

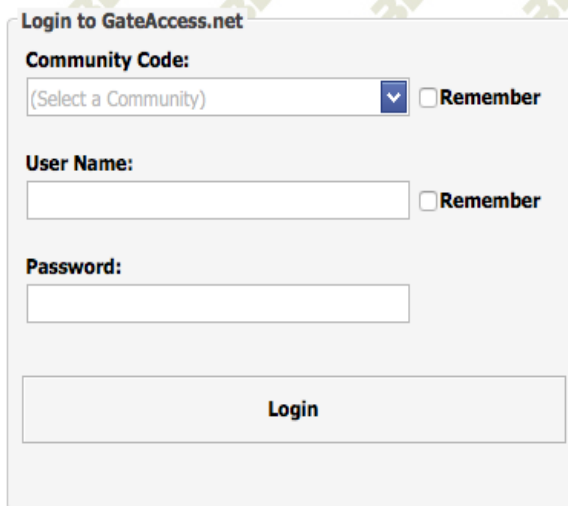
# GATE ACCESS GUEST AUTHORIZATION INSTRUCTIONS

## Automated Voice Message (option 1)

1. Call : 239-949-1571
2. You will be prompted to enter your security code \_\_\_\_\_#
3. The automated voice will repeat your code, if correct you will be prompted to confirm the security code by pressing 1
4. Clearly state the name of guest.
5. Authorizing guest for
  - Today (press 1)
  - Tomorrow (press 2)
  - Today & Tomorrow 48 hours is the max (press 3)
6. To add another guest press 1 or if done hang up when prompted.
7. Your guest is authorized.

## Computer (option 2)

1. Google [www.gateaccess.net](http://www.gateaccess.net)
2. You will see this box



The image shows a login form for GateAccess.net. The form is titled "Login to GateAccess.net" and contains the following fields and options:

- Community Code:** A dropdown menu with the text "(Select a Community)" and a blue downward arrow. To the right is a checkbox labeled "Remember".
- User Name:** A text input field. To the right is a checkbox labeled "Remember".
- Password:** A text input field.
- Login:** A button with the text "Login" centered on it.

3. Community code is **RAP**
4. Username: \_\_\_\_\_ ( no spaces or dashes just the numbers)
5. Password: \_\_\_\_\_ ( same pin number for all options)

6. Click login after all information is entered
7. Go to the "add guest tab" enter guest name and dates they are visiting (MAX 48 hours)
8. Guest is added, you will see their name appear on your guest list.

### SMART PHONE APP (option 3)

1. Go to your app or play store – search gateaccess.net
2. Download app. Once downloaded you will have to enter
  - Community Code: **RAP**
  - Username: \_\_\_\_\_ (same as using computer)
  - Password: \_\_\_\_\_ (same pin for all options)
3. To add a guest click on the + sign and enter guest name and dates they are visiting. Click add guest for iPhone or check mark for android phones.
4. The app will refresh and guest name will appear on your guest list.



iPhone app looks like



Android app looks like

To obtain your log in credentials please come in to the Association Office or email Tiffany [Reception@rapallo.net](mailto:Reception@rapallo.net) or Lisa [Associations@rapallo.net](mailto:Associations@rapallo.net).