## How to Add Visitors & Codes



\*Please note: Account Login changes must be done from www.QuickPass.us, not the mobile app

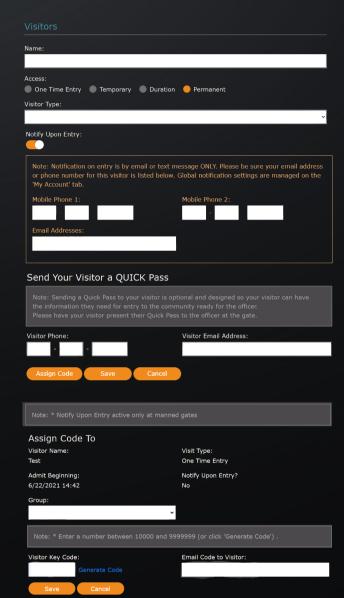
- ► Under All Visitas , select ADD VISITOR
- Fill in the visitor/vendor name, select Access Type(One Time Entry, Temporary, Duration,
- Permanent)
  \*Allow EXTRA TIME for early visitor arrivals when selecting a time
- If Global Notifications is not activated, Toggle
  the Notify Upon Entry button on 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 8 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)









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Download the Mobile App: Quickpass Visitor Management













