GateAccess.net instructions:

GateAccess.net is your latest security upgrade to give you control of managing your guests' access, and it's available now! It' easy to use and very intuitive. To begin:

1. Click on the link gateaccess.net

2. You are now at the login page.
    - Use the drop down box to **select JL in the community code box**
    - Enter your **10 digit phone number <u>without</u> the dashes** in the Username box.
      The number must be listed in your security file as your home phone. This number can be **your primary cell phone number, but it <u>must</u> be listed in the home phone field on your security file**. **If you have difficulty logging in this is the most likely cause. Call me directly at 561-743-2032, or email me at michael@jlpoa.com and I will be able to assist you.**

3. Enter your **access code in the password box**.

4. Click the Login button

Getting set up:

1. Click on the "Contact Info" button under the GateAccess.net banner
2. Scroll down to the boxes on the left side of the page ensure your phone numbers are present
3. Scroll down to the "Visitor Arrival Preferences" box
4. Use the drop down box to select your notification preference
5. Use the other drop down boxes to select your cell phone provider. **This step is critical!**
6. Click on the "Update Information box" Now you're all set to take control!

Click on the tabs under the GateAccess.net banner to see what each does.

- Entry logs show you has entered
- Guest List (Fast Access) is where you can add or select a guest and send them a QR voucher on their smartphone
- Emergency contacts
- Vacation Notification- Alerts if someone is trying to enter while you're away
- Pet Information- You can even enter a photo in case your baby gets lost!
- Vehicles
- Login Information to manage your login credentials
- Community Documents- Stay tuned!

Guest List (Fast Access) will be your most useful tab. It's very intuitive, and within a few minutes you'll be in control. You can manage your guests' access for up to two weeks.

If you need to add someone to your permanent list, please call 561-747-1141 and an Officer will assist you. Again, if you have any questions or need assistance please contact me directly.

You don't have to wait to speak with an officer to get your guests' access! You already have the desktop version and you can go on the app store, or google play for android devices, and download the phone app. The app also gives you the capability to send your guest a QR voucher via text. Manage access from anywhere!

Did you know that in addition to GateAccess.net that you can call **561-747-2800** to automatically give your guests' access for 1 to 2 days without waiting to speak with an officer? X2800 is fast, easy, and reliable!

Using GateAccess.net or using the automated line puts you in control to quickly and reliably grant access to you guests.

We have already received tremendous feedback from the members using GateAccess.net and it's becoming very popular. One of the features that members like is that they are notified when a guests arrives, and it keeps <u>you </u>informed of who is entering JL to go to your property.

Remember, a process is underway to facilitate access for service providers, such as contractors and vendors utilizing JL ID cards to ensure that drivers have a valid driver's license and vehicle insurance to help protect you from liability.