

## Corporate Security: ID Badges

This document outlines procedures for obtaining ID Badges as of July 11, 2016. As of July 11, WTC badges will be issued from the new corporate security office in 3WTC. To obtain a badge for a new employee schedule an appointment ahead of time by sending an email to [Corporate.Security@pgn.com](mailto:Corporate.Security@pgn.com) If possible, also arrange to send an ID-appropriate photo ahead of time to expedite the process.

*At the time of the appointment, the new employee can report to the security desk at 3WTC and someone will escort them back to the badging area.*

The following FAQs should provide additional information about this program. Note: This document is intended for internal use only.

QUESTION	ANSWER
<b>How do I schedule an appointment to get a badge for a new employee?</b>	Send an email to <a href="mailto:corporate.security@pgn.com">corporate.security@pgn.com</a> to make an appointment. At the scheduled time, the new employee should report to the security desk at 3WTC. Someone will escort them to the badging area.
<b>Why are you asking for photos ahead of time?</b>	Having a photo ahead of time allows us to be more efficient, minimizing the wait time for the new employee.
<b>If I can't get the photo ahead of time, can the photo be taken at the appointment?</b>	Yes. We can still take ID photos if needed. It just means you need to be prepared for delay as the appointment will take a little longer.
<b>Can the employee just send in a selfie?</b>	NO. The photo needs to be ID-appropriate. Selfies will not work.
<b>What is an ID-appropriate photo?</b>	ID-appropriate photos have these features: <ul style="list-style-type: none"> <li>• Full-color photo</li> <li>• Shows employee from shoulders up</li> <li>• No hats, no sunglasses</li> <li>• Plain background</li> <li>• Photo is verified at time of appointment with the employee</li> </ul>
<b>How do I submit a photo ahead of an appointment?</b>	Email it to <a href="mailto:Corporate.Security@pgn.com">Corporate.Security@pgn.com</a> along with the employee's name.
<b>Who can I contact for additional information?</b>	Email <a href="mailto:Corporate.Security@pgn.com">Corporate.Security@pgn.com</a>