

11.05.2026

# Application for Permanent Airport ID Cards

Step-by-Step Guide to the Airport ID System (AIS)

# Preparation

- It is necessary to have an active business relationship with Flughafen Wien AG.
  - You will receive the login credentials for the Airport ID System (AIS) from your contact person at Vienna International Airport.
- Registration of the company with the USP.
  - Activation of the ZÜP application

# Step 1 / Registration with the USP (before accessing the AIS)

## Registration in the USP, entering employee data in the ZÜP application

- This step is performed in the ZÜP application on the Business Service Portal at [www.usp.gv.at](http://www.usp.gv.at).
- For more detailed instructions, please refer to the BMIMI help PDF.
- At least one person must be entered and approved. If your company is already registered and the person's information has been entered, this step is not required. However, you must always ensure that the information is up to date and that the person has been approved!



# Getting Started with AIS & Company Verification

# Step 2.1 Getting Started with AIS/Company Verification

After logging in for the first time, the company verification screen appears.

1. Enter the company's ID number from the ZÜP app

Company Verification

Please enter the company ID from the eZÜP portal for the company Testfirma to begin the verification process.

Company ID: \*

Contract: \*

Airport ID Center - Malerarbeiten (Number: 2163) | Validity: Jan 1, 2026 - Mar 3, 2036

Close Submit

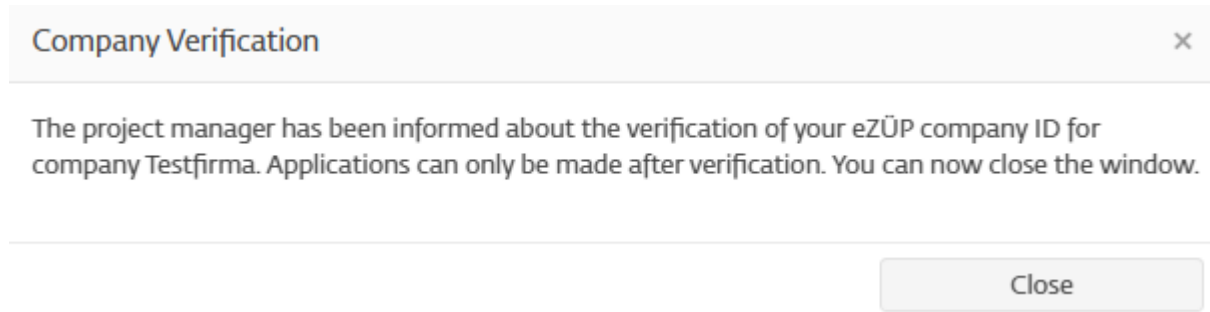
2. Select "Contract"

3. Select "Submit"

# Step 2.2

## Company Verification

→ The client will now verify the company on behalf of Flughafen Wien AG.



→ Once the verification process is completed, you will be notified about the result.

→ Only after successful verification the next steps can be taken.



**Add a new person**

# Step 3.1

## Add a new person

1. Select „External User“

2. Select „Persons“

3. Select the “+” button

4. Select „Import New Person“

# Step 3.2

## Add a new person

**1. Select a person to import**

**2. Select „Accounting Contract“**

**3. Select „Contracts“**

**4. Select „Import Person“**



# Launch e-ZÜP

# Step 4.1 Launch e-ZÜP

1. Select „External User“

The screenshot shows the 'Airport ID System' dashboard. The left sidebar contains a menu with 'External User' selected. The main content area features three tables: 'Expiring eZÜPs', 'Expiring Trainings', and 'Expiring ID-Cards'. Each table has columns for 'Firstname', 'Lastname', 'Expiration', and 'Renew'. The first row in each table is highlighted in green and contains the name 'AIS' and 'MITARBEITER'. An orange arrow points from the 'External User' menu item to the 'AIS' row in the 'Expiring eZÜPs' table. Another orange arrow points from the 'AIS' row in the 'Expiring eZÜPs' table to the 'Renew' button. A third orange arrow points from the 'Renew' button to a play button icon in the 'Expiring Trainings' table. The top right of the dashboard shows 'No active TAN session' and 'English'.

3. Select the checkbox

2. Select „Dashboard“

4. Select 

# Step 4.2 Launch e-ZÜP

Aviation Security Application ×

<b>Person</b>	AIS MITARBEITER
<b>eZÜP Portal Data Validation</b>	✓ Data is correct
<b>Expiration Date</b>	-

**i** The eZÜP data check verifies the completeness of the data specified by the ministry. Please note that no data-content check is performed.

**TERMS & CONDITIONS** Click here to expand ▾

**DOCUMENTS (1)** ▾

I have read and agree to the terms and conditions. \*

Cancel Send

1. Select the checkbox

2. Select „Send“

# Step 4.3 Enter SMS TAN

The TAN will be sent via text message to the mobile number on file.

Aviation Security Application

Person AIS MITARBEITER

eZÜP Portal Data Validation ✓ Data is correct

SMS-TAN verification

TAN\* 77975

Please enter TAN within next 5 minutes !

Close Resend TAN Submit

1. Enter SMS-TAN

2. Select „Submit“

TERMS & CONDITIONS

DOCUMENTS (1)

I have read and agree to the terms and conditions. ✓

Cancel Send



# Training Registration

# Step 5.1

## Booking a training session

The screenshot shows the AIS - Airport ID System interface. The top navigation bar includes a menu icon, the system name, a session status indicator ('No active TAN session'), a language dropdown ('English'), and user icons. The left sidebar contains a 'Welcome' section with an 'Overview' link, an 'Inbox' with 0 notifications, and an 'External User' section with links to 'Dashboard', 'Persons', 'Orders', 'Managers', and 'Companies'. The main content area features three tables: 'Expiring Trainings', 'Expiring ID-Cards', and 'Expiring ID-Cards'. The 'Expiring Trainings' table has a single row with a checked checkbox, 'AIS' as the first name, 'MITARBE...' as the last name, and an expiration date of '-'. An orange callout box labeled '3. Select the checkbox' points to the checked checkbox. Another orange callout box labeled '4. Select' points to the refresh icon in the table's footer. A third orange callout box labeled '1. Select „External User“' points to the 'External User' section in the sidebar. A fourth orange callout box labeled '2. Select „Dashboard“' points to the 'Dashboard' link in the sidebar.

1. Select „External User“

2. Select „Dashboard“

3. Select the checkbox

4. Select

# Step 5.2

## Booking a training session

Attention!  
You may not book the training course until you have successfully passed the background check!

Dashboard

Expiring eZÜPs ⓘ

Firstname	Lastname	Expiration	Renew
No records available.			

Expiring Trainings

-	Firstname	Lastname	Expiration	Renew
+ <input checked="" type="checkbox"/>	AIS	MITARBE...	-	▶

Expiring ID-Cards

<input type="checkbox"/>	Firstname	Lastname	Expri
+ <input type="checkbox"/>	AIS	MITARBE...	-

Reserve a Training

Training Type\* EU Security Full Training (with Airfield)

Training Date\* May 26, 2026 - 8:30

Person AIS MITARBEITER

Expiration Date -

TERMS & CONDITIONS [Click here to expand](#) ▾

I have read and agree to the terms and conditions.\*

Cancel Send

1. Select „Training Date“

2. Select the checkbox

3. Select „Send“



# Establishment of a subsidiary

# Step 6.1

## Create a subcontractor

**1. Select „External User“**

**2. Select „Companies“**

**4. Select „Create Sub-Company“**

**3. Select „+“**

Company Number	Verification-Status	Internal	Actions
Testfirma	Testfirma (00123456)	Verified	X

# Step 6.2

## Fill in the subcontractor's information

Add Sub-Company ×

Company Name\*  ×

Description (Optional)  ×

Company BMIMI Number\*

Contract\*  ▼

Contacts\*

Firstname	Lastname	Mobile	Phone	Email	Actions
No records available.					

items per page 0 - 0 of 0 items

1. Enter the subcontractor's company name from the ZÜP portal

2. Enter the ID number from the subcontractor's ZÜP portal

3. Select a contract for verification by the client

4. Select  to add the contact information

# Step 6.3

## Create a contact person

Important! Be sure to enter the correct contact person for the subcontractor.

The screenshot shows a web application interface for adding a subcontractor. A modal window titled "Contact-Person Creation" is open over the "Add Sub-Company" form. The modal contains three input fields: "Firstname" with the value "Max", "Lastname" with the value "Mustermann", and "Email" with the value "max.mustermann@test.at". Below these fields are "Cancel" and "Submit" buttons. An orange arrow points to the "Submit" button in the modal, with a callout box containing the text "1. Select „Submit“".

# Step 6.4 Complete the installation

Important! Please check that the information is correct before submitting.

Add Sub-Company



Company Name\*  
Testfirma Maler GmbH

Description (Optional)  
Malerarbeiten im Airport ID Center

Company BMIMI Number\*  
1

Contract\*  
Airport ID Center - Malerarbeiten (Contract-number: 000000000002163)

Contacts\*

Firstname	Lastname	Mobile	Phone	Email	Actions
Max	Mustermann			max.musterman...	 

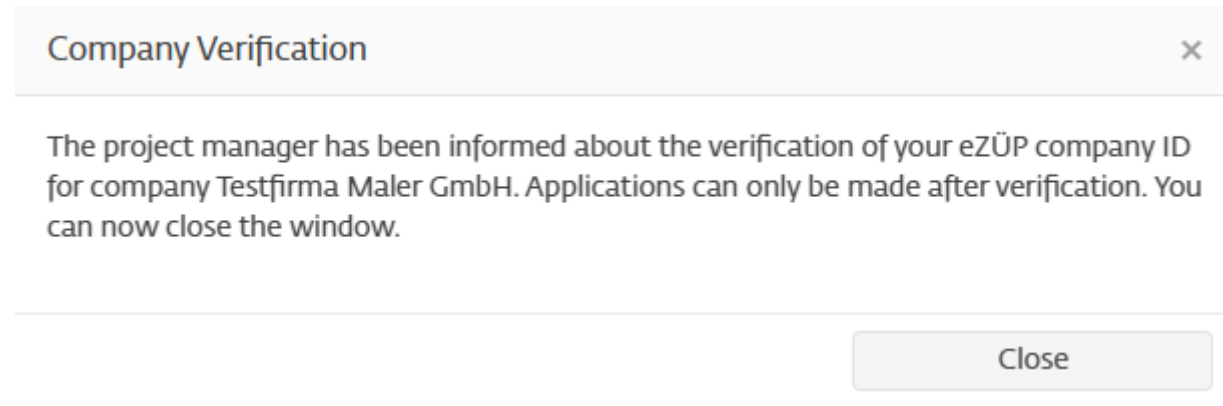
+ ⏪ ⏩ 1 10 items per page 1 - 1 of 1 items

Cancel Submit

1. Select „Submit“

## Step 6.4 Company verification of the subcontractor

→ The client will now verify the company on behalf of Flughafen Wien AG.



→ Once the verification process is completed, you will be notified about the result.

→ Only after successful verification the next steps can be taken.



# Subcontractor Add a new person

# 7.1 Step Add a new person (Subcontractor)

1. Select „External User“

2. Select „Persons“

3. Select „+“

4. Select „Import New Person“

Company verification pending No active TAN session English

Welcome Persons

Inbox 0 Notifications

External User

Dashboard

Persons

Orders

Managers

Companies

Expiring Trainings Expiring ID-Cards

Firstname	Lastname ↑	Birthday	eZÜP Valid Until	Training Valid Until	ID-Card Valid Until	eZÜP Applied At	Training Reserved For	Access	Details
AIS	MITARBEITER	Oct 11, 1992				Apr 24, 2026		Not granted	

10 items per page 1 - 1 of 1 items

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# 7.2 Step

## Add a new person (Subcontractor)

Import Person from eZÜP Portal

Company to import from \*

Testfirma Maler GmbH

Person to import \*

MAXIME MUSTERFRAU - Oct 31, 1996 - Malerarbeiten AIC

Birthday

31/10/1996

Birthplace

Austria, Flughafen Wien AG

Airport-Function

Malerarbeiten AIC

Accounting Contract \*

Airport ID Center - Malerarbeiten (000000000002163)

Contracts (Optional)

Airport ID Center - Malerarbeiten (000000000002163)

Description Receipt (Optional)

Your Order number (Info on first page, per number - one invoice)

Comment Receipt (Optional)

Your Invoice note (Info in invoice enclosure to the respective position)

✕ Cancel

✓ Import Person

1. Select a subcontractor from the list

2. Select "Person to import" and click on the desired person

3. Select „Accounting Contract“

4. Select „Contracts“

5. Select „Import Person“

## Step 7.3 Subcontractors - Launch e-ZÜP

- The application for an extended background check for the subcontractor's employee is submitted in the same manner as described in section 4.1
- The registration process for the EU safety training for the subcontractor's employee is the same as described in section 5.1.

# Contact Us

Please feel free to contact us if you have any questions!

## Support Airport ID Center

 01-7007-23666

 [ais-support@viennaairport.com](mailto:ais-support@viennaairport.com)



Thank you very much for your attention!