

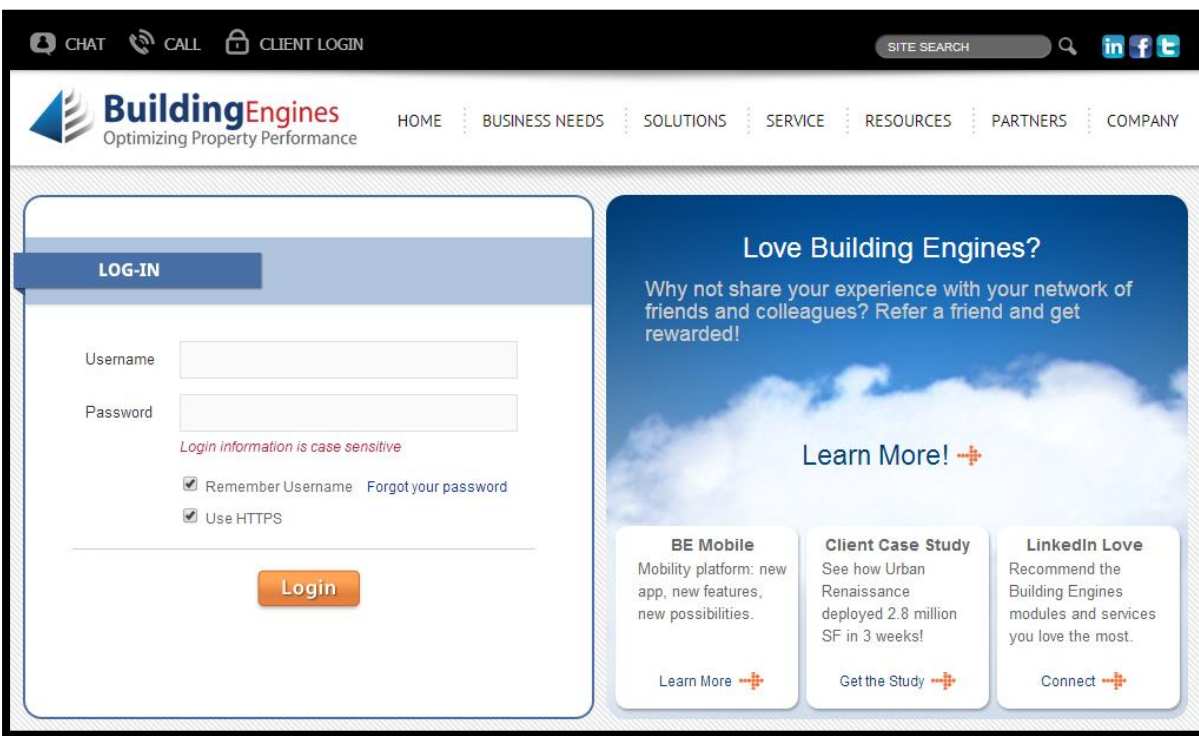
Tenant Guide – Visitor Control

Logging into Building Engines

Building Engines uses technology that provides access to your personal Tenant account and all associated information using any computer.

Besides a web browser (such as Internet Explorer, Google Chrome, or Mozilla Firefox), no additional downloaded software is required; it's as simple as logging into your favorite website.

Navigate to www.buildingengines.com/login - you will be prompted to provide your Username and Password (provided to you by a member of your property management staff):



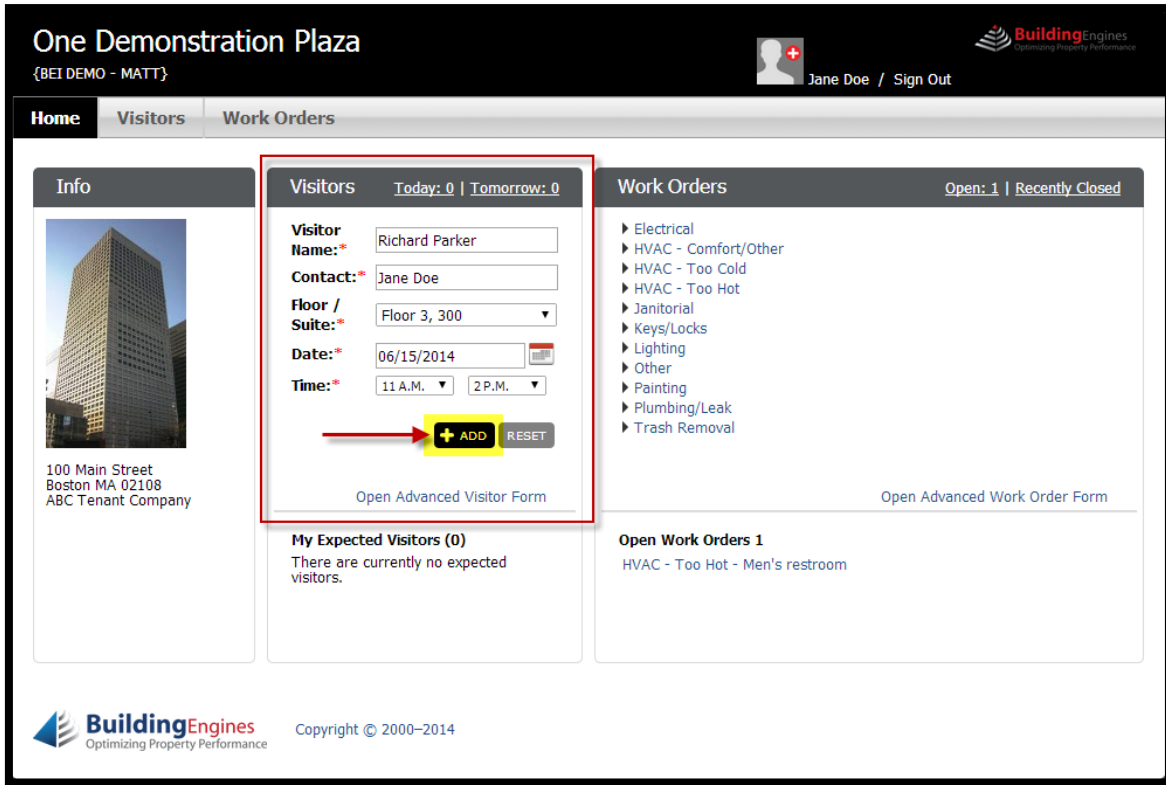
The screenshot shows the BuildingEngines website's login interface. At the top, there are navigation links for CHAT, CALL, and CLIENT LOGIN, along with a SITE SEARCH bar and social media icons. The main navigation menu includes HOME, BUSINESS NEEDS, SOLUTIONS, SERVICE, RESOURCES, PARTNERS, and COMPANY. The login form is titled "LOG-IN" and contains fields for Username and Password. Below the password field, there is a note: "Login information is case sensitive". There are also checkboxes for "Remember Username" (checked), "Use HTTPS" (checked), and a "Forgot your password" link. A blue "Login" button is positioned at the bottom of the form. To the right of the login form is a promotional banner titled "Love Building Engines?" with the text "Why not share your experience with your network of friends and colleagues? Refer a friend and get rewarded!". Below the banner is a "Learn More!" link with a plus icon. At the bottom right, there are three featured content boxes: "BE Mobile" (new app, new features, new possibilities), "Client Case Study" (Urban Renaissance deployed 2.8 million SF in 3 weeks!), and "LinkedIn Love" (Recommend the Building Engines modules and services you love the most.). Each box has a "Learn More" or "Connect" link with a plus icon.

If you are unsuccessful when attempting to log in, please remember that **usernames and passwords are CaSE SenSative**.

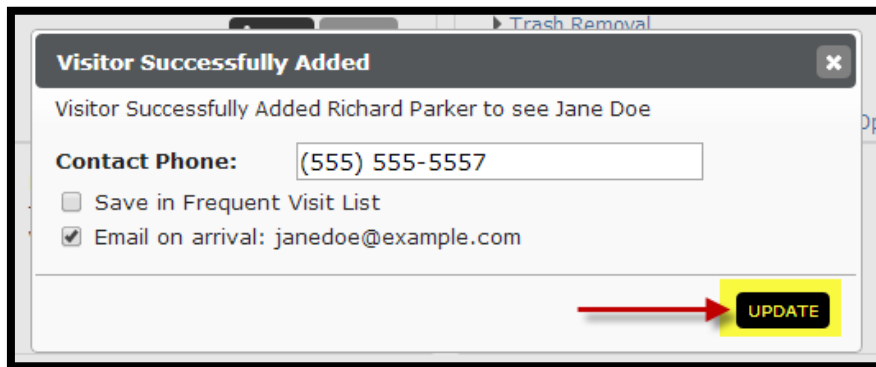
If you are still unsuccessful (after verifying that you are entering the information correctly), use the blue **Forgot your password** hyperlink to recover your login credentials. You may also contact your property manager or tenant coordinator to inquire about your account or recover your login credentials.

After successfully logging in, proceed with the following steps:

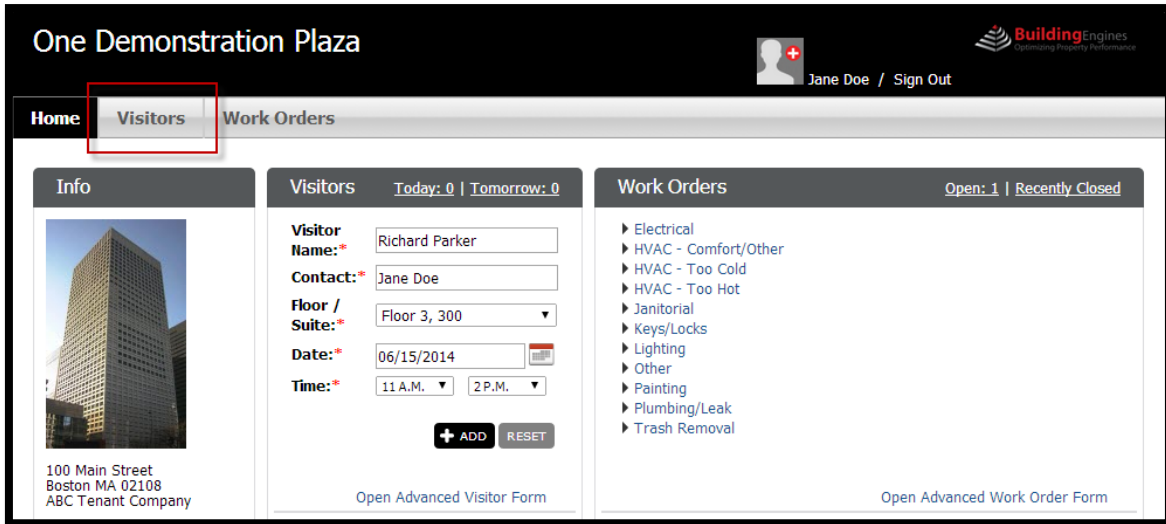
1. To quickly and easily submit a new visitor request from your Tenant Homepage, complete the required information in the **Visitors** panel and click **Add** to submit the request:



2. A **Visitor Successfully Added** confirmation message will display, and you may optionally choose to save the visitor to the Frequent Visit List, and specify if you would like to receive an email upon visitor arrival. Click **Update** to complete the visitor request:



- To perform additional visitor request functions, navigate to the **Visitors** tab from your Tenant Homepage:



- The Visitors page allows you to submit additional visitors using the **Add Visitor button**, search for previously submitted visitor requests, and modify/delete future visitor requests. From the list screen, you are also able to view if a visitor has **Checked-In**:

