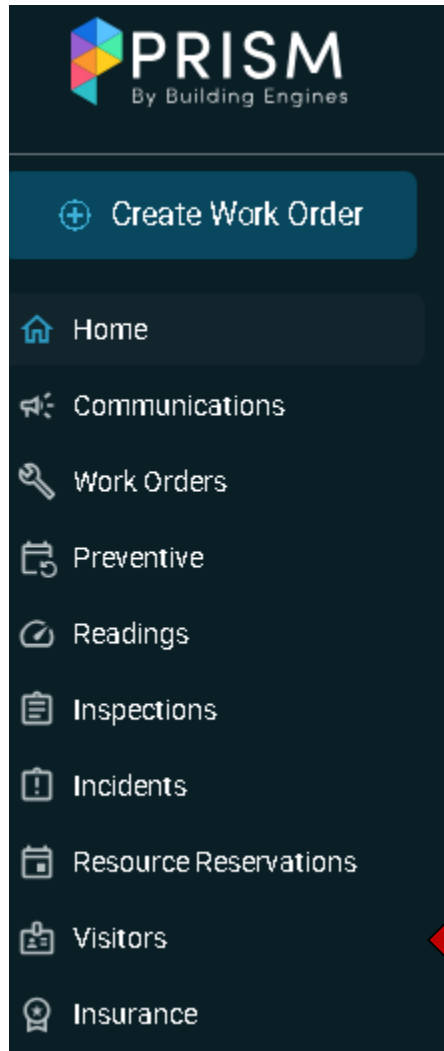


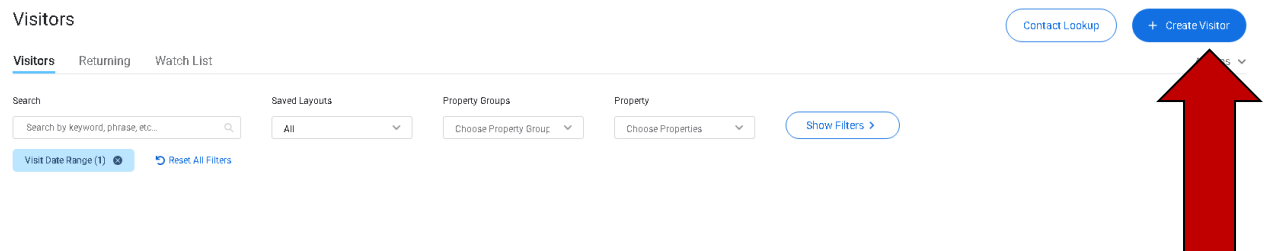
VISITOR MANAGEMENT SYSTEM

PRISM STEP BY STEP

TO REGISTER VISITORS, LOG INTO PRISM AND SELECT “VISITORS”



ONCE ON THE VISITOR PAGE SELECT “CREATE A VISITOR” AT THE TOP RIGHT OF THE PAGE



ON THE “CREATE VISITOR” PAGE SELECT QUICK FOR A SINGLE VISITOR OR GROUP FOR MULTIPLE INDIVIDUALS FOR THE SAME VISIT. FILL OUT THE INFORMATION. HOST WILL ALWAYS BE THE PERSON WHO REGISTER THE VISITOR(S), “REQUESTED FOR” IS THE PERSON WHO IS VISITED, ENTER THE EMAIL ADDRESS YOU WOULD LIKE THE NOTIFICATION TO SENT VIA EMAIL ON CHECK IN OF THE VISITOR.

* Entry Type

* Start Date

End Date (Optional)

* Length of Visit

Property

* Company

* Floor / Suite

* Host

Requested For (Optional)

Notify via email on Check In (Optional)

☐ Create a Recurring Visit

IN VISITOR TYPE, **ALWAYS** SELECT “GUEST” AND FILL OUT THE INFORMATION. ONLY THE BUILDING MANAGEMENT CAN ENTER “VENDOR” FOR INSURANCE, SAFETY AND SECURITY PURPOSES.

* Visitor Type

* First Name

* Last Name

Email (Optional)

Phone Number (Optional)

Visitor's Company Name (Optional)

Parking Information (Optional)

Vehicle Information (Optional)

Check-In Photo (Optional)

Premier Access ☐

Providing a visitor with Premier Access will send them an email to check-in online the day of the visit.

ONCE THE REGISTRATION IS COMPLETED THE LOBBY SECURITY DESK WILL PROCEED AS IT WAS WITH CCURE VISITOR PORTAL.

ANY QUESTION PLEASE CONTACT JEAN-MARC BOHIN @ JMBOHIN@345CAL.COM OR (415) 434-7753.