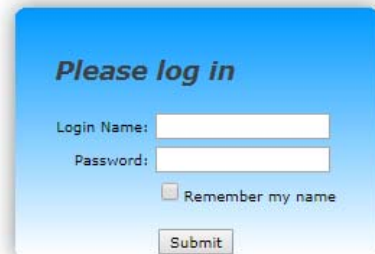


Welcome to EasyLobby!

The EasyLobby portal allows visitors to be pre-registered with the 1180 Peachtree building security team. Authorized users can log in and enter visitor information to assist in the lobby desk check-in process.

Accessing EasyLobby

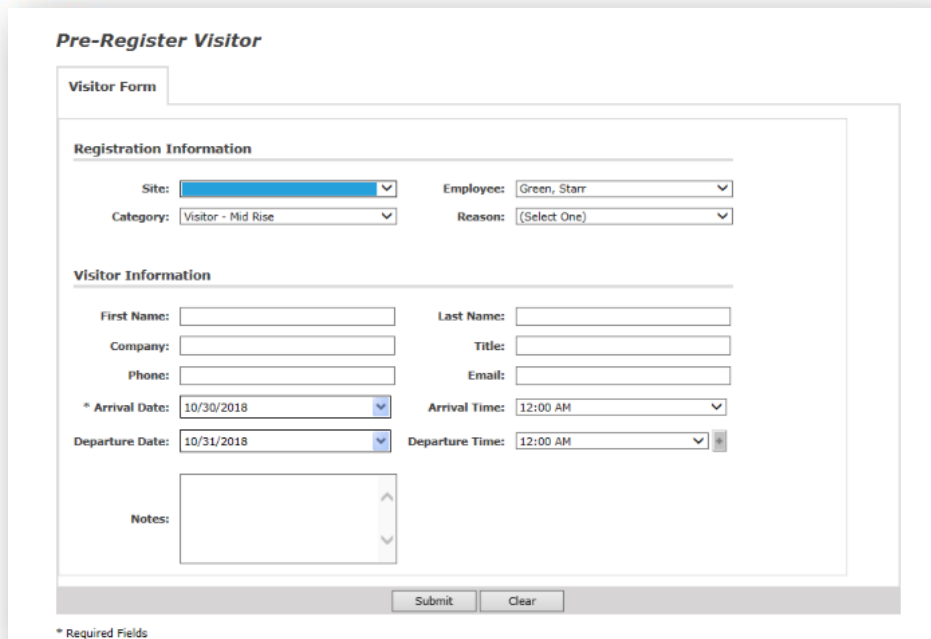
1. Go to www.1180peachtree.com/tenants
2. Go to the Tenant Resources section of the page and click "Register a Visitor"
*TIP: Bookmark this page for easy access in the future
3. Enter your login credentials
Login Name: first name.last name
Password: easylobby2018
4. Select **Submit**
5. **Change your password** after your initial login by clicking change password in the upper right corner.



The screenshot shows a login form titled "Please log in". It contains two input fields for "Login Name:" and "Password:". Below these fields is a checkbox labeled "Remember my name". At the bottom of the form is a "Submit" button.

Pre-Registering a Visitor

1. Once logged in, you'll see the Pre-Registration Visitor page. Please complete the form.
2. Select **Submit**



The screenshot shows the "Pre-Register Visitor" form. It is titled "Pre-Register Visitor" and has a "Visitor Form" tab. The form is divided into two main sections: "Registration Information" and "Visitor Information".

Registration Information:

- Site: [Dropdown menu]
- Employee: [Dropdown menu with "Green, Starr" selected]
- Category: [Dropdown menu with "Visitor - Mid Rise" selected]
- Reason: [Dropdown menu with "(Select One)" selected]

Visitor Information:

- First Name: [Text input field]
- Last Name: [Text input field]
- Company: [Text input field]
- Title: [Text input field]
- Phone: [Text input field]
- Email: [Text input field]
- * Arrival Date: [Dropdown menu with "10/30/2018" selected]
- Arrival Time: [Dropdown menu with "12:00 AM" selected]
- Departure Date: [Dropdown menu with "10/31/2018" selected]
- Departure Time: [Dropdown menu with "12:00 AM" selected]

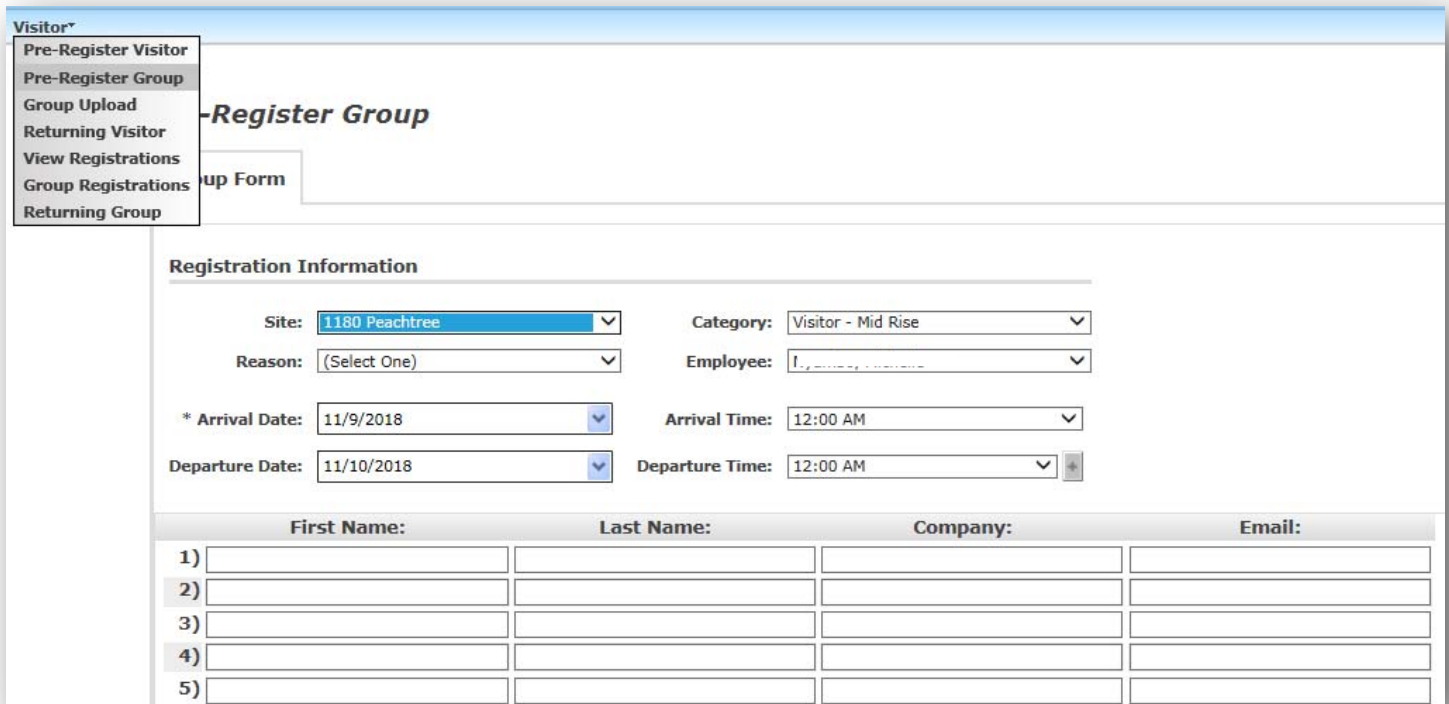
At the bottom of the form is a "Notes:" section with a text area and a "Submit" button. A "Clear" button is also present at the bottom right. A small asterisk and "Required Fields" text are located at the bottom left of the form.

NOTE: You'll receive the following message below the Submit button once your pre-registration has been submitted.

Thank you. Your visitor has been pre-registered.

Pre-Registering a Group of Visitors

1. If you have several visitors, hover over **Visitor** on the left and click Pre-Register Group. Enter the information for each visitor.
2. Select **Submit**



The screenshot shows the 'Pre-Register Group' form in the EasyLobby system. On the left, a 'Visitor' dropdown menu is open, showing options: Pre-Register Visitor, Pre-Register Group (highlighted), Group Upload, Returning Visitor, View Registrations, Group Registrations, and Returning Group. The main form area is titled 'Pre-Register Group' and contains the following fields:

- Site:** 1180 Peachtree
- Category:** Visitor - Mid Rise
- Reason:** (Select One)
- Employee:** [Empty]
- * Arrival Date:** 11/9/2018
- Arrival Time:** 12:00 AM
- Departure Date:** 11/10/2018
- Departure Time:** 12:00 AM

Below the registration information is a table for entering visitor details:

	First Name:	Last Name:	Company:	Email:
1)				
2)				
3)				
4)				
5)				

If you have any questions, please contact your property management team at 404-975-4180.