

How to Add Visitors & Codes



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

- ▶ Under **All Visitors**, 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 & 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)

Visitors

Name:

Access:
 One Time Entry Temporary Duration Permanent

Visitor Type:

Notify Upon Entry:

Note: Notification on entry is by email or text message ONLY. Please be sure your email address or phone number for this visitor is listed below. Global notification settings are managed on the 'My Account' tab.

Mobile Phone 1: - - Mobile Phone 2: - -

Email Addresses:

Send Your Visitor a QUICK Pass

Note: Sending a Quick Pass to your visitor is optional and designed so your visitor can have the information they need for entry to the community ready for the officer. Please have your visitor present their Quick Pass to the officer at the gate.

Visitor Phone: - -

Visitor Email Address:

Note: * Notify Upon Entry active only at manned gates

Assign Code To

Visitor Name:

Test

Admit Beginning: 6/22/2021 14:42

Group:

Visit Type:

One Time Entry

Notify Upon Entry?

No

Note: * Enter a number between 10000 and 9999999 (or click 'Generate Code') .

Visitor Key Code:

Email Code to Visitor:



Edit



Delete



Expand

Download the Mobile App:
Quickpass Visitor
Management



Resident Support
Support@quickpass.us
888-444-6343
www.quickpass.us

