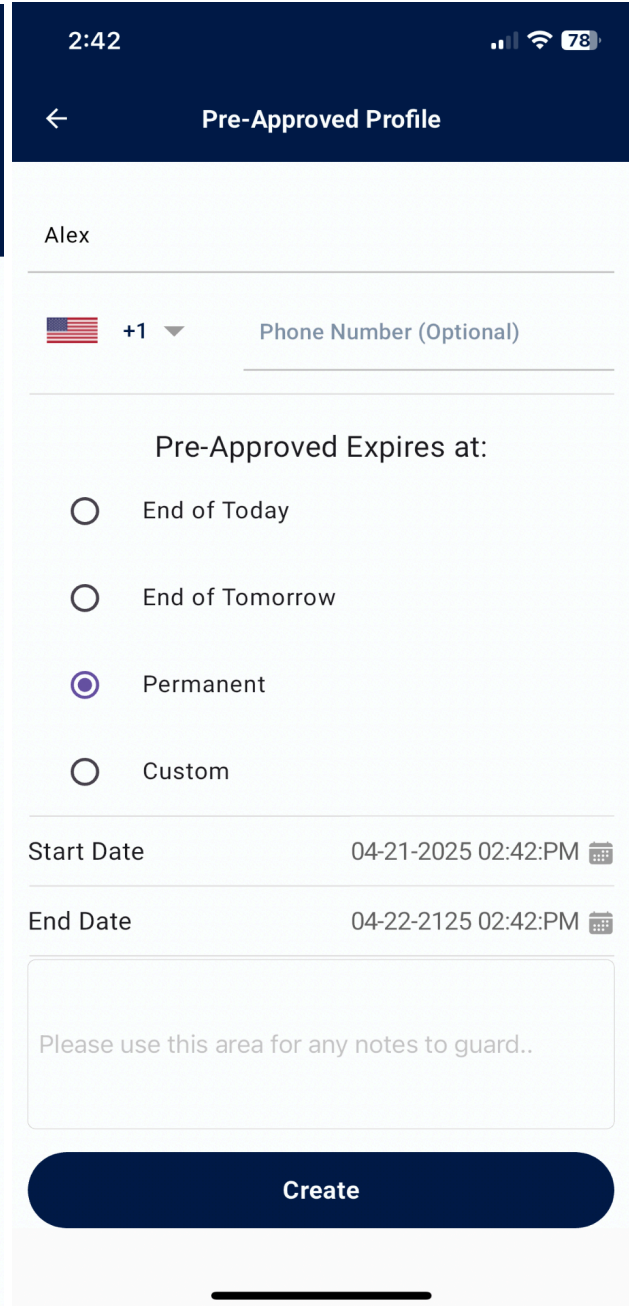
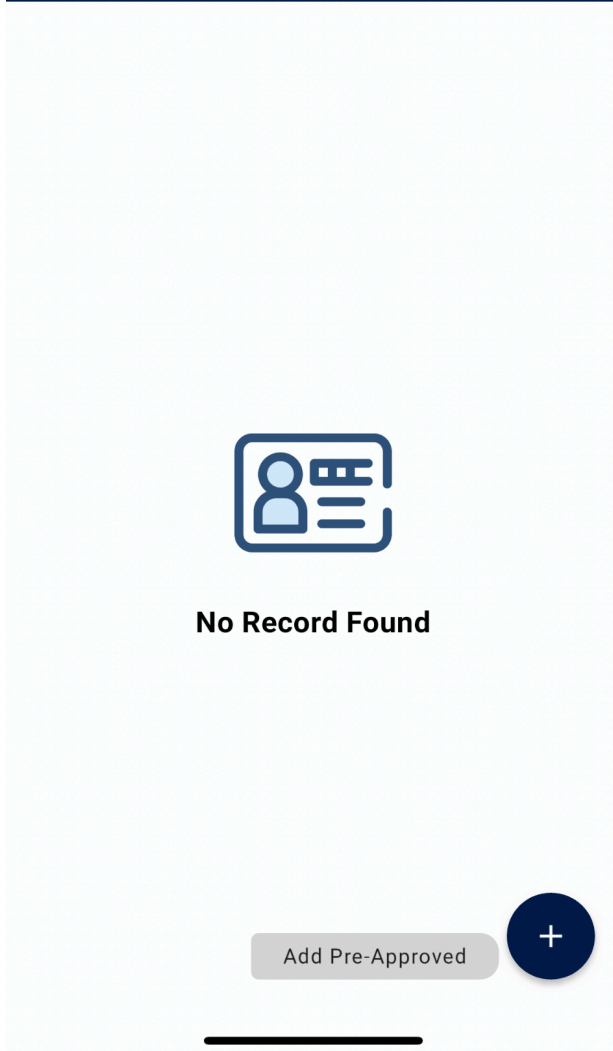
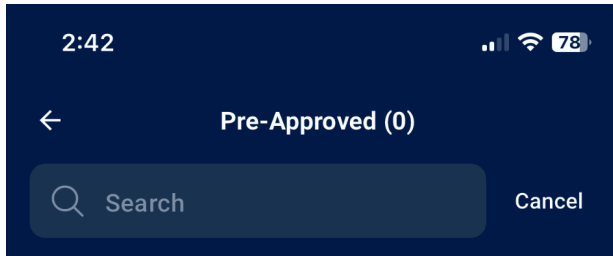


- To add someone to your pre-approved list, simply click on the thumbs up as shown in the picture above. After you do this, your screen will then look like...



- Then simply hit the + sign as shown in the picture above on the left. Once you do this, your screen will look like the screen on the right. Then fill out the necessary information. Please keep in mind when you add someone as a permanent resident, the end date will show up for exactly 100 years after the start date (as shown in picture above)
- Please tell your guest to inform the guard they are visiting you (last name preferred) and make sure they bring their driver's license.

Please see picture and instructions below for after-hours visitors...



- Please encourage guests to use the **left lane** to access the **Kiosk** shown above.
 - They will need to **insert their ID** as demonstrated in red circle above.
 - Next, they can then either **Call Guard** or **Call Resident** by selecting one of the green buttons displayed.
 - If they choose the **Call Guard** option, a guard will appear on the kiosk screen.
 - If they choose the **Call Resident** option, the Resident must press “9” to accept the call.
- ***If a guest pass is being used, they can select the **Scan QR Code** option.**