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.

Badge Reissue Application Initiated	Text	Print	Delete	:						
HI PETER PLUMBER,										
A badge reissue request has been submitted by your authorized signatory. Please access the MyPITID portal to complete and submit to your AS. This must be completed prior to reporting to the Airport Access/ID Office.										
MYPITID Portal: https://mypitid.flypittsburgh.com										
Username: TESTIDMS50158										
Fun Fact. More than 16,500 tons of steel will be used in the Terminal Modernization Project (TMP). That is more than Acrisure Stadium!										
Thank you,										
ACAA Airport Access/ID Office										
PITTSBURGH										
¥.										

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.



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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Manage Applications View and Manage Applications													
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Application No	IDMS Id	Email	First Name	Last name	Sponsor	Employer/Ag Applicant Status	Date of Birth	Application For	Created By	Status	Created On	Actions	Ŧ
144474	TESTID	IDMS.PE	PETER	PLUMBER	ABC CO	ABC CO		Badge R	AUDRA	Draft	02/03/2023	1	
144134	TESTID	IDMS.PE	PETER	PLUMBER	ABC CO	ABC CO	01/18/1985	Badge A	AUDRA	Approved	01/27/2023	0	
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NEED MORE HELP?

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



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 Applica	ition						
			Back Submit Save Draft				
Contact Information							
First Name PETER		Last name PLUMBER					
IDMS Id TESTIDMS50158		Email IDMS.PETERPLUMBER@YOPMAIL.COM					
Application History			CUpload Documents (0)				
Primary Details First Name * PETER		Last name * PLUMBER					
Middle Name	Provide Legal First Name as appears on Official ID Docu	Provide Legal Last Name as appears on Official ID Docu Date of Birth					

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