



VENDOR USER MANUAL

Version 1

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INTRODUCTION

TO CHECKTSA.COM'S VENDOR INTERFACE

Welcome to CheckTSA.com! This procedure Manual is designed to navigate you through the different screens and procedures you will use to quickly and efficiently Create and Manage your Employee List so that mandatory Security Checks can be run on your employees prior to their access of restricted areas of an airport.

All you need to begin is a computer and internet access. No additional software is required.

GETTING STARTED

I. What You Need

You will need the following to access our system:

- a) One Computer
You will need one computer for the person managing your Employee List
- b) Internet Access
High-speed internet connection is recommended for optimum performance.
- c) A Login ID and Password
You will be signing in under the Company ID assigned to the Entity who will be performing your Employee Security requirements (either the Airport or the Air Carrier). They will set you up as a Vendor under their account and provide you with a Login ID and Password for your use. You will only be assigned one Login ID and Password.

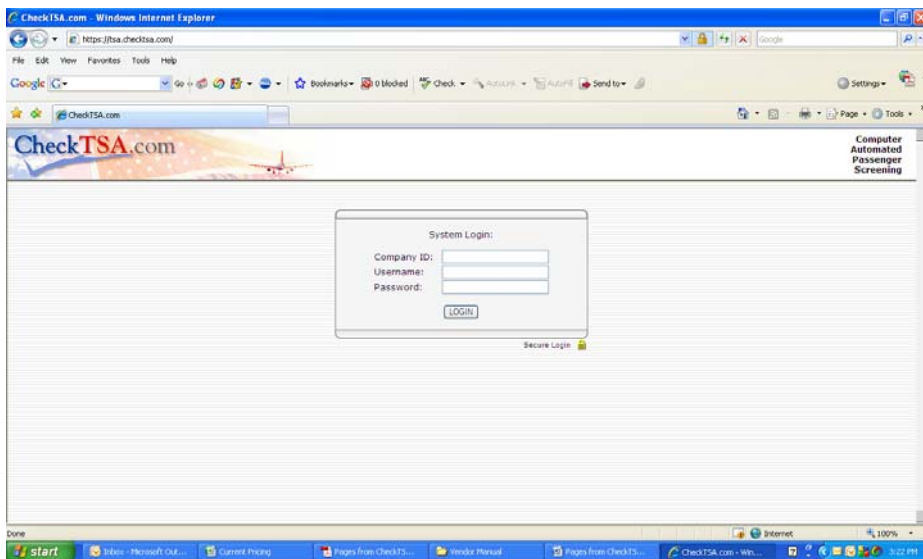
II. Accessing CheckTSA.com

You will access CheckTSA.com using your Internet browser.

- a) Enter in the web address: www.checktsa.com. The following screen will appear:



- b) Click on the button on the top right hand side of the page that says SYSTEM LOGIN. The following screen will appear:



Getting Started continued.....

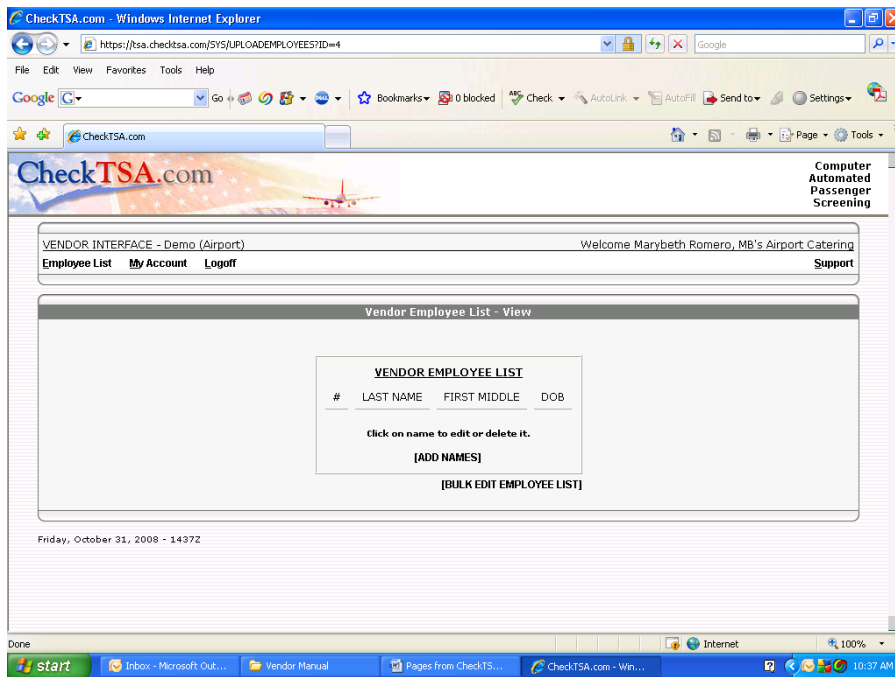
- c) Enter in the Company Id, User Name and Password that have been given to you then click the LOGIN button.

You are now ready to begin.

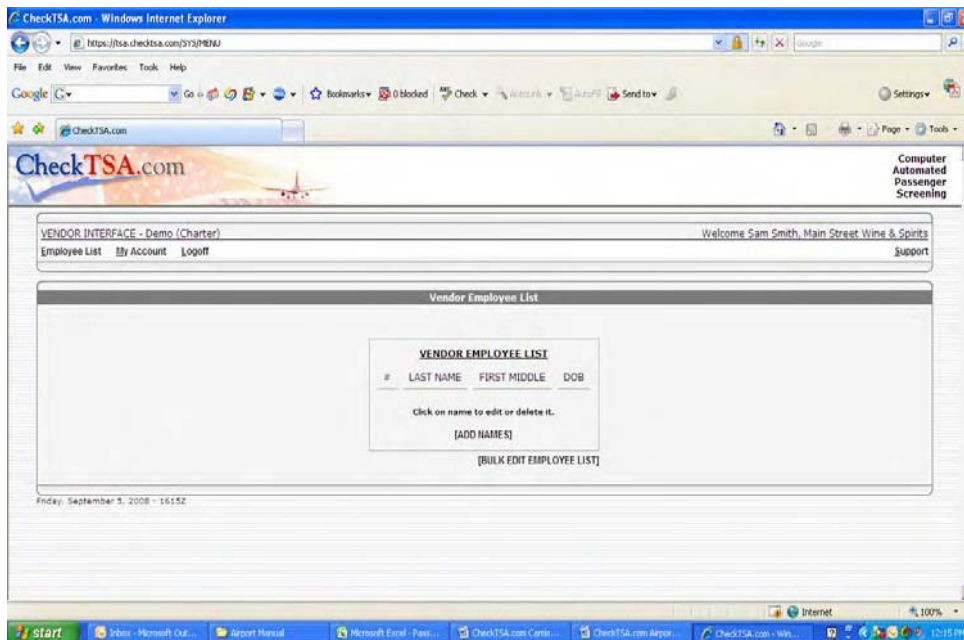
CREATE AND MANAGE YOUR EMPLOYEE LIST

I. Uploading Your Employee List

a) Once you are logged onto CheckTSA.com, the following screen will appear:



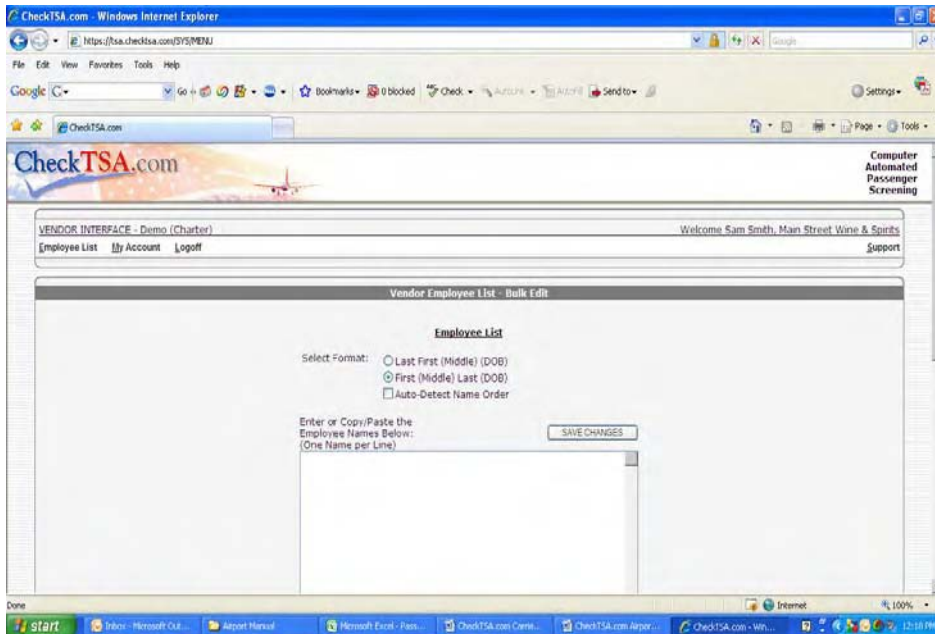
b) Click on the link at the bottom of the screen (**BULK EDIT EMPLOYEE LIST**). The following screen will appear:



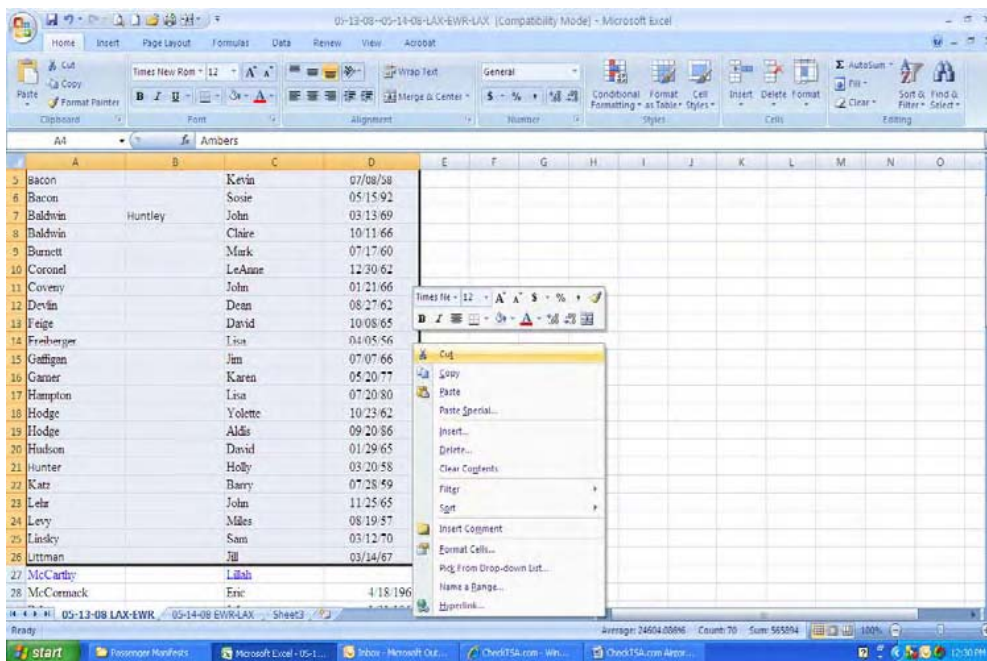
Create and Manage Your Employee List continued.....

c) You will need to select what format your current Employee List is stored in based on the First, Last Name order. Following are the options:

- Last, First, Middle, Date of Birth
- First, Middle, Last, Date of Birth
- Auto Detect Name Order

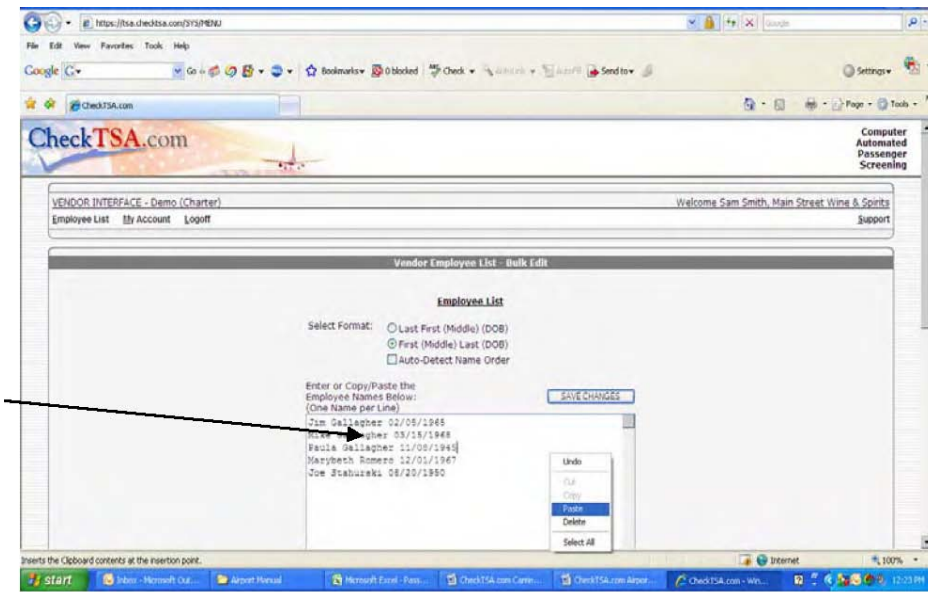


d) Minimize your Internet Browser window and open up the program that your Employee List is kept in (i.e. Microsoft Word, Excel, etc.). Highlight the names and date of birth only, then copy them as follows:



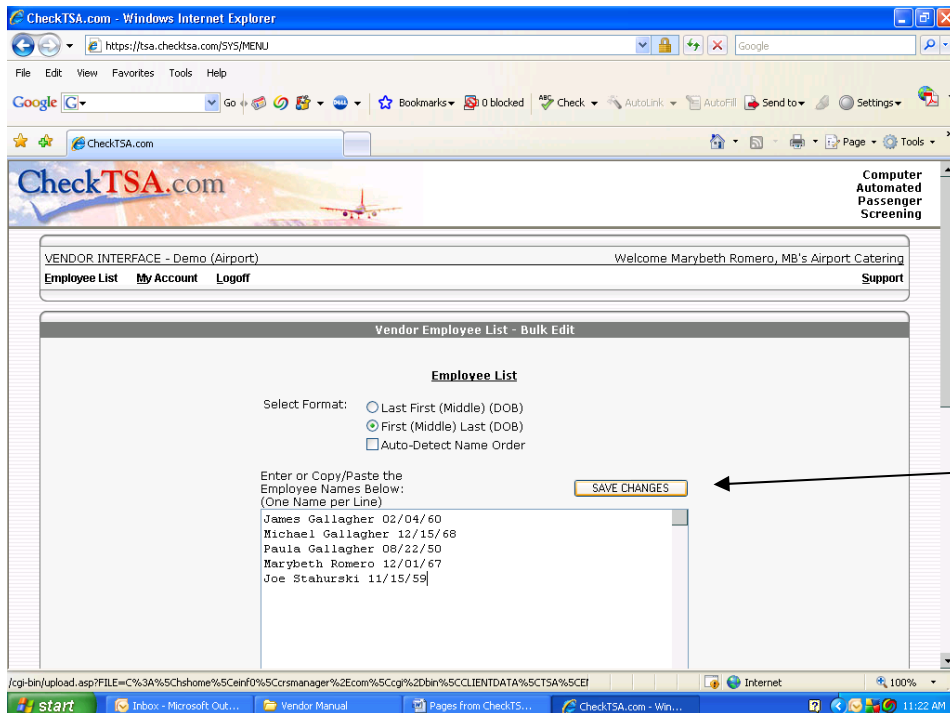
e) Go back to CheckTSA.com and click in the empty Employee Name box, then paste in your names as follows:

Create and Manage Your Employee List continued.....

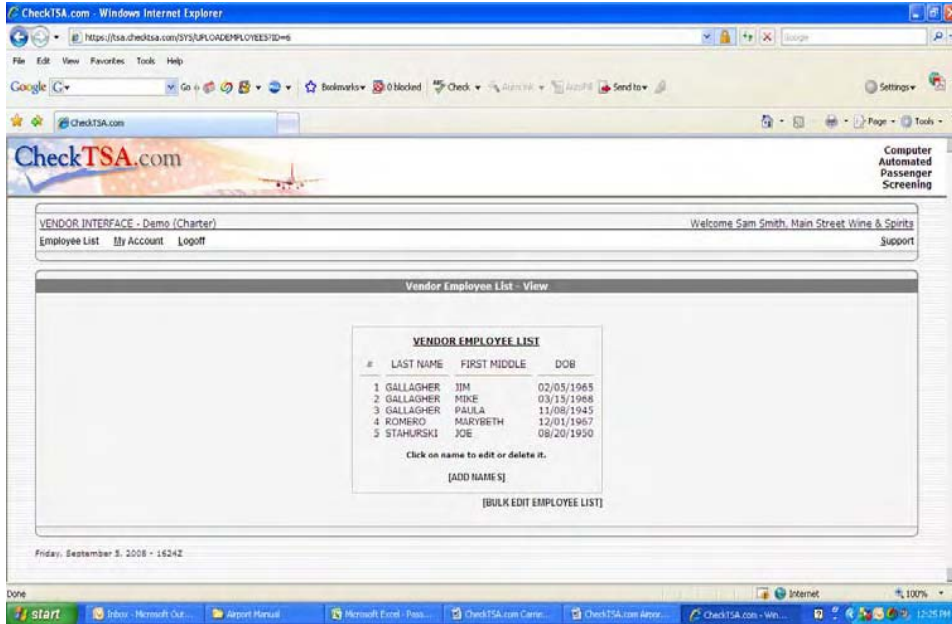


If you prefer, you may type the names directly in to the "List Names Below" box. Make sure that you enter only one name per line.

- f) Once you have entered in the names, click on the *SAVE CHANGES* button as follows:



The following screen will appear:

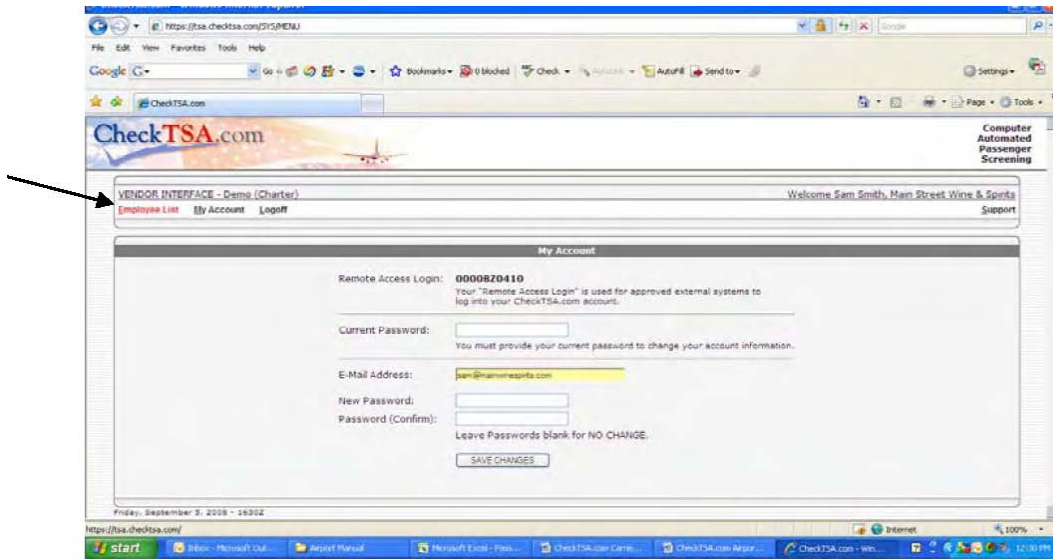


g) The system will detect any possible errors in First/Last order entry and highlight them in red. For Example, if there is a name that has the last name of THOMAS and first name of HANK, that name will appear in Red indicating a possible entry error. Make sure you review the List as it appears in this step to check for accuracy. If you would like to edit your Employee List at a later time, it has been saved and can be brought back via the **Employee List** link at the top of the screen.

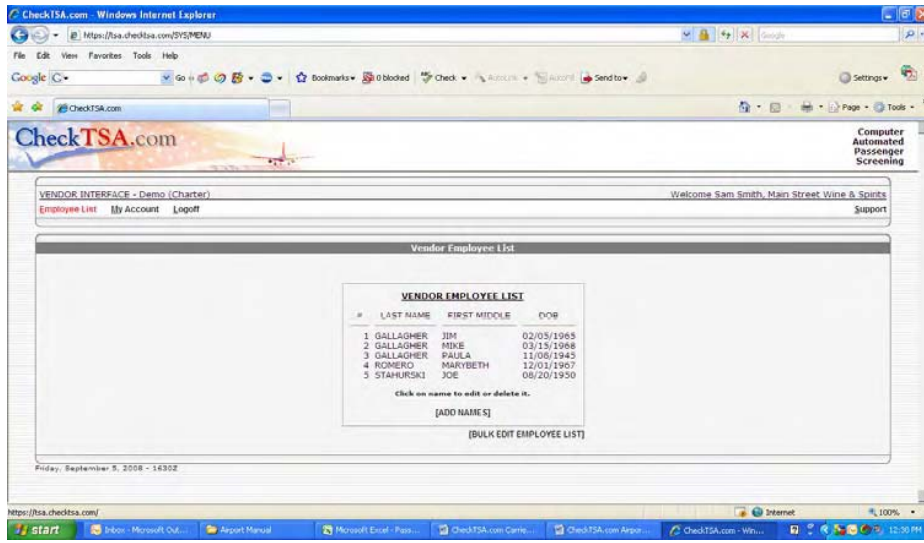
II. Editing Your Employee List

You may edit your Employee List at any time by Adding Names, Deleting Names, Making a Correction or a Change.

a) Retrieve your saved Employee List by clicking on the **Employee List** link at the top of the screen as follows:



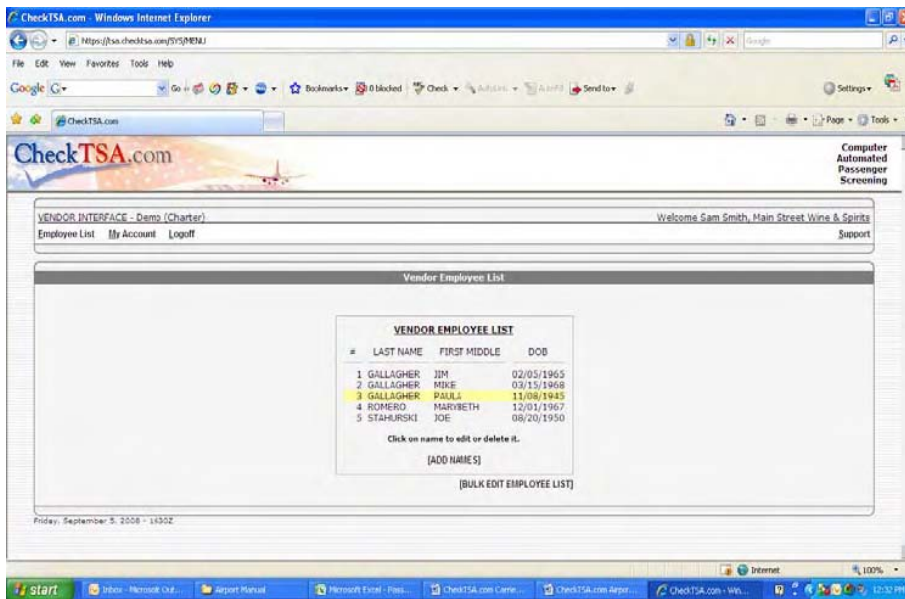
The following screen will appear:



b) You can now edit, delete or add Employees as described below.

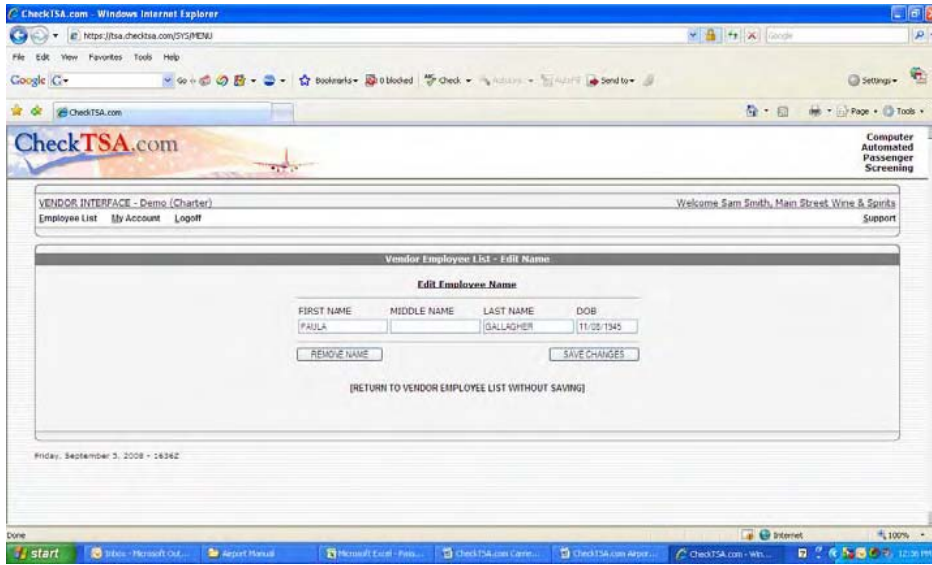
1. Edit or Delete an Existing Name

1.1. Hover your mouse over the name (it will be highlighted in yellow) then click on it as follows:



The following screen will appear:

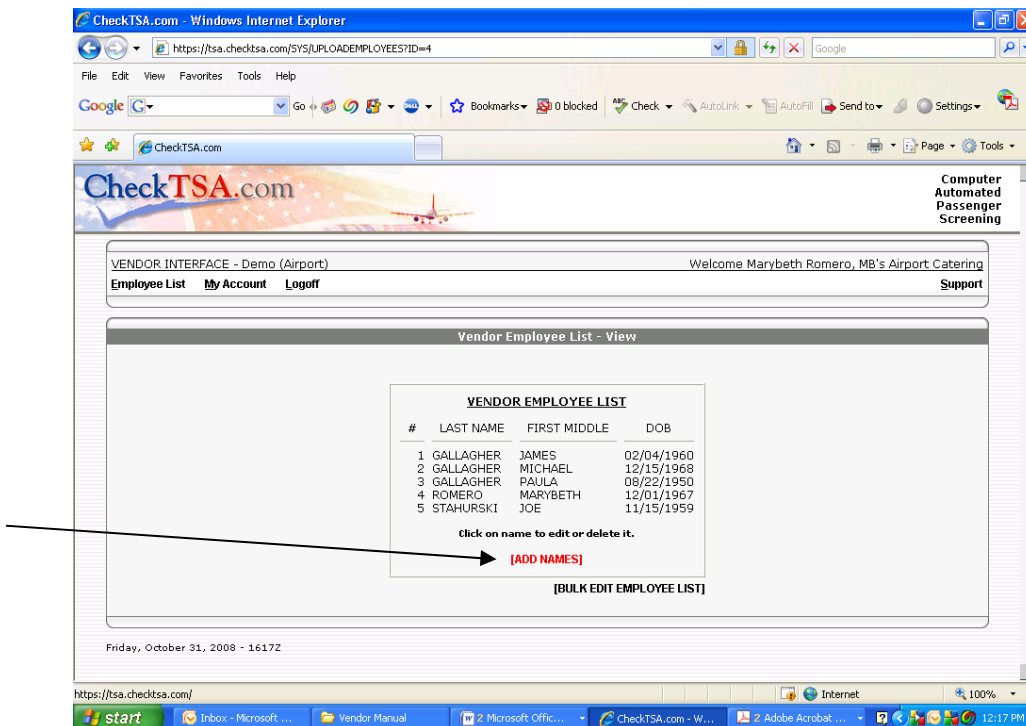
Create and Manage Your Employee List Continued.....



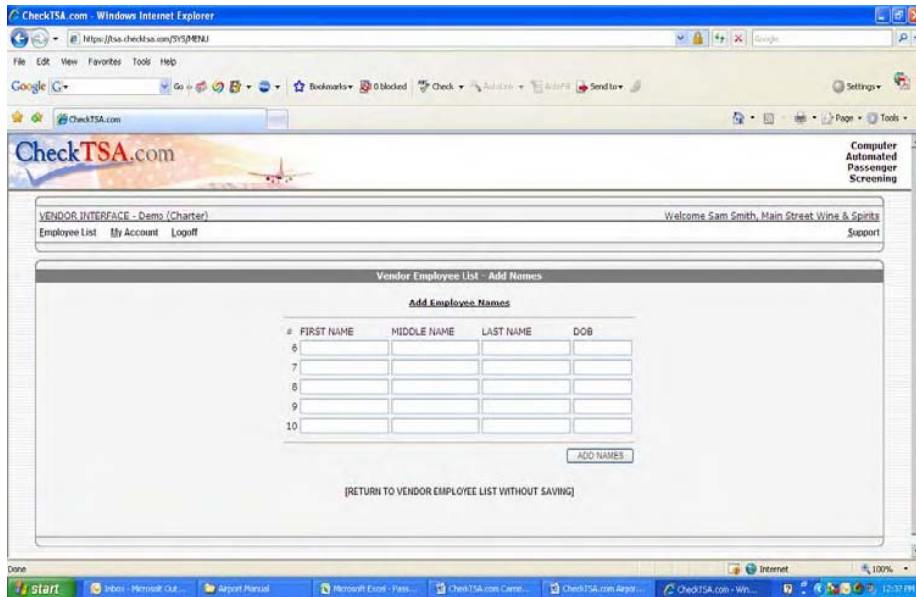
1.2. You may make changes to the First, Middle and Last Name as well as Date of Birth from this Screen. Once the changes are made, click the *SAVE CHANGES* button. To delete a name, click on the *REMOVE NAME* button. Both buttons will take you back to your Employee List after selecting.

2. Add a New Name

2.1. Scroll down to the bottom of your Employee List then click on the **(ADD NAMES)** link as follows:



The following screen will appear:



2.2. You may now enter in up to 5 names at a time. Once the names have been added, click on the *ADD NAMES* button. You will be brought back to your Employee List after selecting this button.