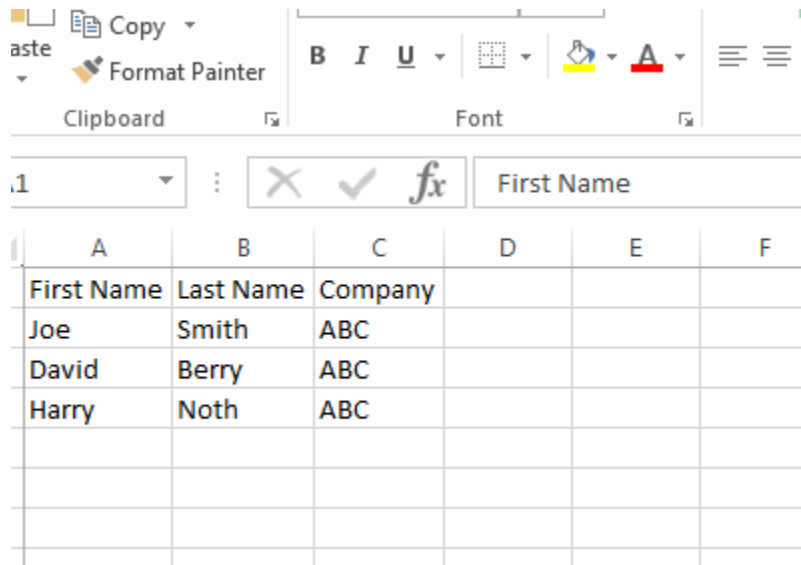
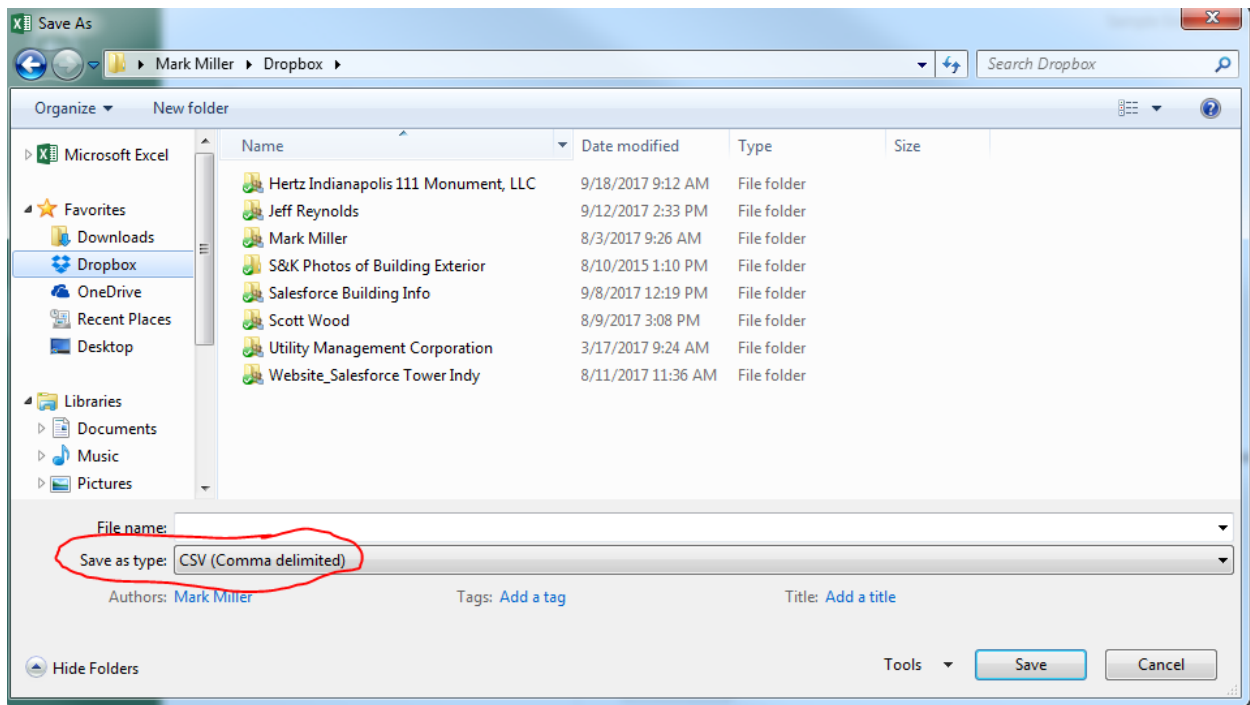


## Group File Upload to EasyLobby

1. Type name and company of guest in excel as shown below.



2. Save File as .csv



3. Go to eAdvance website, Click on Visitor and group upload

### Group File Upload

Group Form

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**Registration Information**

Reason: (Select One) Site: Salesforce Tower

\* Clearance: (Select One)

\* Arrival Date: 9/18/2017 Arrival Time: 12:00 AM

Departure Date: 9/18/2017 Departure Time: 12:00 AM

Group Upload File:  Browse...

Remember this group

Group Name:

\* Required Fields

4. Fill out First Name, Last Name, Reason for Visit, Time, Site, Arrival Date and Time, Departure Date and attach your csv file and submit.