

# Department of Technology, Management and Budget Security & Emergency Management Section New Visitor Registration

To begin, select the New Visitor Icon

There are 4 Visit Categories to Choose from under “New Visitor”

- **Escorted Visitor** – Unexpected visitor. Requires a State Employee to escort.
- **Contractor** – Pre-registered contractor
- **Unscheduled Contractor** – Unexpected contractor. Must be escorted.
- **Unescorted Visitor** – Visitor pre-registered by a State Employee

## ❖ ESCORTED VISITOR

To begin, select Escorted Visitor from the Visit Category list.

Scanning your Driver’s License or Business Card is required.

Insert your Driver’s License or Business Card with the image facing the Kiosk.

Next, select the type of card placed in the scanner by selection the corresponding icon on the screen.

Ensure the correct Country and State are selected, change if necessary.

Wait while your card is scanned.

After the card has been scanned, ensure the correct information is listed, change if necessary.

Select the Visit Site (Building) you are visiting.

A picture, scanned from your Driver’s License or Business card, will display. If you are satisfied with the picture, press “Print Badge.” If you would like to take another picture, press “Take My Picture Again.”

Registration is now completed. Escorted Visitors need approval from Front Desk. Please use phone on the left for assistance.

## ❖ **UNESCORTED VISITOR (PRE-REGISTERED)**

Select Unescorted Visitor

Provide your information in the fields shown.

Select your name from the list of Pre-Registered Visitors.

Scanning your Driver's License or Business Card is required.

Insert your Driver's License or Business Card with the image facing the Kiosk.

Next, select the type of card placed in the scanner by selection the corresponding icon on the screen.

Ensure the correct Country and State are selected, change if necessary.

Wait while your card is scanned.

After the card has been scanned, ensure the correct information is listed, change if necessary.

Ensure the correct Visit Site (Building) is listed, change if necessary.

A picture, scanned from your Driver's License or Business card, will display. If you are satisfied with the picture, press "Print Badge." If you would like to take another picture, press "Take My Picture Again."

Registration is now completed. Retrieve your badge from the printer and proceed to the Turnstiles.

## ❖ **UNSCHEDULED CONTRACTOR**

Select Unscheduled Contractor

Scanning your Driver's License or Business Card is required.

Insert your Driver's License or Business Card with the image facing the Kiosk.

Next, select the type of card placed in the scanner by selection the corresponding icon on the screen.

Ensure the correct Country and State are selected, change if necessary.

Wait while your card is scanned.

Enter your Company Name.

Ensure the correct Visit Site (Building) is listed, change if necessary.

A picture, scanned from your Driver's License or Business card, will display. If you are satisfied with the picture, press "Print Badge." If you would like to take another picture, press "Take My Picture Again."

Registration is now completed. Unscheduled Contractors need approval from Front Desk. Please use phone on the left for assistance.

**If you have and questions of concerns, please contact the DTMB Customer Service Center at (517) 373-6227.**