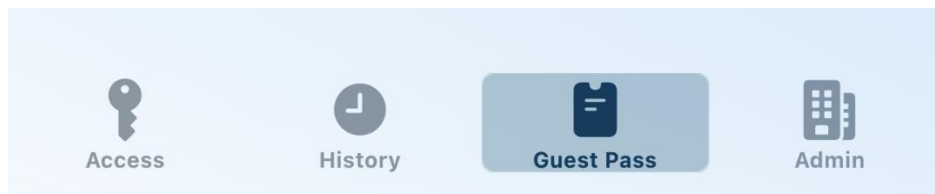


## TEMPORARY GUEST PASSES

### What is the best type of pass to use for my guests?

- **Delivery Pass:** This pass works well for scheduling visitors that deliver packages, food, grocery, etc. This pass is *valid for 10 days but will be revoked shortly after the first use.*
- **Temporary Pass:** Temporary passes are typically for weekend guests or possibly a service provider who requires a *continuous period of access to the property.*
- **Recurring Pass:** This pass works great for *visitors that provide recurring services who require weekly access*, such as babysitters, dog walkers, service professionals, etc.

Once you have logged in to your Community App, you will see the MAIN Screen. At the bottom of this screen, you will see 4 ICONS. –



- **Access** – Your main screen where you can OPEN Gates & Locks.
- **History** – Your recent history of events and actions on your account.
- **Guest** – Where you go to set up GUEST PASSES.
- **Admin** – Administrative actions.

Each app license allows for 15 active Guest Passes. If you don't have a lot of guests, you can set them up individually which will make it easier to track and delete if no longer needed.

**\*Note** – Once you create a Pass, it can not be modified. If changes are needed, you will need to Delete the pass and re-create a new one so make sure you review your selections before you hit **CREATE PASS**.

For those homes needing a lot of Guest Passes, the key to saving passes is to GROUP your passes ahead of time. If your Kids have several friends who frequent your home, you can set up passes similar to this-

**Bob's Friends** – recurring type pass

**Mary's Friends** – recurring type pass

**POOL Service** – recurring type pass

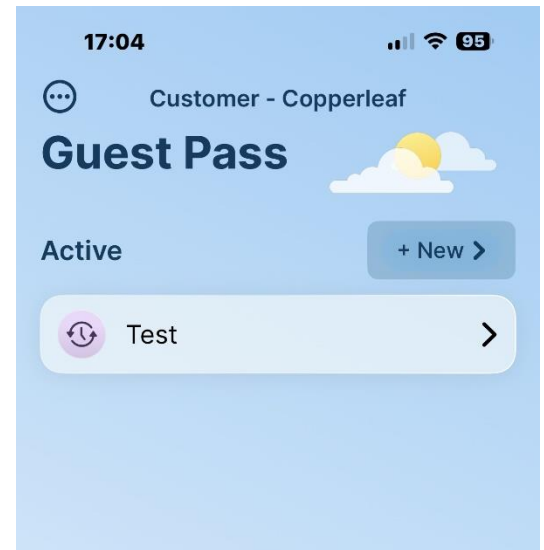
**Maintenance Service** – You could set up as a 'Delivery Pass' and create a new one each time or you can set up as a 'Recurring Pass' and give out the pass # when needed.

When you are ready to set up your Guest Passes, Click on the ICON at the bottom of the menu labeled **GUEST**

Once you have selected the GUEST PASS page, you will see a screen that looks similar to this.

Any item under ACTIVE will be your current passes in use.

To create a new Guest Pass, click on the **+ New >** button on the right side.



After you Select **+ New >**, you will be asked to choose the type of pass that best fits your needs.

- **Delivery Pass:** This pass works well for scheduling visitors that deliver packages, food, grocery, etc. This pass is *valid for 10 days but will be revoked shortly after the first use.*
- **Temporary Pass:** Temporary passes are typically for weekend guests or possibly a service provider who requires a *continuous period of access to the property.*
- **Recurring Pass:** This pass works great for *visitors that provide recurring services who require weekly access, such as babysitters, dog walkers, service professionals, etc.*

A **Delivery Pass** will ask you for a name of the Pass and will ask you to check what they have access to.

**ONLY CHECK FRONT GATE ARM** for this type of pass and remember, they can only access the Front Entrance where the Call Box is located.

## Choose a Pass

When and how often do you want guests to have access to your community?

**Delivery Pass**  
 Revoked shortly after first use  
 (Your pass for food or package delivery)

**Temporary Pass**  
 Entry for custom period of time  
 (Your out of town guest or short-term rental)

**Recurring Pass**  
 Entry for recurring period of time  
 (Your cleaning service or dog walker)

## Temporary Pass

Once you select the Temporary Pass, you will be asked to name this pass. Remember that this is different than a recurring pass. This is used more for visiting guests, workers who might be doing a job for a week or two, etc.

Once you name the pass and hit Next, you will be asked to select the ACCESS Period.

For the ACCESS PERIOD, you will need to select your Start and Stop dates and times.

Once you click on the date next to the Start line, you will have a calendar pop up and overlay on to the screen (see below).

The screenshot shows a mobile app interface for naming a temporary pass. At the top left is a back arrow and the word "Back". At the top right is a close "X" icon. The title "Pass Name" is centered. Below the title is a descriptive sentence: "Give your pass a name to better manage all your guest passes...(e.g. Pizza delivery, Dog walker)." A text input field contains the placeholder text "Your Temporary Pass Name". At the bottom center is a dark blue rounded button labeled "Next".

The screenshot shows a mobile app interface for setting an access period. At the top left is a back arrow and the word "Back". At the top right is a close "X" icon. The title "Access Period" is centered. Below the title is a question: "When do you want your guest to have access to your community?". Underneath, the "Time Zone" is set to "America/New York". There are two rows of date and time pickers: "Starts" with "Aug 18, 2024" and "16:15", and "Ends" with "Aug 19, 2024" and "16:15". At the bottom, there is a dark blue rounded button labeled "Next". A light gray footer contains the text: "Admin does not allow temporary pass duration to exceed 180 days."

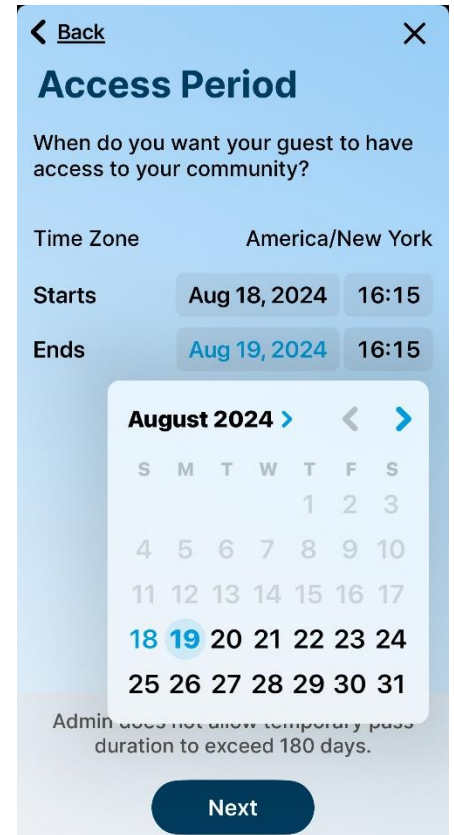


After you have clicked on the month and date, click anywhere on the screen to update the Start Time.

**DO NOT hit the NEXT button at the bottom of the screen.**

If you hit NEXT, it will bypass any other options and take you to the next screen and any others options will not have been changed.

Do the same thing for the Stop Date and Time. Once you have verified that your start/Stop dates and times are correct, then hit the NEXT



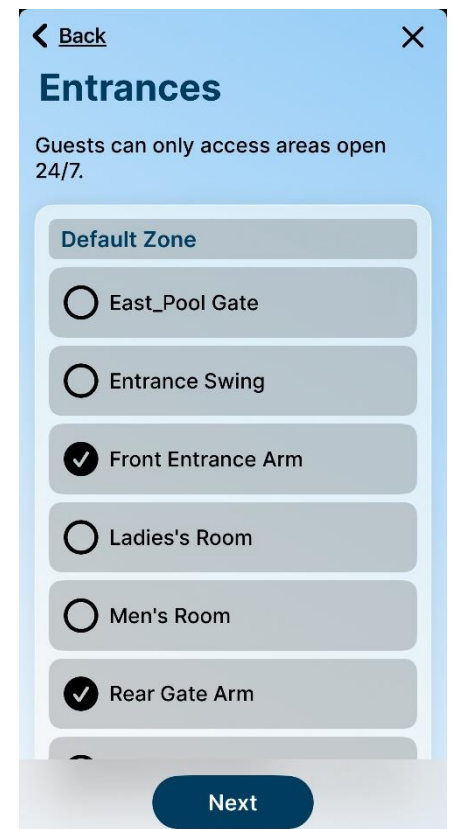
Once you have your Start/Stop times and dates set, you will need to select the area of the community they will have access to.

There is no need to select '*Entrance Swing*' since this is connected to and works in conjunction with the Front Entrance Arms.

**\*Note-** If you are just giving them the 5-digit access code and not sending them the full invite, they will only be able to input the code at the front Call Box.

(Full Invite allows for buttons to open the front and rear arms)

Once you have the areas of the community you want to allow access to, select NEXT





At this point, you are finished setting up your new 'Temporary Access' pass you just created.

This is where you need to review your selections and make sure everything looks correct BEFORE you hit the button at the bottom-

You can click on the **< Back** option at the top and make any changes before you finalize.

Once you come on back to this page, if everything looks correct then you can go ahead and click - **Create Temporary Pass**

You have completed this part and now will be presented on the following page with the option to SEND the invite to your Guest or just give them the 5-digit passcode displayed on the next page for access via the Front Entrance Only!

