

Aviation Safe User Guide – v1.0 Visitor

March 13, 2020

Placeholder confidentiality disclosure. Edit or delete from layout master if not needed. Use this second line if additional confidentiality disclosure information is required.

EXT: Additional Visit Information Needed: Evendale, 04 Mar 2020



hidsafe@ge.com

To Franco, Ryan (GE Aviation, US)

Additional Visit Information Needed

Visit Description: Ryan Franco's Visit

Visit Location: Evendale

Visit Start: 3/4/2020 1:00:00 PM

Visit End: 3/4/2020 5:00:00 PM

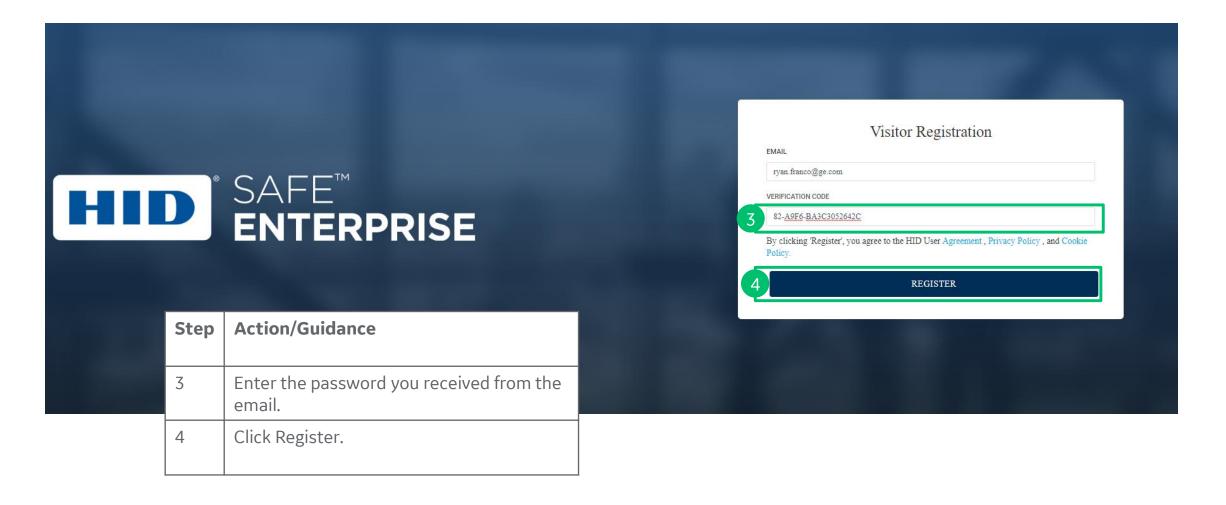
Visit Host: Ryan Franco

Step	Action/Guidance
1	Click on the link in the email you will receive. This should direct you to a website in your web browser.
2	Copy the password in the email.

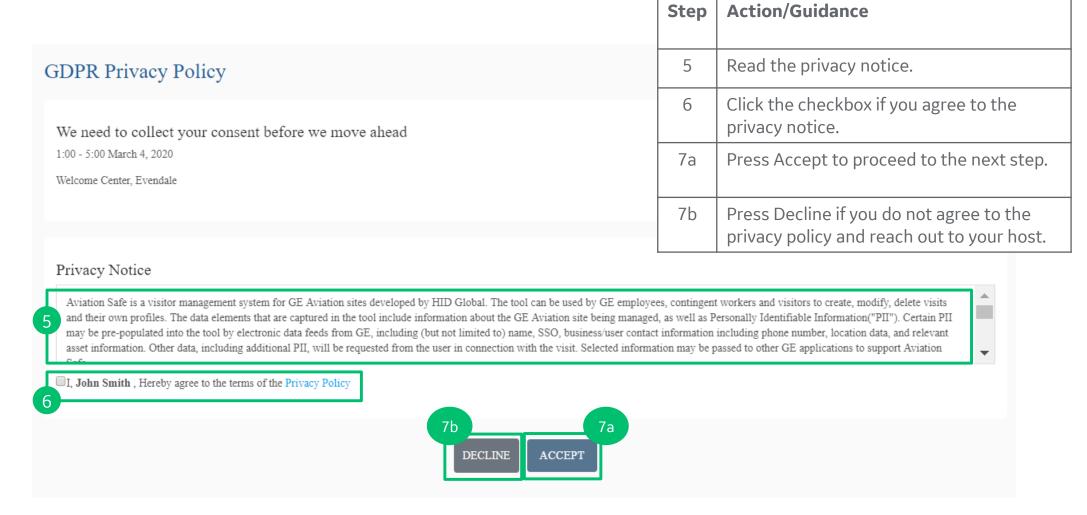
Additional Info

Please click here to enter our secure portal to input your required information. Use this one time Password 82-A9F6-BA3C3052642C to login.











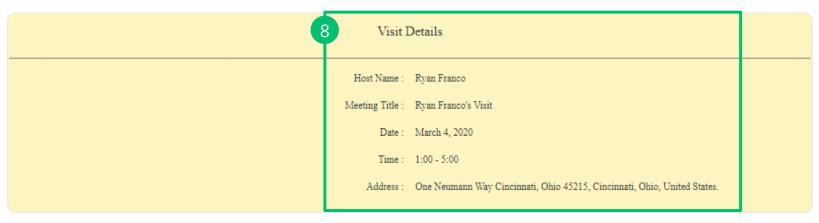
You are invited Ryan Franco's Visit

Hi John Smith,

You are invited for a meeting scheduled by Ryan Franco at Evendale.

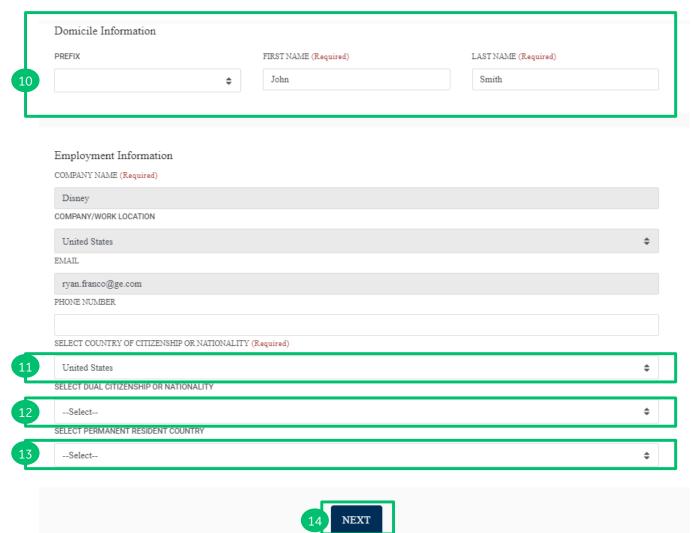
Please update your details to complete visit registration

Step	Action/Guidance
8	Review the visit details to make sure it's correct. If not, please contact your Host.
9	Press Start Registration.









Step	Action/Guidance
10	Update first name and last name if needed.
11	Select country of citizenship. This is required.
12	If you are a dual citizen, select the country.
13	If you are a legal permanent resident of a country, select the country.
14	Click Next



Visit Registration Non-disclosure Agreement



This GE Facility Access Confidential Information and Non-Disclosure Agreement (this "AGREEMENT") is entered into as of the EFFECTIVE DATE between General Electric Company, acting through its GE Aviation business unit, a New York corporation ("GE") and VISITOR, on VISITOR'S own behalf and on behalf of his/her EMPLOYER.

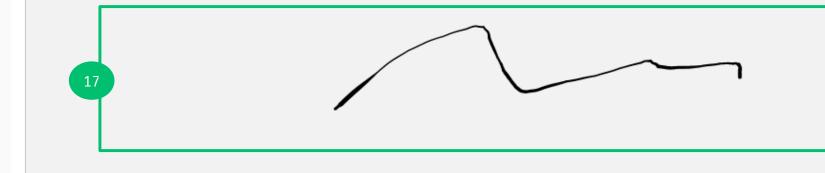
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√ISITOR has requested physical access to GE ("FACILITY").

VISITOR represents that such access is sought on behalf of him/her self and on behalf of his/her EMPLOYER within the scope and in furtherance of VISITOR's employment.

VISITOR acknowledges that GE maintains certain of its business operations at FACILITY in confidence, including certain research, development, production, and/or manufacturing activities which GE holds as its proprietary and confidential information, and as its trade secrets, all deemed by GE as its CONFIDENTIAL INFORMATION as defined below.

☑I, John Smith , Hereby agree to the terms of the agreement



Step	Action/Guidance
15	Read the Non-disclosure agreement.
16	If you agree, click the checkbox.
17	Affix your signature.
18	Click Next.



John Smith

ryan.franco@ge.com

Step	Action/Guidance
19	Confirm the information you enter.
20	Click Submit.

Personal Information FIRST NAME LAST NAME John Smith COMPANY NAME Disney COMPANY/WORK LOCATION United States EMAIL ryan.franco@ge.com PHONE NUMBER SELECT COUNTRY OF CITIZENSHIP OR NATIONALITY United States SELECT DUAL CITIZENSHIP OR NATIONALITY SELECT PERMANENT RESIDENT COUNTRY



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Thank you!

Your registration process is completed, further instruction on your visit will be sent to your email

Step	Action/Guidance
21	A confirmation page will appear.

