

Building Access Request

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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.

Request Information

* Recipient

Manager

Recipient US Domain ID

Recipient Employee Type

* Type of Badge Request

Insert the employees ID/name into **Recipients field**. This will also auto populate their manager name.

Select **Type of badge request drop down**

-- None --

Add New Access to Existing Badge

Create a Badge

Reactivate Badge after False Expiration/Termination

-- None --

Select **create a Badge** for New hires then proceed to Badge type and select **new badge**

* Badge Type

New Badge

-- None --

New Badge

Replacement Badge

Enter the following for the remaining taps

* Is the Non-Associate Authorized to Escort?

No Escort Privileges

- AUTHORIZED TO ESCORT means that you are approved by your manager to escort others throughout the building. - NO ESCORT PRIVILEGES means that you do not have permission to escort visitors. (This selection will be identified on the badge when printed.)

* 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

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

Lastly enter the **Start date** of the new Hire then Submit ticket.