

# Hilton Head Island Airport- Renewal Badge Instructions

Badging Office: 14 Hunter Road, Hilton Head, SC 29926.

Appointments are required.

## **Prior to your 1st appointment:**

Part 1) Complete the Access Badge application. Begin at Section 2. **DO NOT** 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 for the ANTN Digicast account. Use forgot username or password if necessary.

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).

Failure to renew the badge by the expiration date will result in a late fee.

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.

## **At the Renewal appointment:**

Bring the completed application.

Bring the training video confirmation. The Printer Friendly Version is mandatory. It can be located under My History.

The expired badge must be returned, or the lost badge fee must be paid.

If you have any questions, please contact your Authorized Signatory.

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

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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. Log in with your account information or use the forgot username or password. Skip to step 10.
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 company/employer
7. Each applicant MUST have their own email account with a unique username & password.
8. Wait for an email confirmation from: [DigicastSupport@aaae.org](mailto: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 using the search menu at the top of the page. It is recommended to take notes since you must receive a 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. A 90% passing score is needed on each test to receive an Access Badge. 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 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 (Choose Renewal Application for Badge)
  - o Invoice Number (Type Badge Renewal)
  - 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.