

E-Advance Easy Lobby Visitor Registration System

Quick Start Guide

Fifth Third Center

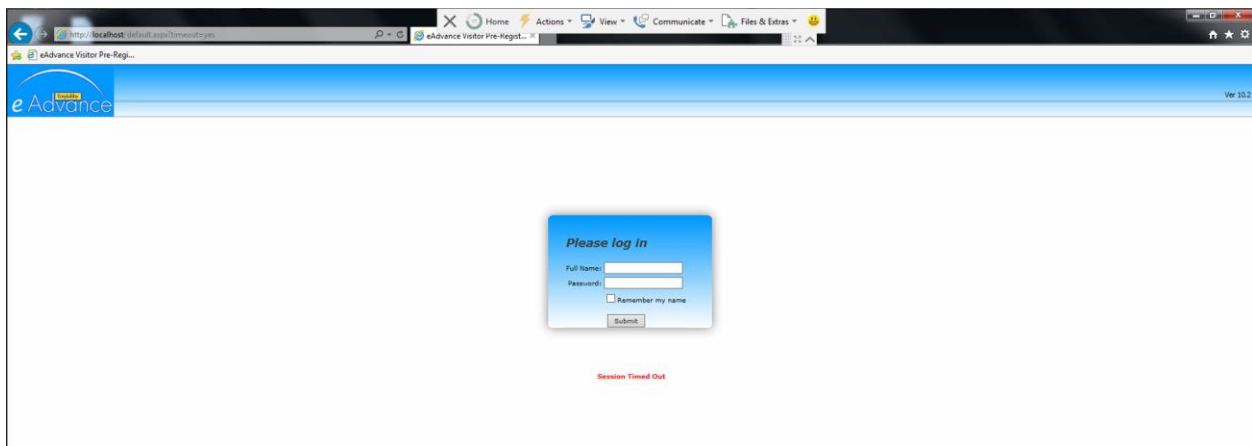
September 15, 2017

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:



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



Please log in

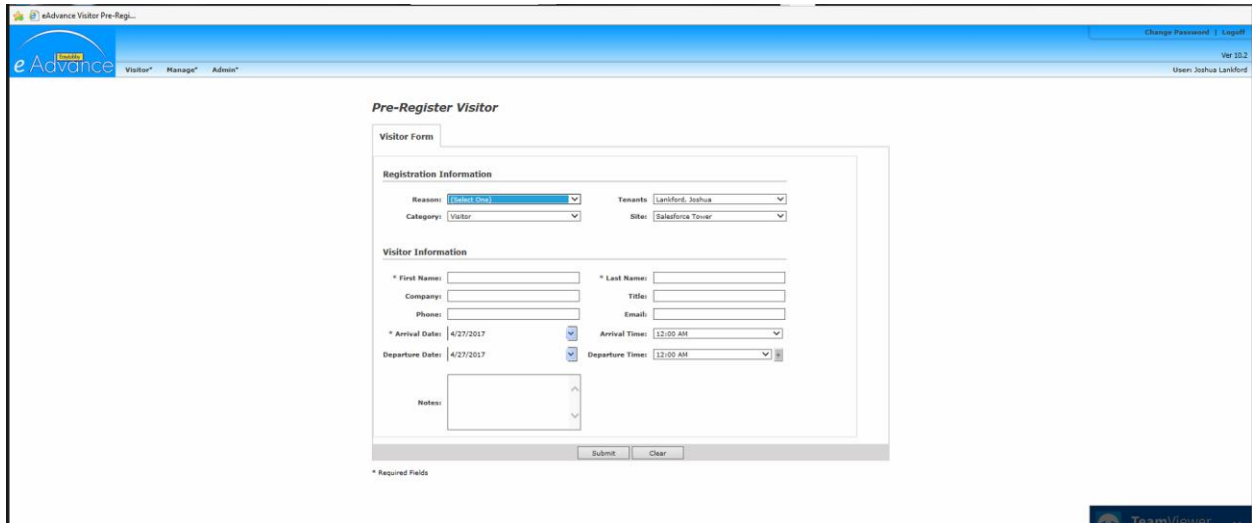
Full Name:

Password:

Remember my name

Session Timed Out

Upon successful login you will see the following screen.



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:

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:



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.
- Group 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.
- Group 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 Information

Reason: (Select One) ▼

Tenants: Lankford, Joshua ▼

Category: Visitor ▼

Site: Salesforce Tower ▼

Visitor Information

* 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 Information

Tenants: Category:

Reason: Site:

* Clearance:

* Arrival Date: Arrival Time:

Departure Date: Departure Time:

	* First Name:	* Last Name:	Company:	Email:
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
21)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>