Dear Resident,

This will allow you to control your guest list from any online computer in real time. In addition to your ability to manage your account from a computer, you can use your Smartphone to enter guest's information. For IPhones/IPads, visit the App Store and search for "gateaccess". For Android devices, visit the Google Play Store and search for "gateaccess" (Log on credentials for Smartphones are the same as below). Below is your User Name and Password (PIN) as well as instructions on how to access the web portal or smartphone app.

Log on to the web site (www.gateaccess.net) or

Download the App Gate Access (ABDi)
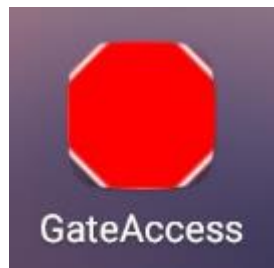
Our <u>Community Code</u> is WPPOA

Your <u>User Name</u>:   MAIN PHONE # Do not use dashes or spaces – This will be 10 digits)

Your <u>Password</u>: PIN PROVIDED BY POA OFFICE

Once logged on, please review and verify all the information. If your primary phone number needs to be updated, please contact the POA office to make the necessary changes. Your guest list can be updated at your leisure. Please continue to update the POA office with any contact information changes.

On 12/10/2018, Officers will start verifying and logging all guests. Every guest is verified on your list for <u>each</u> entry and will be asked to provide their driver's license or photo ID. A guest pass will then be printed and can be provided to them for gate access up to 7 days. If you have signed up for notifications, you will automatically receive a text or email of your guest entering the community. Guest passes will be scanned with a barcode reader upon re-entry.

<u>SMART PHONE APP</u>

Apple (iOS)   &   Samsung (Android)

ABDi GateAccess.NET

Community Code

WPPOA

Username

Enter username

Password

Enter password

GateAccess

☑ Remember Me

☑ Auto Login

Please see our website for the simplified instructio... ...e prompts below. Call the POA if you have questions. You will ...site to view the instructions.

Login

'WPPOA' Login Information

DEPARTMENTS>> SECURITY>> VISITOR MA...

RESIDENT LOGIN TO GATEACCESS.NET

(FIGURE 1)

In order to log into gateacces.net, each community is assigned a unique community code that can be selected from the drop down list on login page. You will select **WPPOA**, if you check the "Remember" box to the right of the login, it will remember **WPPOA** and you will not have to enter that on future logins. Your user name and password will be entered as provided above: login: 10 digit, primary phone number; password: system generated PIN **(FIGURE 1).**

FAILURE TO LOGIN SUCCESSFULLY WITH THREE (3) ATTEMPTS, WILL RESULT IN A SYSTEM BLOCK OF FURTHER ATTEMPTS FOR 60 MINUTES AS A SECURITY PRECAUTION

ARRIVAL NOTIFICATIONS

With the new program you can opt to have the "guest arrival" notifications sent to your smart phone via text/email (**under contact info tab – see image below**).

CONTACT INFORMATION PAGE

(FIGURE 2)

the contact information page allows owners to (FIGURE 2):

- View address and phone numbers on file
- View listed owners and occupants on file
- Change guest arrival notification preferences

YOU WILL NEED TO UPDATE ALL CONTACT INFORMATION WITH THE POA OFFICE. INFORMATION UPDATED IN GATE ACCESS _WILL NOT_ TRANSFER TO THE GUARDHOUSES OR THE POA OFFICE
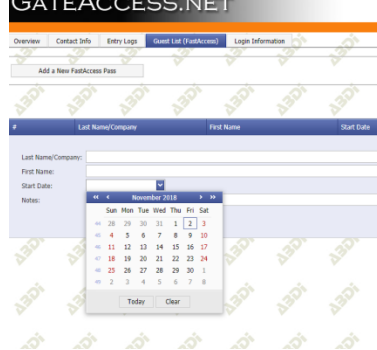
ADDING A GUEST

(FIGURE 3)

The **Guest List** page allows the owners to ADD & DELETE guest information **(FIGURE 3).**

Clicking the Add a New Fastaccess Pass button will show a form into which you will enter the information of the expected guest (FIGURE 4).

(FIGURE 4)

Dates are selected from drop-down calendar lists. You will enter a start date and end date up to 7 days. Should you need an extended pass for your guests, please contact the POA office. **(FIGURE 5)**.
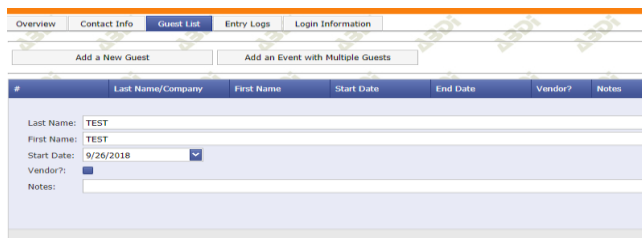
(FIGURE 5)

Once the end date has been selected, hitting the update button is necessary to save your guests information **(FIGURE 6).**

(FIGURE 6)

ADDING A LIST WITH MULTIPLE GUESTS

(FIGURE 7)

From the Guest List tab, you will click on the "Add an Event with Multiple Guests" button **(FIGURE 7).**

(FIGURE 7)

Here you will be able to add guests, event date, and guests name. Again, clicking the update guest list button is necessary to saving the list for guest entry **(FIGURE 7).**

To send your guest pass via email, hit "View/Send" you will be directed to the pass to enter the email address where it is to be sent.

IF YOUR GUEST DOES NOT RECEIVE THE PASS, PLEASE HAVE THEM CHECK THEIR SPAM/JUNK FILE.

THE ENTRY LOGS

(FIGURE 8)

The entry logs show you all entries that were logged into your address **(FIGURE 8).** This screen is READ ONLY.

(FIGURE 9)

You are able to filter the entries by typing in the filter bar above the first entry. That will reduce the list to include only the matching entries **(FIGURE 9).**

VOICE OVER I.P. SYSTEM

You may now call and leave a message at the gates to authorize entry for guests and vendors. Please make sure to speak clearly so the guards can hear the name of your guest. This system is available 24 hours a day, 7 days a week.

- Dial the following telephone number: **803-641-2368**. A computer will pick up and request that you enter your personal security code**: PIN**

and press the # sign. Once the computer identifies your code, it will open your resident file.

• The computer will now prompt you to wait for the beep and then **clearly state the name of your guest** (or the name of your first guest, in the event of more than one guest being cleared at this time).

• Next, the computer will ask you to **PRESS 1# if you expect your guest today, PRESS 2# if you expect your guest tomorrow, or PRESS-3# if you wish to clear your guest for both today AND tomorrow.** For any other date, **PRESS-4.**

• If you pressed 1, 2 or 3, the system will announce that the guest has been added to your list. You may hang up the phone, or press 1 and the # sign to add another guest.

• If you pressed 4 for another date, the system will ask you to enter the month and the # sign. For example, enter 8# for August. Next, you will be asked to enter the day of arrival followed by the # sign. For example, press 16# for the 16th of the month. Finally, you will enter the year followed by the # sign. For example, you may either enter 2016# or 16# for the year 2016. Once verified as a valid date, the system will prompt you for the number of days you wish to clear your guest, followed by the # sign. For example 7# will clear the guest for 7 days starting 8/16/2016. When complete, the system will read back the date and number of days, which you may accept by pressing 1 and the # sign, or reject and try again by pressing 2 and the # sign. **PLEASE DO NOT HANG UP THE PHONE UNTIL THE COMPUTER PROMPTS YOU TO DO SO.**

• Your visitor will now be authorized to enter. The message will now be stored in the system for the number of days you have cleared him/her. Upon expiration, this guest will no longer appear on your guest list.

• Should you need to speak to a security officer directly, please call SECURITY PHONE.

NOTES:

• **The computer can only recognize a touch-tone phone.**

• **No one will be admitted into the community without prior authorization.**

• **Wait for the computer to tell you to hang up, otherwise the name will NOT be recorded in the system. THERE WILL BE A PAUSE! DO NOT HANG UP.**

If you have any questions regarding this information, please contact the Woodside Plantation Property Owners' Association office (WPPOA) at (803) 641-9663 or via email, wppoa@wppoa.com