

## PBC ID CARD BADGE ENTRY INSTRUCTIONS

### Introduction

To produce PBC employee badges follow these instructions.

### Required Information

In order to request a new employee ID the following items are required:

- First and Last Name of Employee
- Employee Number (this is the 8 digit EMPLID) see next section for people that do not have a valid PBC Employee Number
- Start Date (for new employees) – **This field is no longer required and is in the process of being deleted.**
- A Digital Photo (see Photo Guidelines below)
- The Plant Location

### Employees with out a valid PBC Employee Number (Contractor/Temporary Employees, etc.)

These steps must be followed to request a badge for a non-PBC employee:

- The site must send a list to the Support Center with a list names of people that do not have a valid PBC employee number
- The Support Center will generate the number to be used as the “Employee Number” and email it back to the site
- The badge will be requested in the same way as other badges with the number provided by the Support Center

### Photo Guidelines

All photos **MUST** meet the following requirements. You may be requested to re-take incorrectly formatted photos:

- Photos should be taken in LANDSCAPE format.
- Close-up head and upper shoulder shot. **Do not** cut the top of the head off in the photo.
- Position the camera such that the subject's face is frame to fill at least two-thirds of the camera's LCD screen or viewfinder. Use the zoom or macro feature to zoom in on the subject if necessary.
- A distance of 0.5 to 2.0 m from the subject is recommended. This specification may vary depending on the focus length of the camera.
- Select a Pepsi Blue wall or drop screen as the background. The picture

should be taken in a well-lit room. If a blue backdrop is not available, please use a plain wall behind the person

- Avoid direct camera's flash onto the face to eliminate the "red-eye" effect and the tendency of "half-closed" eyes.
- Focus on the full frontal face and without headgear (headgear worn in accordance with religious or racial custom is acceptable but must not hide the facial features)
- Photos may require cropping prior to uploading into the website
- All photos **must be** in the .jpg format. No other type of graphic format will work with the ID production software.
- It is strongly suggested that a tripod be used when taking pictures. This will prevent the picture from being blurry.
- Photos should range from 30 KB to 70 KB. Set the camera to the **lowest** resolution when taking photos.
- When saving photos, **do not** use any special characters like: (. , : # '), use only letters and numbers.
- Sunglasses or any dark glasses are not permitted. Please remove these items (do not let the person place them on top of his/her head).
- Please pay attention to the quality of the photos. People should not appear green or yellow when you submit the photo.
- Photos must be bright enough to see the face of the person clearly. Photos that are too dark or where shadows obscure the face will be rejected.

## **Photo Samples**

Correct photo (Figure 1):

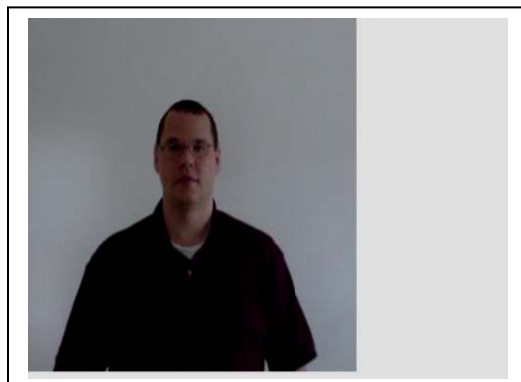
- Close-up
- Landscape format
- Subject's face fills most of the picture
- Well-lit



**Figure 1: Correct photo format**

Incorrect photo (Figure 2):

- Too far away
- Cannot see subject's face well
- Face does not fill the image
- Too dark



**Figure 2: Incorrect photo format**

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### **Submitting Badge Requests on the PBC Corporate Security Website**

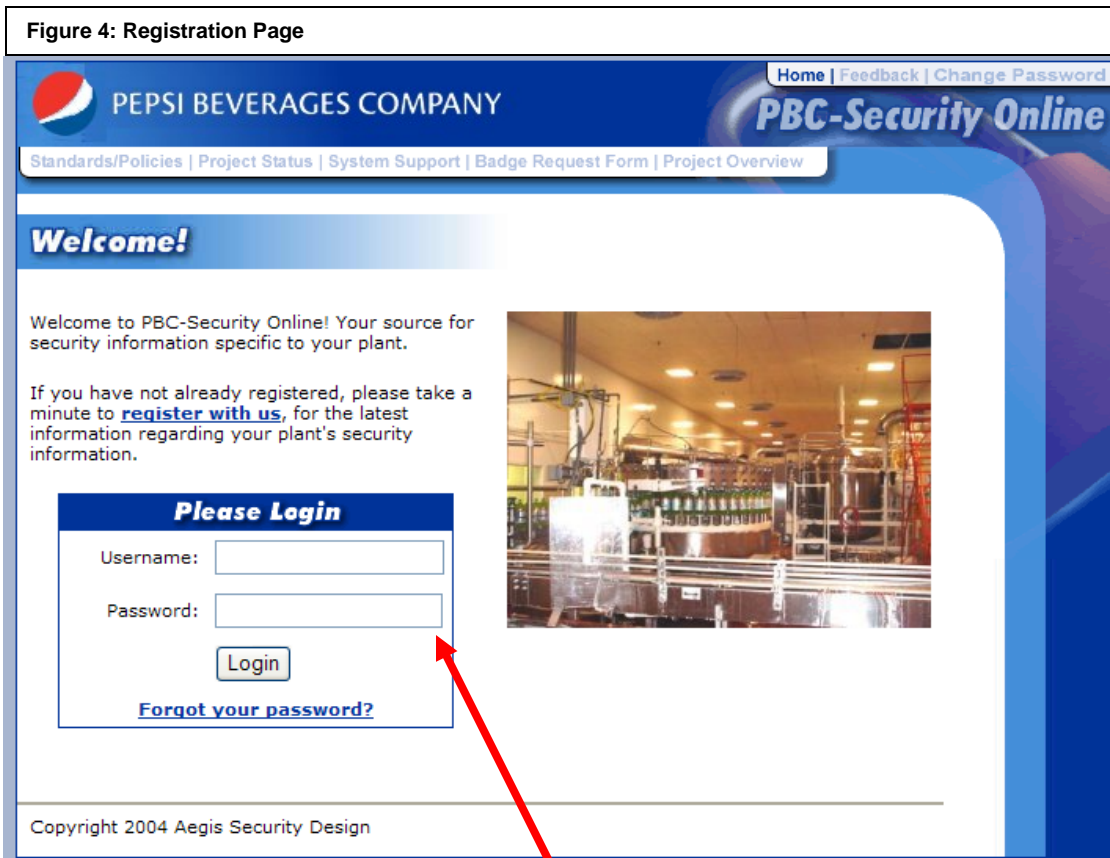
The URL to the Badge Request website is <http://pbc.win.net> .

In order to use the site Registration is required. Please note that registration can take up to 24 hours to complete. An email notification will be sent when completed. Click on the register with us link (See Figure 3).



All fields on the Registration page are required

Figure 4: Registration Page

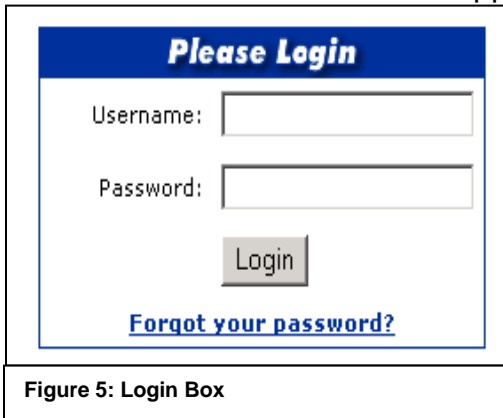


The screenshot shows the PBC-Security Online registration page. At the top, there is a navigation bar with the Pepsi logo and the text 'PEPSI BEVERAGES COMPANY'. To the right of the logo, there are links for 'Home', 'Feedback', and 'Change Password'. Below this, the page title 'PBC-Security Online' is displayed in a large, stylized font. A secondary navigation bar contains links for 'Standards/Policies', 'Project Status', 'System Support', 'Badge Request Form', and 'Project Overview'. The main content area features a 'Welcome!' heading followed by a paragraph: 'Welcome to PBC-Security Online! Your source for security information specific to your plant.' Below this is another paragraph: 'If you have not already registered, please take a minute to [register with us](#), for the latest information regarding your plant's security information.' A login form is present with the heading 'Please Login', containing fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. To the right of the text is a photograph of a beverage production facility. At the bottom left, the copyright notice 'Copyright 2004 Aegis Security Design' is visible.

Enter all information on this page and click 'Register'

### **Entering Badge Information**

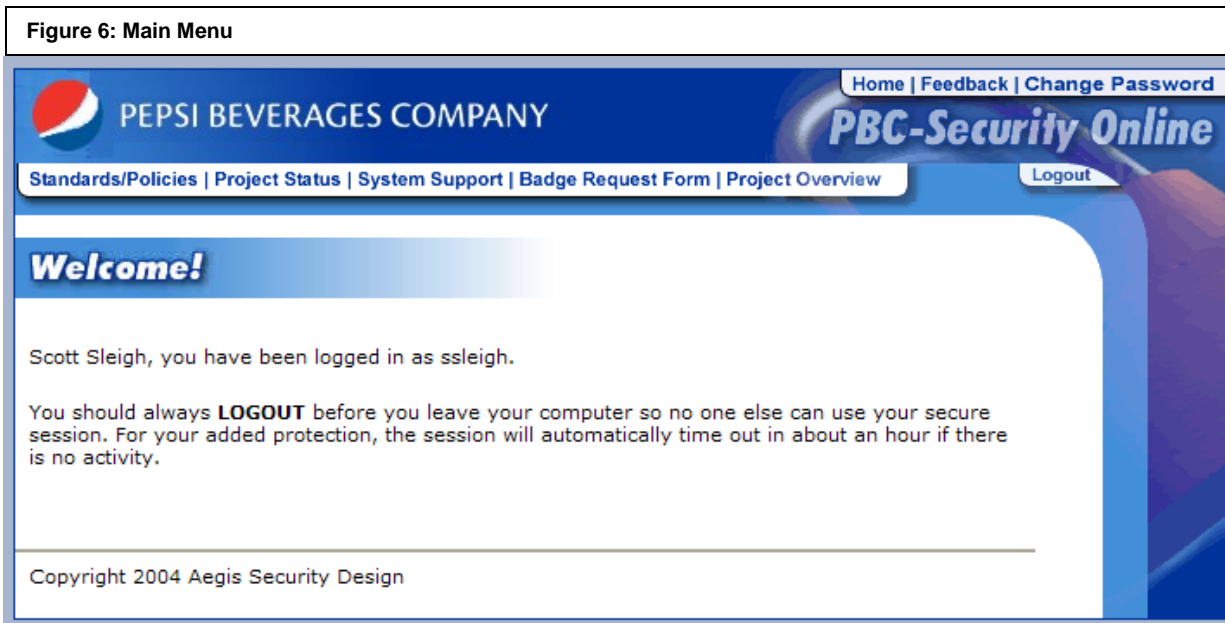
After registration has been approved login by entering the Username and Password. The Main Menu will appear after a successful login



The image shows a login form titled "Please Login" in a blue header. Below the header, there are two input fields: "Username:" and "Password:". Below the "Password:" field is a "Login" button. At the bottom of the form is a blue link that says "Forgot your password?".

**Figure 5: Login Box**

Figure 6: Main Menu



The screenshot shows the main menu of the PBC-Security Online application. At the top left is the Pepsi Beverages Company logo and name. To the right, there are links for Home, Feedback, and Change Password. Below this is a navigation bar with links for Standards/Policies, Project Status, System Support, Badge Request Form, and Project Overview, along with a Logout button. The main content area features a large 'Welcome!' heading, followed by a personalized message to Scott Sleigh and a security warning about logging out. At the bottom, there is a copyright notice for 2004 Aegis Security Design.

Home | Feedback | Change Password

PEPSI BEVERAGES COMPANY

**PBC-Security Online**

Standards/Policies | Project Status | System Support | Badge Request Form | Project Overview

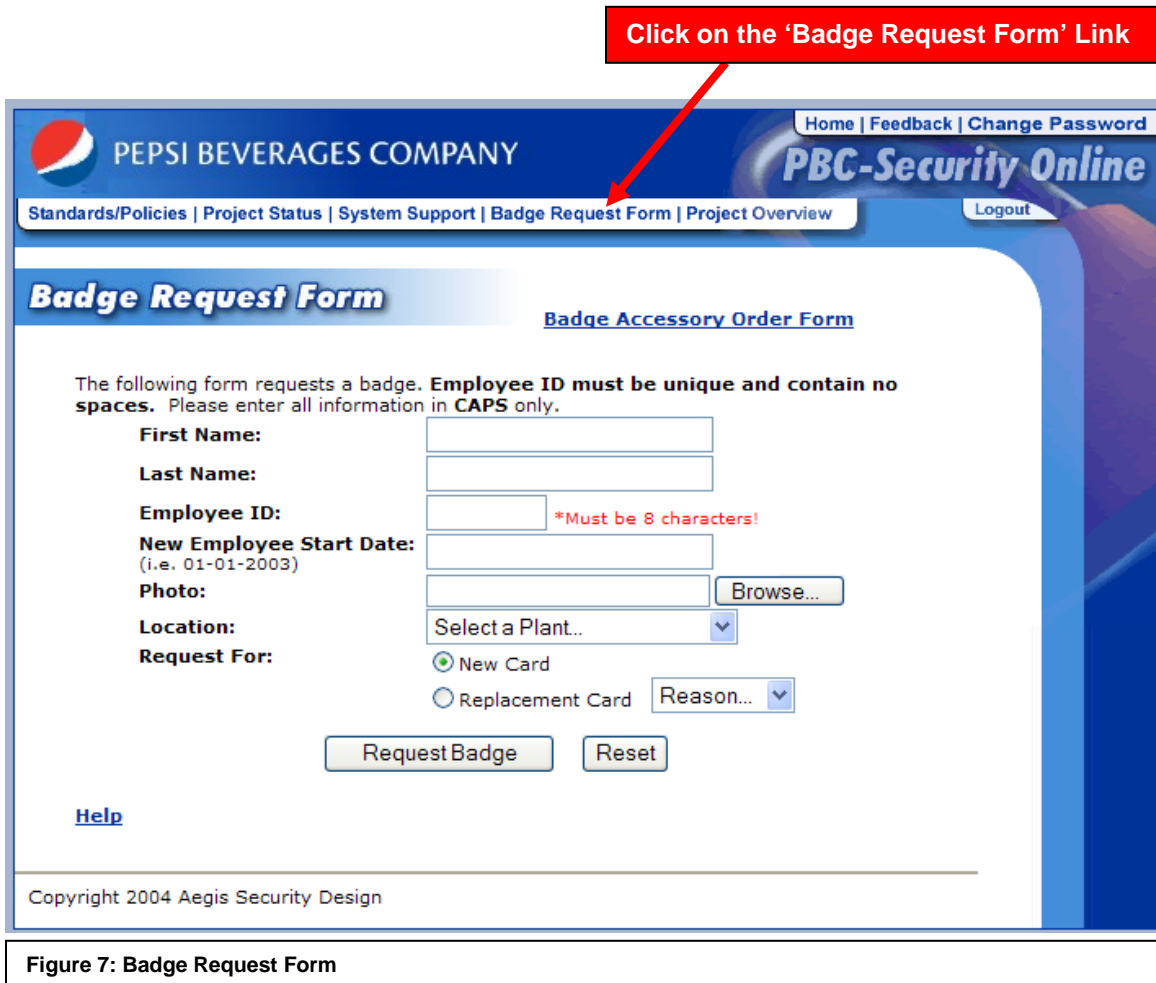
Logout

**Welcome!**

Scott Sleigh, you have been logged in as ssleigh.

You should always **LOGOUT** before you leave your computer so no one else can use your secure session. For your added protection, the session will automatically time out in about an hour if there is no activity.

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Click on the 'Badge Request Form' Link

PEPSI BEVERAGES COMPANY

Home | Feedback | Change Password

PBC-Security Online

Standards/Policies | Project Status | System Support | Badge Request Form | Project Overview

Logout

### Badge Request Form

[Badge Accessory Order Form](#)

The following form requests a badge. **Employee ID must be unique and contain no spaces.** Please enter all information in **CAPS** only.

**First Name:**

**Last Name:**

**Employee ID:**  \*Must be 8 characters!

**New Employee Start Date:**   
(i.e. 01-01-2003)

**Photo:**

**Location:** Select a Plant...

**Request For:**  New Card  Replacement Card

[Help](#)

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Figure 7: Badge Request Form

Enter all information requested on this screen.

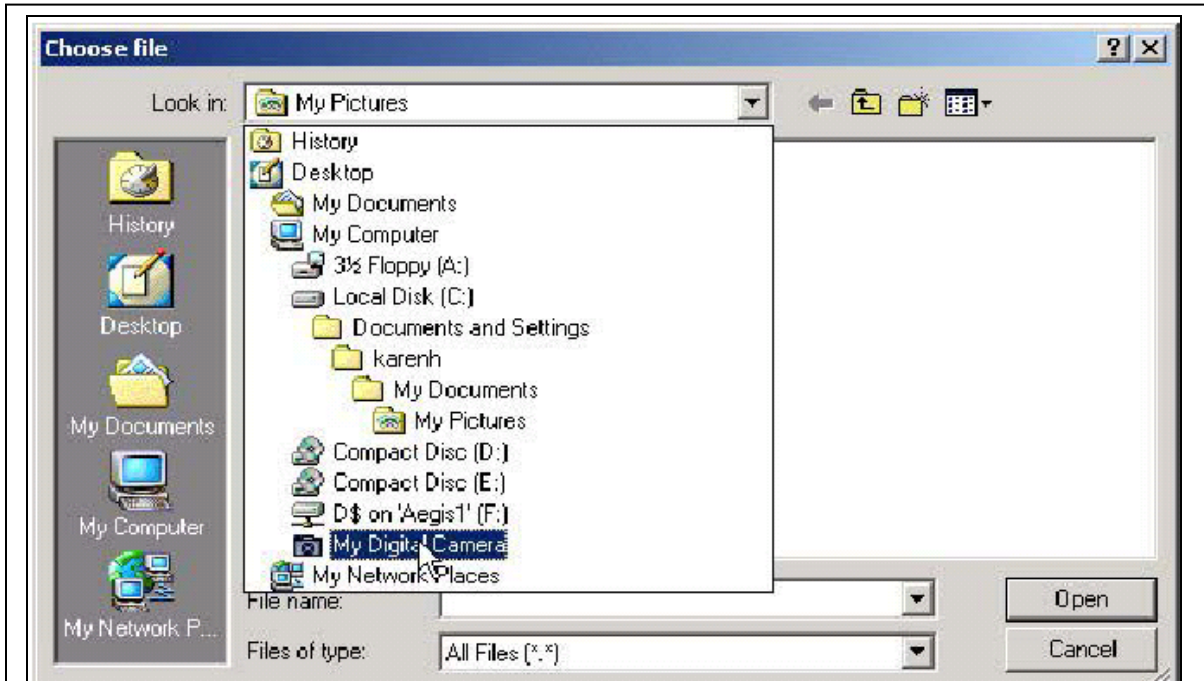
- First and Last Name must be entered in **ALL CAPITAL LETTERS**
- Employee ID: This is the 8 digit EMPLID (you may need to request this info from the HR department) Cars submitted with bogus numbers will be rejected
- New Employee Start Date: No longer required
- Photo: See directions for inserting photo below
- Location: Select the location of your facility
- Request For: Select either New Card or Replacement
  - **New Card** is for the first time an ID card is requested for the employee
  - **Replacement Card** should be selected when and employee is receiving a replacement ID card. Select the reason for the replacement card



- The card access system does not recognize names with apostrophes in them like O'Bryan, remove the apostrophe.
- Names with suffixes are also not permitted; do not enter them in the system.
- Any badge that does not meet these requirements is subject to rejection and will require it to be resubmitted.

## Locating Employee Photo

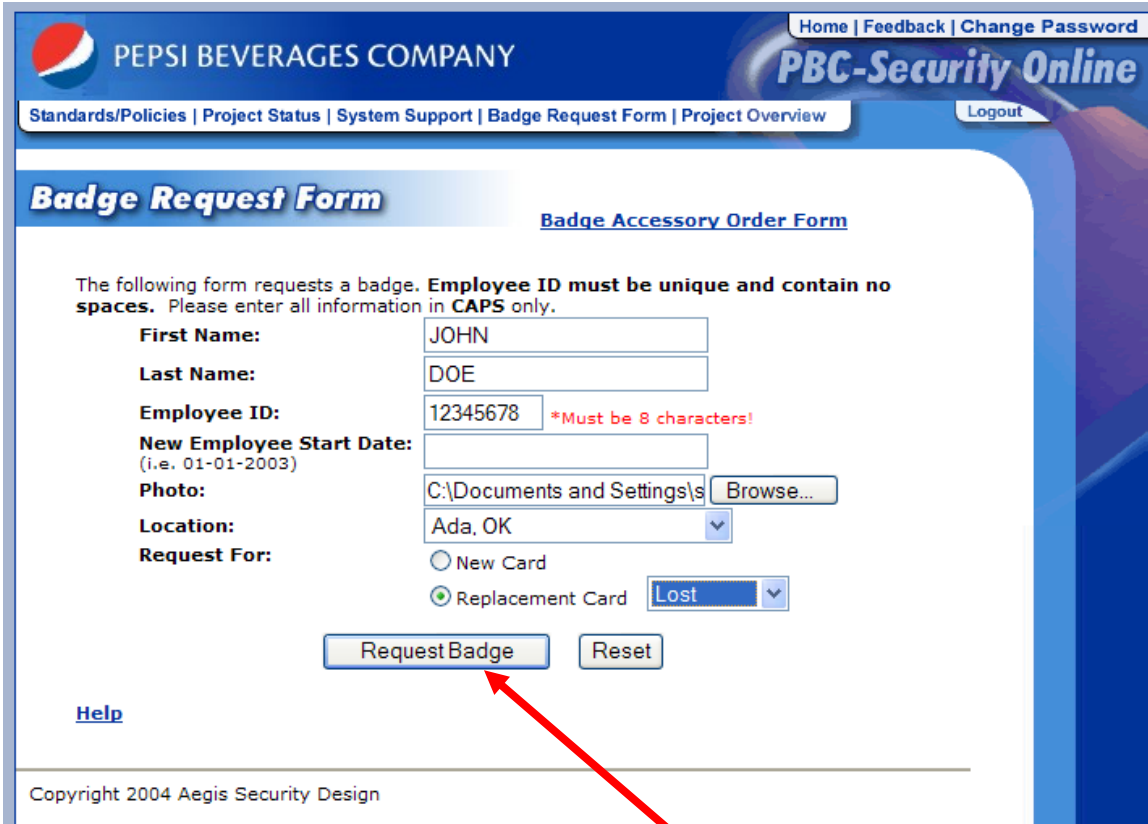
To load a photo click on the Browse button next to the Photo field, this will load a Choose file window. If the photo was saved to a hard drive, locate the photo from the proper location. If a digital camera is connected to computer, access the photo from the camera (see Figure 8 below).



**Figure 8: Select Photo File**

## Submitting Badge Information

Ensure all information is correct and click on the Request Badge button to submit the information. The information will be sent to the PBC Support Center where the badge will be processed and sent back to the plant for distribution.



The screenshot shows the 'Badge Request Form' interface. At the top, there is a navigation bar with links for 'Home | Feedback | Change Password' and 'Logout'. Below this, a secondary navigation bar includes 'Standards/Policies | Project Status | System Support | Badge Request Form | Project Overview'. The main content area is titled 'Badge Request Form' and includes a link for 'Badge Accessory Order Form'. A note states: 'The following form requests a badge. **Employee ID must be unique and contain no spaces.** Please enter all information in **CAPS** only.' The form fields are: 'First Name' (JOHN), 'Last Name' (DOE), 'Employee ID' (12345678) with a red asterisk and note '\*Must be 8 characters!', 'New Employee Start Date' (i.e. 01-01-2003), 'Photo' (C:\Documents and Settings\s Browse...), 'Location' (Ada, OK), and 'Request For' (New Card, Replacement Card). The 'Replacement Card' option is selected, and a dropdown menu shows 'Lost'. At the bottom of the form are 'Request Badge' and 'Reset' buttons. A red arrow points to the 'Request Badge' button. A 'Help' link is located at the bottom left. The footer contains 'Copyright 2004 Aegis Security Design'.

Figure 9: Badge Request

Click on Request Badge when done