



LAWA IMCS



Security Credentials Section NEW Online Badging System

Subject: Urgently Need Valid and Current Email Addresses for IMCS!!!

The **LAX Security Badge Office** appreciates your continued patience as we continue to work diligently to ensure that our new **Identity Management and Credentialing System - LAWA IMCS** works optimally to meet the badging needs of LAWA stakeholders.

In preparation for IMCS Go Live, **we need to ensure that we have valid and current email addresses for all Authorized Signers** so that they can initiate/participate in the online badging application process for their applicants.

Additionally, all badged applicants are required to have a valid and current email address on file with the Badge Office so that they can complete their Online Badge Application.

We are therefore requesting that all Authorized Signers do the following ASAP:

- Complete the attached spreadsheet with **CURRENT** and **VALID** email addresses for all Authorized Signers in your Division.
- Ensure that all your badged employees submit a **CURRENT** and **VALID** email address on all badge applications.
- Ensure that all new applicants include a **CURRENT** and **VALID** email address on their Fingerprint and Badge Applications.
- Email the completed spreadsheet with email the addresses of all the authorized signers in your division to: sboenrollments@lawa.org
- Use this subject line in your email response: “**Authorized Signer Contact Information**”

The Badge Office will continue to keep you posted with updates regarding LAWA IMCS, including additional training sessions for Authorized Signers.

Additional commonly asked Questions & Answers and IMCS Announcements will be posted online at the link: <https://www.lawa.org/lawa-security-badge-office>.