

## DOWNLOADING THE CEAS MOBILE VERIFICATION APPLICATION

### I. Downloading the CEAS iOS (iPhone) App:

The CEAS iPhone App is free of charge to install and use. If you have a QR code reader installed on your device you can scan the QR code below to begin the installation. Alternately, you can type or paste the following URL into the browser of your iOS device:

[itms-services://?action=download-jmanifest&url=https://www.ceas.com/mobile/ios/ceas.plist](https://itms-services://?action=download-jmanifest&url=https://www.ceas.com/mobile/ios/ceas.plist)

If viewing this in your iOS device you can click on the link above to begin the download.



Scan here for iPhone  
Verification App

### II. Downloading the CEAS Android App:

The CEAS Android App is free of charge to install and use. If you have a QR code reader installed on your device you can scan the QR code below to begin the installation. Alternately, you can type or paste the following URL into the browser of your Android device: \* *Third party apps must be enabled on your Android phone to install*

<https://www.ceas.com/mobile/android/CEAS.apk>

If viewing this in your Android device you can click on the link above to begin the download.

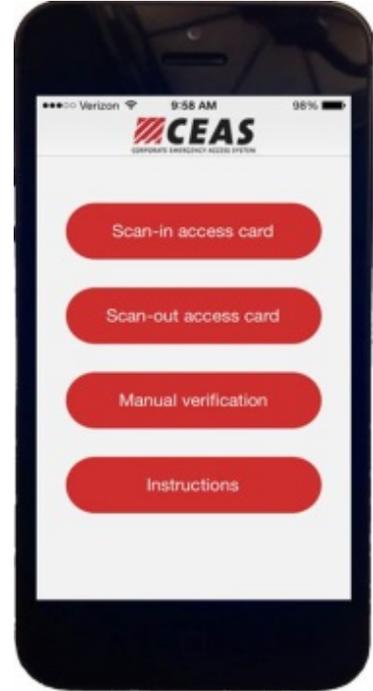


Scan here for Android  
Verification App

## USING THE CEAS MOBILE VERIFICATION APPLICATION

### I. Opening the CEAS Mobile Verification App

- A. Begin by touching the CEAS App icon on your smartphone to open the Home Screen
  1. Touch “Scan-in access card” to verify a CEAS Card using the smartphone’s camera
  2. Touch “Scan-out access card” to record a credential holder leaving the area using the smartphone’s camera
  3. Touch “Manual verification” enter a CEAS ID number by hand to verify a CEAS Card
  4. Touch “Instructions” to open the built in instruction guide



### II. Using the Camera to Verify/“Scan-In” or “Scan-Out” a CEAS Card

- A. The device’s built in camera will read the bar code on the front or back of the card to perform a verification scan.
  1. From the home screen, touch the “Scan-in an Access Card” button
  2. The camera scanning screen (right)will open
  3. Hold the card about 8” from the device’s camera, align the bar code with the cross hairs and allow the camera to focus.
  4. In low light conditions Click the light bulb in the upper left of the screen to activate the device’s camera light
  5. Once the camera focuses and reads the bar code, it will instantly return a verification of the credential



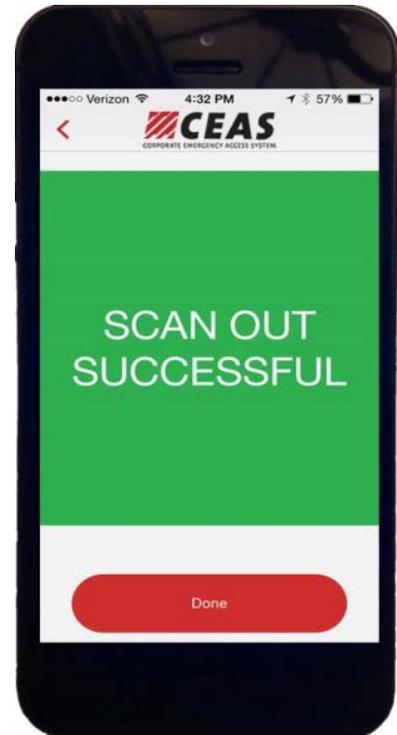
B. Scan In Verification - The information on the screen should correspond with the individual presenting the card and provide the following information:

1. Card Status
2. Access Level
3. Cardholder Image
4. Name
5. Affiliation (Business Sector)
6. Organization (Company)
7. Location(s) cardholder may access
8. *Multi-Facility cards will show more than one facility the cardholder is permitted to access. Additional facilities may be viewable below by scrolling down from this screen.*



C. Scanning Out - In situations where it is necessary to scan cardholders leaving of an area, the “Scan-out” function can be utilized to record these transactions:

1. From the home screen, touch the “Scan-out access card” button.
2. The camera scanning screen will open.
3. Hold the card about 8” from the device’s camera, align the bar code with the cross hairs and allow the camera to focus.
4. This screen (left) will confirm that the cardholder is recorded as exited from the restricted area.



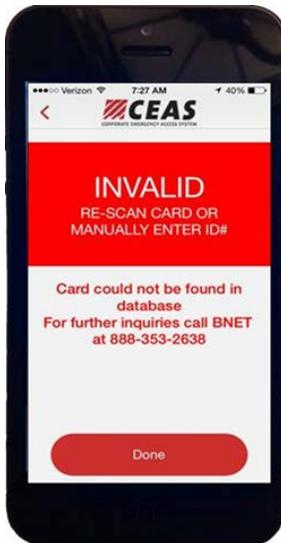
D. Invalid Card Responses: The app will return the following responses for invalid cards



1. INVALID - Card Expired

The screen on the left will appear if the presented card is expired.

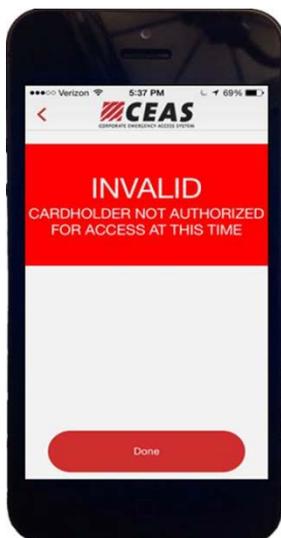
- a) Officer should confiscate card and deny access



2. INVALID – Re-Scan or Manually Re-enter ID Number

The screen on the left will appear if the Card has not scanned properly, been revoked or has been tampered with.

- a) Officers should first rescan the card and/or manually enter the CEAS identification number (see Step III below).
- b) If the card result still shows it as INVALID, the card may be confiscated and access denied



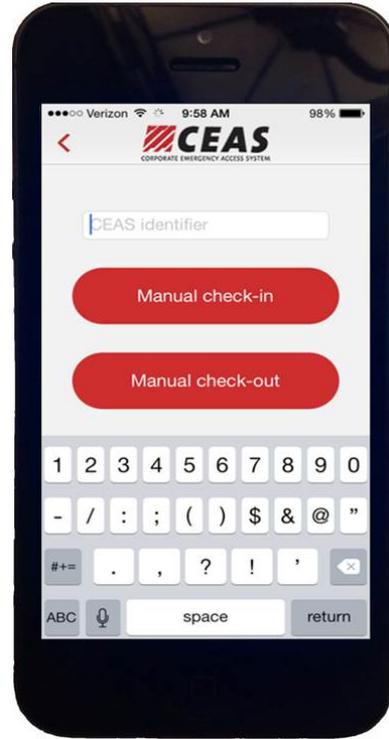
3. INVALID – Cardholder Not Authorized For Access

The screen on the left will appear under the following circumstances:

- a) The CEAS Program has not been activated by the Jurisdiction
- b) The Cardholder does not have a facility within the activating jurisdiction
- c) Access should be denied.

### III. Manually Entering the CEAS Identifier to Verify a CEAS Card

- A. In the event of a camera malfunction, the CEAS Identifier on the front of the credential can be manually entered (without dashes) into this screen to validate/“check-in” or “check-out” a credential holder.



### IV. Validating a Credential Without a Data Connection

- A. If there is no data connection available, after scanning a credential the app will display the following screen. The CEAS App will store the scanned card information and automatically upload it to the server when a connection is re-established.
  1. Officer’s should visually inspect cards for validity (expiration, security features, identity, access location) before permitting access
  2. The “How to Visually Verify” button will open a help screen and provide steps for visual verification

