



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.

Visitor Registration

Visit Registration

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

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.

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.



Visit Registration



Step	Action/Guidance
3	Enter the password you received from the email.
4	Click Register.

Visitor Registration

EMAIL

ryan.franco@ge.com

VERIFICATION CODE

3 82-A9F6-BA3C3052642C

By clicking 'Register', you agree to the [HID User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

4 REGISTER



Visit Registration

GDPR Privacy Policy

We need to collect your consent before we move ahead
1:00 - 5:00 March 4, 2020
Welcome Center, Evendale

Privacy Notice

5 Aviation Safe is a visitor management system for GE Aviation sites developed by HID Global. The tool can be used by GE employees, contingent workers and visitors to create, modify, delete visits and their own profiles. The data elements that are captured in the tool include information about the GE Aviation site being managed, as well as Personally Identifiable Information ("PII"). Certain PII may be pre-populated into the tool by electronic data feeds from GE, including (but not limited to) name, SSO, business/user contact information including phone number, location data, and relevant asset information. Other data, including additional PII, will be requested from the user in connection with the visit. Selected information may be passed to other GE applications to support Aviation Safe.

6 I, **John Smith**, Hereby agree to the terms of the [Privacy Policy](#)

7b 7a

Step	Action/Guidance
5	Read the privacy notice.
6	Click the checkbox if you agree to the privacy notice.
7a	Press Accept to proceed to the next step.
7b	Press Decline if you do not agree to the privacy policy and reach out to your host.



Visit Registration

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

8 Visit Details

Host Name : Ryan Franco
Meeting Title : Ryan Franco's Visit
Date : March 4, 2020
Time : 1:00 - 5:00
Address : One Neumann Way Cincinnati, Ohio 45215, Cincinnati, Ohio, United States.

9 START 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.



Visit Registration

10 Domicile Information

PREFIX FIRST NAME (Required) LAST NAME (Required)

Employment Information

COMPANY NAME (Required)

COMPANY/WORK LOCATION

EMAIL

PHONE NUMBER

11 SELECT DUAL CITIZENSHIP OR NATIONALITY

12 SELECT PERMANENT RESIDENT COUNTRY

13

14 **NEXT**

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



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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.

VISITOR 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

16

17

BACK

NEXT

18

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



Visit Registration



John Smith

ryan.franco@ge.com

19

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

Personal Information

FIRST NAME

John

LAST NAME

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

20

BACK

SUBMIT



Visit Registration

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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.

