E-Advance Easy Lobby Visitor Registration System Quick Start Guide Fifth Third Center September 15, 2017

Purpose – to allow building tenant's to pre-register guest that will stream line the visitors access to the tenant.

- Launch an Internet Explorer Browser on your PC
- Enter the URL www.fifththird.hertzgroup.com

Upon successful login you will see the following:

Begin:

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e Advance Vistor Pre-Rej.		Ver 10.2
	Please log in	
	Passarda	
	Season Timed Out	

Enter your login credentials using your First Name (space) Last Name as provided to Building Management using Password: 123456.

Pleas	e log in
Full Name:	Joshua Lankford
Password:	•••••
	Remember my nar
	Submit

Upon successful login you will see the following screen.

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	Change Password Logaff
a A classify	Ver 10.2
e Advance Visitor" Manage" Admin"	Useri Joshu Lahlford
Pre-Regist	er Visitor
Visitor Form	
Registration	Information
Reason	
Category	I (Vijabar V) Siller (Salasforca Touer V)
Visitor Infor	nation
* First Name	
Company Phone	
* Arrival Date	
Departure Date	427/2027
Notes	, û
	Submt: Clear
* Required Fields	

Immediately change your password from the initial generic password provided by click on the "change password" button in the upper right hand corner.

Enter old and	new password:
Old Password:	
New Password:	
Repeat Password:	
	Submit Clear

After submitting your new password you will be returned to the main screen.

Click on the "visitor" button in the upper left hand corner. You will see:

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The options are:

- > Pre-Register Visitor: used to register an individual guest
- > Pre-Register Group: used to register a group of guests visiting for the same reason.
- Sroup Upload: used to upload a list from a CSV file.
- > Returning Visitor: used to select a previously registered guest for a new visit.
- > View Registrations: used to view current registrations.
- Scoup Registrations: used to view current group registrations.
- > Return Group: used to select a previously registered group for a new visit.

Pre-Register a Visitor – using the form below fill in the blanks or use the selection boxes to pre-register a guest.

Fill In: First Name Last Name Arrival Date Arrival Time

If you enter your visitors email address, they will receive an email confirmation with a bar code that will expedite their check-in with security.

Click Submit.

The visitor will now be available for easy retrieval at the security desk in the main lobby. The security guard will verify the identification of the guest and issue them an access control pass if they do not have their email with the bar code that will allow them through the turnstiles and to select the appropriate floors in the elevator(s) control panel.

Pre-Register Visitor

Visitor Form			
Registration I	nformation		
Reason:	(Select One)	Tenants	Lankford, Joshua 🗸
Category:	Visitor ¥	Site:	Salesforce Tower
Visitor Inform	ation		
* First Name:		* Last Name:	
Company:		Title:	
Phone:		Email:	
* Arrival Date:	4/27/2017	Arrival Time:	12:00 AM
Departure Date:	4/27/2017	Departure Time:	12:00 AM 💙 🔹
Notes:	~		
	[Submit	Clear
Required Fields			

Pre-Register a Group Form

Pre-Register Group

Group Form							
Registration Inf	formation						
Tenants [Lankford, Joshua	~	Category:	Visitor		~	
Reason:	(Select One)	~	Site:	Salesforce To	wer	~	
			* Clearance:	(Select One)		~	
* Arrival Date:	4/27/2017	~	Arrival Time:	12:00 AM		~	
		_	Arrival Time:	12:00 AM			
Departure Date:	4/27/2017	*	Departure Time:	12:00 AM		▼ +	
* Fin	st Name:	* L	ast Name:		Company:		Email:
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