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.

**Either**

**Create a new JLab Guest/User Account**

- **First Name** *
- **Middle Name**
- **Last Name** *
- **Email Address** *
- **Date of Birth (mm/dd/yyyy)** *

**Or**

**Returning JLab Guest/User Login**

For returning Guests/Users without a JLab account.

- **Non-JLab Email**
- **Password**

[Log In]

Please click here if you have forgotten your JLab guest password.

**Or**

**Existing JLab Computer Account**

If you already have an existing JLab username (email address ending @jlab.org) and password, click this button.

[Log in with existing JLab username]

---

**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**

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Guest Information</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Registration Type</strong></td>
<td>Your registration type will define the type of badge you receive and use during your stay at Jefferson Lab.</td>
</tr>
<tr>
<td><strong>Click Here to see list of badge types.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ARC COMMERCIAL</strong>: Industry and higher education commercial tenant employee with JLab badged access to ARC only.</td>
<td></td>
</tr>
<tr>
<td><strong>ARC UNIVERSITY</strong>: Higher education commercial tenant employee with JLab badged access to ARC and daytime access to CEBAF Center justified by the host.</td>
<td></td>
</tr>
<tr>
<td><strong>BRIDGED APPOINTMENT</strong>: Collaborating academic institution personnel receiving partial term contractual JSA funding.</td>
<td></td>
</tr>
<tr>
<td><strong>CONTRACT STAFF</strong>: JLab contract labor</td>
<td></td>
</tr>
<tr>
<td><strong>DOE DOE government employee or DOE contractor employee</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FEL USER</strong>: Eligible person to access FEL research areas</td>
<td></td>
</tr>
<tr>
<td><strong>HIGH SCHOOL STUDENT</strong>: Student whose highest level of education attained is high school, or home schooled equivalent to a high school education</td>
<td></td>
</tr>
<tr>
<td><strong>HUGS</strong>: Non-JLab User attending the annual Hampton University Graduate Student summer program at JLab</td>
<td></td>
</tr>
<tr>
<td><strong>JOINT APPOINTMENT</strong>: Tenured collaborating academic personnel with 50% time contracted to JLab</td>
<td></td>
</tr>
<tr>
<td><strong>JSA</strong>: JSA employee</td>
<td></td>
</tr>
<tr>
<td><strong>SURA</strong>: SURA employee</td>
<td></td>
</tr>
<tr>
<td><strong>TEACHER</strong>: Local academic institution employee participating in Science Education programs.</td>
<td></td>
</tr>
<tr>
<td><strong>USER ACTIVE</strong>: Postdoctoral fellows and all other degree scientists from collaborating institutions of higher learning actively pursuing research at JLab.</td>
<td></td>
</tr>
<tr>
<td><strong>USER GRADUATE</strong>: User pursuing JLab research for either Masters or Ph.D degree at a collaborating academic institution of higher learning.</td>
<td></td>
</tr>
<tr>
<td><strong>USER INDUSTRIAL</strong>: CRADA, WFO individuals and a small group of FEL Users.</td>
<td></td>
</tr>
<tr>
<td><strong>USER REMOTE</strong>: Eligible person approved for JLab computer account offsite access</td>
<td></td>
</tr>
<tr>
<td><strong>USER UNDERGRAD</strong>: Eligible person enrolled in and pursuing a degree at a collaborating academic institution of higher learning</td>
<td></td>
</tr>
<tr>
<td><strong>VISITOR</strong>: Persons onsite for a one time only or less than 2 day visit - badges not issued</td>
<td></td>
</tr>
</tbody>
</table>

**Access Portal: Complete required field**

**JLab Guest Access Portal for Tara Wilkerson**

**Guest Information**

- **Guest Name**: Wilkerson, Tara Marie

**Registration Type**

- **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 JRLS office (info@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
- Obtain U.S. Visa
- J-1/4 Authorization
- Online Registration Form
- User Collaborator Agreement

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

"Upon Arrival" Checklist:

- Check in at the Support Service Center front desk (building 26)
- Acquire JLab Badge

Check-in to finalize your registration.
Visit the JLab Badging Office
Registration form: Must complete all required * fields

All Applicants

Name: Last (family) * First (given) * Middle
Wilkerson Tara Maria

Date of Birth * 10/15/1987

Email Address *
wilkerson@lab.org

JLab Type *
USER - ACTIVE

Citizenship *
ITALY

Country of Birth *
ITALY

(If not a US citizen) Do you have a valid green card? N/A

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 *
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
    - Name *
    - Relationship *
    - Address *
    - Phone *
  - Contact 2
    - Name *
    - Relationship *
    - Address *
    - Phone *

- Dates on JLab site:
  - Start *  Completion *
    - 07/02/2015  07/06/2015

- Institution/Agency *
  - INFN, Rome

If you do not see your company, please contact the JRLS 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) *

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

Do you expect Jefferson Lab to pay for any of your expenses? (Travel, stipend, etc.) *
No

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 *
No

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

Gender *
Please choose below *

Ethnic Code***
Please choose below *

** 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 workforce 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 to increase 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 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 research 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 worksite 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

<table>
<thead>
<tr>
<th>Bachelor's</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's</td>
<td>Is the Master's JLab related?</td>
</tr>
<tr>
<td>Doctoral</td>
<td>Is the PhD JLab related?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: 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 - 07/08/2015

Icon Legend
- Informational
- Required Task
- Required Task In Progress
- Required Task Completed
- Help Mouseover

Before Arrival Checklist
1. Invitation Letter
2. Obtain U.S. Visa
3. I-94 Authorization
4. Online Registration Form
5. W-226N Substitute Form
6. User Collaborator Agreement

Invitation letters are required to enter the US.
Required for Non-U.S. citizens to enter the US.
I-94 Arrival and Departure Record Access Retrieval Authorization.
Required to access Jefferson Lab facilities.
W-226N forms are for non-US citizens without a valid green card.
User Collaborator Agreement.

Upon Arrival Checklist
1. Check-in at the Support Service Center front desk (building 28)
2. Acquire JLab Badge
3. Visit the JLab Badging Office

Check-in to finalize your registration.
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 - 07/08/2015

Icon Legend
- Informational
- Required Task
- Required Task In Progress
- Required Task Completed
- Help Mouseover

Before Arrival Checklist
1. Invitation Letter
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5. User Collaborator Agreement

Invitation letters are required to enter the US.
Required for Non-U.S. citizens to enter the US.
I-94 Arrival and Departure Record Access Retrieval Authorization.
User Collaborator Agreement.

Upon Arrival Checklist
1. Check-in at the Support Service Center front desk (building 28)
2. Acquire JLab Badge

Check-in to finalize your registration.
Visit the JLab Badging Office
I-94 form: *Only for Foreign Nationals*

- Check box to confirm
- Click submit

I-94 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 (eing@jlab.org)
ORG: HR

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

I94 Authorization 51045


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

---

**Part I: Identification of Beneficial Owner**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First Name</td>
</tr>
<tr>
<td>2</td>
<td>Middle Name</td>
</tr>
<tr>
<td>3</td>
<td>Last Name</td>
</tr>
</tbody>
</table>

**Country**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>City or Town</td>
</tr>
<tr>
<td>5</td>
<td>State or Province</td>
</tr>
<tr>
<td>6</td>
<td>Postal Code</td>
</tr>
<tr>
<td>7</td>
<td>Country</td>
</tr>
</tbody>
</table>

**Street Address**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Street Address 1</td>
</tr>
<tr>
<td>9</td>
<td>Street Address 2 (optional)</td>
</tr>
<tr>
<td>10</td>
<td>City or Town</td>
</tr>
<tr>
<td>11</td>
<td>State or Province</td>
</tr>
<tr>
<td>12</td>
<td>Postal Code</td>
</tr>
<tr>
<td>13</td>
<td>Country</td>
</tr>
</tbody>
</table>

**Foreign Tax Identifying Number**

**Date of Birth**

---

**Part II: Claim Resident Country**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Claim Resident Country</td>
</tr>
</tbody>
</table>

**Claim Article**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Claim Article</td>
</tr>
</tbody>
</table>

**Claim Percentage**

**Type of Income**

**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 an authorized sign for the individual that is the beneficial owner) of all the income in which this beneficial owner is claiming the provisions of Article XI of the Income Tax Treaty Between the United States and Italy, and
- I certify that this information is true and correct, and relates to the beneficial owner of the income described in the form.

Furthermore, I authorize this form to be submitted to a withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner in accordance with the provisions of the United States-Italy Income Tax Treaty.

By checking this box and submitting this form, I certify that I understand the points above.
User/Collaborator Agreement:

- Click box to accept terms and conditions
- Click submit

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-AC05-86ER40481 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, 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 any other 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:

- conduct research and/or development activities consistent with the JSA/JLab mission;
- coordinate the execution of experiments and/or collaborative efforts involving JSA/JLab personnel;
- ensure compliance with all applicable policies, procedures, and regulations of JSA/JLab.

3. Rights and Obligations

The Collaborator shall have the right to:

- publish results of experiments and/or collaborative efforts conducted in connection with this Agreement;
- obtain a attribution for all collaborative efforts;
- retain rights to all publications, patents, and other intellectual property.

The Collaborator shall be responsible for:

- conducting all experiments and/or collaborative efforts in accordance with the terms and conditions of this Agreement;
- obtaining all necessary permits, licenses, and approvals from JSA/JLab for experiments and/or collaborative efforts;
- ensuring that all experiments and/or collaborative efforts are conducted in a manner consistent with all applicable federal, state, and local laws and regulations.

4. Publications

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

4.2 All experiments, research and/or other collaborative endeavors conducted pursuant to this Agreement shall be nonproprietary in nature, published 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 Provision (Class Wiscosin) 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 sustained 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 user or misuse of technical data communicated or imparted to the Collaborator during his collaborative efforts under this Agreement.

By clicking the check box and submitting this form, you attest that you are Tara Wilkerson and that you agree to the User/Collaborator Agreement above.

Accept Terms and Conditions

[ ]

Submit
# 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

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---

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.