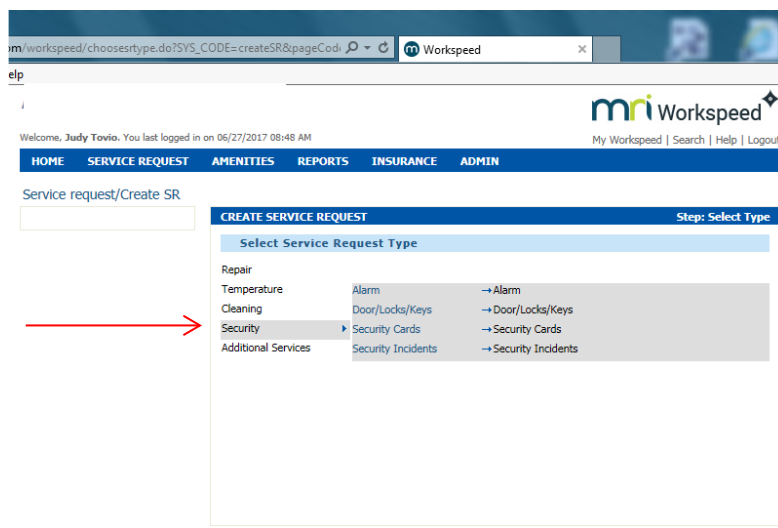


SECURITY ACCESS CARDS

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 the MRI Workspeed web application interface. The user is logged in as Judy Tovio. The main navigation bar includes HOME, SERVICE REQUEST, AMENITIES, REPORTS, INSURANCE, and ADMIN. The current page is 'Service request/Create SR'. The 'CREATE SERVICE REQUEST' section is active, and the 'Select Service Request Type' dropdown menu is open. The menu items are: Repair, Temperature, Cleaning, Security, and Additional Services. The 'Security' item is expanded, showing 'Security Cards' and 'Security Incidents'. A red arrow points to the 'Security Cards' option.

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Workspeed
MACCABEES CENTER
 Welcome, Judy Towio. You last logged in on 05/27/2017 08:48 AM
 My Workspeed | Search | Help | Logout
 HOME SERVICE REQUEST AMENITIES REPORTS INSURANCE ADMIN

Service request/Create SR

CREATE SERVICE REQUEST Step: Enter Info

Service Description: Security Cards - Request

*** Brief Description:**
 Issue after hours access card to John Doe
 Permanent after hours access
 Pin #1234
 Effective Jan 01

Division: Bldg / Block:
 Cost Center ID: Floor:
 Suite / Space:
 Location Details:
 Ask For Upon Arrival:

Related Documents:

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- **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

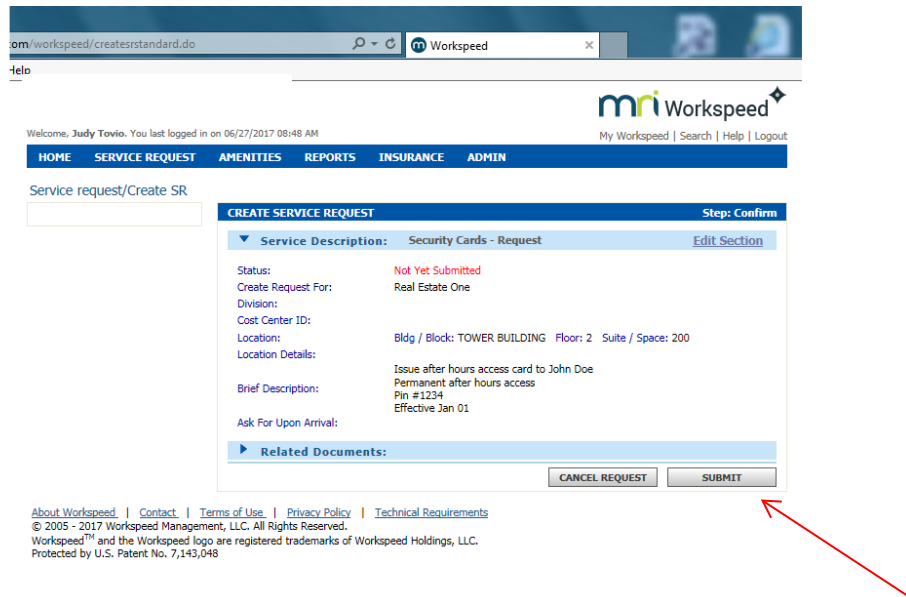
AFTER HOURS ACCESS is defined as follows:

Monday through Friday	6:00 PM through 6:00 AM
Saturday	6:00 PM through 10:00 AM
Sundays & Holidays	6:00 PM through 6:00 AM

5. CLICK ON THE CONTINUE BUTTON AT THE BOTTOM OF PAGE

TEMPORARY is defined as used on a short – term basis

PERMANENT is defined as an endless basis



- **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.