

# Visitor Registration - Secure Portal



# VisitLM Visitor Management System

- VisitLM is a user-friendly enterprise-wide visitor management system (VMS) that deployed to our U.S.-based facilities in 2017.
- The VisitLM tool uses proven, industry best practice processes to support a strong security posture through an integrated, Corporate-wide record of all visitors to our sites.
- VisitLM creates a consistent, streamlined and secure registration experience for every visitor and customer to domestic facilities for a customer-focused experience.
- Standardized visitor badges across the enterprise has enhanced workplace security because it is now easier to identify different types of visitors.
- The integrated, Corporate-wide record of all visitors demonstrates Lockheed Martin's commitment to ensure greater security of visitors' personal information, an expectation of all our visitors.

# Secure Portal Overview

- Once a visitor is pre-registered by their host, visitors will receive a link via email to a secure portal to provide any additional required information, including any sensitive personal data.
- Depending on the type of visit, completing the form within the secure portal is typically a one-time action by the visitor.
- The fields required for entry into a Lockheed Martin facility are listed below. These fields are required to accurately identify the individual visiting a facility and to run the appropriate security checks/approvals.
  - First Name
  - Last Name
  - Company
  - Citizenship
  - Date of Birth

# Our Commitment to Privacy

- LMSecurity is committed to protecting your sensitive information.
- We understand that the information you provide during the visit process which may contain your Personally Identifiable Information (PII). We take this responsibility very seriously.
- We have implemented several measures intended to provide state of the art security protection for your sensitive information:
  - We never share or disclose personal information to third parties.
  - We utilize sophisticated software to encrypt your personal data.
- You can read more in Lockheed Martin's [Privacy Notice](#).
- For EU visitors, please visit the [EU Privacy Notice](#).

# Visitor Login

The screenshot shows the 'Visit LM' login interface. At the top left is the 'VisitLM' logo. A yellow banner at the top right says 'Welcome to Visit LM!'. Below this is a grey box with a '1' in a blue circle, containing a privacy notice. Underneath is a yellow banner with a '2' in a blue circle that says 'Please enter your Confirmation No. and Last Name'. Below this is a form with two input fields: 'Confirmation No. \*' and 'Last Name \*'. A blue box highlights these two fields. At the bottom of the form are 'Cancel' and 'Next >' buttons. A '3' in a blue circle is positioned near the 'Next >' button. A 'Visitor Register' link is visible on the left side of the page.

Visitor enters the confirmation number and their last name used to pre-register the visit

If the confirmation number or the last name does not match a record, an error message is displayed to the visitor

The screenshot shows an error message box with a '4' in a blue circle. The text inside the box reads: 'Please contact Visit LM Help Desk for more information: vms.lmsecurity@lmco.com or call (407) 306-7311 or toll-free at (866) 330-7311'. Below the text is a green button labeled 'DONE'.

# Visitor Information

VisitLM

Visitor Information – Personal Details

1

Middle Name :  
Middle Name

Also Known As :  
Also Known As

Preferred Phone :  
Preferred Phone

Mobile Phone:  
 Yes  No

Visitor Register

The visitor provides their personal details and clicks Next

2

Cancel Next >

# Visitor Citizenship Details – U.S. Citizen

VisitLM

Visitor Information – Citizenship Details

1 Citizen Type  
U.S. Citizen

Citizenship Country  
United States

2 Date Of Birth  
\*\*/\*\*/\*\*\*\*

SSN  
\*\*\*\*\*

Visitor Register

Visitor citizenship type determines required visitor information to complete in subsequent steps in check-in approval process

Social Security Number is only required for classified visits

Visitor enters the required information and clicks Next

3

Cancel Next >

# Visitor Citizenship Details – Permanent Resident

VisitLM

Visitor Information – Citizenship Details

1

Citizen Type  
U.S. Permanent Resident [Green Card holder]

Citizenship Country  
-- Citizenship Country --

2

Alien Card #  
Alien Card #

Alien Card Exp Date  
Alien Card Exp Date

Date Of Birth  
Date of Birth

SSN  
SSN

Visitor Register

3

Visitor enters the required information and clicks Next

Cancel

Next >

# Visitor Citizenship Details – Foreign National

VisitLM

Visitor Information – Citizenship Details

1 Citizen Type  
Foreign National [non-U.S. Citizen]

2 Citizenship Country  
-- Citizenship Country --

Country Of Birth  
-- Birth Country --

Passport Country  
-- Passport Country --

Passport #  
Passport #

Passport Exp Date  
Passport Exp Date

Date Of Birth  
Date of Birth

SSN  
SSN

Visitor Register

Cancel Next >

3

Visitor enters the required information and clicks Next

# Visitor Work Details

**VisitLM**

Visitor Information – Work Details

1 Are you representing a Government Agency?  
 Yes  No

Is your Company Headquartered outside the U.S.?  
 Yes  No

Visitor Register

Cancel **2 Next >**

The visitor provides work details and clicks Next

# Visitor Summary Details

VisitLM

Summary Details

1

Middle Name :  
Laurence

Preferred Phone :  
407-123-1234

Citizen Type :  
U.S. Citizen

Citizen Country :  
United States

Date Of Birth :  
\*\*/\*\*/1970

SSN :  
\*\*\*\*\*6985

Are you representing a Government Agency? :  
No

Is Your Company Headquartered Outside the U.S.? :  
No

Visitor Register

Edit

2

Next >

The visitor verifies their information and clicks Next

# Visitor Agreement

The visitor must read and accept the Lockheed Martin Visitor Acknowledgement agreement

The screenshot shows a web interface for the Lockheed Martin Visitor Acknowledgement. The top left corner features the 'VisitLM' logo. The main heading is 'Accept Visitor Agreement'. Below this, the text reads: 'Lockheed Martin Visitor Acknowledgement', 'I certify that the information presented to me on Lockheed Martin's visitor management system is true as it relates to me and my employer.', 'I understand that all visitors and vehicles entering or leaving Lockheed Martin-owned/leased facilities or property are subject to search. I am aware that I may be monitored and recorded by video surveillance during activities on site.', and 'By clicking the box below, I acknowledge:'. A bulleted list follows, detailing the visitor's responsibilities, including compliance with security policies, adherence to rules and regulations, reporting infractions, and proper use of the access badge. At the bottom of the form, there are two buttons: 'Decline' and 'Agree'. A 'Visitor Register' button is also visible on the left side of the interface.

**Lockheed Martin Visitor Acknowledgement**

I certify that the information presented to me on Lockheed Martin's visitor management system is true as it relates to me and my employer.

I understand that all visitors and vehicles entering or leaving Lockheed Martin-owned/leased facilities or property are subject to search. I am aware that I may be monitored and recorded by video surveillance during activities on site.

By clicking the box below, I acknowledge:

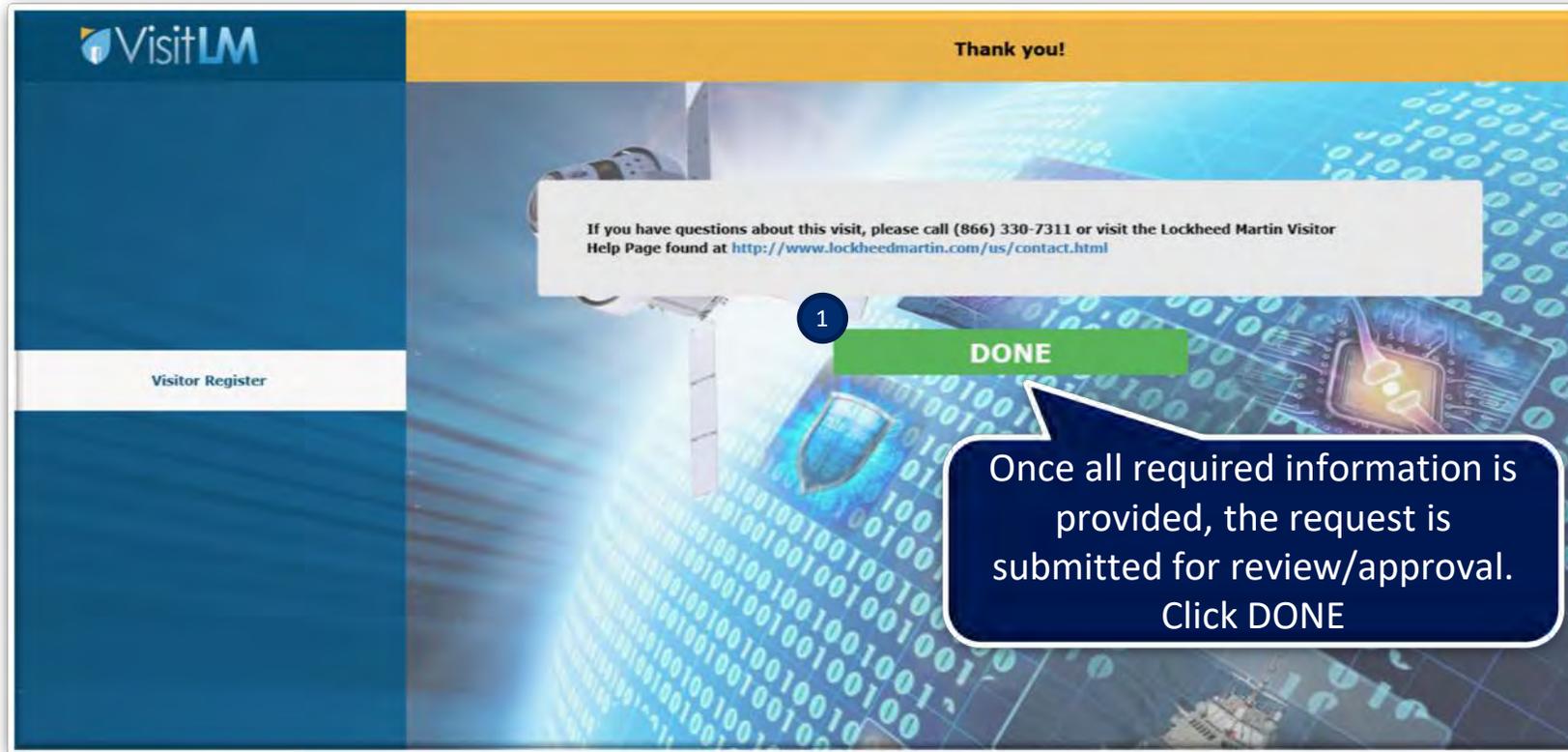
- I acknowledge agreeing to comply with security policies, Proprietary Information Agreement (PIA), export control requirements/guidelines for non-US Persons, acceptable conduct, ethical, Foreign Object Debris (FOD) prevention, environmental, safety, and health requirements. I understand my responsibilities and rights under the OSHA Act.
- I agree to abide by all applicable rules and regulations related to the purpose of my visit to include those indicated on the documents provided to me while present at Lockheed Martin- owned/leased facilities or properties.
- In the event that I witness any infraction of a security or safety requirement, I will immediately report it to the local security office.
- Use of the badge issued to me is for my sole use for access to Lockheed Martin-owned/leased facilities or properties and shall not be provided to any other person for use in accessing any Lockheed Martin-owned/leased property. If I am issued a badge requiring an escort, it's my responsibility to remain with my escort at all times and follow any applicable instructions from them. In the event I become separated from my escort, I will immediately report to security.
- In the event that I lose the badge issued to me, I will immediately report to the visitor management office to report the loss or obtain a replacement badge. I understand that all badges issued by Lockheed Martin are Lockheed Martin property.

My acknowledgement below certifies that the citizenship status documented in Lockheed Martin's visitor management system database and presented to me for verification is accurate.

Your personal information will be processed for the purpose of accessing Lockheed Martin facilities. Any personal information collected will be handled in accordance with Lockheed Martin's [privacy notice](http://www.lockheedmartin.com/us/contact/disclaimer.html#privacy) found at <http://www.lockheedmartin.com/us/contact/disclaimer.html#privacy>

**Decline** **Agree**

# End Screen



***LOCKHEED MARTIN***

