

Building Access

Tenants

Every employee will need to have their Building Access Card each time they want to enter the turnstiles on the lobby level. To access the turnstile, the employee must wave the building access card over the white rectangle on the turnstile and the gates will open. The gates are timed long enough for one (1) person to enter.

If an employee does not have their building access card the following procedures must be followed.

- Employee must stop at the security desk and present a state issued picture i.d. (driver's license, state i.d., or passport).
- The security officer will check the building access system to ensure that the employee is still employed with the company.
- Once the officer has confirmed the employee's status, the officer will issue a visitor pass which will be good for the day only.

If an employee needs a building id, please enter a request in Building Engines. Pictures are taken, Monday thru Friday from 10:00 a.m. until 12:00 p.m

Visitors

Over the past two weeks, we have been meeting with tenants to discuss the two (2) Visitor Options, Open or Closed.

Open Option – Visitor(s) will come to the security desk, tell the security officer the name of the company they are visiting and present a state issued picture i.d. (driver's license, state i.d., or passport). The officer will register the visitor, give them a Visitor Pass and direct the visitor(s) to the appropriate turnstiles.

Closed Option – All visitors must be pre-registered in order to access the turnstiles. Visitor(s) will come to the security desk, tell the security officer the name of the company they are visiting and present a state issued picture i.d. (driver's license, state i.d., or passport). The officer will check to make sure the visitor is has been pre-registered and check them in. The visitor(s) will receive a Visitor Pass for the time determined by the tenant.

If the visitor is not pre-registered the visitor will be politely informed they are not currently registered as a visitor and they will be asked to contact their contact within company to be added to the system. The task of contacting the company to arrange access falls to the visitor and not to building security

Easy Lobby® Visitor Registration User Guide

How to log into the portal and change your password

1. Go to www.onesouthwacker.net and go to the link for [“Visitor Registration”](#).
2. Enter your first and last name. Ensure a space is place between your first and last name.
3. Enter your password.
4. Click “submit”

The next window you see will be the visitor registration page:

To change your password, click “Change Password” in the upper right hand corner and follow the directions to change your password.

Pre-Register Visitors

1. Logging into Easy Lobby will take you directly to the Pre-Register Visitors page – OR – click on “Visitor” in the upper left hand corner and select “Pre-Register Visitor” from the drop-down menu.
2. Select Arrival / Departure Date and Arrival / Departure Time from the drop-down menu.
3. Enter First, Last Name, Company and type in the floor . If the visitor will be going to several floors, just type in the floor number for your main suite.
4. List any special instructions such as notification upon arrival, other contacts, meeting place, etc.
5. Select “Submit”.

Pre-Register a Group

1. Logging into Easy Lobby will take you directly to the Pre-Register Visitors page. From here, point your mouse to “Visitor” in the upper left hand corner and select “Pre-Register Group” from the drop-down menu.
2. Select Arrival / Departure Date and Arrival / Departure Time from the drop-down menu.
3. Type in the floor the guest will be visiting. If the visitor will be going to several floors, just type in the floor number for your main suite.
4. Enter First , Last Name and Company of the visitor.

5. List any special instructions such as notification upon arrival, other contacts, meeting place, etc.
6. Select "Submit".

How to Upload a Group from Microsoft Excel

- Logging into Easy Lobby will take you directly to the Pre-Register Visitors page. From here, point your mouse to "Visitor" in the upper left hand corner and select "Pre-Register Group" from the drop-down menu.