

# SITE REGISTRATION TOOL

User guide for applicant



# OneSecurity

## Site Registration Tool (ULP)

### Some basic information:

- A person, who needs to have physical access to UPM production unit, will make an application well in advance via Site Registration Tool (ULP)
  - Contractors
  - Visitors
  - Employees from other companies working at the site
- Every person and vehicle need to be specified. Therefore it is important clearly state the reasons for access right request
- Every site has nominated contact persons who are authorized to approve or reject access requests. If the application has a request for vehicle, the request need to be considered carefully
- The applicant will receive email notifications related to access right requests handling
- If an application has any inconsistencies or mistakes the contact person will reject it. In these cases the access rights need to be applied again

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## Site Registration Tool (ULP)

### Site registration:

Persons, possible incl. also vehicle request, need to make an application for registering to the site via Site Registration tool (ULP)

First select the district

## Site Registration Tool (ULP):

<http://gates.upm.com>

The link is also available via mobile phone



## Registering to Site

[Rekisteriseloste](#)  
[Privacy policy](#)

Choose district first. Second, choose site you want to request access for.

Pietarsaari

Tervasaari Valkeakoski

Tampere Raflatac

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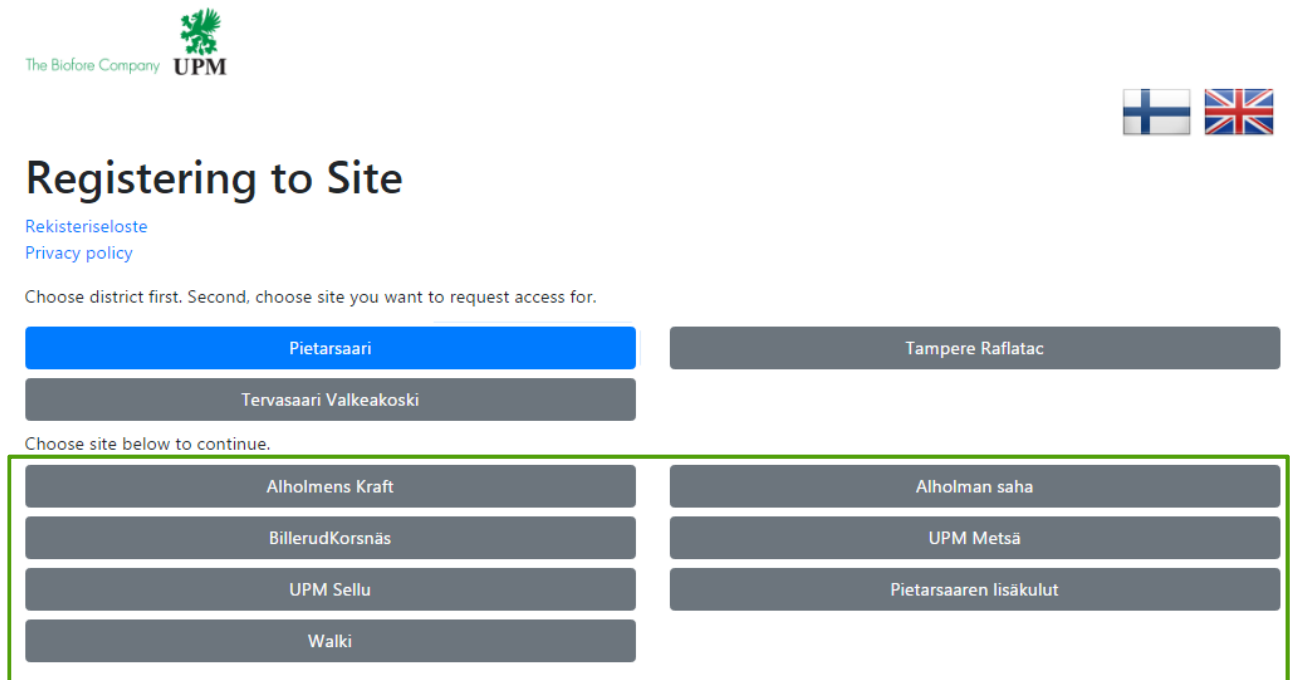
## Site Registration Tool (ULP)

### Selecting the site:

Depending on the chosen district several sites will be available to be selected.

Access rights for each site need to be applied separately

Select the site



The screenshot shows the 'Registering to Site' interface. At the top left is the UPM logo. On the right, there are flags for Finland and the United Kingdom. The main heading is 'Registering to Site', with links for 'Rekisteriseloste' and 'Privacy policy'. Below this, a instruction reads: 'Choose district first. Second, choose site you want to request access for.' There are two rows of buttons for districts: the first row has 'Pietarsaari' (highlighted in blue) and 'Tampere Raflatac'; the second row has 'Tervasaari Valkeakoski'. Below these, another instruction reads: 'Choose site below to continue.' A large green box highlights a grid of site buttons: 'Alholmens Kraft', 'Alholman saha', 'BillerudKorsnäs', 'UPM Metsä', 'UPM Sellu', and 'Pietarsaaren lisäkulut'. The 'Walki' button is at the bottom of the grid.

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## Site Registration Tool (ULP)

### Access request:

Start your application by selecting the type for your access request:

- **Henkilökunta = Employees:**  
Employees from other companies working at the site
- **Palveluntoimittajat, urakoitsijat = Contractors:**  
Contractors with assignment to the site
- **Vierailijat = Visitors:**  
Visitors to the site

Choose suitable type for new access request.

#### Workforce

- Henkilökunta = Employees
- Palveluntoimittajat, Urakoitsijat = Contractors

#### Visitors

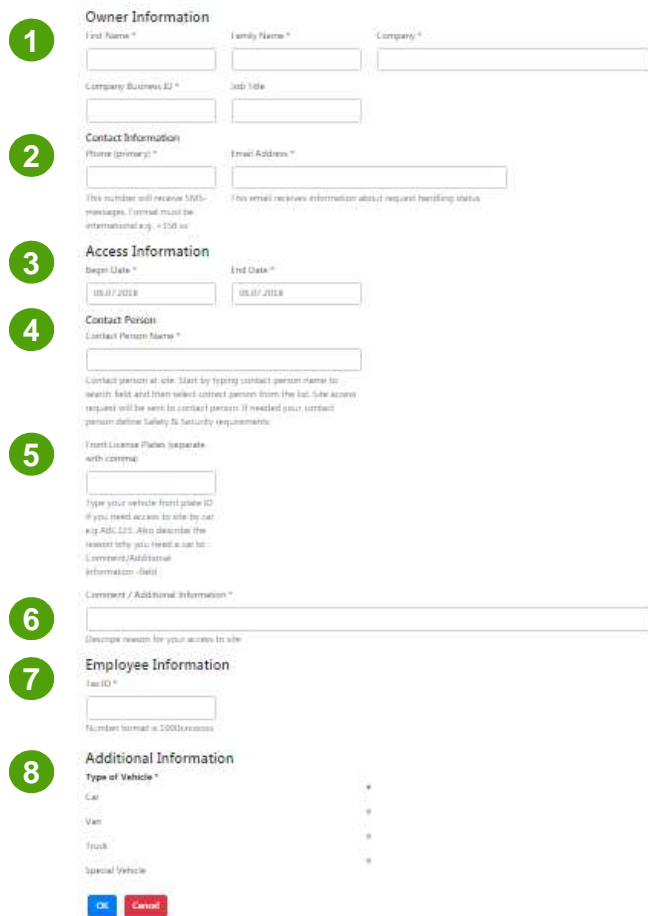
- Vierailijat = Visitors

OK

Cancel

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## Site Registration Tool (ULP)



The screenshot shows a registration form with the following sections and steps:

- Owner Information:** Fields for First Name, Family Name, Company, Company Business ID, and Job Title.
- Contact Information:** Fields for Phone (primary) and Email Address.
- Access Information:** Fields for Start Date and End Date.
- Contact Person:** A dropdown menu for selecting a contact person.
- Vehicle License Plate Number/s:** A text field for entering license plate numbers.
- Comment / Additional Information:** A large text area for providing details about the access request.
- Employee Information:** A field for Tax ID.
- Additional Information:** A dropdown menu for selecting the type of vehicle (Car, Van, Truck, Special Vehicle).

### Fill in application:

Mandatory fields marked with \*

#### 1. Owner information

- Business ID is mandatory for employees and contractors, not for visitors

#### 2. Contact information

- Fill phone number in international format e.g. +358xxx

#### 3. Access information

- Start date for your visit or assignment
- End date for your visit or assignment

#### 4. Contact person

- Select your contact person within the site from the list

#### 5. Vehicle license plate number/s

- Will be add ONLY, if needed
- Visitors will add their license plate number in Comment / Additional information field, if needed

#### 6. Comment / Additional information

- Every access right request need to be carefully specified, so that contact person is able to handle the application and make the decision

#### 7. Employee information

- Tax ID is mandatory information from every contractor and contractor's employee. Visitors do not need to fill in tax ID

#### 8. Additional information

- Select the type of your vehicle, if it is needed at site

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## Site Registration Tool (ULP)

- When your application has been saved to the system you will receive email notifications of the application handling process
  - Sender of the emails is: [UPM@Visy.fi](mailto:UPM@Visy.fi)
  - Messages are automatically generated, therefore you are not able to reply to the message



**UPM**

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Company