How to request a visit as a vendor guest using Green Security

1. Begin based on your chosen method:

Method	Instructions
Phone	Scan the un-registered vendors QR code on your phone.
Computer	Go to https://www.greensecurityllc.com/ and select the Request a Visit link towards the top right hand of the page.

2. Select the Sutter Health **facility** you would like to visit then select the **Continue** button.

3. Enter the details related to your requested visit.

   3.1. Select the **Department** you will be visiting.
   3.2. Enter the **date** of your visit or click in the field then select the date from the calendar.
   3.3. Select the **start time** of your visit.
   3.4. Select the **time you except to leave**.
   3.5. Enter your **purpose** for visiting.
   3.6. Enter the name of the **person you are visiting**.
   3.7. Select the **Continue** button.

How to request a visit as a vendor guest using Green Security

4. Enter your information.
   - 4.1. Select your appropriate **visitor type**
     - Interpreter
     - Music Therapy
     - Pet Therapy
     - Vendor
   - 4.2. Enter your **first and last name**.
   - 4.3. Enter your full **address**.
   - 4.4. Enter your **email**.
     Note: This is the email where your personal QR code will be sent to check in at the kiosk.
   - 4.5. Enter the name of your **company**.
   - 4.6. Enter your **date of birth**.
   - 4.7. Enter your **sex**.
   - 4.8. Enter your **eye color**.
   - 4.9. Enter your **height**.
   - 4.10. Select the Continue **button.**

5. Upload a picture that clearly shows your face (this is only required if there is not a photo on file already).
   - 5.1. Select the **Upload Picture** button.
   - 5.2. Select the **photo**.
   - 5.3. Select the **Open** button.
   - 5.4. Select the **Request Visit** button.
     Result: A Visit Request Received email notification is sent to the email address listed.

6. 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.

Cleared	Not Cleared
An email is sent from support@greensecurityllc.com with a personal one-time QR code to be used to check in at the kiosk.	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 be sent an email notification explaining the potential flag.