

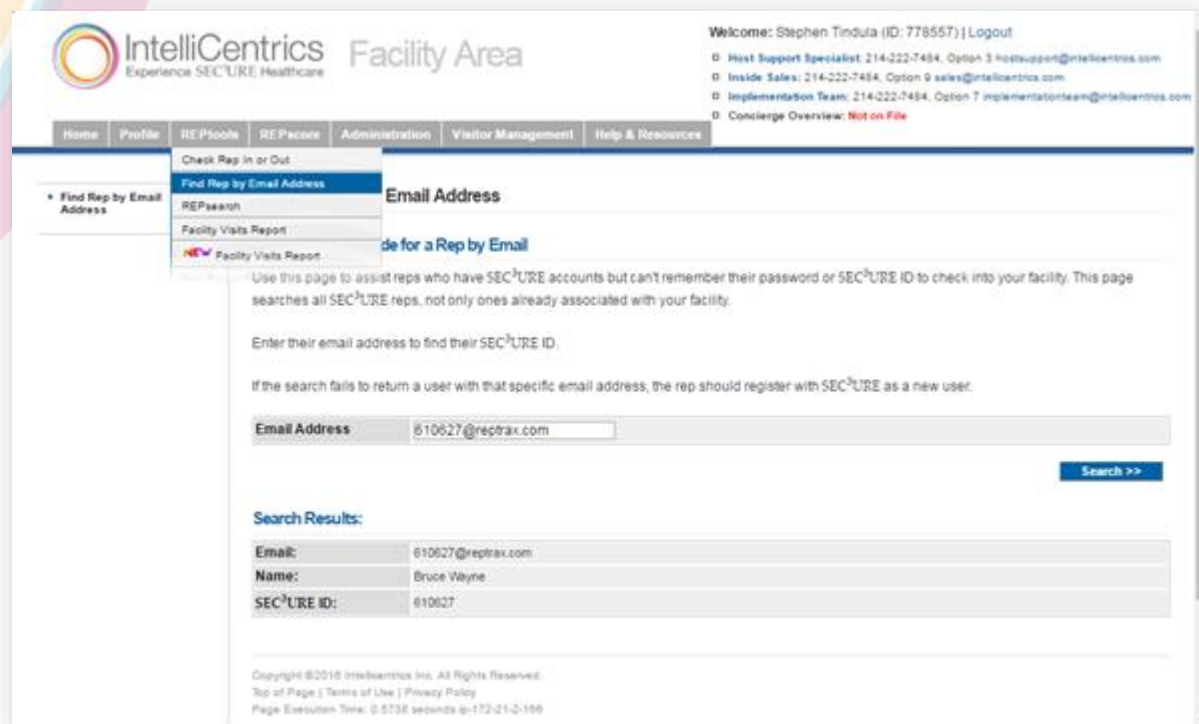
Facility Users/Administrators: Locate HCIR / Rep by Email Address

Look under: **RETools** tab → **Find Rep by Email Address**

If a HCIR / Rep leaves a business card and you would like to see if she or he is already attached to your facility, use **Find Rep by Email Address** to look her or him up. This is also useful if a rep is unable to remember her or his password or SEC³URE ID to check into your facility.

Enter in the HCIR/vendor/Rep's email address – this will show if the email address is attached to any HCIR/vendor/rep account in SEC³URE. The account holder can attach their profile to your facility at their desk top, your kiosk or via the mobile application.

*Only the account holder can attach their SEC³URE account to any facility.



The screenshot displays the IntelliCentrics Facility Area interface. The top navigation bar includes links for Home, Profile, REPools, REPecore, Administration, Visitor Management, and Help & Resources. A sidebar on the left contains a dropdown menu for 'Find Rep by Email Address' with options for 'Check Rep In or Out', 'Find Rep by Email Address' (selected), 'REPecore', 'Facility Visits Report', and 'Facility Visits Report'. The main content area is titled 'Email Address' and 'Find a Rep by Email'. It contains a text input field with the email address '610627@reptrak.com' and a 'Search >>' button. Below the search field, the 'Search Results:' section displays the following information:

Email:	610627@reptrak.com
Name:	Bruce Whyne
SEC ³ URE ID:	610627

At the bottom of the page, there is a copyright notice: 'Copyright ©2016 IntelliCentrics Inc. All Rights Reserved.' and a footer with the address '1420 Lakeside Parkway - Suite 110 | Flower Mound, Texas 75028 | 817-SEC3URE (732-3873), Option 3 | www.IntelliCentrics.com'.