



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

USERNAME: STGUEST1450@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

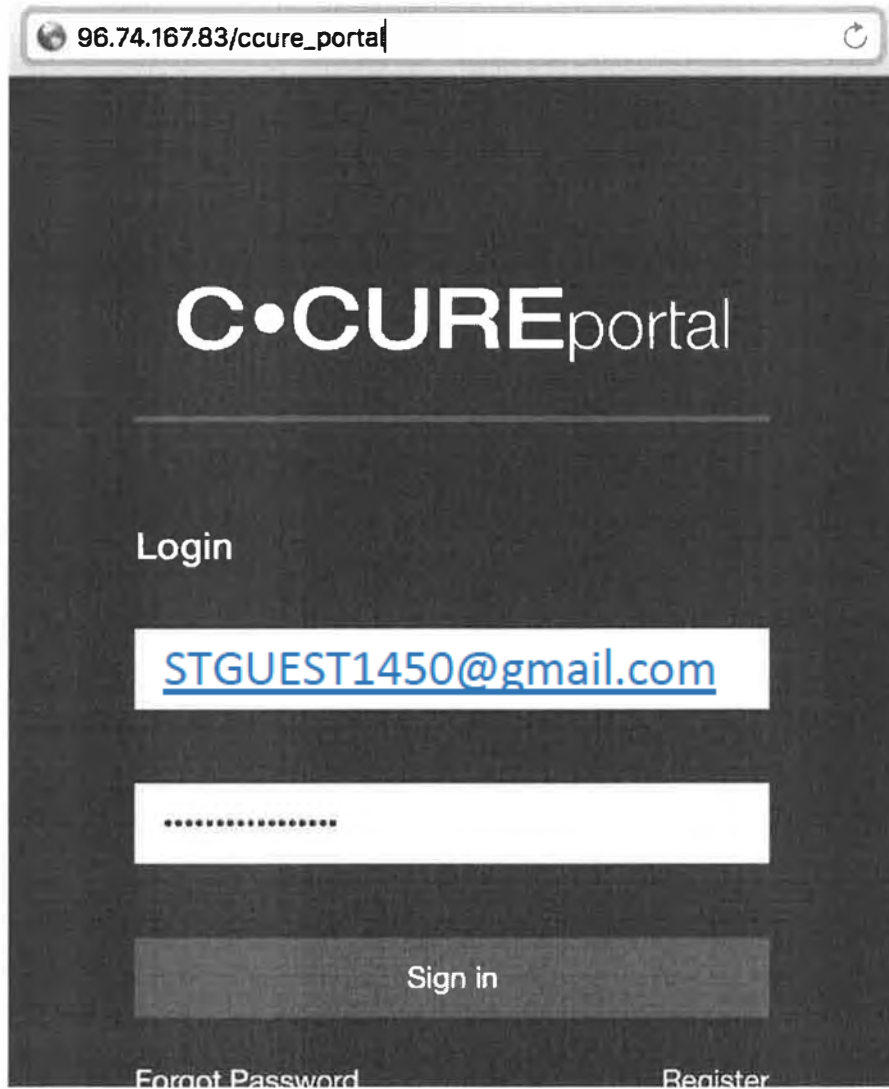


PHOENIX
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Security Solutions Since 1991

Schaumburg Towers Visitor Management Tenant Guide

1. Log into website: http://96.74.167.83/ccure_portal

2. Enter your credentials and Sign In.

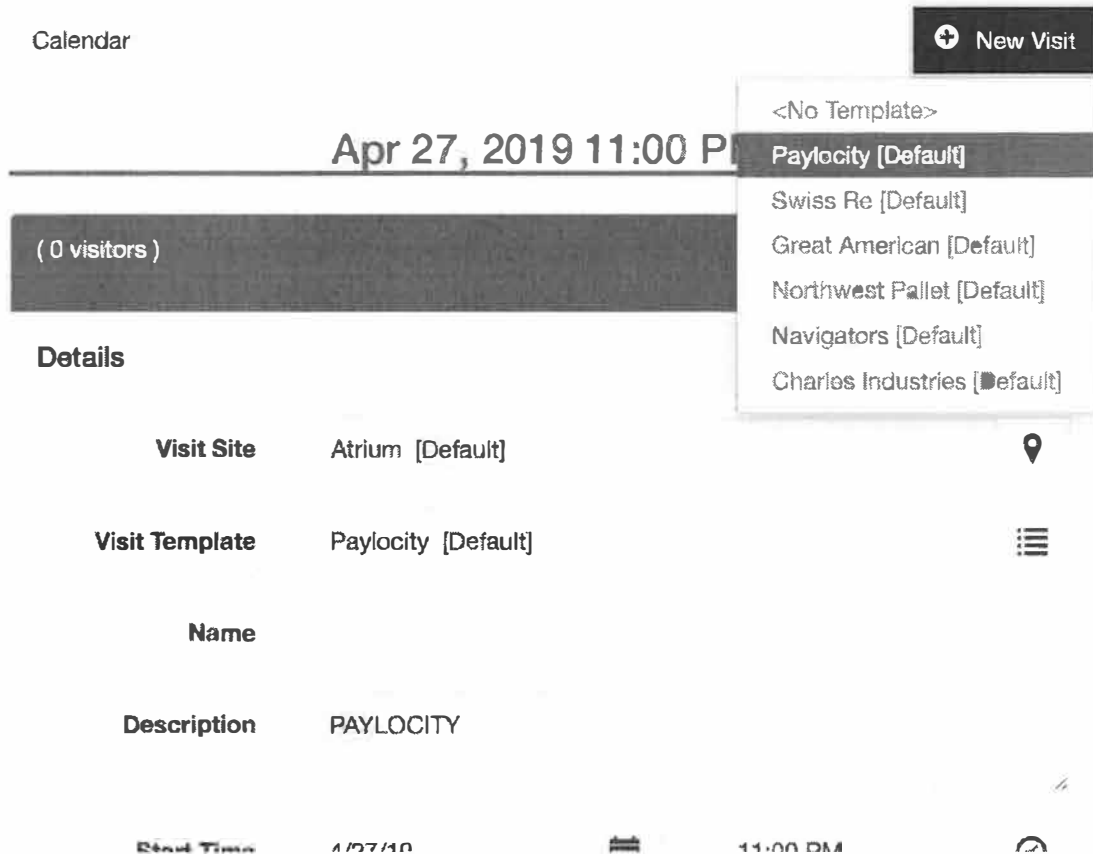


The image shows a web browser window with the address bar containing 96.74.167.83/ccure_portal. The page has a dark background with the text "C•CUREportal" in white. Below the logo is a horizontal line. The word "Login" is displayed in white. There are two input fields: the first contains the email address STGUEST1450@gmail.com in blue text, and the second is a password field with masked characters (dots). Below the password field is a grey "Sign in" button. At the bottom of the page, there are two links: "Forgot Password" on the left and "Register" on the right.

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.

The screenshot shows a web application interface for managing visits. At the top, there's a header with a location pin icon, 'Atria, Jeff', and 'Atrium'. Navigation links include 'Refresh', 'Change Password', 'Logout', 'Help', and 'About'. Below the header, there's a date filter set to '10/27/17' and a 'Calendar' button. A 'New Visit' button is also visible. The main content area displays a visit record for 'Oct 27, 2017 3:45 PM'. The record title is 'Gia Dato (0 visitors) (modified)'. Under the 'Details' section, the 'Visit Site' is 'Atrium (Default)'. The 'Visit Template' section shows the 'Name' field filled with 'SAM JONES' in handwritten text. The 'Description' field is empty. Below this, a table shows the visit's timing: 'Start Time' is '10/27/17 3:45 PM' and 'End Time' is '10/27/17 4:45 PM'. At the bottom, there's an 'Hours' section.

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

This screenshot shows the 'Visitors' menu in the web application. The menu is titled 'Gia Dato (0 visitors) (modified)'. Below the title, there are several menu items: 'Details', 'Hosts', 'Visitors', 'Add Visitor', 'Instructions', and 'Attachments'. Each item has a corresponding icon or indicator on the right side. The 'Visitors' item is highlighted, and a search input field is visible below it with the placeholder text 'Enter Visitor Name or email'. The 'Add Visitor' button is also visible.

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

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

or Enter Visitor Name or Email

Edit

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

rd  Logout  He