Sponsor User Guide

Visitor Management System

Contents

Introduction

Visitors to Perth Airport who have an operational need to enter a secure area (Terminal Sterile, Airside and/or SRA) of the Airport, are required to apply for a Visitor Identification Card (VIC) or an Extended Visitor Identification Card (EVIC). A VIC/EVIC holder must be always sponsored and escorted by a valid ASIC holder.

VIC type and Cost

There are two types of VICs:

- VIC - available daily for a 24-hour period and issued at no cost to the applicant
- EVIC - EVIC's are issued at the Airport Services Office by appointment. They are valid for a maximum of 28 days. $30 payable at the time of issue plus a $50 deposit which is payable by the cardholder and refunded when the EVIC is returned to the Airport Service Office (ASO).

Application requirements

Before lodging an application, please ensure you are aware of the following requirements:
- Application sponsor (an ASIC holder pre-registered with a VMS Sponsor account)
- Category B ID document - Government issued with photo and signature
- Visitors must provide details of a Category B ID document (Government issued with photo and signature) such as
  - Current and valid Australian or International Passport
  - Current and valid Firearms Licence
  - Current and valid Australian Drivers Licence / Learner's Permit
  - Current and valid High Risk Work Licence
- A digital photo of passport quality (from shoulders up, front facing, neutral expression and no more than 6 months old
- Know the VIC issuing location you will be collecting your VIC pass from:
  - Perth Airport Precinct (Airside Gates) Gate 01, Gate 04 & Gate 14
  - Perth Airport (Terminals) T1 Domestic & T3 Domestic
  - Perth Airport Precinct (General Aviation) Airflite Pty Ltd, National Jet Express, Jet Aviation Australia & Skippers Aviation Pty Ltd
  - Perth Airport Service Office (ASO) - Ground Floor, 2 George Wiencke Drive *EVIC's only by appointment*

Terms and Conditions

Full terms and conditions related to a VIC holder's responsibilities are located within the application form.
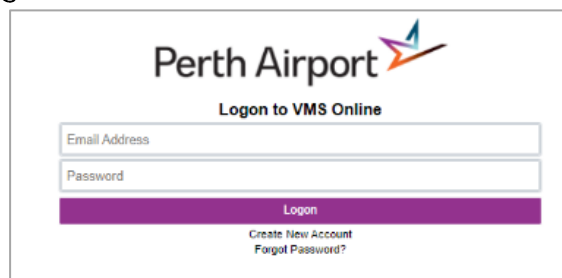
Register for a VMS account

To sponsor a VIC application, sponsors require a Visitor Management System (VMS) account. If this is the first time sponsoring an application, complete the steps 1 - 2 to register an account. Returning sponsors can login to their VMS account via the Perth Airport website. Follow the prompts for forgotten passwords if applicable.

1. Creating a VMS account

1.1. On the Perth Airport website, follow the pages Corporate/Work with us/Visitor Passes (VICS) and click on the link Perth Airport Visitor Management System (VMS).

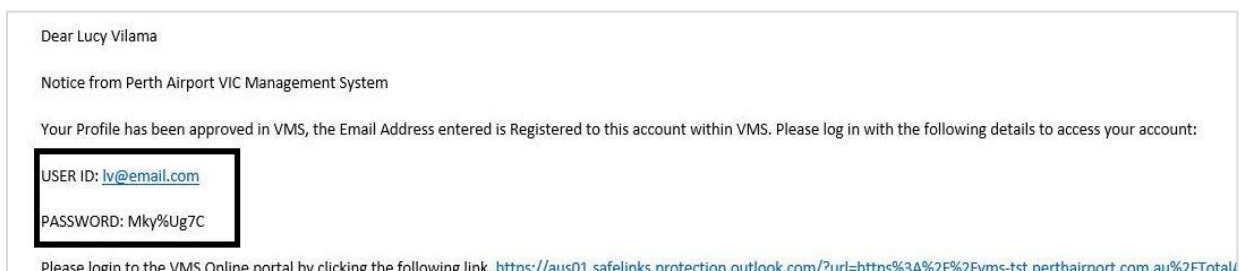1.2. On the login page, select Create New Account

1.3. Complete the form with the required information as per your identification, noting the email address supplied will become the User ID and will be the first point of contact for your VMS account.

1.4. Submit when complete

1.5. Once you have created an account, you will receive an email from VMS services, confirming your User ID, a temporary password and a link to the VMS login page.

1.6. When prompted, create a new password, ensuring it is:

- Between 10-30 characters
- One (or more) upper- and lower-case characters
- One (or more) numbers
- One (or more) (symbols)

Change Password

To change your password, follow the prompts and submit when completed.

Existing Password

New Password

Confirm New Password

| Submit | Cancel |

1.7 Click submit to change the new password.

1.8 Re login using your User ID and new password.

2. Creating a VMS Profile

2.1. Enter your information noting that address' must be entered through the Address Lookup function

Complete Profile

Address Search

Enter your current residential address by clicking 'Address Search'

Complete your employment details

Unit Number	Street Number	Street Name	Street Type
Post Code	Suburb	State	Country
Company		Company Not in List	Position Title

| Complete | Cancel |

2.2. Enter the details and follow the prompts to search

2.3. To select an address, highlight the correct information and hit confirm

Lookup Address

Perth Airport

| 2 | George Wiencke | Drive | 6105 |

| Search | Confirm |

Manual Address Input ☐

Unit Num...	Street Nu...	Street Name	Street ...	Suburb	State	Postcode
	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
1	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
12	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
10	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
13	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
14	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
11	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
15	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
16	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
2	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105

2.3.1. Click Manual Address Input if your address does not appear or you have an international address

2.3.2. For International addresses, ensure the Overseas Address box is checked.

2.3.3. Complete the remainder of the form, and click confirm

2.4. To enter the Company name, use the drop-down menu to search. Ensure the correct company is selected, as there may be multiple entries for similar companies

2.4.1. If a company is not found in this menu, tick the Company not in List checkbox and manually enter the company name, ensuring the business name is entered as per the ABN listing. If unsure, applicants are advised to contact their company to confirm the full business trading name.

Company Details

Add Company Name

☑ Company Name not in List

poker player

Office Number

2.5. Enter your position title and select Complete once all fields have been entered.

2.6. Confirm your completed profile by clicking OK in the pop-up box.

VMS Sponsor Registration

3. Profile update

3.1. To change a profile from a visitor to a sponsor, on the profile homepage, use the drop-down menu in Privileges to select Become Sponsor.

| Log Off | Account Settings | Applications | Access Level | User Guides |

My Profile – Visitor

Become Sponsor

3.2. Complete the form using your ASIC details

ASIC Details

ABC

123445

ASIC Expiry Date - MM/YYYY   06/2024

☑ I agree to my Name and Company Name being available for search and selection by VIC applicants

3.3. Click update to save the information

Update   Cancel

My Profile –   Visitor

3.4. Click ok to finalise the profile update. To confirm your status has changed, it will now say Sponsor instead of Visitor

Update Successful

Profile Update Successful!

[OK]
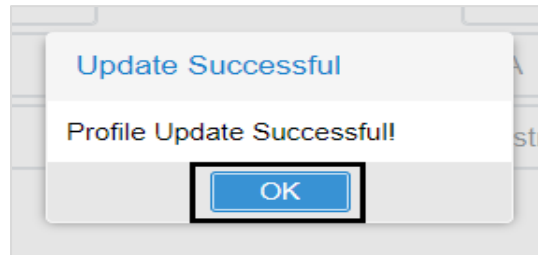
3.5. **Please Note:** *it is the responsibility of the Sponsor to keep your profile up to date every 2 years when your ASIC is renewed. To make changes, go to the "My Profile" page, make any necessary changes and click "Update" to confirm.*

Update	Cancel

My Profile –   Sponsor

Review a Pending Application

As a sponsor, you will receive an email when an applicant has nominated you to sponsor their VIC/EVIC application.

Dear Bill PEET

Notice from Perth Airport VIC Management System

A Visit Request has been sent to you From Don PEET within VMS for Approval.
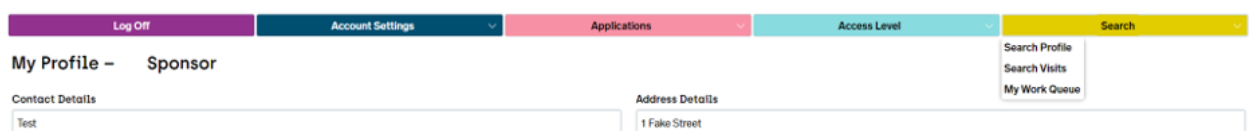
Perth Airport VMS

4. View

4.1. Log into your VMS account
    4.1.1.   If there is a pending application, your account will automatically open into your work queue
    4.1.2.   If there is no pending application, you will be logged into your account profile homepage
4.2. To confirm there are no applications, click Search and select My Work Queue from the drop-down menu

Log Off	Account Settings	Applications	Access Level	Search

My Profile –   Sponsor

Search Profile
Search Visits
My Work Queue

Contact Details
Test

Address Details
1 Fake Street

5. Approve

The Work Queue will display pending applications requiring approval. A sponsor's main responsibility is to ensure the visitor has an operational requirement to be in secure areas and that the details of visit are correct

5.1. Highlight the application you wish to approve and Click Approve Visit

Work Queue

Activity Name	Profile Name	Visitor Name	Email Address	Process	Assigned To	Company	Visit Request Date	Visit Days Reques	IssuingL
Approve Visit		Paddy McCartin	paddy.mccartin@swans.c...	Approve Visit	Sonja Riordan	Swan Fire Services	27/07/2022 00:00:00	1	Gate 4

5.2. View the information provided by the applicant and ensure there is a valid operational need for a VIC/EVIC to be issued. Click Next to proceed

My Profile	Previous	Next

Approve Visit Form

Profile Information

Paddy McCartin DOB: 01/01/1990 Company: Swan Fire Services

Visit Details

27/07/2022

1

Current '28 Day Count' including this Visit: 1

27/07/2022

CORPORATE TOUR/EVENT

Testing

Gate 4

5.3. Check to ensure that ID documents and photo have been uploaded. Click Next

My Profile	Previous	Next

Approve Visit Form

Profile Information

Paddy McCartin DOB: 01/01/1990 Company: Swan Fire Services

Supporting Documentation

Document Type	ID Document Number	State / Country	ID Document Expiry Date
Australian Passport	testing	testing	27/07/2025
ID Photo			

5.4. Highlighted the correct visit and select Approve Visit

My Profile	Previous	Next	Approve Visit	Reject Visit

Approve Visit Form

Profile Information

Paddy McCartin DOB: 01/01/1990 Company: Swan Fire Services

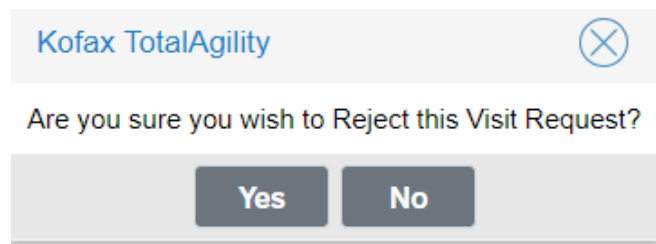5.5. Click Yes in the confirmation pop up box to confirm the approval
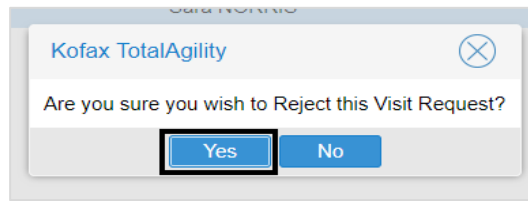
6. Reject

As a sponsor you may have cause to reject an application due to incorrect information or an invalid need for a VIC/EVIC.

6.1. Once the details have been reviewed and deemed incorrect, click Reject Visit
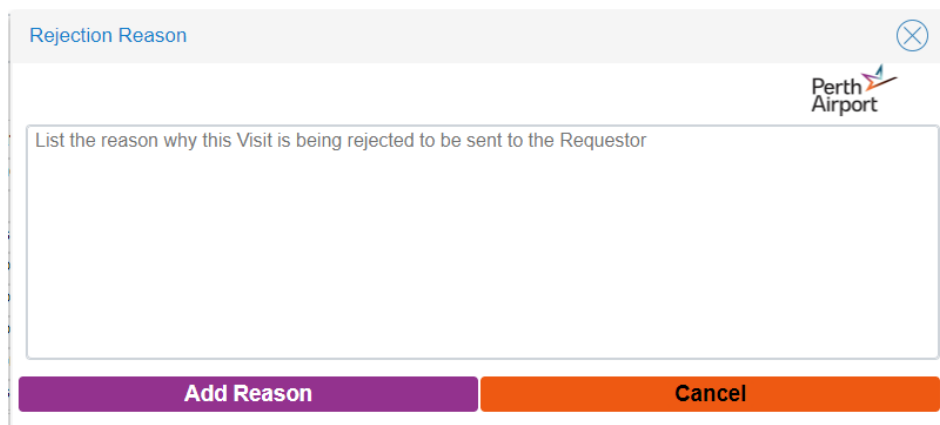

6.2. Click Yes in the confirmation pop up box to reject the application

6.3. Provide a reason in the comment box for the rejection.

6.4. Click Add Reason to finalise the rejection process

6.5 The reason you give will be forwarded to the applicant in an email

Your VIC application for 29/07/2022 has been denied by Test User.

Your Sponsor has provided the following information regarding the reason for this:

I am not aware of the details of this application

Please contact the sponsor nominated on your application for further information
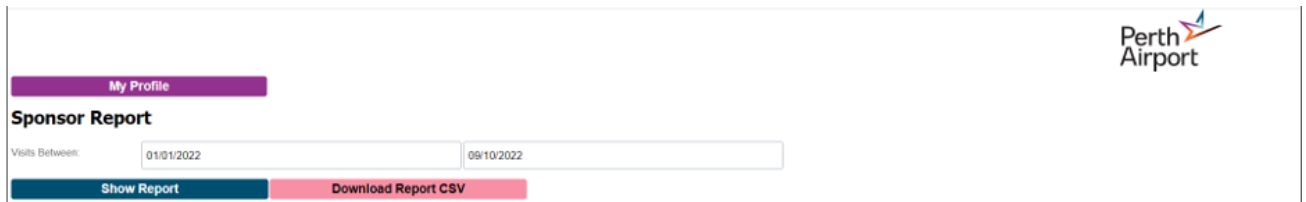
Perth Airport VMS

7. Reports

Sponsors can run reports for applications between specific dates. Sponsors can run a report to see their sponsor activity between a certain date range.

7.1. From the sponsor's homepage, click Access Level and select Sponsor Report.

7.2. Enter the date range for the report
7.3. Click Show Report

7.4. To download the report, click Download Report CSV
7.5. Save this document to view
7.6. Click Return to exit the reporting and go back to the sponsor profile

Contact Us

For further information regarding Visitor Identification Cards, please contact the Airport Services Office on (08) 9478 8454 or refer to the Aviation Transport Security Regulations 2005 (via the Federal Government website).