

OVERVIEW ELECTRONIC ACCESS PROCESS

ARC Commercial/University, Bridge/Joint Appointment, Contract Staff, DOE, FEL, High School Student, Undergrad, HUGS, Teacher, Foreign national User, Visitor, Remote user, Industrial user

Create account or log into Access Portal



Complete Registration type, Citizenship and Country of birth

Click Continue



Complete Start date, End date and Institution

Click Create visit

The person has now completed the Access Portal information



Complete all forms showing as required on dashboard

Registration type determines which forms are required



JRIS Receives – forward to sponsor

Registration cannot be sent to sponsor unless all required forms all complete



Sponsor approves – JRIS receives email to upload



JRIS uploads registration form



Check-in at SSC front desk

ID/Immigration documents and completion of other paperwork

- **FACTS – Onsite 30 or more consecutive days**

***Contract Services – Contact DeAnn Maddox *U.S. Users – Contact Lorelei Chopard**

[Access Portal: Create account or log in](#)

Welcome to the JLab Access Portal

The JLab Access Portal is the central location for managing the registration process for all new and returning guests to Jefferson Lab. Fill in the "Create a JLab Guest Account" form below to request a new JLab Guest account and registration, or continue with your current JLab Guest Access registration by logging in with your username (email) and password in the "Returning JLab Guest Login" form. If you already have a JLab Guest account, but have forgotten your password, use the link below to request a new password.

<p style="text-align: center;">Either</p> <p>Create a new JLab Guest/User Account</p> <p>First Name * <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Email Address * <input type="text"/></p> <p>Date of Birth (mm/dd/yyyy) * <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Create"/></p>	<p style="text-align: center;">Or</p> <p>Returning JLab Guest/User Login</p> <p>For returning Guests/Users without a JLab account.</p> <div style="border: 1px solid black; padding: 5px;"><p>Non-JLab Email <input type="text"/></p><p>Password <input type="text"/></p><p style="text-align: center;"><input type="button" value="Log In"/></p></div> <p style="color: red; font-size: small;">Please click here if you have forgotten your JLab guest password</p> <p style="text-align: center;">Or</p> <p>Existing JLab Computer Account</p> <p style="font-size: x-small;">If you already have an existing JLab username (email address ending '@Jlab.org) and password, click this button.</p> <p style="text-align: center;"><input type="button" value="Log in with existing JLab username"/></p>
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Create a new JLab Guest/User Account: First time logging into Access Portal, person does not have a JLab account. A unique password will be sent to the non-JLab email address provided. Can change password upon login.

Returning JLab Guest/User Login: Login in here with Non-JLab email and unique password that was emailed.

Existing JLab Computer Account: Login here with JLab username and password.

Registration types:

JLab Guest Access Portal for Tara Wilkerson!

Guest Information

Guest Name: Wilkerson, Tara Marie

Registration Type

Your registration type will define the type of badge you receive and use during your stay at Jefferson Lab.

▼ [Click Here to see list of badge types.](#)

- ARC COMMERCIAL:** Industry and higher education commercial tenant employee with JLab badged access to ARC only.
- ARC UNIVERSITY:** Higher education commercial tenant employee with JLab badged access to ARC and daytime access to CEBAF Center justified by the host.
- BRIDGED APPOINTMENT:** Collaborating academic institution personnel receiving partial term contractual JSA funding. .
- CONTRACT STAFF:** JLab contract labor
- DOE:** DOE government employee or DOE contractor employee
- FEL USER:** Eligible person to access FEL research areas
- HIGH SCHOOL STUDENT:** Student whose highest level of education attained is high school, or home schooled equivalent to a high school education
- HUGS:** Non JLab User attending the annual Hampton University Graduate Student summer program at JLab.
- JOINT APPOINTMENT:** Tenured collaborating academic personnel with 50% time contracted to JLab
- JSA:** JSA employee.
- SURA:** SURA employee.
- TEACHER:** Local academic institution employee participating in Science Education programs.
- USER ACTIVE:** Postdoctoral Fellows and all other degreed scientists from collaborating institutions of higher learning actively pursuing research at JLab.
- USER GRADUATE:** User pursuing JLab research for either Masters or Ph.D degree at a collaborating academic institution of higher learning.
- USER INDUSTRIAL:** All CRADA, WFO individuals and a small group of FEL Users.
- USER REMOTE:** Eligible person approved for JLab computer account offsite access.
- USER UNDERGRAD:** Eligible person enrolled in and pursuing a degree at a collaborating academic institution of higher learning.
- VISITOR:** Persons onsite for a one time only or less than 2 day visit - badges not issued.

Access Portal: Complete required field

JLab Guest Access Portal for Tara Wilkerson!

Guest Information

Guest Name: Wilkerson, Tara Marie

Registration Type

Your registration type will define the type of badge you receive and use during your stay at Jefferson Lab.

▶ [Click Here to see list of badge types.](#)

Choose which kind of registration below:

Individuals working on a bachelor's degree must register as an undergraduate student.

Registration Type *

Select One ▼

Citizenship *

Select One ▼

Country of Birth *

Select One ▼

Continue

Access Portal: Complete required fields

JLab Guest Access Portal for Tara Wilkerson!

Guest Information

Guest Name: Wilkerson, Tara

Registration Type: USER - ACTIVE

Register for a New Visit

Start Date (mm/dd/yyyy) *

End Date (mm/dd/yyyy) *

If you have a badge, please note that JLab business hours are 8am - 5pm, Monday - Friday. If you expect to arrive before 8am or on a weekend/holiday, please enter the prior business day into the "Start" date above, to ensure that your badge will work when you arrive.

Institution/Employer *

Pick One (Type to narrow options)

If you do not see your company, please contact the JR/IS office (iris@jlab.org) to have it added before submitting this form.

Create Visit

Access Portal: Dashboard

Click on forms to complete required task

JLab Guest Access Portal for Tara Wilkerson!

Guest Information

Guest Name: Wilkerson, Tara

Registration Type: USER - ACTIVE

Current Visit Dates: 07/02/2015 - 07/06/2015

Icon Legend

 Informational,  Required Task,  Required Task In Progress,  Required Task Completed,  Help Mouseover

"Before Arrival" Checklist

 Invitation Letter	 Invitation letters are required to enter the US.
 Obtain U.S. Visa	 Required for Non-U.S. citizens to enter the U.S.
  I94 Authorization	 I-94 Arrival and Departure Record Access Retrieval Authorization
  Online Registration Form	 Required to access Jefferson Lab facilities.
  User Collaborator Agreement	 User Collaborator Agreement.

"Upon Arrival" Checklist

 Check in at the Support Service Center front desk (building 28)	 Check-In to finalize your registration.
 Acquire JLab Badge	 Visit the JLab Badging Office

Registration form: Must complete all required * fields

All Applicants

Name: Last (family) * Wilkerson	First (given) * Tara	Middle Marie
Date of Birth * 10/15/1987		Citizenship * ITALY
Email Address * wilkerso@jlab.org		Country of Birth * ITALY
JLab Type * USER - ACTIVE		(If not a US citizen) Do you have a valid green card? N/A
Change JLab Type		
Are you a student? No		

CHANGE IN ACCEPTABLE ID DOCUMENTS FOR JLAB ACCESS:

The REAL ID Act (Public Law 109-13) now determines which state driver's license can be presented and accepted as a valid ID document for access to Jefferson Lab.

The following states/US territories have been determined by the U.S. Department of Homeland Security to have failed to comply with the REAL ID Act:

American Samoa, Arizona, Louisiana, Minnesota, New Hampshire and New York

As of March 13, 2015, Jefferson Lab will begin using the REAL ID Act verification for all driver's licenses presented to fulfill Lab access ID requirements. Jefferson Lab will not be able to accept, as a valid form of ID, a driver's license from any of the above 6 states/US territories found by the U.S. Department of Homeland Security to be in non compliance with the REAL ID Act. All other current Lab ID and access requirements, per our Security Plan, will remain the same. Other forms of acceptable valid ID documents in lieu of a driver's license from these 6 states/US territories can be found at the following link: <http://www.tsa.gov/traveler-information/acceptable-ids>

Do you have a current valid US driver's license? *	What US state issued your current valid driver's license? *
Choose below	

Will you have a vehicle on-site? *	Primary Vehicle Tag State	and number
Yes		

Local Address / Contact Information

Line 1 *
[Text Input Field]

Registration form: Must complete all required * fields

Local Address / Contact Information

Line 1 *

Line 2

City * **State *** **Zipcode ***

Local Phone *

Emergency Contacts(2)

Contact 1	Contact 2
Name * <input type="text"/>	Name * <input type="text"/>
Relationship * <input type="text"/>	Relationship * <input type="text"/>
Address * <input type="text"/>	Address * <input type="text"/>
Phone * <input type="text"/>	Phone * <input type="text"/>

Dates on JLab site:

Start * **Completion ***

Institution/Agency *

If you do not see your company, please contact the JRIS office to have it added before submitting this form.

JLab Sponsor/Supervisor/SOTR (use full name or JLab email address) * **JLab Person ***

Registration form: Must complete all required * fields

JLab Sponsor/Supervisor/SOTR (use full name or JLab email address) *

JLab Person *

Describe the work you will be doing or your purpose for needing a badge *

Email Sponsor

Do you expect Jefferson Lab to pay for any of your expenses? (Travel, stipend, etc.) *

Will you require a radiation dosimeter for your work at Jefferson Lab? If you do not know, contact your sponsor to determine if the kind of work you will be doing will require a dosimeter *

User / Bridge Appointments

Click here to sign up for the CEBAF Users Group Mailing List (CUGA) *

Gender *

Ethnic Code** *

** Under its contract with the Dept. of Energy, Jefferson Lab must report annually on JLab-related contributions to the education and training of the future scientific and technical work force for the nation, with an emphasis on meaningful research experiences in the areas of physics and engineering. We must also take special note of our efforts at increasing the opportunities for under represented populations to pursue scientific and technical careers. The Lab's performance in these areas is carefully monitored by the Dept. of Energy. **FOR REPORTING PURPOSES ONLY.**

Medical Insurance

Do you have medical insurance? * If yes, Provider's name

 Yes No

Does your health care insurance provide coverage while visiting JLab? *

 Yes No

I confirm that I, the above-named User / Visitor have valid medical insurance coverage through the above described

Registration form: Must complete all required * fields

Medical Insurance

Do you have medical insurance? * If yes, Provider's name

Yes No

Does your health care insurance provide coverage while visiting JLab? *

Yes No

I confirm that I, the above-named User / Visitor have valid medical insurance coverage through the above described

insurance policy and that this medical insurance:

Covers medical treatment for me for emergency and non-emergency illnesses and injuries

Extends to incidents occurring *in another country or out of state* at Jefferson Laboratory, Newport News, VA

If not, would you like to purchase medical insurance through JLab?

Yes No

I decline coverage under the Jefferson Lab Visitor Medical Insurance program. I understand that JSA will not be responsible

for any medical costs I may incur while visiting and/or performing reserach at Jefferson Lab.

NOTE to all users visiting Jefferson Lab: Most university medical and/or workers compensation insurance policies for students and staff do not cover injuries or illnesses occurring at a different or out of state work location other than the university site. Please check to ensure that your insurance covers you for incidents occurring at Jefferson Lab.

Student Information

Date degree expected/received

Degree Expected

Bachelor's

Master's Is the Master's JLab related?

Yes No

Doctoral Is the PhD JLab related?

Yes No

JLab Contact Person

Registration form: Must complete all required * fields

NOTE to all users visiting Jefferson Lab: Most university medical and/or workers compensation insurance policies for students and staff do not cover injuries or illnesses occurring at a different or out of state work location other than the university site. Please check to ensure that your insurance covers you for incidents occurring at Jefferson Lab.

Student Information

Date degree expected/received

Degree Expected

Bachelor's

Master's Is the Master's JLab related?

Yes

No

Doctoral Is the PhD JLab related?

Yes

No

JLab Contact Person

Advisor 1

Advisor 2

Ph.D Thesis topic or description of research/technical activities:

Save

Submit

Delete

SAVE: Saves the form. Will show as 'Required task in progress' on dashboard

SUBMIT: Submits registration form. Will show as 'Required task completed' on dashboard

DELETE: Deletes everything the person completed on registration form

Dashboard: 'completed' registration form

JLab Guest Access Portal for Tara Wilkerson!

Guest Information

Guest Name: Wilkerson, Tara Marie
Registration Type: USER - ACTIVE
Current Visit Dates: 07/02/2015 - 07/06/2015

Icon Legend

Informational, Required Task, Required Task In Progress, Required Task Completed, Help Mouseover

"Before Arrival" Checklist

Invitation Letter	Invitation letters are required to enter the US.
Obtain U.S. Visa	Required for Non-U.S. citizens to enter the U.S.
I94 Authorization	I-94 Arrival and Departure Record Access Retrieval Authorization
Online Registration Form	Required to access Jefferson Lab facilities.
W-8BEN Substitute Form	W-8BEN forms are for non-US citizens without a valid green card.
User Collaborator Agreement	User Collaborator Agreement.

"Upon Arrival" Checklist

Check in at the Support Service Center front desk (building 28)	Check-In to finalize your registration.
Acquire JLab Badge	Visit the JLab Badging Office

Dashboard: 'saved' registration form

JLab Guest Access Portal for Tara Wilkerson!

Guest Information

Guest Name: Wilkerson, Tara Marie
Registration Type: USER - ACTIVE
Current Visit Dates: 07/02/2015 - 07/06/2015

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"Upon Arrival" Checklist

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I-94 form: *Only for Foreign Nationals*

- **Check box to confirm**
- **Click submit**

I94 Authorization - Edit/View Form #51045

Form submitted for approval. You should receive a confirmation email shortly. You can return to this page at any time to check on the status of its approval.

Person: Sue Ewing (ewing@jlab.org)
ORG: HR

Status: Saved
Date:

JSA
THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY
12000 Jefferson Avenue
Newport News, VA 23606
Phone: (757) 269-7100

I94 Authorization 51045

I hereby authorize Jefferson Science Associates, LLC to access and retrieve my I-94 arrival and departure records from the US Customs and Border Protection (CBP) Nonimmigrant Information System (NIIS) on the US Department of Homeland Security website (<https://i94.cbp.dhs.gov/i94/request.html>) for the purpose of document verification as required for Jefferson Laboratory site access and travel funding reimbursement processes.

This authorization is valid for 2 years from date of signing.

Name *

Tara Wilkerson

I affirm I am the person listed here and have read the above authorization. *

Submit

W-8BEN tax form:

- Complete required fields *
- Click submit

Newport News, VA 23606
Phone: (757) 269-7100

W8ben 51046

Part I: Identification of Beneficial Owner

Line 1: First Name * Middle Name Last Name *
Tara Marie Wilkerson

Citizenship
ITALY

Line 3: Permanent residence address (Do not use a P.O. box or in-care-of address.) Street Address 1 *
Street Address 2 (optional)
City or town * State or province * Postal Code Country *
Choose One

Line 4: Mailing Address (if different from above) Street Address 1
Street Address 2 (optional)
City or town State or province Postal Code Country
Choose One

Line 5: US Taxpayer Identification Number (SSN or ITIN - no spaces or dashes)

Line 6: Foreign tax identifying number

Line 7: Reference number(s) (see instructions) Line 8: Date of birth (see instructions) *
10/15/1987

Part II: Claim of Tax Treaty

I certify that the beneficial owner is a resident of the following country within the meaning of the income tax treaty between the United States and that country: Line 9: Claim Resident Country
ITALY

Special rates and conditions (if applicable - see instructions): Of the treaty identified on line 9 above, the beneficial owner is claiming the provisions of Article: Line 10: Claim Article

The beneficial owner is claiming a rate of withholding of: Claim Percentage

Specify type of income: Type of Income

Explain the reasons the beneficial owner meets the terms of the treaty article: Claim Explanation

Part III: Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself as an individual that is an owner or account holder of a foreign financial institution,
- The person named on line 1 of this form is not a U.S. person,
- The income to which this form relates is:
 1. not effectively connected with the conduct of a trade or business in the United States,
 2. effectively connected but is not subject to tax under an applicable income tax treaty, or
 3. the partner's share of a partnership's effectively connected income,
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.

By checking this box and submitting this form, I certify that I understand the points above.

Save Submit Delete

User/Collaborator Agreement:

- Click box to accept terms and conditions
- Click submit

12000 Jefferson Avenue
Newport News, VA 23606
Phone: (757) 269-7100

User/Collaborator Agreement #51047

User/Collaborator

Tara Wilkerson

User/Collaborator Email Address(es)

tara@gmail.com

JEFFERSON SCIENCE ASSOCIATES, LLC
THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

**User/Collaborator Agreement
(Non-Proprietary)**

This Agreement is entered into between the User/Collaborator, and the Jefferson Science Associates, LLC (JSA), which holds the managing and operating contract for the Thomas Jefferson National Accelerator Facility (JLab) under contract number DE-AC05-06OR23177 for the U.S. Department of Energy (DOE).

In consideration of the mutual benefits arising from this Agreement, including those accruing to JSA/JLab as a result of its association with the Collaborator, and to the Collaborator as a result of its association with JSA/JLab's staff, the parties agree as follows:

1. Description of Collaborative Efforts

This agreement shall apply to all experiments and/or collaborative efforts at JLab carried out by the Collaborator. The Collaborator shall be permitted to use the JSA/JLab facilities to perform approved experiments or for on-site collaborative efforts with JSA/JLab staff or others (including other Collaborators). It is the Collaborator's responsibility to inform JSA/JLab of any changes in status that could affect the provisions of this agreement. All experiments and/or research conducted under this agreement shall be nonproprietary in nature, published in open literature, and considered part of the public domain. Any exceptions shall require the application of appropriate terms and conditions before such work is undertaken.

The Collaborator and JSA/JLab shall both participate in the reciprocity/mutual exchange of ideas, research knowledge, and/or unique skills to stimulate development of scientific apparatus, foster collaborative teaching, lecturing and research efforts between institutions.

2. Personnel

Although the Collaborator is not considered an employee or agent of JSA/JLab, the Collaborator agrees to engage in the administrative and technical supervision of JSA/JLab during and in connection with their experiments and collaborative efforts, and to abide by all applicable policies and procedures of JSA/JLab while on the site; to specifically

Tara Wilkerson

User/Collaborator Email Address(es)

- tara@gmail.com

requirements of JSA/JLab while on the site.

4. Publications

4.1 The Collaborator will submit to JSA/JLab a copy of each professional publication produced in whole or part pertaining to all collaborative efforts performed at Jefferson Lab. A "professional publication" is defined as any professional work suitable for a journal or conference proceedings that is presented for public consumption. It may be in the form of a paper document, an electronic document (e-print or Internet), an audio or video recording, or other media. When feasible, copies of publications citing JSA/JLab publications should also be provided.

4.2 All experiments, research, and/or other collaborative endeavors conducted pursuant to this agreement shall be nonproprietary in nature, publishable in open literature, and considered a part of the public domain.

5. Joint Intellectual Property

5.1 Intellectual property developed solely by the Collaborator will be governed by the Intellectual Property Provisions (Class Waiver) attached to this agreement.

5.2 Intellectual property developed jointly by employees of both JSA/JLab and the Collaborator will be jointly owned. Each party shall have an equal, undivided interest in any patent, copyright or other intellectual property jointly developed.

6. Liability Disclaimer

In no event shall JSA, JLab or the Department of Energy, their officers, agents or employees be liable for any alleged or actual liability (including costs and expenses):

(a) For personal injury (including death), property damage or damages of any kind suffered by the Collaborator unless caused solely by JSA/JLab, its officers, agents or employees;

(b) For any third-party claims, losses, expenses or damages of any kind incurred by the Collaborator unless caused solely by JSA/JLab, its officers, agents or employees; or

(c) For any claims, losses, expenses or damages caused by the use or misuse of technical data communicated or imparted to the Collaborator during his/her collaborative efforts under this Agreement.

By clicking the checkbox and submitting you attest that you are Tara Wilkerson and that you agree to the User/Collaborator Agreement above.

Accept Terms and Conditions

Submit

Dashboard: Completed Registration and required forms

JLab Guest Access Portal for Tara Wilkerson!

Guest Information

Guest Name: Wilkerson, Tara Marie
Registration Type: USER - ACTIVE
Current Visit Dates: 07/02/2015 - 07/06/2015

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 Acquire JLab Badge	 Visit the JLab Badging Office

Provide feedback on the new JLab Guest Access Portal!

Thank you for registering your visit with the new JLab Guest Access Portal.

We are committed to improving our process. Let us know what you think about the online registration process by providing feedback below.