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.	
lost the Cuttor Logith facility you would like to visit they ester the Continue button		

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.

Request a Visit			
Facility:	Novato Community Hospital		
Where would you like to visit at the facility?	Select a location 🗸		
On what day would you like to visit?			
At what time would you like to visit?	Select 🗸		
At what time would you expect to leave?	Select 🗸		
What's your purpose for visiting?			
Who are you visiting?			
Please note: times listed above are in the Paci	fic Time (US & Canada) timezone.		
< BACK CONTINUE			

- 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
 - Delivery Personnel
 - 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	
GREENSECURITY	limit, will be sent an email notification explaining the potential flag.	
Helio! Your request to visit ABC Test Facility has been approved.	Visit Request Notification	
Here are the details of your visit:	The following visit has been requested:	
Checkin time: 2023-08-20 14:30:00Central Time (US & Canada) Checkout time: 2023-08-20 16:00:00Central Time (US & Canada)	Facility: Alta Bates Summit Medical Center - Ashby Campus Date submitted: 2023-09-15 10:12 am Pacific Time (US & Canada)	
Zone: Main Entrance Visitor type: Vendor First name: Joan Last name: Smith	Checkin time: 2023-09-15 03:00 am Pacific Time (US & Canada) Checkout time: 2023-09-15 08:00 pm Pacific Time (US & Canada) Visiting zone: Request a Visit	
You may scan the QR code below at a kiosk at the facility to print out your visitor badge:	Visitor type: visitor	
	First name: Robert	
	Last name: Wagner	
· 施設出版	Potential watchlist match: No	
	Potential watchdog match: Yes	
If you'd like to request another visit, please use the following link to make the process faster:	Potenual vendor guest match, No	
Request another visit		
Green Security Vendor Management Team		

Request a Visit				
Visitor type:	Select a visitor type 🗸			
Name:	First			
	Address			
Address:	City			
	State Zip			
Email:				
Company:				
Date of birth:	M • / D • / 1993 •			
Sex:	Select 🗸			
Eye color:	Select 🗸			
Height:	Select 🗸 ft Select 🗸 in			
Notes:				
< BACK	CONTINUE			