

How to check in as a vendor guest using Green Security

1. Scan the QR code from the approval email at the Green Security kiosk.

Note: See instructions below if you are already on-site and did not already request a visit.

Result: A Visitor Check In email is sent from support@greensecurityllc.com and the day badge sticker prints.



2. Peel the sticker from the liner and wear the badge above the waist.

Note: If someone is walking around without a badge, Sutter staff may immediately question them and have the security team oversee the situation to ensure everyone remains safe.

If you are already on-site and did not already request a visit, follow these instructions:

Click [here](#) for a video on this topic.

1. Scan the back of your driver's license or tap the screen of the kiosk.
2. Review/Enter your demographic information.

Note: Information pre-populates if you scanned your driver's license, however you can make changes as needed.



3. Select the **Continue** button.
4. Select the **Visitor type**.



- Delivery Personnel
- Interpreter
- Music Therapy
- Pet Therapy
- Vendor

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5. Enter your **email**.
6. Enter your **company name**.
7. Select the **Continue** button.
8. Provide details about your visit
 - 8.1. Select the **Department** you would like to visit.

- 8.2. Indicate when you **expect to leave**.
 - 8.3. Indicate the **purpose of your visit**.
 - 8.4. Indicate **who you are visiting**.
 - 8.5. Select the **Continue** button.
9. Look at the camera so the kiosk can take your photo (if you did not scan your driver's license).
 - 9.1. Select the **Use this Picture** button.
10. Green Security checks the vendor's details against the national family watchdog registry, any vendor or contractors that have failed a background check previously, Sutter's internal watchlist, and the system wide limit for the vendor guest check-ins.

Result	Action
Cleared	Your day badge sticker prints.
Not Cleared	A vendor guest who fails the national family watchdog check, has failed a previous background check, appears on the Sutter watchlist, or exceeds the vendor guest limit, will see a notification explaining the flag.

11. Peel the sticker from the liner and wear the badge above the waist.
 Note: If someone is walking around without a badge, Sutter staff may immediately question them and have the security team oversee the situation to ensure everyone remains safe.