

ACCESS REQUEST FORM

To obtain access to main entrances, external doors, elevators at buildings 100, 125, and 150 CambridgePark Drive, please complete this form in its entirety and submit via the work order system. Mobile credentials and/or badges will be produced within three (3) business days of submission of this form.

ACCESS INFORMATION (Check all applicable items)

- Requesting mobile access for a new hire
- Requesting access for contractor/vendor (ex. Middlesex gas)
- Requesting to replace a lost badge/fob

Activate New Card # _____ De-activate Card # _____

(*There is a \$50 fob/badge replacement fee. By submitting this form, you agree to pay this fee.)

- Requesting a new mobile credential (required for new phones)

ACCESS LEVEL

- Building access only (To request parking access, please submit a Parking Form via ETS prior to access being granted. Fobs are assigned to those parking in the 88 Garage)
- Freight access (Vendors, deliveries, and permitted staff)
- Lab Storage access (Permitted Staff Only)

EMPLOYEE INFORMATION (Please print clearly)

Full Name _____

Company Name _____

Work Email _____

**Please note that a verified work email is required for OpenPath access.*

Telephone Number _____

Employee Start Date _____

_____ Date _____

Authorized Signature

USER GUIDE

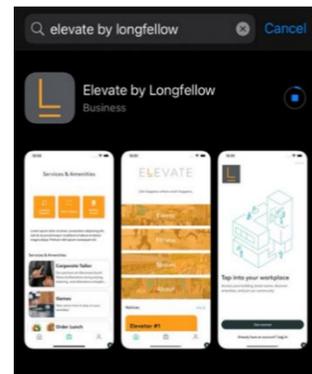
CambridgePark is an Openpath campus which means accessing your building and amenities is a key-less experience. By choosing Openpath as our access control provider, we are committed to providing the highest level of security and convenience to our clients. Being an Openpath building offers the following benefits:

- **Wave to unlock.** Use your phone to unlock the door without needing to take it out of your pocket or bag. **This feature requires turning your locating services on always.*
- **Mobile credentials.** Use your phone to unlock the door.
- **End-to-end encryption.** Secure communication channels prevent key cloning and improve safety.
- **Guest Pass.** Send a temporary “key” to a visitor via text or email.
- **Supports keycards and fobs.** Openpath provides encrypted keycards and fobs or works with existing credentials if you’d like to keep the ones you have.
- **Use your own device.** Openpath works on iOS, Android, Apple Watch, and iPad.

We highly recommend requesting access a few days before new staff arrive onsite. Once access has been requested and approved by CambridgePark Property Management, users will need to update their workplace access settings within the Elevate App for key-less entry. Using their work email domain, staff can download the Elevate by Longfellow App before they arrive onsite.

Step 1: Download the Elevate by Longfellow App.

- Visit your app store and search for: ElevateByLongfellow.
- Download the Elevate by Longfellow App.
- Choose your company and building.
- Verify your work email.
- Head over to the homepage.



Step 2: Update Workplace Access Settings by activating OpenPath within the Elevate by Longfellow App

- To activate your mobile credentials via the Elevate App, please enter your work email address.
- To do so, open your Elevate App (via mobile)
- Click on the person icon at the bottom right hand corner
- Click on Workplace Access Settings, and follow the instructions by entering your work email, then updating your [device settings](#)
 - Turn on Bluetooth

- Grant Bluetooth Access
- Turn on location services (*selecting “while using” will require you to click into the Elevate App each time you enter a space to trigger the location services.*)

Your phone is your badge. Simply wave your hand in front of the OpenPath access point to open the door.

ACCESS TROUBLE SHOOTING

Ensure the following:

- You're connected to Wi-Fi
 - CambridgePark provides complimentary Wi-Fi (The Collective | Password: Connect!)
- Your Bluetooth is on and that the Elevate app is granted access
- Your location services is on and that the Elevate App is granted access (If you selected “while using” in location services, you will need to click into the Elevate App to activate the connection)
- Ensure the app is up to date by checking the app/google play store for updates.
 - To prevent having to do this step, you can set up automatic updates for your app.
- ONLY use your provided work email for the Elevate App.
- Check the connection between the Elevate App and OpenPath to ensure that they are linked.
 - To do this, go into your Elevate App, on the home page bottom right corner click the person icon, click Workplace Access Settings - Open Path. This will connect you or direct you to ensure that bluetooth and location services are enabled.
- If you get a new phone, the credential becomes invalid and you must notify the Property Management team to update access by requesting a new mobile credential.

We're here to help!

Please reach out to cpdadmin@lfrep.com for assistance.