

Resident QuickStart Guide

Welcome to QuickPass!

QuickPass Visitor Management is the premier community management system and offers residents many tools to manage your visitors, personal vehicles, contact information and more. This Quick Start Guide will show you the basics of accessing your personal account and how to use the important tools QuickPass has for you

*Please make sure you have been given your login and password from your community before you begin

1 Getting Started



- ▶ Login at www.quickpass.us to activate your personal QuickPass Account
- ▶ Your User Login is the email you provided to your HOA or the given username and password from your HOA
- ▶ Passwords are case sensitive, should be at least 7 characters, including one capital letter and one number



2 How to use My Account

- ▶ **Account Logins:** Manage account logins and passwords
- ▶ **Residents:** Update/View any additional residents, minors, or owners
- ▶ **Email Addresses:** Add your email and subscribe for updates from your community
- ▶ **Phone Numbers:** Add phone numbers in the order you wish to be called for community contact
- ▶ **Codeword:** Customize optional codeword for extra security when discussing your account over the phone (If unavailable, it's not required by your community)
- ▶ **Alternate Address:** Add an additional address

Account Logins	+
Residents	+
Email Addresses	+
Phone Numbers	+
Alternate Address	+
Global Notifications	+



Edit






Delete



Expand

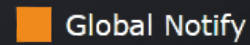
3 Activating Global Notifications

- ▶ This feature provides you with notifications on all visitors that enter the gate
- ▶ Under **My Account** , drop down the **Global Notifications** section
- ▶ Fill in your contact information to be notified via text &/or email
- ▶ Under **All Visitors** , select the **Global Notify** box
- ▶ You **MUST** complete **BOTH** steps to start receiving Global Notifications


Global Notifications 

Mobile Phone 1: - - Mobile Phone 2: - -

Email Addresses (; separated):



4 How to add Visitors & Codes

- ▶ Under **All Visitors** , select **ADD VISITOR**
- ▶ Fill in the visitor/vendor name, select Access Type (One Time Entry, Temporary, Duration, Permanent)
**Allow EXTRA TIME for early visitor arrivals when selecting a time*
- ▶ If Global Notifications is not activated, Toggle the **Notify Upon Entry** button on to be notified for that particular visitor/vendor
- ▶ Fill in your preferred notification method, Mobile Phone Number and/or Email Address
- ▶ Select **ASSIGN CODE**, to customize a gate code for your visitor/vendor
- ▶ Select the dropdown box to select the appropriate **GROUP TYPE**
- ▶ Fill in Visitor Key Code or select **Generate Code** (computer generated)
**If you receive an error code when adding a code, that code has already been taken & a new code must be entered*
- ▶ Fill in the visitor/vendor's email to email them their assigned code
- ▶ Select **SAVE**
**If your visitor is saved properly you will see it on your ongoing visitor list (scroll to the bottom of the page to view)*

Visitors

Name:

Access:
 One Time Entry Temporary Duration Permanent

Visitor Type:

Notify Upon Entry:

Note: Notification on entry is by email or text message ONLY. Please be sure your email address or phone number for this visitor is listed below. Global notification settings are managed on the 'My Account' tab.

Mobile Phone 1: Mobile Phone 2:

Email Addresses:

Send Your Visitor a QUICK Pass

Note: Sending a Quick Pass to your visitor is optional and designed so your visitor can have the information they need for entry to the community ready for the officer. Please have your visitor present their Quick Pass to the officer at the gate.

Visitor Phone: - - Visitor Email Address:

Note: * Notify Upon Entry active only at manned gates

Assign Code To

Visitor Name: Visit Type:

Admit Beginning: Notify Upon Entry?

Group:

Note: * Enter a number between 10000 and 9999999 (or click 'Generate Code') .

Visitor Key Code: Email Code to Visitor:

Download the Mobile App:
Quickpass Visitor Management

