

Building Access Request

1. Go to IT service connect site
2. Search **Building Access request**

Building Access Request

IMPORTANT NOTE: This form has a known issue when added to the cart. Please DO NOT use this form as part of a bundle, or attempt to modify it in any way once it has been added to the cart.

Badges are required for all associates, contractors, visitors and temporary associates in Anthem buildings. The purpose of this form is to create/replace a badge or to add access to an existing badge.



[How to fill out the Building Access Request Form](#)

Request Information

*Recipient

 Randall, Damen		
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Manager

 Wade, Abigail R	
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Recipient US Domain ID

AF30520

Recipient Employee Type

ASSOCIATE

*Type of Badge Request

-- None --	
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3. Fill in recipients info and the manager will automatically populate in the field.
4. Select **Type of badge request**

* Type of Badge Request

-- None --

-- None --

Add New Access to Existing Badge

Create a Badge

Reactivate Badge after False Expiration/Termination

5. This section can be used to **Create a badge** or **give Access to specific parts of the building (IE) DMOC room.**
6. Please replicate this form and add **Access start date accordingly.**

* State

VA

* Building

VA28 - Amerigroup - Norfolk (5800 Northhampton-Concourse)

If the building you are looking for is not found in this list please contact FacilityAccessRequests@anthem.com for assistance.

* Area

VA28 - Data Management Operations Center (Restricted)

* Access Time Assignment

24 Hours (7 Days)

* Access Start Date

Access will be applied on the start date provided below. Please use the current date when submitting this form OR a date that is at least 1 business day prior to a scheduled arrival so there is no impact upon arrival to the site.

Access End Date

End date is not required if there is a chance the individual might return to the location selected.

7. If you are creating a badge **select Badge type**

* Badge Type

-- None --

-- None --

New Badge

Replacement Badge

Contractor to Associate

8. Please replicate this form and add **Access start date accordingly.**

* Badge Type

New Badge

▼

* State

VA

▼

* Building

VA28 - Amerigroup - Norfolk (5800 Northhampton-Concourse)

▼

If the building you are looking for is not found in this list please contact FacilityAccessRequests@anthem.com for assistance.

* Area

VA28 - General Access

▼

* Access Time Assignment

24 Hours (7 Days)

▼

* Access Start Date



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Access End Date



End date is not required if there is a chance the individual might return to the location selected.

