

GATE ACCESS SYSTEM INSTRUCTIONS

GateAccess.net is a premier website that allows residents of member communities to enter and monitor visitor passes and personal vehicle information. GateAccess.net can be accessed via computer or via an app on your Smart Device.

HOW DO I LOG INTO THE SYSTEM?

Initial Set-up: Using any standard web browser (Internet Explorer, Firefox, Chrome, etc.), navigate to **www.GateAccess.net**.

At the login screen (*Figure A*):

1. Select “SIPOA” from the Community Code drop-down list.
2. Enter your unique user name in the “User Name” line.
3. Enter your unique 6-digit numeric password in the “Password” line.

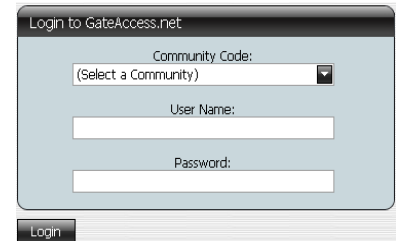


Figure A

Your initial User Name and Password can be verified with the SIPOA Administration Office. Once done, click on the LOGIN button. Upon a successful login, the OVERVIEW page will open with community news and information.

HOW CAN I CHANGE MY USER NAME AND PASSWORD?

It is recommended that you change your initial user name and password. This is done by clicking the LOGIN INFORMATION tab (*Figure B*). You will then be prompted to enter a new user name and password that you will remember. If the user name you selected is already in use, the system will let you know so you can choose a different one. The password can be letters and/or numbers and is not case-sensitive. Follow the guidelines on the page to create a valid user name and a strong password.

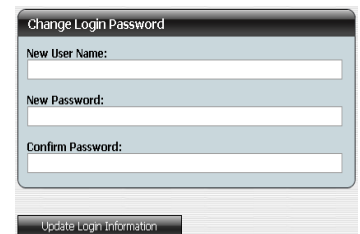


Figure B

NOTE: EACH PROPERTY ADDRESS HAS A SINGLE USER NAME AND PASSWORD.

HOW DO I CHANGE MY VERBAL SECURITY CODE?

This code may only be updated by the SIPOA Administration Office. Please email your name, Seabrook property address, current verbal security code and preferred verbal security code (maximum 50 characters – letters or numbers) to receptionist@sipoa.org.

HOW DO I NAVIGATE THE WEBSITE?

On the upper part of the screen you will see a tab selection bar that allows you to access the different parts of the system (*Figure C*). Click on the desired tab to review and edit your information.



Figure C

If you have any questions or need help accessing the GateAccess website, please contact Rhiannon Schalaudek, at 843.768.0061.

WHERE CAN I GET HELP ON SPECIFIC TABS (GUEST LIST, ETC.)?

At the bottom right hand corner of each page you will find a HELP button (*Figure D*). Clicking on that button will generate a pop-up screen detailing information regarding the open screen. Use this information for help or questions regarding editing, deleting or adding data.



Figure D

WHY CAN'T I EDIT CERTAIN INFORMATION?

While editing your guest list or emergency contacts, for example, is authorized by SIPOA, other areas of the system are viewable-only. For example, ownership information, contact information updates, verbal security code, and vehicle and barcode information are managed by the system administrator at the SIPOA Administration Office.

HOW DO I MAKE VEHICLE UPDATES/CHANGES?

Vehicle information may only be updated by the SIPOA Administration Office. Forward vehicle changes to receptionist@sipoa.org. For new vehicles/barcode requests, please submit the *New Vehicle Registration Form* found on our website under the SIPOA drop-down menu. *Please note:* any time your license plate or vehicles change, the new information must be provided to SIPOA.

HOW DO I MANAGE MY VISITOR LIST?

You may review and update your Guest List as often as you like. We encourage you to review the list on a regular basis, deleting those who no longer need access. Go to the Guest List in your account to make changes.

HOW DO I OBTAIN THE MOBILE DEVICE APP?

Once you have confirmed your account information is correct, we recommend that you download the ABDI GateAccess App (*Figure E*) on your Smart Device so you can conveniently access and edit your guest list, arrange visitor passes, and view your recent visitor list.

For iPhones/iPads, visit the App Store and search for “ABDI GateAccess.” For Android devices, visit the Google Play store and search for “ABDI GateAccess.” The log-in information for the ABDI GateAccess app is the same as the GateAccess.net website.

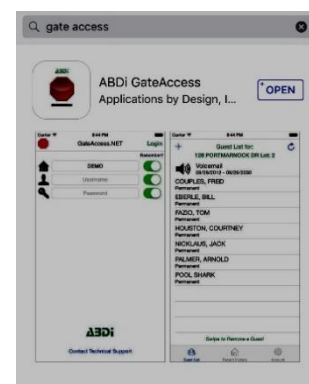


Figure E

WHERE CAN I GET ADDITIONAL HELP?

If you have any questions regarding the data itself, as it appears on the website, you will need to contact SIPOA, as ABDI only provides the facility to update information and does NOT have access to the actual database. If you have questions regarding the website itself, or need further help with specific tasks, please contact ABDI at support@abdi.net, and an Engineer will get back to you. Do not forget to specify the name of your community, as well as the description of your problem and your contact information.

PLEASE KEEP THIS INSTRUCTION SHEET FOR FUTURE REFERENCE

“FastAccess” Guest Pass Voucher Entry Procedure

“*FastAccess*” enables a Property Owner to transmit gate-pass vouchers to guests in advance of their arrival. The vouchers contain a QR code that can be printed by a guest before arrival or stored in their smart device. When the guest arrives at the gate, the QR code is scanned by the Security Officers and a pass prints automatically. Use of the vouchers enables our Security Officers to create passes in about *10-15 seconds per pass*. That reduces processing time by almost 1 minute per pass!

Go to www.gateaccess.net

Community Code: SIPOA

User Name: *use the gateaccess.net user name associated with your property*

Password: *use the gateaccess.net password associated with your property*

Select the “**Guest List (FastAccess)**” tab just below the GateAccess.net heading.

Click the “**Add a New FastAccess Pass**” box.

Enter the guest’s information in the spaces provided and click the “Update” box.

Your guest’s information will appear in the guest list at the bottom of the screen.

To send the voucher to your guest, click on the guest’s name, scroll to the right and click the “**View/Send Voucher**” box for that guest. An image of the Voucher will then appear. Enter your guest’s email address in the “**Email to**” box at the top of the screen and then click on the “**Send Now**” icon.

The voucher image will disappear, but in the guest information section the “Emailed” column will show “Yes” and the “Sent” column will show the date and time the voucher was emailed.

SIPOA would like to ensure that **all** owner-managed rental properties are in the ABDI system so all renters arrive at the gate with their pass voucher ready and can be processed quickly. If you rent your property through VRBO, Airbnb or HomeAway, here’s how to determine if your property is already registered in the database as a VRBO (or other web-based service) property:

Log in to your GateAccess account and check the heading tabs just below the GateAccess.net heading. If you see a tab labeled “*Guest Pass Vouchers*” that means you’re already registered. If you don’t see that tab, please contact SIPOA at receptionist@sipoa.org with your rental property address and we will update your property information in the ABDI system to enable you to create rental guest pass vouchers.

Please Note - if your property is rented via a rental management company, this process is already in place. Rental management companies are required to enter and email guest pass vouchers to your rental guests using this system.