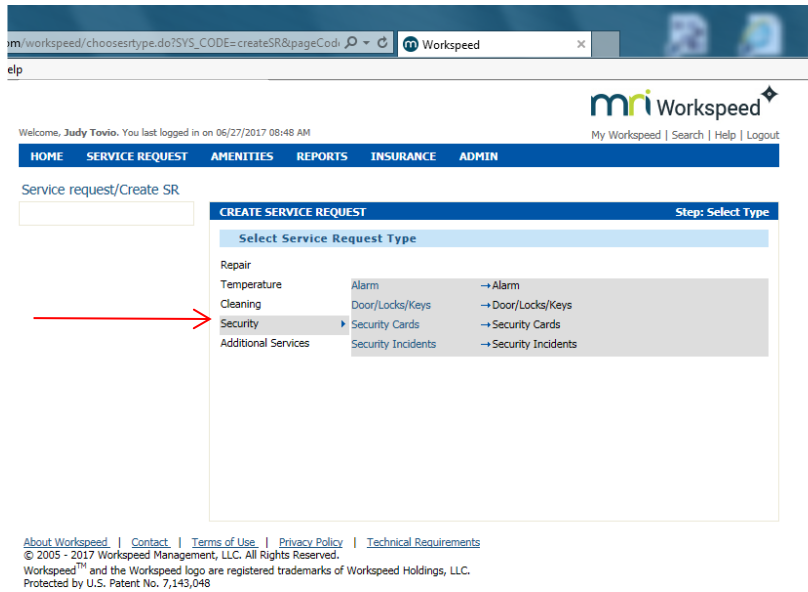


SECURITY ACCESS CARDS

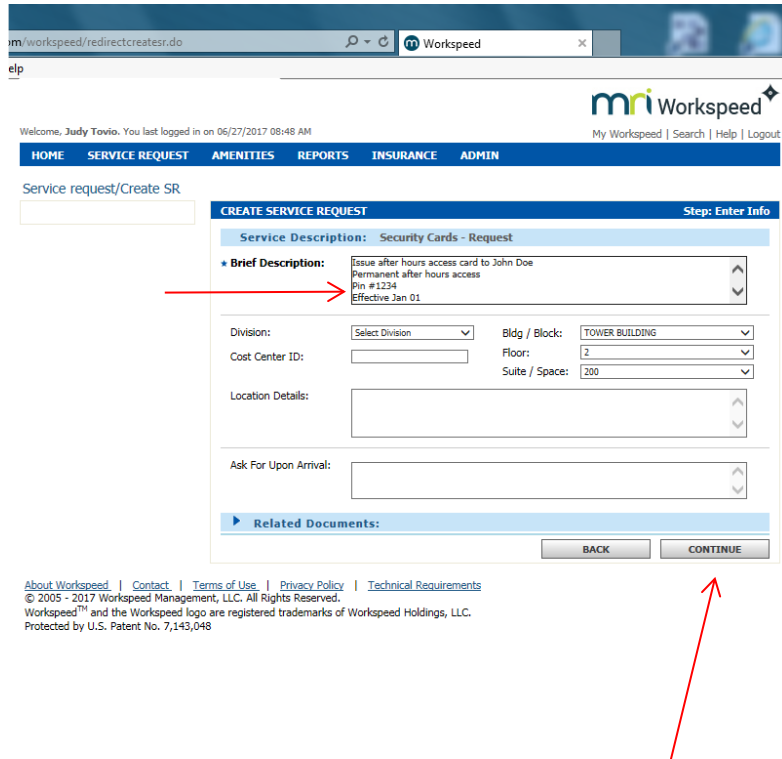
To request a Security **Access Card** for building entrance after hours for an employee, submit a “Service Request” using the MRI Workspeed service request system. Please note that **only authorized representatives are able to make these requests**.

The request is made as follows:

- **CHOOSE TYPE OF REQUEST, CLICK ON “SECURITY CARDS”**



The screenshot shows a web browser window with the URL `mri/workspeed/choosertype.do?SYS_CODE=createSR&pageCod...` and a search bar containing 'Workspeed'. The page header includes the 'mri Workspeed' logo and user information: 'Welcome, Judy Towio. You last logged in on 06/27/2017 08:48 AM'. A navigation menu contains 'HOME', 'SERVICE REQUEST', 'AMENITIES', 'REPORTS', 'INSURANCE', and 'ADMIN'. The main content area is titled 'Service request/Create SR' and features a 'CREATE SERVICE REQUEST' button. Below this is a 'Select Service Request Type' dropdown menu. The menu is open, showing a list of categories: 'Repair', 'Temperature', 'Cleaning', 'Security', and 'Additional Services'. The 'Security' category is expanded, revealing sub-options: 'Security Cards' and 'Security Incidents'. A red arrow points to the 'Security Cards' option. The footer contains links for 'About Workspeed', 'Contact', 'Terms of Use', 'Privacy Policy', and 'Technical Requirements', along with copyright information: '© 2005 - 2017 Workspeed Management, LLC. All Rights Reserved. Workspeed™ and the Workspeed logo are registered trademarks of Workspeed Holdings, LLC. Protected by U.S. Patent No. 7,143,048'.



- **REQUEST DESCRIPTION, ENTER THE FOLLOWING INFORMATION:**

1. EMPLOYEE'S NAME
2. INDICATE EITHER TEMPORARY OR PERMANENT **AFTER HOURS ACCESS**
3. IF PERMANENT AFTER HOURS IS REQUIRED, PLEASE PROVIDE A **FOUR – DIGIT PIN NUMBER** (it is recommended that the last four digits of the drivers license be used)
4. INDICATE THE **EFFECTIVE DATE** THE CARD SHOULD BE ACTIVATED
5. CLICK ON THE CONTINUE BUTTON AT THE BOTTOM OF THE PAGE

AFTER HOURS ACCESS is defined as follows:

Monday through Friday	6:00 PM through 6:00 AM
Saturday	4:00 PM through 6:00 AM
Sundays & Holidays	24 hours

TEMPORARY is defined as used on a short – term basis

PERMANENT is defined as an endless basis

The screenshot shows a web browser window with the URL com/workspeed/createsrstandard.do. The page header includes the logo for MACCABEES CENTER and MRI Workspeed. A navigation bar contains links for HOME, SERVICE REQUEST, AMENITIES, REPORTS, INSURANCE, and ADMIN. The main content area is titled 'CREATE SERVICE REQUEST' and 'Step: Confirm'. The form details are as follows:

Service Description:	Security Cards - Request	Edit Section
Status:	Not Yet Submitted	
Create Request For:	Real Estate One	
Division:		
Cost Center ID:		
Location:	Bldg / Block: TOWER BUILDING Floor: 2 Suite / Space: 200	
Location Details:	Issue after hours access card to John Doe	
Brief Description:	Permanent after hours access Pin #1234 Effective Jan 01	
Ask For Upon Arrival:		

At the bottom of the form, there are two buttons: 'CANCEL REQUEST' and 'SUBMIT'. A red arrow points to the 'SUBMIT' button.

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- **SUBMIT REQUEST AT THE BOTTOM OF THE PAGE.**

Once the request is received, a Security Access Card will be assigned and programmed promptly. 24-hour advance notice during normal business hours is required in all instances to insure timely processing. You will be notified when the card can be picked up at the Security Desk or the Management Office.

FEES WILL APPLY FOR NEW, REPLACEMENT, OR REPROGRAMMED CARDS.

DEACTIVATING SECURITY ACCESS CARDS

Tenants will submit a request for **Deactivating a Security Access Card** by using the MRI Workspeed service request system. Please note that **only authorized representatives are able to make these requests.**

Please follow the previous instructions for making this request with the following exceptions.

- **REQUEST DESCRIPTION, ENTER THE FOLLOWING INFORMATION**

1. EMPLOYEE'S NAME
2. LIST THE CARD NUMBER
3. INDICATE THE EFFECTIVE DATE THE CARD IS TO BE DEACTIVATED

Once a Security Access Card is collected from the Employee, it may be kept for future use or returned to the Management Office.

THERE ARE NO FEES FOR DEACTIVATING CARDS.