

Visitors, Events, and Residents **6**

- Overview:** There are three ways to manage who has access to your property. You can add people as a Visitors, Event guests, or as authorized users for the property.
- Visitors:** By clicking the “Add New Visitor” button at the top of the Visitor Tab, you can create a new Visitor (or Vendor) that will be authorized to enter the community. You can select whether or not you’d like them to have permanent access, or temporary access (for example, a plumber who will only be working on your home for a couple of days). You can also create Banned visitors that will be turned away at the gate.
- Events:** Using the “Events” tab, you can create an Event (for example, Wedding Reception), set the date and time, and add guests to the Guest list. This will allow the Security staff to admit your guests. You can even email a special pass to your Guests that will allow expedited gate access.
- Authorized Users:** Using the “Residents” tab you can give access to your account by adding other authorized users. Other users can be an Owner (i.e. your spouse), a Minor (your children), a Realtor, or Property Manager. Be sure to ask your community manager for clarifications on the different role’s permissions regarding your account.

Vehicles and Others **7**

- Vehicles:** Using the “Vehicles & Devices” tab you can add vehicles to and delete them from, your account.
- Other Features:** QuickPass® offers many great features that will assist you in managing your property and account, such as Vacation notices and Reports. Take a moment to explore your account and discover all the great features your QuickPass® Account offers.



*Resident
Quick Start
Guide*

Login to access your account

Email

Password

Getting Started

1

- Welcome to QuickPass® 2.0. 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 using some of the important tools at your disposal.
- Simply go to <https://2.QuickPass.us> and use the Log In instructions below to access your personal QuickPass® Account.

Login / Recover Password

2

- Login to the QuickPass 2.0® website using your QuickPass® Login ID (your registration email) and your new password. Passwords are case sensitive and must be at least 7 characters, including one capital letter and one number.

- You can reset your password at any time (if you've previously logged in) by clicking "Forgot Password?"

Contact Info

3

- Please provide at least one phone number so that you can receive vital community information and phone calls from the gate house. You can also adjust the contact priority list for all phone numbers related to the property in the "Property Contact Info" section. Your alternate mailing address and "Code Word" can be updated here as well.

Text to "QUICK"

4

- "Text to Quick" is one of the most exciting features in QuickPass® 2.0. This simple, and user friendly system allows you to add visitors to your admit list within seconds from your mobile phone.
- Simply perform a one-time verification of your mobile phone number and service provider using the detailed instructions in the "My Profile" tab of your QuickPass® account. Then you can send a text message to QUICK (78425) with your visitor's first and last name.

5

- In the "My Profile" section of your account, you can change your email and password. If you change your Email or Password, you will be sent a confirmation email, and will be asked to login again to verify your new password.