

# Starting a New PIT ID Badge Application

PERFORMED BY: AUTHORIZED SIGNATORY AND APPLICANT

## HOW DO I OBTAIN A PIT ID BADGE?

The Authorized Signatory for the company that is sponsoring you to work at PIT will initiate your PIT ID badge application with your full legal name, date of birth, last 4 digits of your social security number and email address. Once this step is complete, you will receive an email with login instructions to complete your online application.

## WHAT IF I DON'T HAVE AN EMAIL ADDRESS?

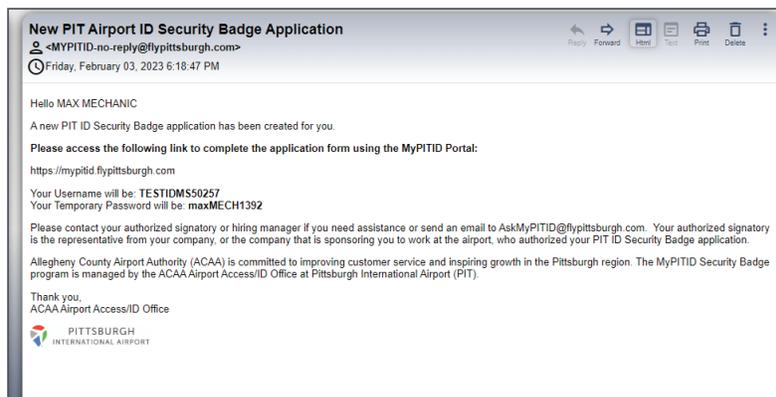
Email addresses are required for all PIT ID badge holders. If you do not have an email, work with your Authorized Signatory to set up a free email account that you can use.

## WHAT HAPPENS AFTER MY PIT ID BADGE APPLICATION IS SUBMITTED?

Once you submit your PIT ID badge application, your Authorized Signatory will review and approve it. If there is any incomplete information, the application will be sent back to you for correction. Once approved, the next step for most applicants is to schedule an appointment for fingerprinting through your Authorized Signatory. All applicants will receive an email with instructions once their application has been approved.

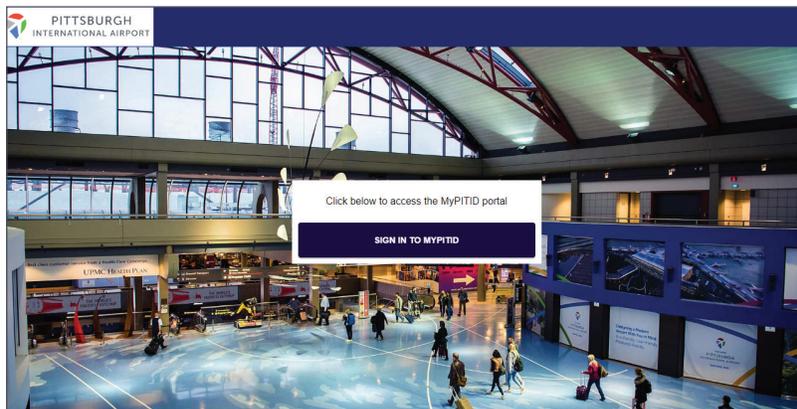
## STEP 1

You will receive a PIT ID badge application request in your email.



## STEP 2

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



## NEED MORE HELP?

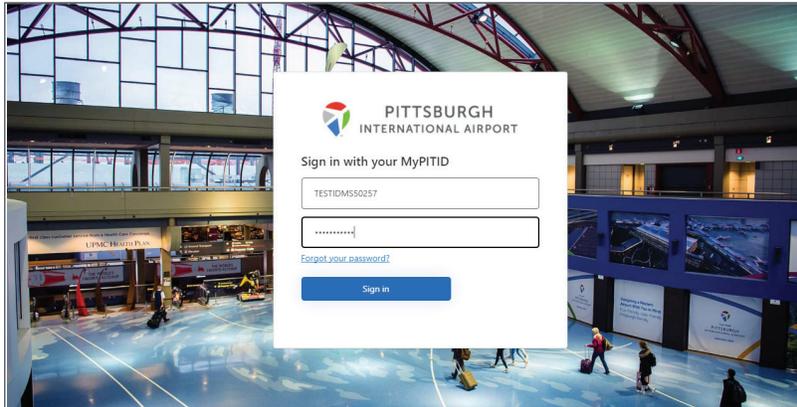
Contact your Authorized Signatory or send an email to [AskMyPITID@flypittsburgh.com](mailto:AskMyPITID@flypittsburgh.com).



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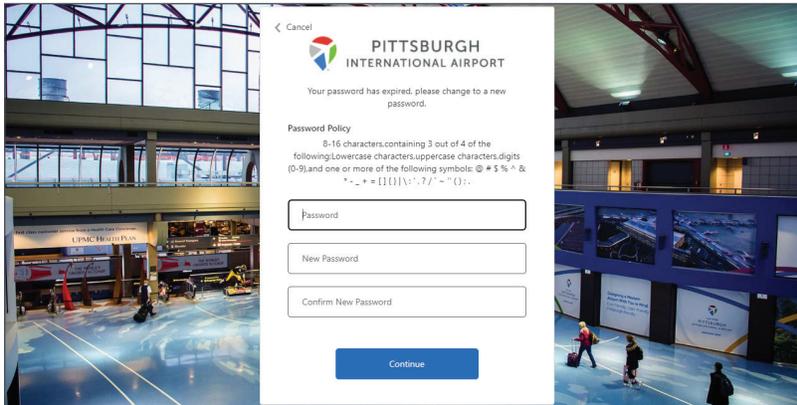
### STEP 3

Type in the Username and Temporary Password provided in the email and click Sign In.



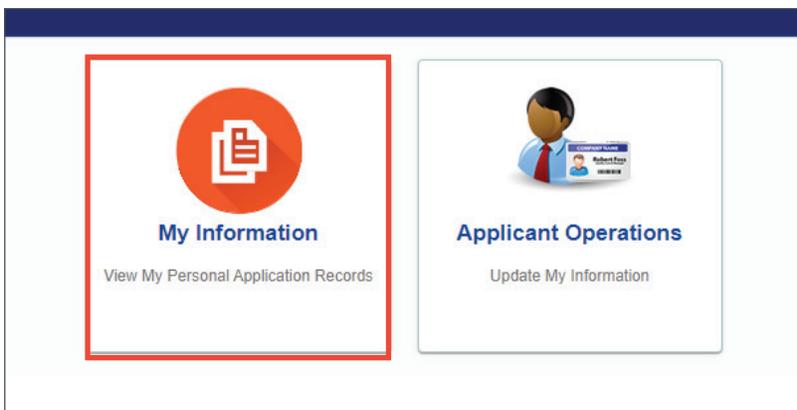
### STEP 4

The system will require you to create a new password. Re-enter your Temporary Password in the first box, then type in a new password twice in the next two boxes and click Continue.



### STEP 5

Once logged in you will be greeted at the Home Page of the MyPITID applicant portal. Click on the **My Information** pod.



#### NEED MORE HELP?

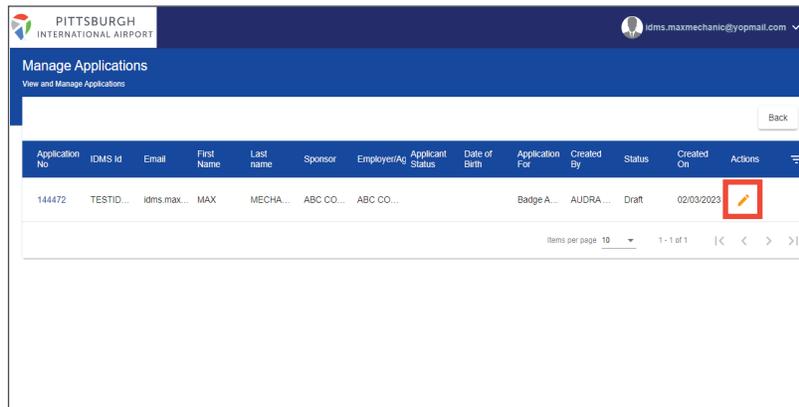
Contact your Authorized Signatory or send an email to [AskMyPITID@flypittsburgh.com](mailto:AskMyPITID@flypittsburgh.com).



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## STEP 6

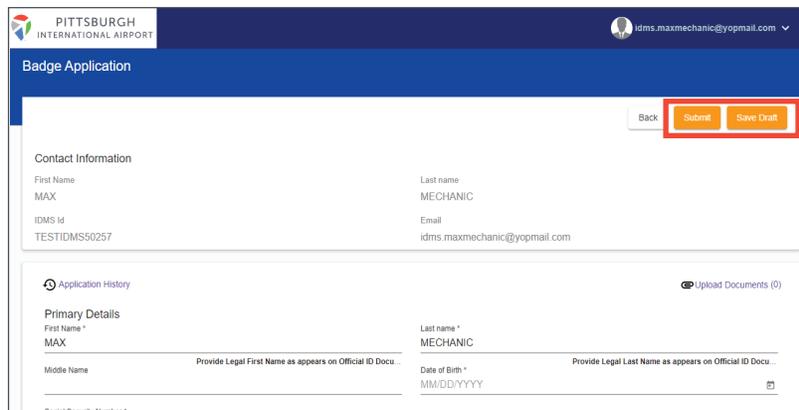
Locate the draft Badge Application and click the Pencil action icon to begin your PIT ID badge application.



Application No	IDMS Id	Email	First Name	Last name	Sponsor	EmploymentAg	Applicant Status	Date of Birth	Application For	Created By	Status	Created On	Actions
144472	TESTID...	idms.max...	MAX	MECHA...	ABC CO...	ABC CO...			Badge A...	AUDRA...	Draft	02/03/2023	

## STEP 7

Fill out all required information. Read all information carefully and confirm your understanding. Once complete, click Submit. If you aren't ready to submit right away, you can also select Save Draft and return later.



**Badge Application**

Back Submit Save Draft

**Contact Information**

First Name: MAX Last name: MECHANIC  
IDMS Id: TESTIDMS50257 Email: idms.maxmechanic@yopmail.com

**Primary Details**

First Name \*: MAX Last name \*: MECHANIC  
Middle Name: Provide Legal First Name as appears on Official ID Docu... Date of Birth \*: MM/DD/YYYY Provide Legal Last Name as appears on Official ID Docu...  
Social Security Number \*

### NEED MORE HELP?

Contact your Authorized Signatory or send an email to [AskMyPITID@flypittsburgh.com](mailto:AskMyPITID@flypittsburgh.com).



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