

# 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](mailto: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:**

1. Scan 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.

A screenshot of the Green Security kiosk form. The form has the following fields: First: WILLIAM, Last: BARRY, Address: [redacted], City: FOSTERS, State: AL, Zip: 354639201, DOB: 09 / 06 / [redacted], Sex: Male, Eyes: Blue, Height: 6 ft 0 in. There are "CANCEL" and "CONTINUE" buttons at the bottom.

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

A screenshot of the Green Security kiosk form. The form has the following fields: Visitor type: Vendor, Email: [redacted], Company: [redacted]. There are "< BACK" and "CONTINUE" buttons at the bottom.

- 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.



The screenshot shows the Green Security check-in interface. At the top is the 'GREEN SECURITY' logo. Below it are four input fields: 'Where would you like to visit?' (a dropdown menu), 'When do you expect to leave?' (a date/time picker), 'What's your purpose for visiting?' (a dropdown menu with '1' selected), and 'Who are you visiting?' (a text field). Below these fields is a note: 'Please note: times listed above are in the Eastern Time (US & Canada) timezone.' At the bottom are two buttons: a red '< BACK' button and a blue 'CONTINUE' button.

- 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.