Hilton Head Island Airport- Initial Badge Instructions

Badging Office: <u>14 Hunter Road, Hilton Head, SC 29926</u>.
Appointments are required.

<u>Prior to your 1st appointment</u>:

Part 1) Complete the Access Badge application. Begin at Section 2. **<u>DO NOT</u>** fill out any part of Section 1. Have your Authorized Signatory complete section 1.

Part 2) Complete the mandatory security training. The instructions are attached to create the ANTN Digicast account for training.

Part 3) Payment is required. (Airline employees- Do not make payment).

For all others- The cost is $60. We highly recommend ONLINE PAYMENT BY CREDIT CARD prior to your appointment, please see the instructions at the end of this letter. Once paid, you will be emailed a receipt. Our office will also receive a receipt.

In person- Exact cash only or check (made payable to Hilton Head Island Airport).

Note: The application and scores can be emailed to the address below for review prior to your appointment. It is not required but failure to have all documents properly completed may cause a rescheduling of your appointment.

<u>At the 1st appointment</u>:

Bring the completed application signed by your Authorized Signatory.

Bring the video training confirmation. The <u>Printer Friendly Version</u> is mandatory. It is located under My History.

Applicant must bring one of the following document categories:
>Driver's license and valid passport.
>Driver's license and social security card.
>Driver's license and birth certificate.
>Applicant born outside the U.S: Valid Passport, Birth certificate, Permanent Resident card, Visa.

<u>At the 2nd appointment</u>:

The badge will be provided at the 2nd appointment if the applicant passes the background check and all criteria have been met.

If you have any questions or cannot meet the document requirements, please contact your Authorized Signatory.

Craig Weber, Airport Security Coordinator
(843) 441-5443
craig.weber@bcgov.net

10/22/2021

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ANTN Digicast Account Setup

The instructions to create an account are as follows:

ANTN Digicast only works in Google Chrome.

1. Go to https://www.antndigicast.com

2. Click on Create Account

3. Fill out the required information to create your account. Choose a Username.

4. Airport Org/ID is: HXD

5. For Home Department: Security

6. Company name: Name of your employer/affiliation

7. Each applicant MUST have their own email account with a unique username & password.

8. Wait for an email confirmation from: DigicastSupport@aaae.org

(Check your spam/junk folder if you do not receive the email within a few minutes).

9. ***Click on the link in the email confirmation to activate your account. YOU WILL NOT GAIN ACCESS UNLESS YOU DO THIS STEP.

10. View the following videos and pass the test for each. The videos can be found by using the search menu at the top of the page. It is recommended to take notes since you must receive 90% to receive an Access Badge.

SIDA 1, SIDA 2, SIDA 3 & INSIDER THREAT 2021

There are 4 videos and a test after each one. The test can be taken multiple times, if necessary, to achieve a passing score.

Print the results. The required way to print your test results is under My History where you click Printer Friendly Version. It will then show your name and the 4 courses with Passed. Bring the printout to your appointment. No other printout will be accepted.

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Online Payments-

(There is a small processing fee).

For those of you that haven't had a chance to take advantage of this convenient payment system, you can copy and paste this link:

https://www.hiltonheadairport.com/business-community/access-and-badging.html

Also, you can go to the Hilton Head Island Airport website and click the following tabs:

Airport Info> Access and Badging.

Once you are on the page, it will ask you for the following information:

• Contact Information (name, email, phone number)

• Contact Address (street, city, state, postal code)

• Payment Information

o Payment Amount (enter the cost of your Badge) $60.00

o Category Type (this is a drop-down menu, choose Initial Application for Badge)

o Invoice Number (Type New Badge)

o Optional Text (If you are paying for another person enter the name here)

After you make the payment you will be emailed a receipt.