



ADD A GUEST STEP BY STEP



Go to: Gateaccess.net

- Enter Community Code: HLI
- Enter username: Your Primary Phone #
- Enter Password: Voicemail Pin

Edit or Add to Guest List



- Select 'Guest List' Tab

#	Last Name/Company	First Name	Start Date	End Date	Notes
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Jaco	Pest Control		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Dawn	Robert	1/1/2018	1/1/2018
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Danwood	Pool Service		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Roggy Mids	Cleaning		

- Click edit or delete next to the name of your guest to make changes
- Click 'Add a New Guest'

#	Last Name/Company	First Name	Start Date	End Date
Last Name/Company: <input type="text"/>				
First Name: <input type="text"/>				
Start Date: <input type="text"/>				
Notes: <input type="text"/>				

- Clicking the 'Add a New Guest' button will show an in-line form, into which the owner can enter the information of the expected guest. Dates are selected from drop-down calendar lists. If no dates are selected, the guest becomes a part of your permanent guest list. When done, click 'Update Information' button to save changes.



You're done.

You can add another guest, edit your contact information or log off.



NOTIFICATION SETTINGS & CONTACT INFORMATION



Go to: Gateaccess.net

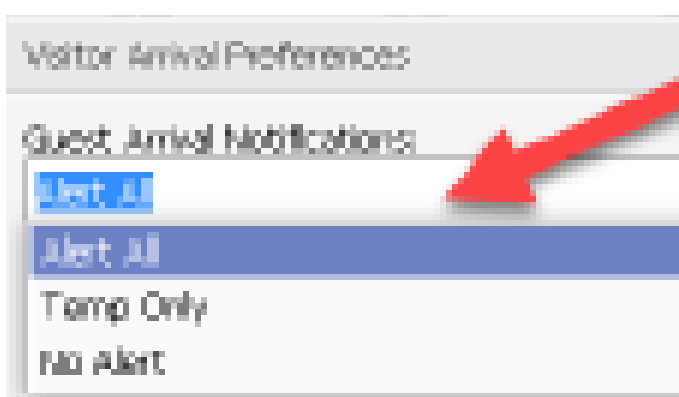
- Enter Community Code: HLI
- Enter username: Your Primary Phone #
- Enter Password: Voicemail Pin

Update your Contact information

Select 'Contact Info'

Make changes if necessary

To add text message notifications, add cell number and service provider and select the drop down box under 'Visitor Arrival Preferences'.



Electronic Information

Email Address: chud@abdi.net

Second Email: dan@abdi.net

Third Email: support@abdi.net

Phone Numbers

Primary Phone: (510) 208-9516

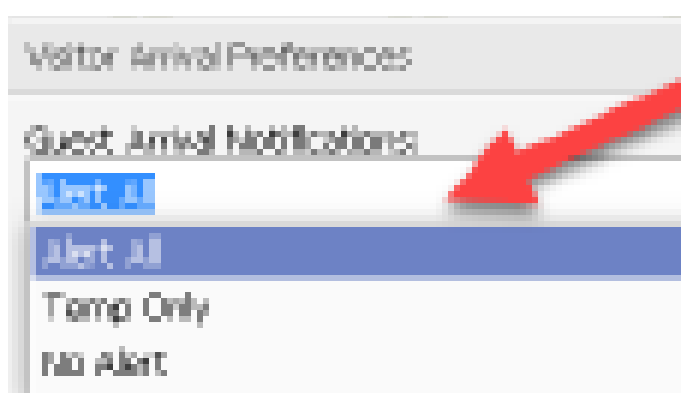
Cell Phone: (510) 630-5454

Second Cell Phone: (561) 239-9856

Alternate Phone: (561) 239-9856

To be removed from email notifications, simply delete your email address and click 'update Information' at the bottom of the screen.

Edit Notification Preferences

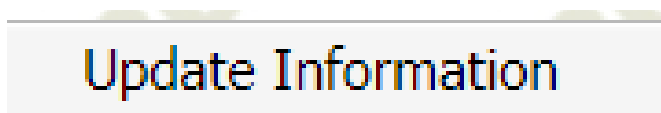


Select 'No Alert' to Opt out or

'Alert All' to receive texts.

Select your cell phone provider from the drop down list.

Click 'Update Information' to save your changes.



You're done.