

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 GateAccess.net.

At the login screen (*Figure A*):

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



Figure A

Your initial Username 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 USERNAME AND PASSWORD?

It is recommended that you change your initial username and password. This is done by clicking the LOGIN INFORMATION tab (*Figure B*). You will then be prompted to enter a new username and password that you will remember. If the username 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 username and a strong password.



Figure B

NOTE: EACH PROPERTY ADDRESS HAS A SINGLE USERNAME 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 (minimum 4 characters and maximum 50 characters – *either letters or numbers only*) 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

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 view-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 [here](#) or on our website (www.sipoa.org) under the Forms drop-down menu. *Please note:* any time your license plate changes, the new information must be provided to SIPOA.

HOW DO I MANAGE MY GUEST 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.

FAILURE TO SUCCESSFULLY LOG IN AND SECURITY BLOCK

Failure to log in with result with a LOGIN FAILURE screen (Figure 3). Should the property owner fail to log in successfully 3 times within a period of 60 minutes, the system will block further login attempts for a period of 60 minutes as a security precaution. The lock will release automatically at the end of the 60 minutes period and will allow for further login attempts.



“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 Gateaccess.net

Community Code: SIPOA

Username: *use the gateaccess.net username associated with your property*

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

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

Click the “**Add a New Guest Pass Voucher (FastAccess)**” box.

Enter the guest or contractor information in the spaces provided and click the “Update” box. If your guest is a contractor, the contractor box must be checked. Your guest’s information will appear in the guest list at the bottom of the screen.

The screenshot shows the GATEACCESS.NET website interface. At the top, there is a navigation bar with the following tabs: Overview, Contact Info, Entry Logs, Rental Pass Vouchers, **Guest List**, Emergency Contacts, Pets Information, Vehicles, Login Information, and Community Documents. Below the navigation bar, there are two buttons: "Add a New Guest Pass Voucher (FastAccess)" and "Add an Event with Multiple Guests".

The main content area features a search bar with the placeholder text "Enter text to search...". Below the search bar is a table with the following columns: #, Last Name/Company, First Name, Start Date, End Date, Notes, Contractor?, Emailed?, and Sent. The table contains two rows of data:

#	Last Name/Company	First Name	Start Date	End Date	Notes	Contractor?	Emailed?	Sent
	A Test	Anne	4/22/2022	4/22/2022		<input checked="" type="checkbox"/>	No	
	A Test	Joe	4/22/2022	4/23/2022		<input checked="" type="checkbox"/>	No	

Below the table, there is a form for adding a new guest pass voucher. The form includes the following fields:

- Last Name/Company:
- First Name:
- Start Date: (with a dropdown arrow)
- End Date: (with a dropdown arrow)
- Notes:
- Contractor?:

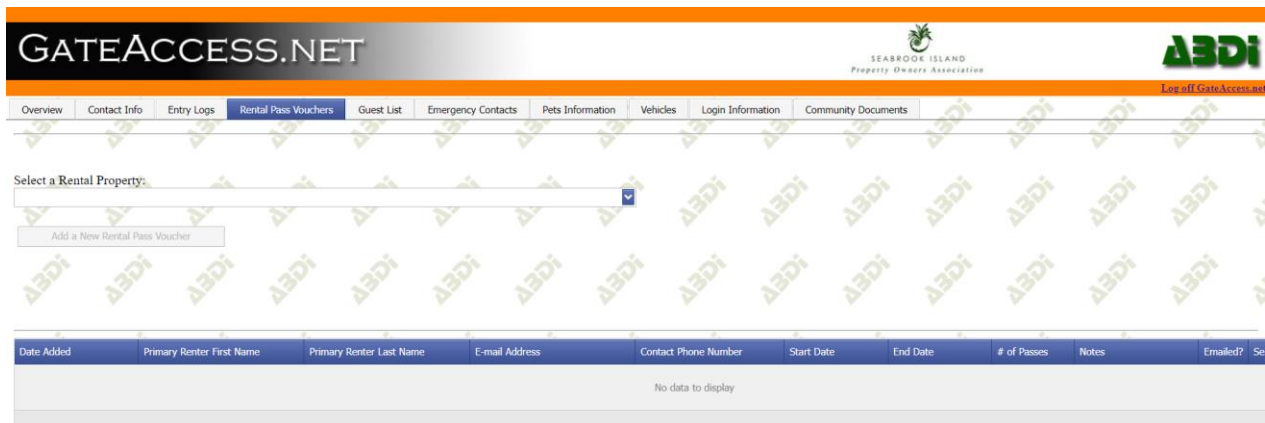
At the bottom right of the form, there are two buttons: "Update" and "Cancel".

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. All rental guests pass requests must be submitted via the ABDI GateAccess system.

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 *“Rental 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.

THE CONTACT INFO PAGE

The Contact Info page allow owners to:

- View Address on file (READ ONLY)
- View Listed Owners/Occupants on file (READ ONLY)
- Change their email addresses, phone numbers, guest arrival notification preferences
- Select the provider's name of one or two cell phone numbers in order to get a text message when a guest arrives (in addition to email(s)).

After the changes are made, the owner must click the UPDATE INFORMATION button to save the changes.

The screenshot shows a web browser window with the URL <https://gateaccess.net/Contacts.aspx>. The page title is "GATEACCESS.NET" and the logo "ABDI" is visible in the top right. The navigation menu includes "Overview", "Contact Info", "Guest List", "Entry Logs", "Emergency Contacts", "Vacation Notification", "Pets Information", "Vehicles", and "Login Information".

The main content area is titled "Owners and Occupants of 22037 BAYFIELD DRIVE" and contains a table with the following data:

Last Name	First Name	Status
ABDI	Systems	Owner

Below the table is a form for updating contact information. The form is divided into two columns: "Electronic Information" and "Phone Numbers".

Electronic Information:

- Email Address:
- Second Email:
- Third Email:
- Guest Arrival Notifications:

Phone Numbers:

- Primary Phone:
- Cell Phone:
- Second Cell Phone:
- Alternate Phone:

Below the form is a section for "Text (SMS) Notifications". It contains two dropdown menus for "Provider of First Cell Phone" and "Provider of Second Cell Phone", both currently set to "(None Selected)". A note is displayed next to these dropdowns:

NOTE: Selecting a Cell Phone Provider from the boxes on the LEFT will generate A Text Message (SMS) to the Cell Phone(s) above upon guest arrival. The cell phone owner (YOU) may be charged for these messages by your carrier. Neither your association nor ABDI is responsible for these charges, and by selecting a provider from the list you're indicating your agreement to these terms.

At the bottom of the form is a button labeled "Update Information" with a red arrow pointing to it. A "help" button is located in the bottom right corner of the page.

If you have any questions or need help accessing the GateAccess website or app, please contact Rhiannon Schalaudek at rschalaudek@sipoa.org.