Welcome to BmyGuest!

From {date} {company] implements a new Visitor Management System. It is called BmyGuest and makes it much easier for all of us to register visitors in the future.

Visitors check-in and out via their own mobile phones, and you as hosts are automatically notified by text message or email when they arrive. On top of it all it is contactless and Covid-19 safe!

Important! We need you to confirm your BmyGuest account!

Once we have created you as hosts in the system, you will receive an email from BmyGuest. Here you will be asked to confirm your account, so that the system will work optimally.

Click on the link in the email and follow the simple steps. It is easy and only takes a few minutes. In return, you get a BmyGuest account where you can see your visitors and their contact information – and they can see you! Plus, you get a full overview of your visitor history.

At the same time, your account also functions as a visitor account to use when you check in at any other company using BmyGuest. As a visitor you just scan a QR code with your mobile phone, select your host, and check in! It really is that simple!

Pre-registration of your visitors!

When you invite your visitors to a meeting via a calendar invitation, simply add guest@bmyguest.eu as a meeting participant. Your external visitors are then automatically registered as upcoming visitors in the system and the reception is notified.

As always, the visitors are given a visitor badge which must be worn visibly during their stay. Please ensure that the badge is returned to the reception when they leave {company}.

Please see the BmyGuest Host Manual for more information and step-by-step guidance.

Many greetings

{The Reception Desk}