**SEC3URE Passport**

**Communications Toolkit**

**Email/Letter to Facility’s Vendor Representatives**

*Please feel free to use the below email copy to help you communicate the move to IntelliCentrics’ SEC3URE Passport platform. You can tailor this copy to your vendor representatives.*

Hi \_\_\_\_\_\_\_\_,

Managing and keeping track of your compliance requirements can be time consuming and daunting, especially when working at multiple locations. To help simplify the process and assure the safety and security of everyone who passes through our doors, [FACILITY NAME] has adopted a new electronic credentialing process.

Effective [DATE], you’ll need to be registered and compliant through IntelliCentrics’ SEC3URE Passport in order to access our facility. Registration is easy. Just follow these four steps:

1) Visit: www.sec3ure.com

2) Click “Register”

3) Complete profile

4) Attach to [FACILITY NAME]

With SEC3URE Passport, you’ll be able to spend more time doing your job and less time tracking down paperwork. And IntelliCentrics’ portable credential makes it easier for you to get approval to work at any facility using SEC3URE Passport, more than 10,000 locations of care. Here are just a few additional benefits of your subscription:

* Complete your paperwork, online in minutes
* Get approval within days
* Access your profile anywhere, including your mobile device
* Receive notifications when any requirements need updating
* Check-in and check-out using your mobile device

IntelliCentrics has a highly responsive customer service team able to answer any questions you may have regarding your account. If you have questions, please contact: CustomerService.US@IntelliCentrics.com.

Thank you for helping us make [FACILITY NAME] a safer facility.

[SIGNATURE]