



Dear Tenant:

Please see the below procedures that our security staff has implemented for the new **Visitor Management System**. Please familiarize yourself with the steps below for when a guest is visiting the building.

PORTAL URL: [http://96.74.167.83/ccure\\_portal](http://96.74.167.83/ccure_portal)

USERNAME: [STGUEST1400@gmail.com](mailto:STGUEST1400@gmail.com)

PASSWORD: 1400AmericanLane!

1. All visitors will need to be put into the system 24 hours in advance.
2. After the visitor information is entered into the Visitor Management system, security will then pre-print the badges.
3. Please notify your guest to bring identification with them. Once your guest arrives, security will ask for identification to confirm their information before providing a visitor's badge.
4. The badge will allow the visitor to get through the turnstile and up to each tenants' floor.
5. **Please note:** By providing the guests information in the Visitor Management System, the tenant is authorizing for this visitor to gain access to their floor.

Please contact the management office if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Heather Woods".

Heather Woods

Assistant Property Manager



**PHOENIX**  
**Systems & Service, Inc.**  
*Security Solutions Since 1991*

# **Schaumburg Towers Visitor Management Tenant Guide**

1. Log into website: [http://96.74.167.83/ccure\\_portal](http://96.74.167.83/ccure_portal)

2. Enter your credentials and Sign In.

96.74.167.83/ccure\_portal

# C-CUREportal

Login

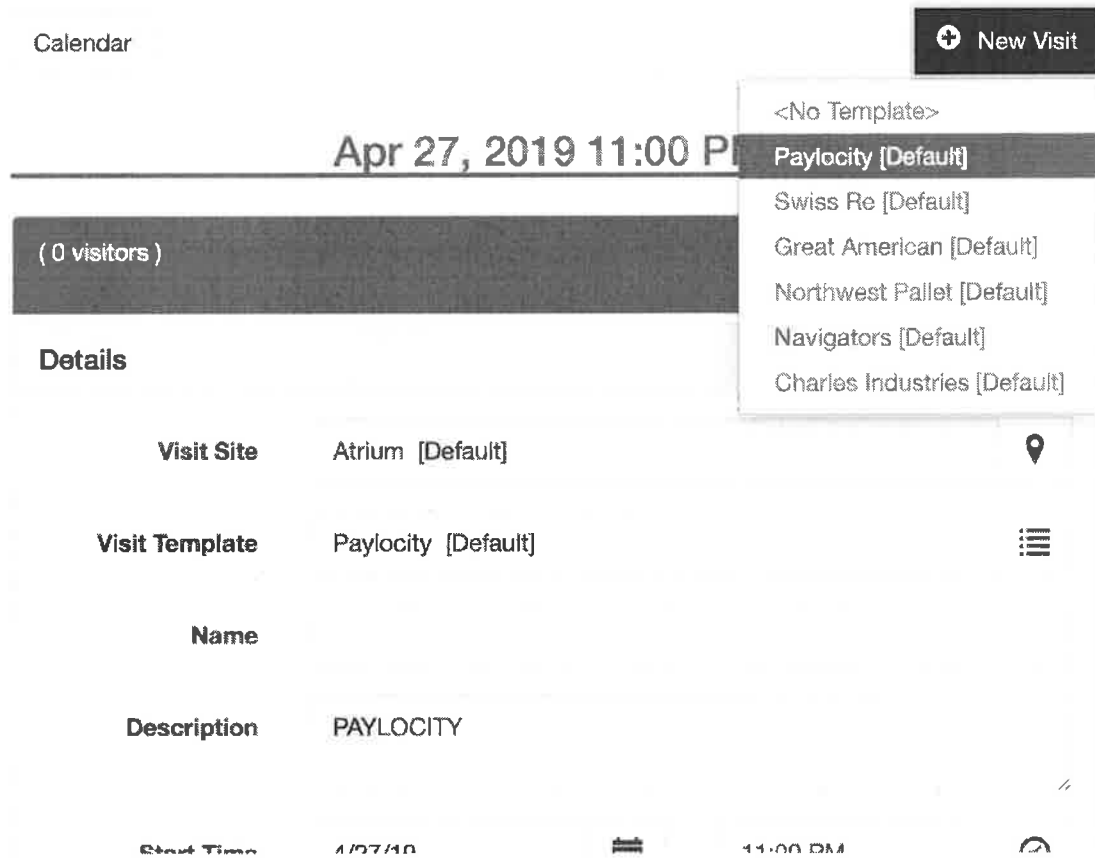
Sign in

[Forgot Password](#) [Register](#)

3. Click on the area that the visitor will be entering from.



5. Click on "New Visit" and select the template of the company that the visitor will be visiting.



5. Fill in the details and timeframe of their arrival.

Phoenix Labs... logs Sheets Hosts - FixZf's Wik... How to pass ...ms Support Reynolds - C... Applications 128GB Flash ...d - Storage user\_alm.../...s/ryes&ip=4

Atrium, Jeff  
Atrium

Refresh Change Password Logout Help About

alter 10/27/17 Calendar New Visit

Oct 27, 2017 3:45 PM

Oct 27, 2017 1:15 PM  
Book Test (Web, Jamn (Default))

Details

Visit Site Atrium (Default)

Visit Template

Name ~~\_\_\_\_\_~~ SAM JONES

Description

Start Time 10/27/17 3:45 PM

End Time 10/27/17 4:45 PM

Hosts

6. Click on the Visitors menu, and start typing in their name.

Gia Dato ( 0 visitors ) (modified)

Details

Hosts

Visitors

Instructions

Attachments

Add Visitor

Enter Visitor Name or email

7. After typing the name, click on "Create New Visitor".

POSTS

## Visitors

**Add Visitor**

Visitor 1

(CREATE NEW VISITOR)

### Instructions

8. A new window will pop up to verify the first name and last name are correct. If they are correct, click Save.

Create New Visitor



Last Name\*

1

First Name

Visitor

Email Address

Email Address

Save

9. The visitor name will populate at the bottom of the section when saved. Add additional names if needed.

Visitors

1

**Add Visitor**

Enter Visitor Name or email

1, Visitor

Edit ▼

10. This is a sample of multiple visitors registered for visitation.

Visitors 3

**Add Visitor** Enter Visitor Name or email

1, Visitor	Edit
2, Visitor	Edit
3, Visitor	Edit

11. Under Instructions, type in what floor they will need access to.

Visitors 0

Instructions ▼

10th Floor

Attachments 0

12. When complete, click Save on the top right corner of the page.

Oct 27, 2017 3:45 PM

(modified) Save    

▶

1

3

Enter Visitor Name or email

Edit ▼

13. Click on Logout when done with saving your registrations.

rd  Logout  Help