

Events / Visitors / Residents

6



People are admitted into the community by three different categories: Events, Visitors or Residents.

Events

- Go to the Events tab and click on **Add Event**. Enter the event name, date and time.
- Add the first and last names of your visitors.
- Click **Save** when you are done.

Visitors

- Go to the Visitors tab and **Add** the visitors name, type of visitor, date and time. Also check **Notify Upon Entry** if you want to receive an email when this visitor enters the community. Click **Save** to send this information to the gate.
- Permanent-permanent visitors are allowed entry until you remove them from this list. Please be sure to add your Emergency contact to the Permanent list.
- Temporary-temporary visitors are authorized for one day only.
- Duration-duration visitors are authorized for multiple days.

Communities with E-Codes can add codes by clicking Change or Assign

Residents

- Enter the names of the residents who live in the house.

Add/Modify Residents: Add Resident(s)

Residents		(2)	
	First Name	Last Name	Type
Edit Del	Chris	Hasler	Minor
Edit Del	Tamara	Moore	Owner

Resident Quick Start Guide

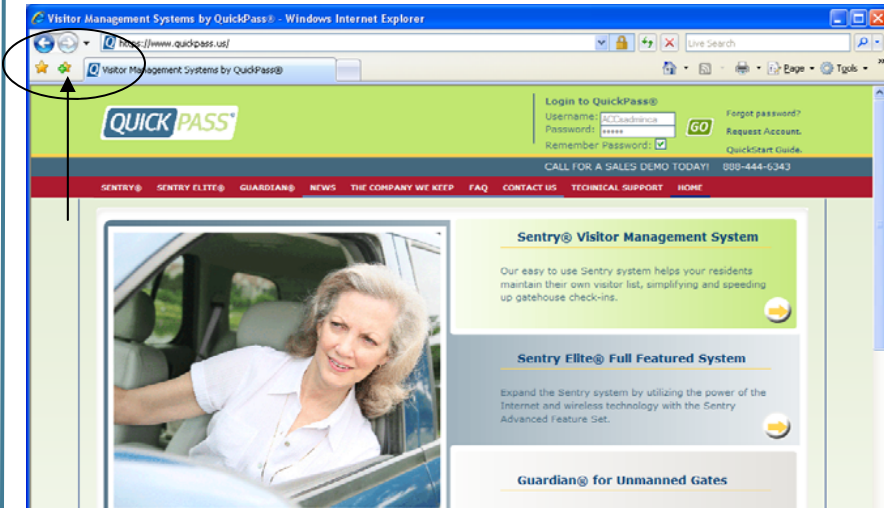
Login to access your account

User Name

Password

Getting Started 1

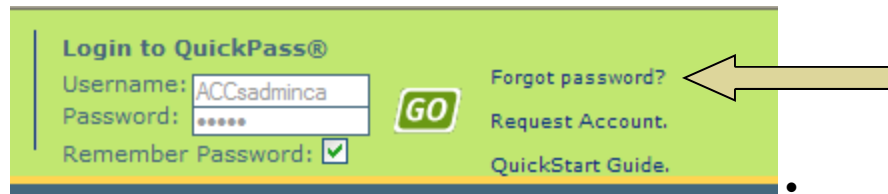
- You can find your website at <https://www.quickpass.us>
- Place a bookmark on your PC by going to our website and going to the Favorites menu on your browser. Select Add to Favorites.



Login / Recover Password 2

- Login to the QuickPass® website using your QuickPass® Login (i.e. DMOC99999) and password. Passwords are up to 12 characters and can be alpha, numeric, upper and lower case.

Passwords are case sensitive.



- If you have forgotten your password, you can click on **Forgot password?** This option is only available to residents who have an email address saved in the system.

Contact Info 3

- Please provide your phone numbers in the order you wished to be called. Emergency contacts and your off-site mailing address can also be listed.

Contact Info	Notes	User Logins	Directions
Overview	Visitors	Events	Residents
			Vehicles

Add/Modify Phone Numbers: Add Phone Number
 Please enter phone numbers in the order that you wish to be called.

Edit Del	Number	Ext	Description	Type
	480-367-6992		Work Phone	Resident Contact
	510-482-4928		Barb Dries	Emergency Contact

Add/Modify Mailing Address:

Street:

City: State:

Zip: Country:

Save Address

Notes 4

- In the Notes section, you can change the note on your account. This note appears on the officers screen when visitors are being admitted. Use this section to make note of any extended absences or special instructions. Please **do not** rely on this section to grant or deny access to visitors.

Login and Password 5

- In the User Login section, you can add a new login by clicking on **Add Login** or you can **Edit** your username and password on your account. This is also where you provide your email address and check whether you want to be eligible for the Notify Upon Entry feature.

Add/Modify Logins: Add Login(s)

Logins	(1)
Login	Email
Edit Del ACC99-999	support@quickpass.us