# Simplified instructions for managing your guest list through your smart phone.

Before you can use your smart phone to manage your guest list you must download the mobile app.

- If you have an android device you can find the mobile app at "Google Play". If you have an iPhone the app will be located in the "App Store"

For Android & iPhone Devices

1. Touch the icon for the Gate Access Mobile app

2. When login screen shows enter the "Community Code" (WPPOA) You can start typing it or use the drop down table

3. Touch "Username" and type in your primary phone number that is on record at the POA office. This is the same phone number that you would use on your home computer to log into "GateAccess.Net".

4. Now, type in your password (this is your 4 or 5 digit PIN) and touch done.

5. Make sure to check both the "Remember Me" & "Auto Login" boxes if you want to remain logged in.

6. Now touch Login

7. <u>To add a guest touch</u> "Guest List"

8. In the upper right hand corner touch "Add Guest"

9. Enter a first and last name or company name, and any notes you have for security.

10. Touch "Start Date" and then touch the date that you wish the pass to start.

11. Touch the date you wish the pass to end (up to 7 days)

12. Touch "Save" in the upper right hand corner.

13. You will be prompted at this time to "Send FastAccessPass". This is the barcode that most are familiar with. If you hit "yes", a sample pass will be shown, and you will hit "send" after checking that the dates are correct on the pass, you may then share it however you wish (text, email, etc.)Hitting "no" will still save the pass, which can then be picked up at the gate.

   - You may share the barcode at a later time if you choose to by simply touching on the pass that you previously created and then touching the forwarding arrow in the upper right hand corner. Hit "send" on the sample to select your sending preference.