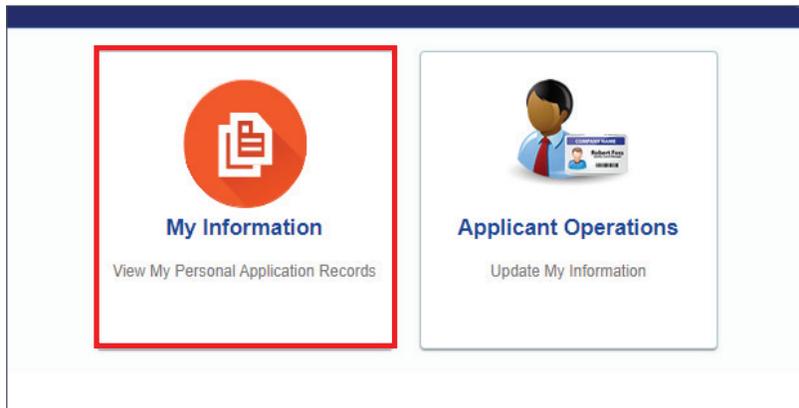
STEP 3

Sign in to the MyPITID Portal using your MyPITID & Password.



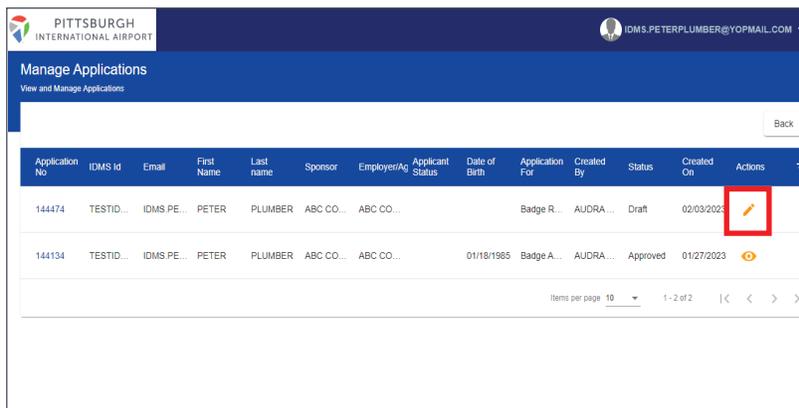
STEP 4

Once logged in, select the **My Information** pod.



STEP 5

Locate the draft application for Badge Renewal and click the pencil action icon.



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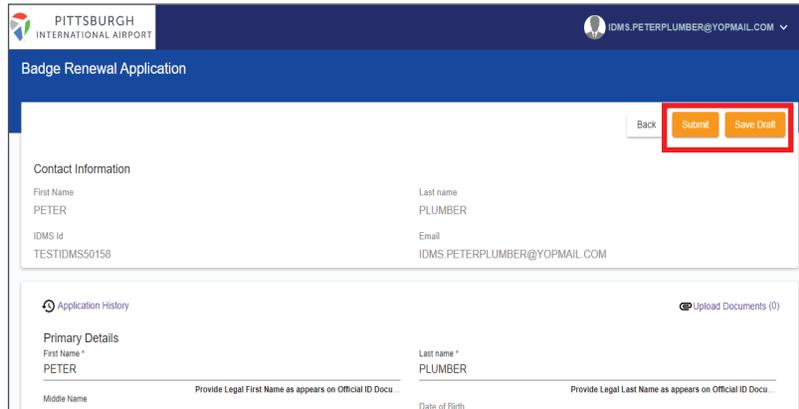
Contact your Authorized Signatory or send an email to AskMyPITID@flypittsburgh.com.



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STEP 6

Review your applicant details and make any needed updates. Once finished, click submit. If you aren't ready to submit, you can also Save Draft and return later.



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Badge Renewal Application

Back Submit Save Draft

Contact Information

First Name	PETER	Last name	PLUMBER
IDMS Id	TESTIDMS50158	Email	IDMS.PETERPLUMBER@YOPMAIL.COM

Application History Upload Documents (0)

Primary Details

First Name *	PETER	Last name *	PLUMBER
Middle Name	Provide Legal First Name as appears on Official ID Docu...	Date of Birth	Provide Legal Last Name as appears on Official ID Docu...

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