

CLEARED4 Integration Guide

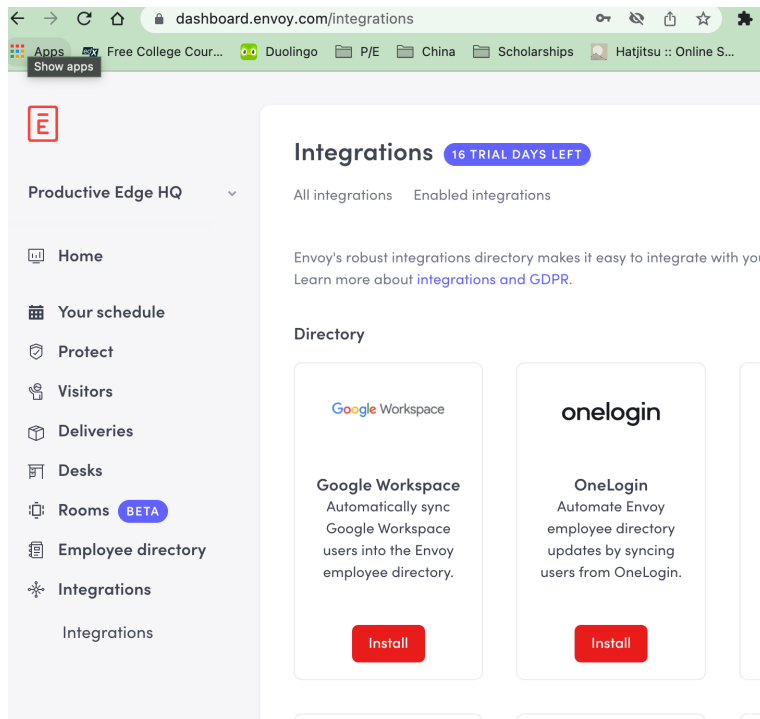
How does this integration work?

When a full time employee (FTE) invites a guests to come into their office through Envoy, this integration will automatically create a CLEARED4 (C4) account for them and send an email out to them for the visitor to complete some administrative tasks inside of C4 (Such as adding vax card or test results). The FTE or “host” will be able to check inside of Envoy to see if their visitor has in fact completed the administrative tasks. Furthermore, once the visitor goes to sign in as a visitor through Envoy, the integration will check in C4 to see whether or not the visitor has met the requirements to safely enter the work space. If not, the “host” will have the option to approve or deny the visitor’s entry.

Enabling the C4 | Envoy integration:

Note: you will need to have an active CLEARED4 instance with your organization in order to activate this integration inside of your Envoy Instance(s). If your organization does not have an active CLEARED4 account please navigate here: <https://www.cleared4.org/contact-us> & click on the appropriate link for your organization.

1. Logon to Envoy instance
2. Navigate to the Integrations tab



3. Click on the CLEARED4 Integrations “install” button

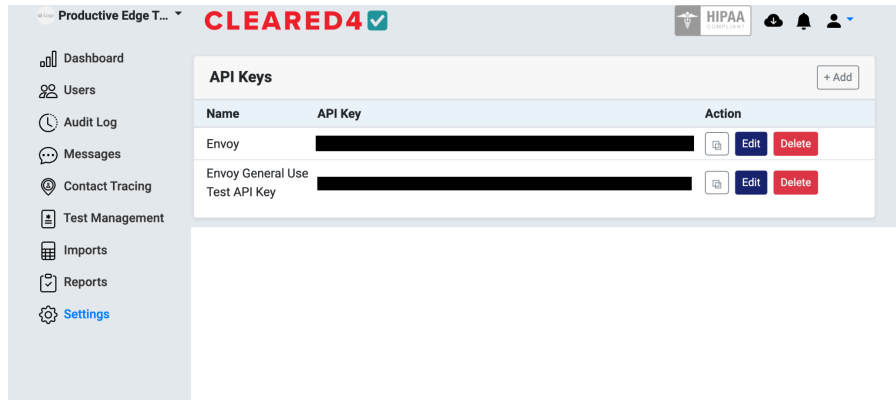
The screenshot shows a sidebar on the left with the Envoys logo and navigation items: Home, Your schedule, Protect, Visitors, Deliveries, Desks, and Rooms (BETA). The main content area displays a grid of integration cards. The first row includes Athena (with an 'Install' button), SafeGate (with an 'Install' button), and Cleared4LIFE (with a 'Configure' button). The second row includes everbridge and K.

4. Click appropriate check boxes for your desired integration

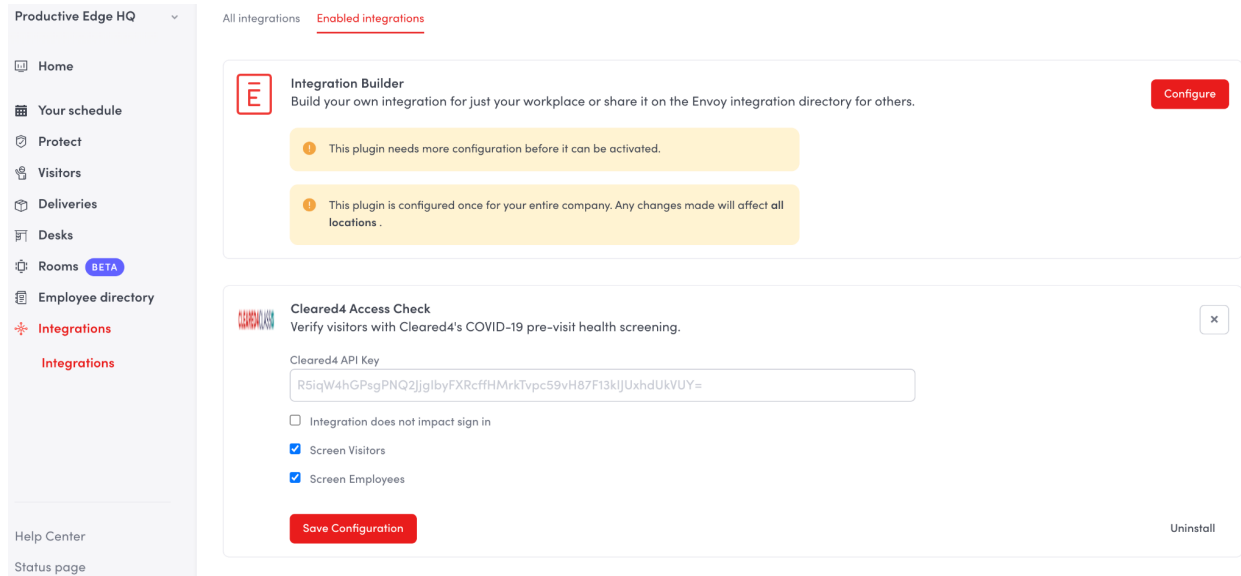
The screenshot shows the 'Integrations' section in the sidebar, which is expanded to show 'Integrations'. The main content area has tabs for 'All integrations' and 'Enabled integrations'. The 'Integration Builder' section contains two informational messages: 'This plugin needs more configuration before it can be activated.' and 'This plugin is configured once for your entire company. Any changes made will affect all locations.' Below this is the 'Cleared4 Access Check' configuration panel, which includes a text input for the 'Cleared4 API Key' (containing 'RSiqW4hGPsGPNQ2JjglbyFXRcfffHMrkTvpC59vH87F13kJUxhdUkVUY='), checkboxes for 'Integration does not impact sign in' (unchecked), 'Screen Visitors' (checked), and 'Screen Employees' (checked). A 'Save Configuration' button is at the bottom left, and an 'Uninstall' button is at the bottom right.

5. Navigate and Logon to your CLEARED4 instance and grab API key
6. Click on “settings” on the left hand navigation pane
7. Click on “API Keys and Webhook endpoints”
8. Click on “+add” to add a new API key or simple copy one that already exist by clicking

 button



9. Add API key to Envoy Integration Configuration



10. Click “Save Configuration” to finish the configuration