Visitor Registration - Secure Portal

May 2018
VisitLM Visitor Management System

- VisitLM is the new, user-friendly enterprise-wide visitor management system (VMS) that will roll out 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 will create 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 will also enhance workplace security because it will be 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 hosts, 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

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.

Welcome to Visit LM!

At Lockheed Martin, your privacy is important to us. We are committed to complying with all applicable federal, state, local, and international privacy laws and regulations. We strive to provide an environment in which our employees, customers, stockholders, and partners trust us to handle personal information responsibly. We provide this privacy notice as part of our commitment to privacy by describing what personal information we collect, how we use it, how we protect it, and with whom we share it. Lockheed Martin’s privacy notice. In using this device, I agree to comply with Lockheed Martin’s policies and consent to monitoring of my use by Lockheed Martin or third parties.

Please enter your Confirmation No. and Last Name

Confirmation No. *

Enter Confirmation No.*

Last Name *

Last Name *

Cancel  Next >

Please contact Visit LM Help Desk for more information:

vms.lnsecurity@lmco.com or call (407) 306-7311 or toll-free at (866) 330-7311

DONE
Visitor Information

The visitor provides their personal details and clicks Next.
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.
### Visitor Citizenship Details – Permanent Resident

**Visitor Information – Citizenship Details**

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

2. **Citizen Country**
   - Citizenship Country:

3. **Alien Card #**
   - Alien Card #:

4. **Alien Card Exp Date**
   - Alien Card Exp Date:

5. **Date Of Birth**
   - Date of Birth:

6. **SSN**
   - SSN:

Visitor enters the required information and clicks Next.
Visitor Citizenship Details – Foreign National

Visitor enters the required information and clicks Next.
Visitor Work Details

Visitor Information – Work Details

1. Are you representing a Government Agency?
   - Yes
   - No

2. Is your company headquartered outside the U.S.?
   - Yes
   - No

The visitor provides work details and clicks Next.
Visitor Summary Details

The visitor verifies their information and clicks Next.
Visitor Agreement

Visitor Register

Accept Visitor Agreement

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 infractions 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 found at http://www.lockheedmartin.com/us/contact/disclaimer.html#privacy
Once all required information is provided, the request is submitted for review/approval. Click DONE

If you have questions about this visit, please call (866) 330-7311 or visit the Lockheed Martin Visitor Help Page found at http://www.lockheedmartin.com/us/contact.html