

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 _____

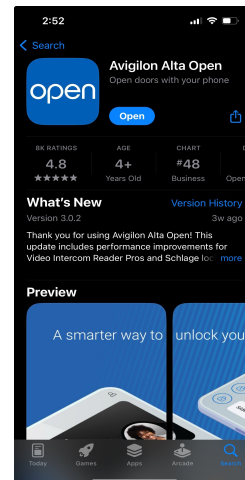
Authorized Signature

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 receive a link inviting them to download the Avigilon Alta Open App. Using their work email domain, staff can download the app before they arrive onsite.



ACCESS TROUBLE SHOOTING

Ensure the following:

- You're connected to Wi-Fi
 - CambridgePark provides complimentary Wi-Fi (Cambridge Park Guest | Password: Connect!)
- Your Bluetooth is on and that the Avigilon Alta Open app is granted access
- Your location services is on and that the Avigilon Alta Open App is granted access
- 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.