

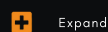
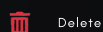
How to Add Visitors Online



- ▶ Login at www.quickpass.us
- ▶ Once logged in, you will see your overview page
- ▶ Select **Manage** under your **Visitors** section or **All Visitors** on the top main menu bar
- ▶ You will now see your visitor list and the option to Add Visitors
- ▶ Select **Add Visitor**
- ▶ Fill in your Visitor's name
- ▶ Then select the **Access Type**:
 - ▶ **One Time Entry**: Can enter only once & then will be removed from your list
 - ▶ **Temporary**: Will work for just the day scheduled
 - *Please allow extra time for your visitor to arrive
 - ▶ **Duration**: Duration of days
 - ▶ **Permanent**: Will remain on your list until deleted
- ▶ If you would like to receive a notification when your visitor get checks in at the gate, toggle on **Notify Upon Entry**
- ▶ Then input your desired notification method
- ▶ **Sending your Visitor a QUICK Pass** allows for quicker entry at the gate. Your visitor will receive a QR code that the guard can scan for expedited entry
- ▶ Fill in your visitors phone number or email address
- ▶ Select **Save** to add your visitor
 - *You can scroll to the bottom of the page to see that your visitor has been added

The screenshot shows the Quickpass dashboard. In the top right menu bar, the 'Add Visitor' button is highlighted with a hand cursor. The dashboard includes sections for 'My Location', 'Account Info', 'Contact Info', 'Residents', 'Visitors', and 'Visitor Activity Report'. The 'Visitors' section shows a count of 0 and a 'Manage' button.

The screenshot shows the 'Add Visitor' form. It includes fields for Name (Test Visitor), Access type (Temporary selected), Admit Beginning (9/16/2021, 12:27 PM), Notify Upon Entry (toggle on), and Contact information (Mobile Phone 1, Mobile Phone 2, Email Addresses). The form also includes a 'Send Your Visitor a QUICK Pass' section with a note about optional QR code distribution. At the bottom, there are 'Save' and 'Cancel' buttons.



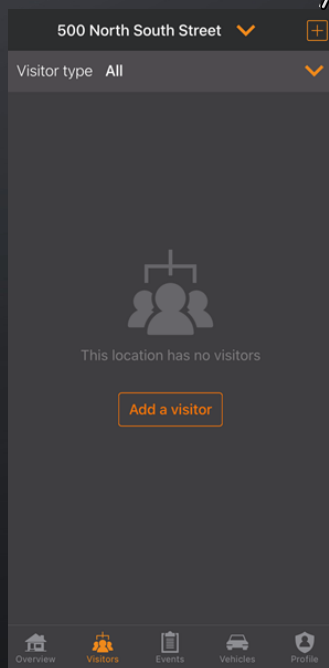
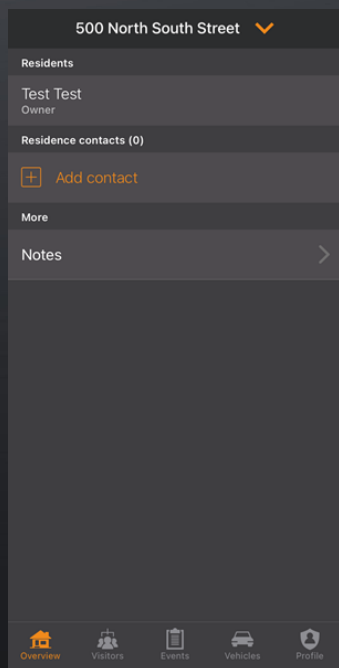
Download the Mobile App:
Quickpass Visitor Management





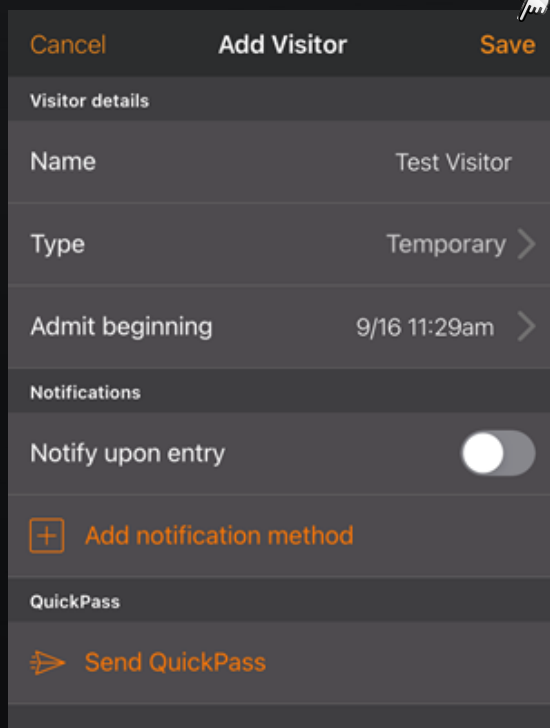
RESIDENT SUPPORT
support@quickpass.us | 888-444-6343

www.quickpass.us





- ▶ Login to the QuickPass Visitor Management Mobile App
- ▶ Once logged in, you will see your overview page
- ▶ On the bottom of the page select  Visitors
- ▶ You will then be brought to your visitor list
- ▶ In the top right corner, select the  to add a new visitor



- ▶ Fill in your visitors name
- ▶ Then select the **Access Type**:
 - One Time Entry**: Can enter only once & then will be removed from your list
 - Temporary**: Will work just for the day scheduled
*Please allow extra time for your visitor to arrive
 - Duration**: Duration of days
 - Permanent**: Will remain on your list until deleted
- ▶ Then select the admit time or class
- ▶ If you would like to receive a notification when your visitor get checks in at the gate, input your desired notification method & then toggle on **Notify Upon Entry**
- ▶ **Sending your Visitor a QUICK Pass** allows for quick entry at the gate. Your visitor will receive a QR code that the guard can scan for expedited entry, fill in your visitors phone number or email address
- ▶ Select Save to add your visitor
*To edit, select the visitor. To delete, slide the visitor to the left