



LOS ANGELES CENTER STUDIOS

Access Pass Creation Guide

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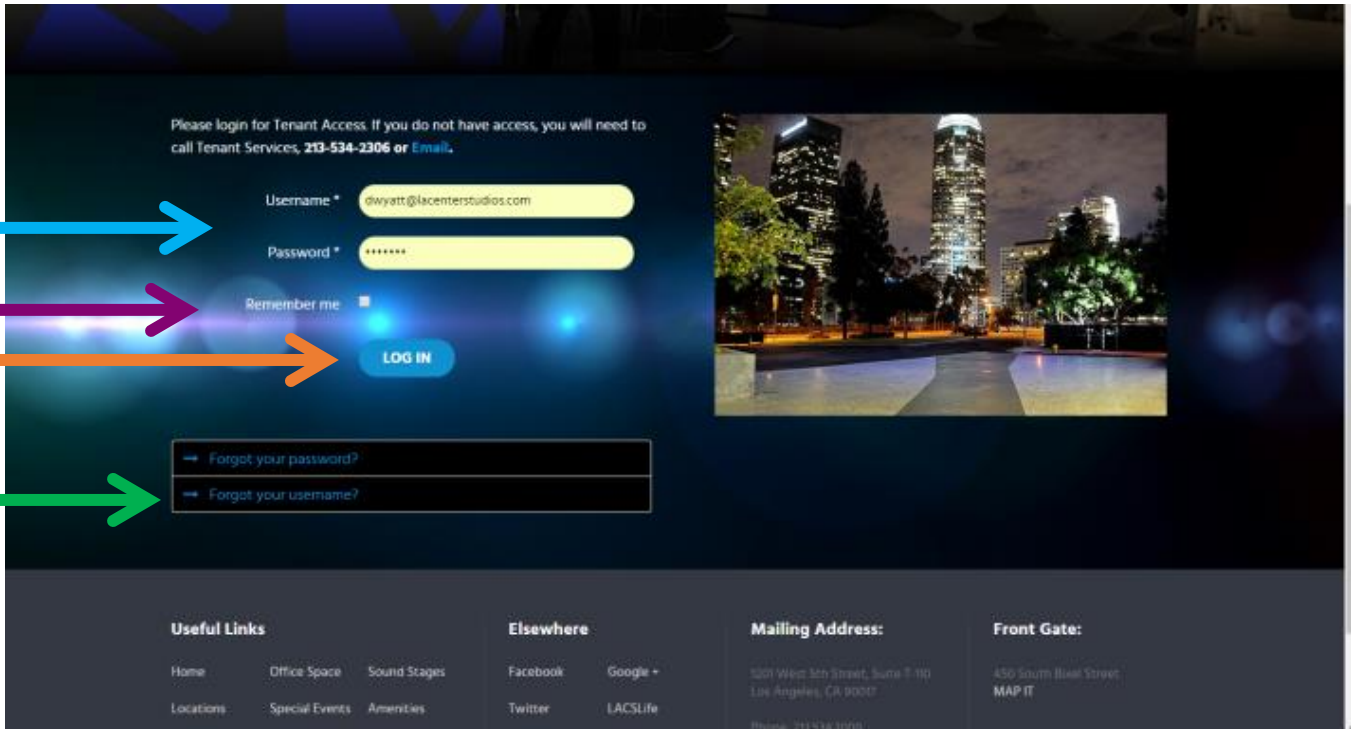
Getting Started

Get your log-on information from Tenant Services at tenantservices@lcenterstudios.com or 213-534-2306.

Login to the Tenant Page

Go to www.lcenterstudios.com and click on the Tenant Access button. It will take you to the log-in page.

- Enter your username and password.
- Check the Remember me box if you are on a secure computer.
- Click Log In.
- Forgot your credential? We've got you covered. Click one of these and follow the instructions.



Please login for Tenant Access. If you do not have access, you will need to call Tenant Services, 213-534-2306 or Email.

Username *


Password *

Remember me

LOG IN

[Forgot your password?](#)

[Forgot your username?](#)



Useful Links	Elsewhere	Mailing Address:	Front Gate:
Home Office Space Sound Stages	Facebook Google +	1201 West 5th Street, Suite 7-110 Los Angeles, CA 90017	456 South Bixel Street MAP IT
Locations Special Events Amenities	Twitter LACSLife	Phone: 213.534.2306	

Get set up as a Registrar

Fill out an Authorized Registrar form and turn it in to Tenant Services. You will receive an email from Tenant Services with your log-on name and the temporary password hello123.

You will then be able to log into the system and create Access Passes. Please customize your password once you log-in.

***Pro Tip** – Use the same password for the Tenant Page and the Access Pass Creation program to keep it simple.

AUTHORIZED REGISTRARS FOR GUEST ACCESS PASSES

Drive-ons are billed as the guest arrives and are subject to standard rates. There are no in-and-out privileges. Registrars should be added or removed in concurrence with staffing changes. Those not on the registrar list, will not be able to request drive-ons for visitors. To add or remove registrars, send an updated list to Tenant Services at 213-534-3001, or tenantservices@lcenterstudios.com

The following people are authorized to submit drive-on requests.
For those people with viewing access only, please check the last box.

Company/Production Name

Telephone Number

Suite Number (s)

First & Last Name	E-mail address	After Hours Contact Number	Viewing Only

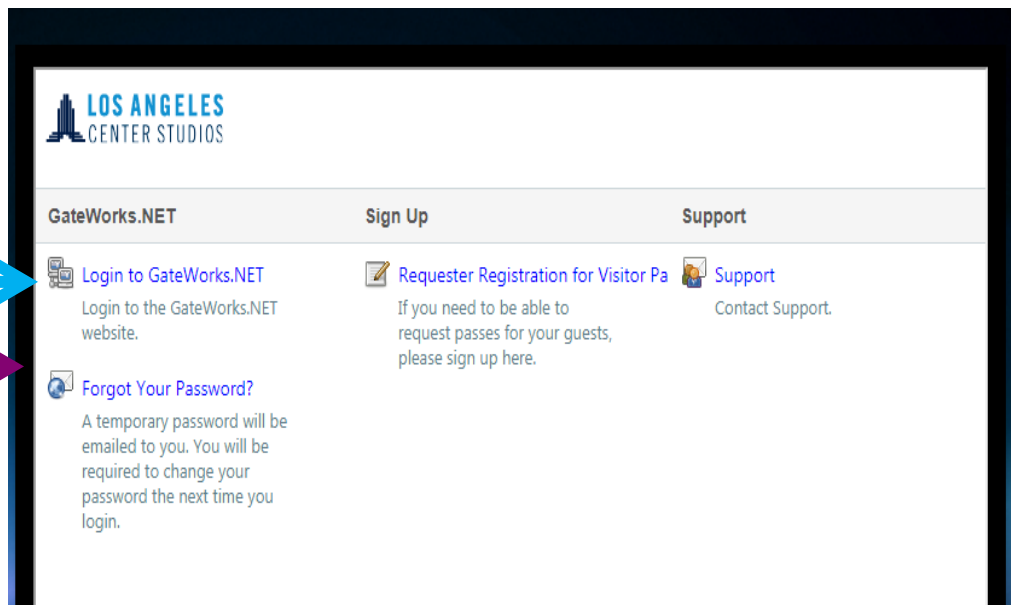
Submitted by

Date

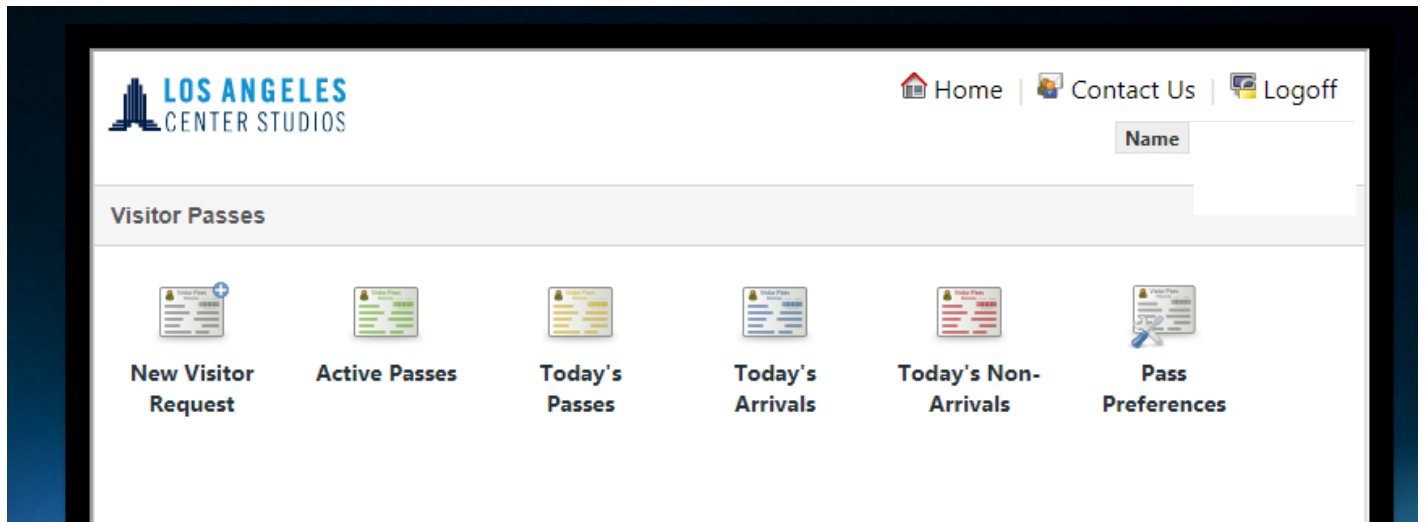
Login to the Access Pass Creation

- Enter your username and password. Please customize your password once you log-in.
- Forgot your credential? We've got you covered. Click one of these and follow the instructions.

***Pro Tip** – Use the same password for the Tenant Page and the Access Pass Creation program to keep it simple.



Once you log-in you will be taken to the main dashboard.



The dashboard screen has the following options.

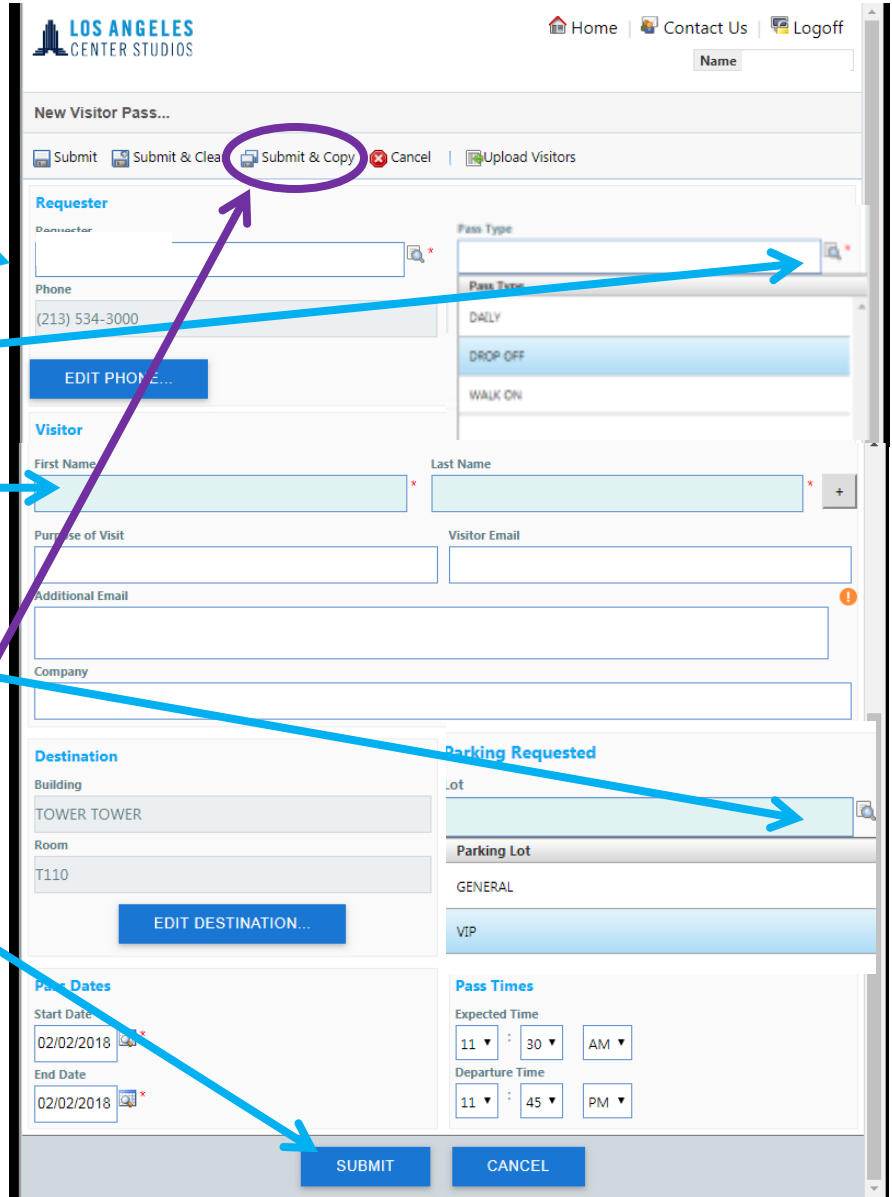
- **New Visitor Request** - to create an access pass for guests who need parking or are walking onto the campus
- **Active Passes** - to view all active passes you have created.
- **Today's Passes** - to see visitor pass for TODAY only.
- **Today's Arrivals** - to view the passes for those guests that have arrived TODAY.
- **Today's NON-Arrivals** - to view the passes for the guests that have yet to arrive TODAY.
- **Pass Preferences** - to manage your settings.

New Visitor Request (for parking or pedestrian pass)

New Visitor Request is where you enter your 'New Visitor Passes'. It is where you enter all of the pertinent information regarding the pass.

Required fields have a red asterisk * and are highlighted in blue

- Your name will automatically populate in the Requester field.
- Change the Pass Type to **DAILY** (needs parking) **DROP-OFF**, or **WALK-ON** by selecting the search icon.
- Enter your guest's name, and other information.
- Select the type of parking needed (VIP or General) by clicking the search icon
- Once you have entered all of the data necessary to complete the Pass click on the **SUBMIT** button located at the bottom of your screen. Your pass is now saved.
- To cancel your entry click on the **CANCEL** button located at the bottom of your screen.



LOS ANGELES CENTER STUDIOS

Home | Contact Us | Logoff

Name

New Visitor Pass...

Submit | Submit & Clear | **Submit & Copy** | Cancel | Upload Visitors

Requester

Requester

Phone (213) 534-3000

EDIT PHONE...

Pass Type

Pass Type

DAILY

DROP OFF

WALK ON

Visitor

First Name * Last Name *

Purpose of Visit Visitor Email

Additional Email

Company

Destination

Building TOWER TOWER

Room T110

EDIT DESTINATION...

Parking Requested

Parking Lot

GENERAL

VIP

Pass Dates

Start Date 02/02/2018

End Date 02/02/2018

Pass Times

Expected Time 11 : 30 AM

Departure Time 11 : 45 PM

SUBMIT CANCEL

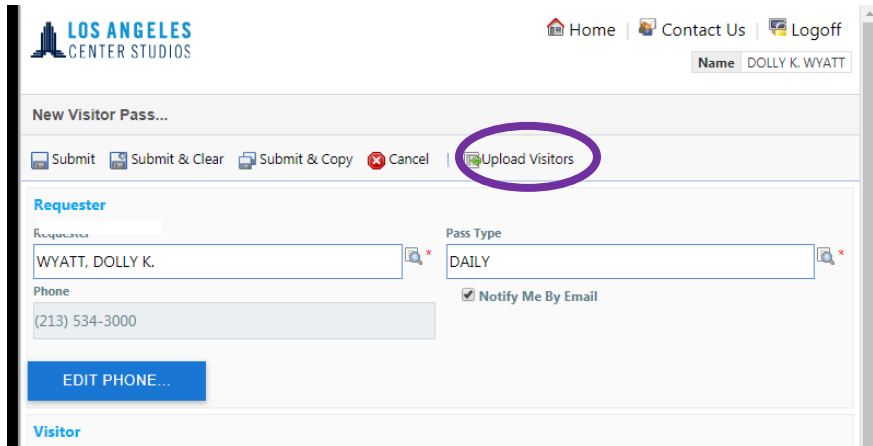
- If you have several visitors going to the same place, use the 'Submit and Copy' icon located at the top of your screen. This will **MAINTAIN ALL** of the data you previously entered **EXCEPT** for the Visitor Name. This function allows you to **QUICKLY** input the **NAMES** of your guests without having to retype their destination, parking, and pass dates & times.


New Visitor Request cont'd

- If you have a large list of drive-ons, you may enter the information in Excel form and upload to the system. The form will have these headings, in this order.

First Name	Last Name	Building	Floor	Room	Lot	Space	Company	Expected Time

You will need to complete the basic information for a pass first. Then, once your list is complete, select Upload Visitors and then Submit





[Home](#) | [Contact Us](#) | [Logoff](#)
 Name: DOLLY K. WYATT

New Visitor Pass...

Requester

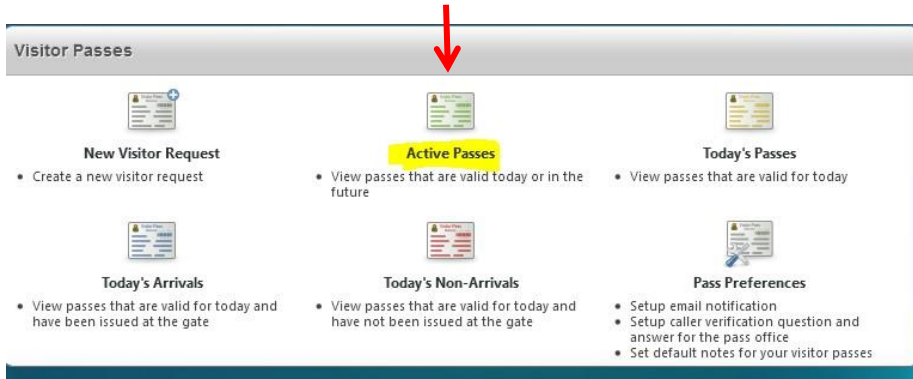
Requester Name:
 Pass Type:

Phone:
 Notify Me By Email

Visitor

Active Passes, how to view and edit

To VIEW or EDIT any of your already existing passes valid today or in the future, click on the Active Passes icon from the dashboard.



The Active Passes list will be displayed.

Guest Passes - Active Passes

Close

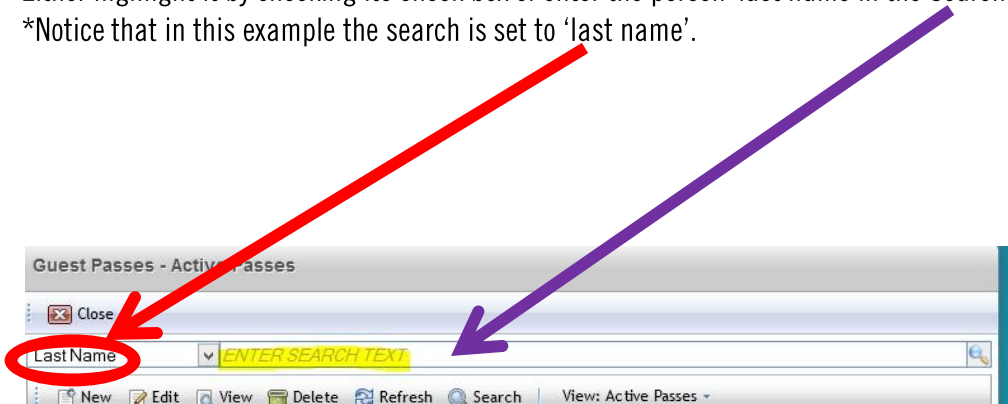
Last Name

View: Active Passes ▾

<input type="checkbox"/>	Last Name ▲	First Name	Destination	Lot	Start Date	End Date	Visting	Con
<input type="checkbox"/>	CORWIN	CAROLYN	12 ADMINISTRATION	103 VISITOR	02/06/2013	02/06/2013	GUIRGUIS, AHAB	7ZW
<input type="checkbox"/>	JOHN	SMITH	12 ADMINISTRATION	DIRECT TO GREEN CURB	02/06/2013	02/06/2013	GUIRGUIS, AHAB	62W
<input type="checkbox"/>	JOYCE	FAY	12 ADMINISTRATION	VISITOR LOT	02/13/2013	02/13/2013	GUIRGUIS, AHAB	3V7I

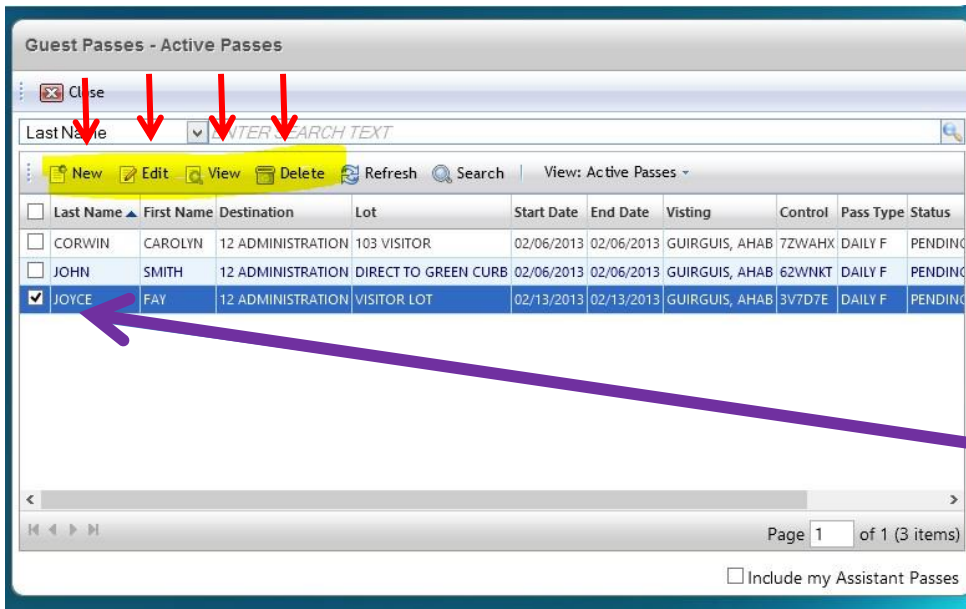
To Locate a pass:

Either highlight it by checking its check box or enter the person's last name in the Search area.
 *Notice that in this example the search is set to 'last name'.



The system will respond by displaying ALL passes that match your search criteria.

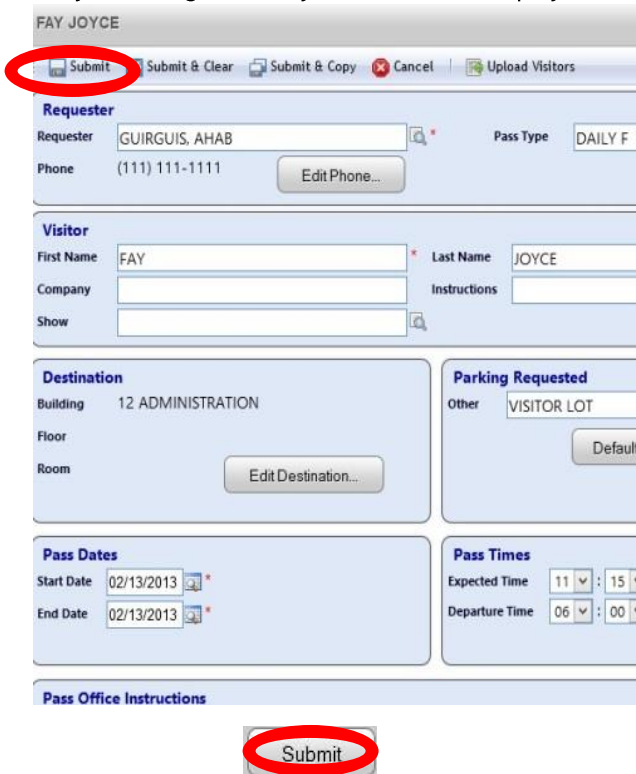
Once you have located the correct pass, check the checkbox to the left of the visitor's name and click on the appropriate icon to complete your task: Edit, Delete, View, and New. Yes, you can add a pass from this screen as well.



The selected pass has a checkmark to the left of the visitor name and is highlighted for ease of reference.

To Edit an existing pass:

Make your changes directly into the fields displayed



FAY JOYCE

Submit Submit & Clear Submit & Copy Cancel Upload Visitors

Requester
 Requester GUIRGUIS, AHAB Pass Type DAILY F
 Phone (111) 111-1111 EditPhone...

Visitor
 First Name FAY Last Name JOYCE
 Company Instructions
 Show

Destination
 Building 12 ADMINISTRATION
 Floor
 Room Edit Destination...

Parking Requested
 Other VISITOR LOT Default

Pass Dates
 Start Date 02/13/2013
 End Date 02/13/2013

Pass Times
 Expected Time 11 : 15
 Departure Time 06 : 00

Pass Office Instructions

Submit

Once your changes are completed click the SUBMIT button, located at the top or the bottom of your screen.

Your pass has now been successfully updated.

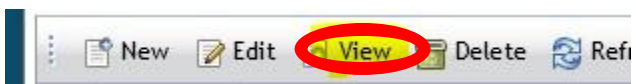
To Remove/Delete a pass:

Locate the pass, check the checkbox to the left of the name and select Delete in the icon bar



To View an existing pass:

Select the pass you wish to view and click on the View icon.



Today's Passes

Today's Passes displays all of your valid passes for TODAY. You can also add, edit, view, and delete passes from within this function.

To view Today's Passes click on the Today's Passes icon from the dashboard.




Today's Passes

- View passes that are valid for today

To Edit, View, or Delete passes from within Today's Passes:

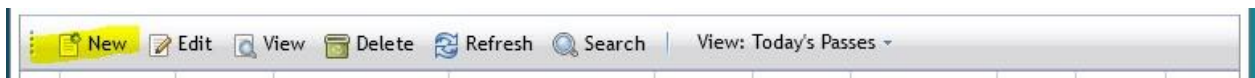
Select the appropriate pass by checking the checkbox to the left of the person's name and then selecting the appropriate action from the icon bar:



<input type="checkbox"/>	Last Name	First Name	Destination	Lot	Start Date	End Date	Visting	Control	Pass Type	Status
<input type="checkbox"/>	CORWIN	CAROLYN	12 ADMINISTRATION	103 VISITOR	02/06/2013	02/06/2013	GUIRGUIS, AHAB	7ZWAHX	DAILY F	PENDING
<input type="checkbox"/>	JOHN	SMITH	12 ADMINISTRATION	DIRECT TO GREEN CURB	02/06/2013	02/06/2013	GUIRGUIS, AHAB	62WNKT	DAILY F	PENDING

To add a pass from Today's Passes:

Click on the New icon within the icon menu bar:



Today's Arrivals

Today's Arrivals displays all of your valid passes ISSUED for TODAY as of the time of inquiry, meaning the pass has been printed and given to your guest.

To view Today's Arrivals click on the Today's Arrivals icon on the dashboard.



Today's Arrivals

- View passes that are valid for today and have been issued at the gate

The system will respond by displaying all of your guests that have ARRIVED for today. You can also Add, Edit, View, and Delete passes from within this function.

Today's Non-Arrivals

Today's Non-Arrivals displays all of your valid passes requested for TODAY, but have NOT been ISSUED as of the time of inquiry, meaning the pass has not been printed.

To view Today's NON-Arrivals click on the Today's Non-Arrivals icon on the dashboard.



Today's Non-Arrivals

- View passes that are valid for today and have not been issued at the gate

The system will respond by displaying your Today's passes that have not yet been issued. You can also Add, Edit, View, and Delete passes from within this function.