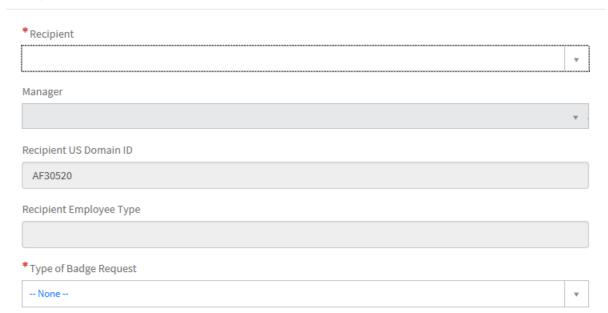
Building Access Request

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.

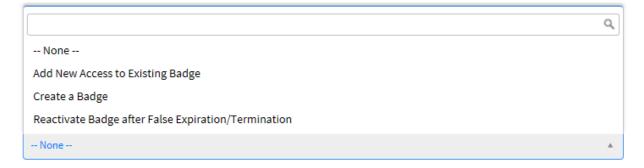
Badges are required for all associates, contractors, visitors and temporary associates in Anthem buildings. The purpose of this form is to create/replace a badge or to add access to an existing badge.

Request Information

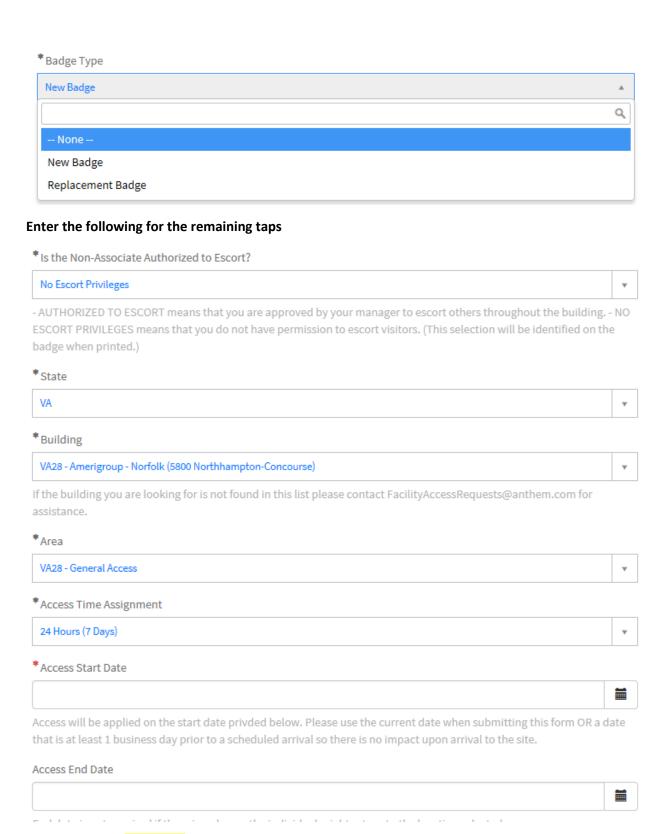


Insert the employees ID/name into Recipients field. This will also auto populate their manager name.

Select Type of badge request drop down



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



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