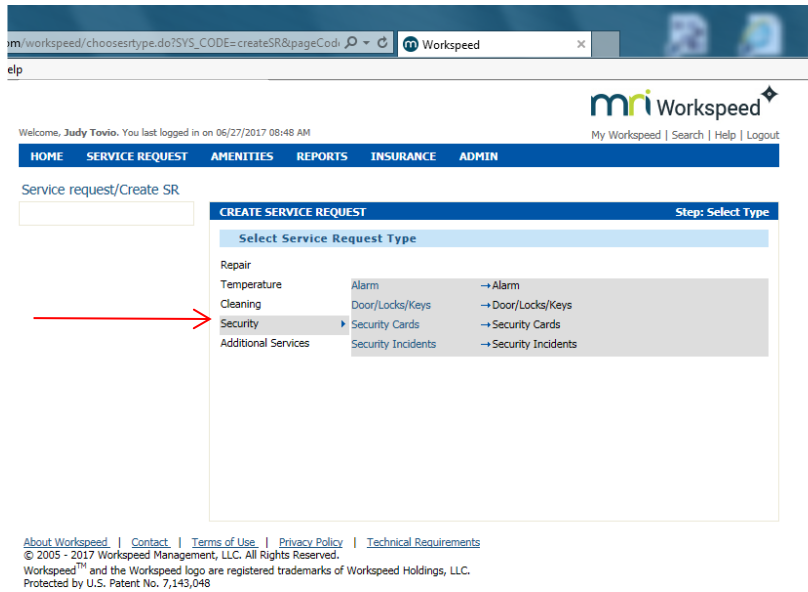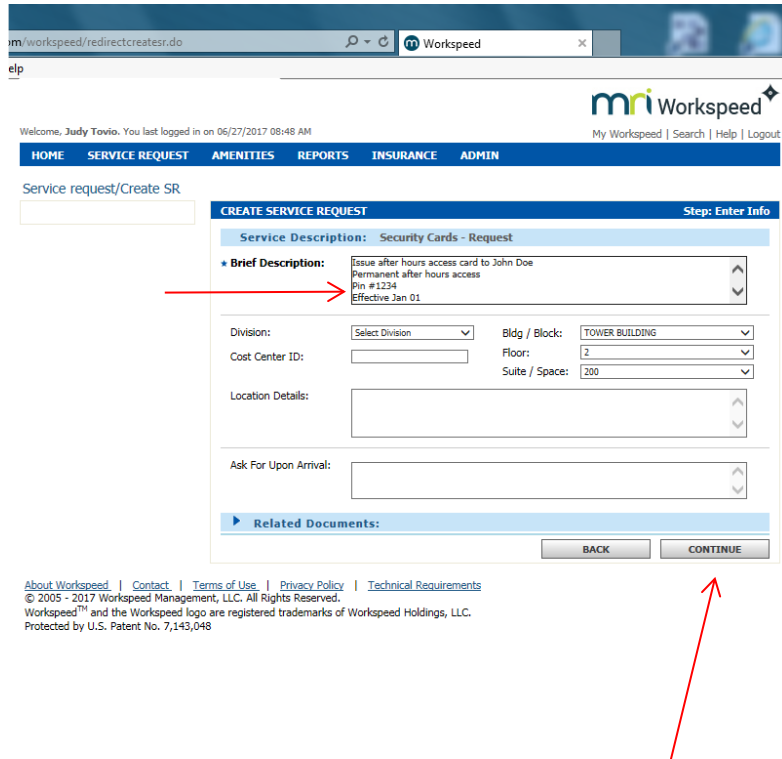## SECURITY ACCESS CARDS

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"

- **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

- **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.