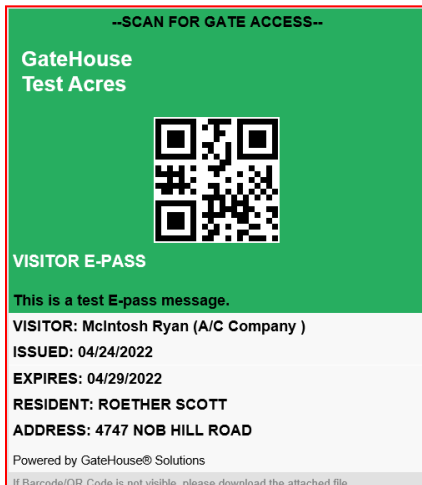


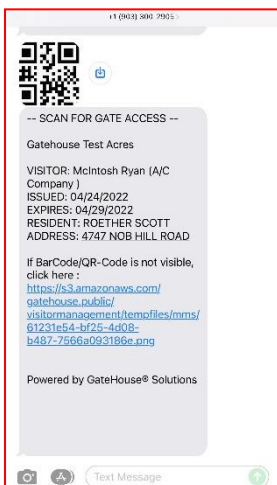
VISITOR E-PASS

- Residents can create and send an E-Pass to their visitor prior to the visitor arriving at the community.
- When the visitor arrives at the community, they will need to open the email or text message on their smart phone, so the on-site Privacy Officer can scan the barcode/QR code.

E-Pass Received via Email



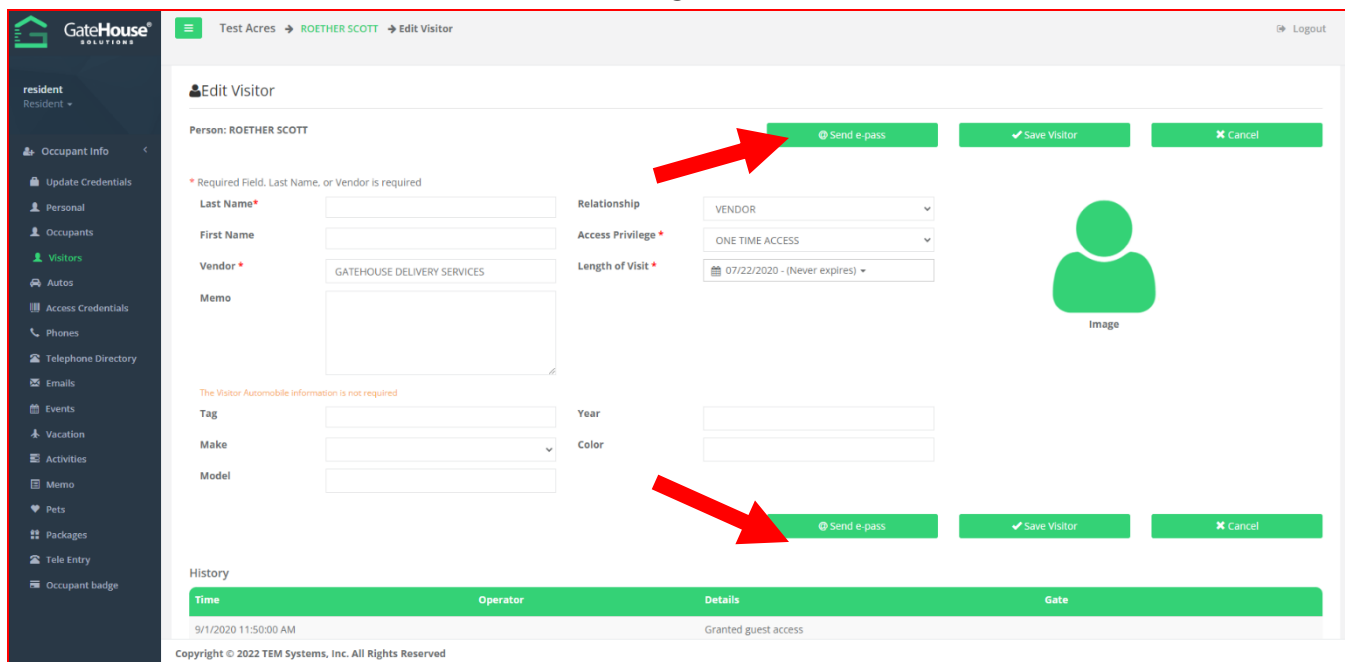
E-Pass Received via Text



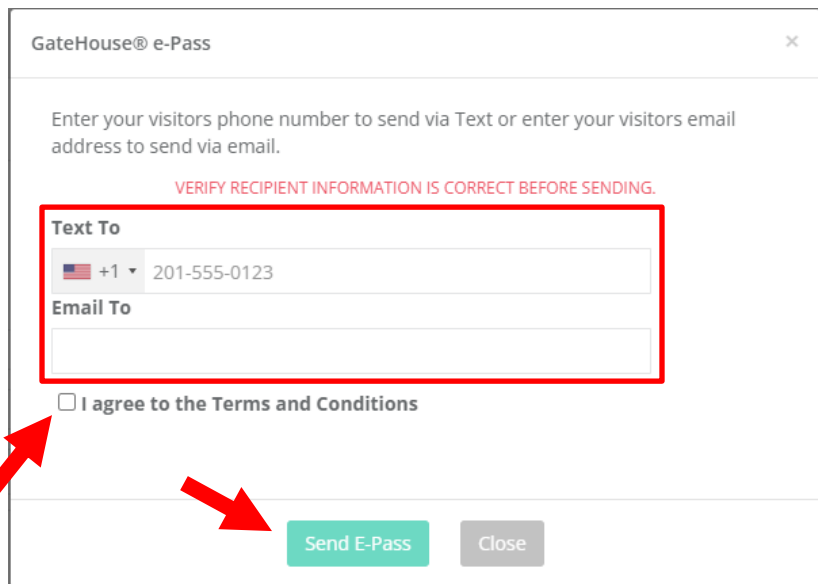
➤ To create an E-Pass in the **Resident Web Portal**:

- **Step #1** – the resident will need to first **CREATE** the visitor record and **SAVE** it.
- **Step #2** – the resident will need to **REOPEN/EDIT** the visitor record by clicking on the “pencil” icon.
- **Step #3** – when the visitor record reopens, a new button called **@Send e-pass** will appear. The resident will need to click on the **@Send e-pass** button and a pop-up box will appear (see steps below).

C

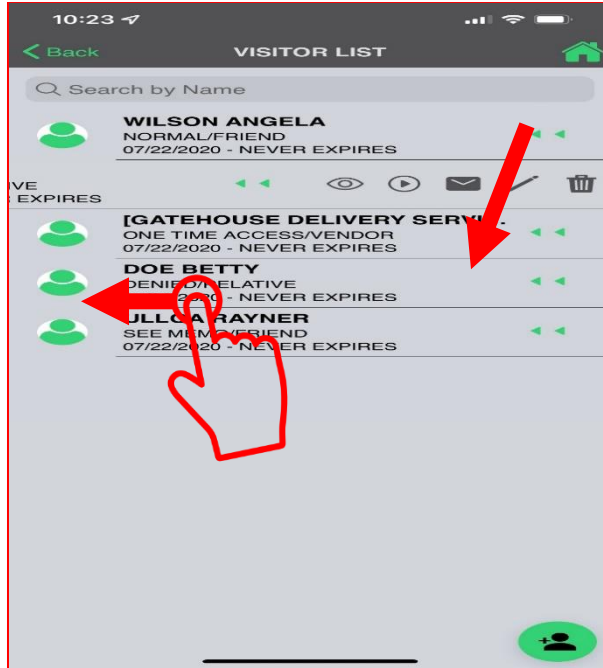


- **Step #4** – Enter in the visitor’s cell phone number so visitor receives it via SMS text message or enter in the visitor’s email address, so visitor receives it via email.
- **Step #5** – Click the “I Agree” check box and click the “Send” button.



➤ To create an E-Pass in the **Resident Phone App**:

- **Step #1** – the resident will need to first **CREATE** the visitor record and **SAVE** it.
- **Step #2** – the resident will need to open the Visitor List, select a visitor, slide the green arrows to the left to open up the quick menu options, and click on the “envelope” icon.



- **Step #4** – Enter in the visitor’s cell phone number so visitor receives it via SMS text message or enter in the visitor’s email address, so visitor receives it via email.
- **Step #5** – Click the “Send E-PASS” button.

