

## VISITOR - SIGN IN / SIGN OUT PROCEDURE

All visitors attending an Essendon Fields office are required to sign in / out utilising myBuildings™ sign-in at the following buildings:

- EFHQ - Level 2, 7 English Street
- Airport Operations – Building 95, 72 Hargrave Street

STEP 1

- Scan QR Code on the provided poster at point of entry; or
- Using your mobile device visit <http://signin.to>

STEP 2

- To register, follow the prompts and press continue to receive a code via **SMS** to verify your details.

STEP 3

- When prompted to enter a **Contractor Company Code**, select **I don't have a contractor company** code and manually enter your company name, click **OK** to continue.

STEP 4

- Answer the screening questions to complete your sign in.
- NOTE: Subject to your answers, you will be permitted access to the office on completion of sign in.

HELP

- For assistance with signing in, proceed to EF Reception (please maintain social distancing measures). In the event Reception is closed, please contact our Facilities Manager, Nick Eilers on 0432 867 631

SIGN OUT

- Open your browser and select **Sign Out**, or if you have closed your browser scan the QR code and follow the prompts to **Sign Out**.

